



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting

Held on Wednesday 7<sup>th</sup> February 2024 at 6.30pm at the school

### MINUTES

**Present:**

Terry Gilzean (TGz)  
Jane Green (JG) (HEAD)  
John Hall (JH) (CHAIR)  
Jessica Lechner (JL)  
Rebecca Pharo (RP)  
Robert Schumann (RS)  
Mark Smith (MS)  
Mark Spedding (MSp)  
Amy Unchern (AU)  
Lisa Wakley-Davies (LWD)  
Nicola Webb (NW)

**Minuted by:** Helen Andrews (HA), Clerk to Governors

		Action
1.	<b>Welcome and Apologies for absence:</b> The Chair opened the meeting.  Apologies were received and accepted from MB, AM and NM. The meeting was quorate. JL has advised the Chair and Clerk that she may be late joining the meeting.	
2.	<b>Declaration of pecuniary interests</b> There were no declarations of interest in any items on this agenda.	
3.	<b>Previous Meeting Minutes</b> <b>Approval of previous FGB Meeting minutes, dated 13<sup>th</sup> December 2023</b>	

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Dated: .....8<sup>th</sup> May 2024.....

	A copy of the minutes of the FGB meeting, including the confidential minute, dated 13 <sup>th</sup> December 2023, were submitted, and will be signed by the Chair as a true reflection of the last meeting.	
4.	<p><b>Matters arising and actions from the previous minutes</b></p> <p>Governors were asked if they had any matters arising from the previous meeting. There were no matters arising.</p> <p>Actions from the previous meeting were discussed:</p> <p>3.1 School Leaders to contact the local authority to get their perspective of the ESA proposal. <b>Deferred to next meeting.</b></p> <p>3.2 JH will draft a response to the Governing Board at CPS. <b>Completed, closed.</b></p> <p>4.4 The Chair of Governors will draft a letter for the school community to offer reassurance during the Headteacher recruitment process. <b>Completed, closed.</b></p> <p>12.2 JG will ensure all year group newsletters provide links to resources available on the school website from the new term. <b>Deferred to next meeting.</b></p> <p>JL joined the meeting at 6.36pm.</p> <p>14.1 Governors are urged to complete one course per term minimum.</p> <p>14.2 Once completed, governor inductions are to be signed off by the Chair and Headteacher.</p>	<p><b>JG</b></p> <p><b>JG</b></p>
5.	<p><b>Governing Body Matters</b></p> <p>5.1 <u>GB Membership</u> - The Clerk confirms that there are no Governor terms of office due to expire. Governor recruitment update – 1 Co-Opted vacancy</p> <p>The advertisement will be drafted, looking for applicants with H&amp;S and/or finance experience.</p> <p><b>Action:</b> JH will work on publishing the advertisement locally with the aim to fill the Co-Opted Vacancy.</p> <p>5.2 <u>Governor review of Headteacher Recruitment Process</u></p> <p>Staff have been informed of the successful candidate. Governors received an update of staff feeling over the recent Headteacher recruitment process.</p>	<b>JH</b>
6.	<p><b>Headteacher's Report</b></p> <p>The Headteacher's Report for this meeting was circulated for review by governors before the meeting was held.</p> <p><b>Challenge:</b> A governor asked, concerning attendance data, what is the difference between PP and FSM?</p>	

