



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 8th May 2024 at 6.30pm at the school

MINUTES

Present: Martin Brown (MB)
Terry Gilzean (TGz)
Jane Green (JG) (HEAD)
John Hall (JH) (CHAIR)
Jessica Lechner (JL)
Anne Morten (AM)
Rebecca Pharo (RP)
Robert Schumann (RS)
Mark Smith (MS)
Lisa Wakley-Davies (LWD)
Nicola Webb (NW)

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

		Action
1.	Welcome and Apologies for absence: The Chair opened the meeting. Apologies were received and accepted from NM and AU. MSp was not present at the meeting. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.	
3.	Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 7th February 2024	

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W'beach FGB minutes 08.05.2024 v1 (+JG, JH)

	<p>A copy of the minutes of the FGB meeting, dated 7th February 2024, were submitted, and will be signed by the Chair as a true reflection of the last meeting.</p> <p>Approval of previous EFGB Meeting minutes, dated 13th March 2024 A copy of the minutes from the EFGB meeting to approve the School’s Financial Standard on 13th March 2024 were submitted and will be signed by the Chair as a true reflection of the meeting.</p>	
<p>4.</p>	<p>Matters arising and actions from the previous minutes 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 (from previous meeting) School Leaders to contact the local authority to get their perspective of the ESA proposal. This matter will be reviewed at a future governor meeting. Action closed.</p> <p>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 will follow this up with SLT. Completed, closed.</p> <p>5.1 JH will work on publishing the advertisement locally with the aim to fill the Co-Opted Vacancy. On agenda.</p> <p>6.0 The Resources Committee will pick up the procurement process of the Management Information System at a future meeting. Ongoing.</p> <p>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. Completed, closed.</p> <p>15.2 JH will follow up with new governors to check progress and sign off induction checklists, as required. In progress.</p> <p>In consideration of her wellbeing, the Chair chose to move to items 10 and 11 to allow LB to leave the meeting after these items. After items 10 and 11 were considered, the agenda returned to the planned format.</p>	
<p>5.</p>	<p>Governing Body Matters</p> <p>5.1 <u>GB Membership</u> The Clerk advised that RP’s tenure as Co-Opted Governor is due to expire on 8th July 2024.</p> <p>Ratification: Governors unanimously supported the proposal to reappoint RP for another term as Co-Opted Governor from 8th July 2024.</p> <p>Governor recruitment update – 1 Co-Opted vacancy</p>	

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	<p>JH has advertised the vacancy on Facebook and received 2 positive expressions of interest. One has a background in finance, the other works in Health & Safety and has a background in safeguarding. JH plans to meet with both to talk through the role and understand if they will have capacity.</p> <p>Governors were advised of a governor’s plans to step back from her governor role due to personal circumstances. A discussion took place around the plans to retain her expertise on the governing board whilst considering the strategic implications of a long-term vacancy on the board. The Clerk suggested that it would be possible to appoint the governor as an Associate Member assigned to a committee in order to retain their expertise whilst freeing up a place on the governing board for a more strategic appointment. It will be possible to reappoint this governor in the future when their personal circumstances have improved.</p> <p>Action: JH to liaise with the governor considering resignation to determine a plan to be reviewed and approved at the next FGB meeting.</p> <p>5.2 <u>Governors to consider the latest advice to appoint a Cyber Security Link</u> Ratification: Governors unanimously appointed JH as Cyber Security Link.</p> <p>The Clerk advised there will be some overlap with safeguarding and suggested both Links liaise to arrange a plan moving forward.</p>	JH
6.	<p>Headteacher’s Verbal Update</p> <p>Staffing – the school is currently advertising for part-time maternity cover teaching post with no interest received to date. The school will continue with the recruitment strategy to fill the vacancy ahead of the new academic year. JG pointed out that 31st May 2024 is the deadline for teacher resignations to end their employment in July 2024; planning for the new year is an unknown quantity currently but senior leaders have a plan drafted.</p> <p>A child protection audit concerning how the school uses My Concern was conducted yesterday. The external auditors were very complimentary about the internal systems in place and monitoring undertaken by governors.</p> <p>SATs next week – Year 6 receives breakfast every morning during SATs week. SATs documents have arrived and are locked securely in the Headteacher’s office. A representative from the local authority may visit to check that the process is being correctly followed.</p>	

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	<p>Challenge: The Clerk asked if governors were monitoring SATs this year. JG provided governors with an overview of the arrangements for that week.</p> <p>LWD, RS, MSm expressed an interest in being able to come into school during these sessions.</p> <p>Action: The Clerk will share a KS2 SATs checklist for governors to complete during their monitoring of the process.</p> <p>Staff professional developed around the teaching of History has been provided to staff by a former Ofsted inspector. JG advised governors of the impact and confidence this session has provided for teaching staff.</p> <p>Year 5 had a successful residential trip. The Isle of Wight trip and Year 4 residential are to follow later this term.</p> <p>The new Headteacher has visited the school and attended a management meeting off site. He also came in to take part in yesterday's child protection audit. He will attend the business meeting in July 2024 in place of JG.</p> <p>An attendance review has recently taken place, data will be shared in the Headteacher Report for the next meeting.</p> <p>Eco Council presented an update to parents just before Easter. Action: JG will arrange for the Eco Council to provide an update to governors at the next FGB meeting.</p> <p>JG has met with the local authority to discuss the impact of the new school in the area. JG provided governors with a confidential update with this regard.</p> <p>Governors thanked JG for her update.</p>	<p>HA</p> <p>JG</p>
7.	<p>School Development Plan</p> <p>7.1 <u>School Development Plan (SDP) 2023-24 Verbal Update</u></p> <p>The updated SDP was circulated ahead of the meeting. The format of the document is working well for staff. Governors confirmed that they can interpret the document, which provides them with an oversight of the progress on current priorities. The sustain element is helpful to refocus attention to priorities. JG has explained the format to the new Headteacher who is aware of the priorities identified for the new year.</p> <p>The Waterbeach Way is well established, JG feels that this, and Growth Mindset, will be able to come off the SDP from the new year.</p>	