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	<p>PP includes FSM but Ever 6 and Service Children are also included in this funding.</p> <p><b>Challenge:</b> A governor asked, how is staff recruitment going? Staff are interviewing next week for a couple of vacancies across the school.</p> <p><b>Challenge:</b> A governor noticed that there were a couple incidents of prejudicial behaviour noted in the Headteacher Report and they asked if they were resolved. Governors were given a high-level overview of the examples of prejudicial behaviours witnessed in school, some of which include social media and incidents outside school. School leaders have worked with parents involved to ensure the matter was resolved as quickly as possible.</p> <p><b>Challenge:</b> A governor raised the fact that alternative Management Information Systems are being explored by the school and asked for more information on what this was. JG explained that the school is currently using SIMS in school, which runs off a system used by the local authority called Central Hosting which is due to be disbanded. School leaders are reviewing Arbor as an alternative platform which has the potential for combining other platforms currently in use for storing pupil data.</p> <p><b>Action:</b> The Resources Committee will pick up the procurement process of the Management Information System at a future meeting.</p>	<b>Resources Comm.</b>
7.	<p><b>School Development Plan</b></p> <p>7.1 <u>School Development Plan (SDP) 2023-24 Update</u> No further update to report. The updated SDP has been received by governors for their information.</p>	
8.	<p><b>Safeguarding</b></p> <p>8.1 <u>School safeguarding update since last meeting</u> A safeguarding update was provided within the Headteacher's Report. The local authority have organised a My Concern Audit planned for 7<sup>th</sup> May 2024.</p> <p>8.2 <u>Annual Governor Safeguarding Training Update</u> The Clerk reminded governors to update the training record with completed safeguarding training information for this academic year.</p> <p>8.3 <u>Verbal update from Safeguarding Link (JL)</u> Regular safeguarding visits continue. A walk-about has been planned in March 2024, the safeguarding audit will also be planned. The visit</p>	

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	will also cover aspects of safer recruitment. The Safeguarding Link will also lead a school assembly.	
9.	<p><b>SEND Update</b></p> <p>9.1 <u>Verbal SEND Link Update</u> A meeting with the INCo is scheduled for next week.</p>	
10.	<p><b>Pupil Premium Fund Statement</b></p> <p>A copy of the Pupil Premium Fund Statement uploaded to the school website before the 31<sup>st</sup> December 2023 deadline was circulated to governors for review before the meeting.</p> <p><b>Ratification:</b> Governors unanimously approved the Pupil Premium Fund Statement.</p>	
11.	<p><b>School Financial Value Standard (SFVS)</b></p> <p><b>Action:</b> An EFGB meeting will tagged on to the end of the next Resources Committee meeting to approve the SFVS before the 31<sup>st</sup> March 2024 deadline.</p>	<b>Clerk</b>
12.	<p><b>Committee Updates</b></p> <p>12.1 <u>Resources Committee, dated 10<sup>th</sup> January 2024</u> RS provided an overview of the previous Resources Committee meeting. The minutes were circulated for governor review ahead of this meeting.</p> <p>LWD left the meeting at 7pm.</p> <p>12.2 <u>Children’s Committee, dated 17<sup>th</sup> January 2024</u> The minutes were circulated for review by governors ahead of this meeting.</p>	
13.	<p><b>Link Governor Reports</b></p> <p>None received.</p>	
14.	<p><b>Policies for Review</b></p> <p>14.1 <u>Behaviour Policy</u> HS and JG are in the process of redrafting the Behaviour Policy to include therapeutic thinking in the next revision. This version has no changes since the last review and is being considered under the policy review cycle.</p> <p><b>Ratification:</b> Governors unanimously approved the Behaviour Policy.</p> <p>14.2 <u>SEND Policy</u></p>	

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Dated: .....8<sup>th</sup> May 2024.....

	<p><b>Action:</b> The SEND Policy was not ready to be reviewed by governors at this stage and was deferred to the next meeting.</p> <p>14.3 <u>Teacher Appraisal Policy</u> Based on models from EPM, no significant changes since last review. Governors agreed to involve both governors and school leaders in the dismissal process.</p> <p><b>Ratification:</b> Governors unanimously approved the Teacher Appraisal Policy.</p> <p>14.4 <u>Staff Grievance Policy</u> <b>Ratification:</b> Governors unanimously approved the Staff Grievance Policy.</p> <p>14.5 <u>Statement of Procedures for Dealing with Allegations of Abuse Against Staff</u> <b>Ratification:</b> Governors unanimously approved the Statement of Procedures for Dealing with Allegations of Abuse Against Staff.</p>	
15.	<p><b>Governor Training &amp; Development</b></p> <p>15.1 <u>Governor Training Record</u> A copy of the latest governor training record was shared ahead of the meeting. Governors were reminded to update their training, particularly concerning the annual safeguarding update received earlier in the academic year.</p> <p>15.2 <u>Governor Inductions update</u> <b>Action:</b> JH will follow up with new governors to check progress and sign off induction checklists, as required.</p> <p>15.3 <u>Spring 2024 LA Governance Update</u> A governor noted of one the updates published concerning allergies in school. Governors are being asked to respond/sign up to a Code of Conduct concerning how the school responds to allergies.</p> <p>The school continues to take allergies seriously by responding swiftly to individual conditions; staff have received anaphylaxis training and serious allergies are recorded on individual care plans to ensure staff are fully prepared to support the children in their care.</p> <p>15.4 <u>LA Annual Governors Conference, 9<sup>th</sup> March 2024</u> The Clerk promoted attendance by governors to the local authority led Annual Governors Conference taking place on 9<sup>th</sup> March 2024.</p>	JH

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Dated: .....8<sup>th</sup> May 2024.....

16.	<p><b>Any other business</b></p> <p>16.1 Governors to agree 2 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> <li>• Governors were pleased to learn of the school’s approach to therapeutic thinking via the update received by members of the Children’s Committee.</li> <li>• Governors were pleased to maintain the policy review cycle to ensure the school meets its statutory obligations.</li> </ul> <p>16.2 Date and time of next meeting – 8<sup>th</sup> May 2024, 6.30pm at school.</p> <p>There were no further strategic items of Any Other Business identified at the meeting.</p> <p>There being no further business, the meeting closed at 7.15pm.</p>	
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### Actions from the meeting, dated 7<sup>th</sup> February 2024

	Action	Owner	Deadline
3.1 (from previous meeting)	School Leaders to contact the local authority to get their perspective of the ESA proposal.	JG	Next meeting
12.2 (from previous meeting)	JG will ensure all year group newsletters provide links to resources available on the school website from the new term.	JG	Next term
5.1	JH will work on publishing the advertisement locally with the aim to fill the Co-Opted Vacancy.	JH	ASAP
6.0	The Resources Committee will pick up the procurement process of the Management Information System at a future meeting.	Resources Comm	Future meeting
11.0	An EFGB meeting will tagged on to the end of the next Resources Committee meeting to approve the SFVS before the 31st March 2024 deadline.	Clerk	13 <sup>th</sup> March 2024
15.2	JH will follow up with new governors to check progress and sign off induction checklists, as required.	JH	Next meeting

### Governor Meeting Dates 2023-2024

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Dated: .....8<sup>th</sup> May 2024.....

**Waterbeach Community Primary School**  
**Approved Governor Meeting Dates 2023-2024**

Date	Meeting		Topic
<i>Autumn</i>			
20th Sept 23	Children's	Autumn 1	
4th Oct 23	Resources	Autumn 1	
18th Oct 23	FGB	Autumn 1	Data Review (incl SEF)
8th Nov 23	Resources	Autumn 2	
15th Nov 23	Children's	Autumn 2	
13th Dec 23	FGB	Autumn 2	
<i>Spring</i>			
10th Jan 24	Resources	Spring 1	
17th Jan 24	Children's	Spring 1	
7th Feb 2024	FGB	Spring 1	SDP Focus
13th Mar 24	Resources	Spring 2	
27th Mar 24	Children's	Spring 2	
<i>Summer</i>			
24th Apr 24	Resources	Summer 1	Budget Scrutiny
8th May 24	FGB	Budget	Budget Approval
22nd May 24	Children's	Summer 1	
5th June 24	FGB	Summer 1	
26th June 24	Resources	Summer 2	
17th Jul 24	Children's	Summer 2	
10th Jul 24	FGB	Summer 2	Business Meeting

**Governor Training & Development**

To view the Joint Annual Governance Training Program and book courses online - [here](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)

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