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<p>8.</p>	<p>Safeguarding</p> <p>8.1 <u>School safeguarding update since last meeting</u> Considered as part of the Headteacher’s verbal update.</p> <p>8.2 <u>Verbal update from Safeguarding Link (JL)</u> JL came in before Easter for a review of the Single Central Record (SCR), she has also completed a safeguarding and safer recruitment audit. It was good to note that most areas were compliant with only minor concerns identified. The school’s compliance with safer recruitment processes continues to be effective. As part of the safeguarding audit, JL plans to collect pupil voice around how safe they feel in school. JL will arrange this with the Headteacher after SATs week.</p> <p>On 7th March the SCR check was conducted with the School Business Manager. It was interesting to learn how gaps in employment are followed up for those previously working outside the country. Concerning DBS checks for those from other countries, the government have made the process easier to conduct the necessary vetting checks. All staff have been trained on safeguarding and have signed to confirm that they have completed My Concern training. Midday Supervisors are not given access to My Concern so still complete paperwork which is inputted by the DSL. The school are following up on the requirements for the Lollypop Person on the SCR as a precautionary measure.</p>	
<p>9.</p>	<p>SEND Update</p> <p>9.1 <u>Verbal SEND Link Update</u> LWD met with the INCo and conducted a learning walk to observe children receiving additional provision. The most recent visit caught up on this. The input put in place to support children moving on to specialist provision is taking up a considerable amount of capacity but ensures that these children receive the specialist support they need.</p> <p>The INCo advised LWD of some recent successes: The school came second in a SEN Bowling Competition. 100% of parents with SEN children attended parent/teacher consultations. The implementation of a watch list has ensured that sufficient evidence is being generated to highlight need.</p> <p>The INCo has raised concern that support for those with high needs joining in Reception next year will have missed the deadline for allocation and resourcing, so September 2024 will be utilised to gain an understanding of their individual needs.</p>	

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	<p>The INCO appreciates the additional time in post to allow her to meet the growing demand in children (and families) needing support in school.</p> <p>Governors discussed the fact that the INCO's room is used by external professionals when visiting school to meet with children. It was explored during the recent monitoring visit how these professionals could raise a concern with the school. Governors were reassured to learn that the internal procedure in place works effectively.</p> <p>An autism course was offered to TAs, 16 members of the support team have registered an interest. A few more opportunities will be offered later in the term. Governors commended the support staff team for their continued commitment to professional development to provide the best level of support to those children that need it.</p> <p>The SEND Policy will be finalised before the end of May 2024 for review by governors at a future meeting.</p> <p>Governors were advised of the low capacity of external support, particularly Education Psychology. The school is creating a good reputation for its SEND provision, which is a potential challenge when external support is not available.</p> <p>Governors thanked LWD for her update.</p>	
10.	<p>Review & Ratify the School Budget 2024-25</p> <p>Financial documents reviewed by the Resources Committee and recommended for approval at this meeting were circulated for the review of governors ahead of the meeting.</p> <p>LB provided an overview of the budget: The financial year starts at £20k with a plan to end with a £23k in reserves. Funding is very tight in schools. Last year started with £19k and was within £100 of what was forecasted to close with.</p> <p>Governors noted how challenging it is to compare budgets year on year due to the currently changing situation with school funding and social/economic drivers.</p> <p>LB advised governors that the budget has been built around a worst-case scenario to provide a buffer for any unforeseen circumstances that may arise throughout the next financial year.</p>	

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The Chair of the Resources Committee provided the main strategic highlights considered at their last meeting. Pupil numbers are lower than previous years, which means smaller classes in the foundation stage where 3 classes are required to stay open. Governors received an update on predictions on numbers for the next Reception cohort from September 2024. Numbers are looking better than previously estimated.

LB provided governors with an overview of the increase in funding streams budgeted for next year, as discussed at the last Resources Committee meeting. There is a shortfall in the Teacher Pensions Grant which will need to be budgeted for (approx. £3k).

School-led funding has not been budgeted as it will be clawed back by the government. Pupil Premium (PP) numbers are rising, the funding has been based on October 2023 census data. SEN funding is based on current numbers on roll. Governors were advised that 7 pupils will continue into next year. Additional funding which has been confirmed for another child has not yet been budgeted for until they attend school – it is widely anticipated that staffing will be offset by the new cohort coming for those lost in this year's Year 6 cohort. Take up for free school meals continue to rise in correlation with rising PP numbers.

LB advised governors of the staffing arrangements for the new academic year based on 19 classes. An allocation for shared parental leave and overtime for part-time staff has been budgeted as a contingency. Pay increases for staff have not been agreed yet, the local authority have budgeted 3% for both teachers and support staff. TA hours from September 2024 were described, there is not a significant change from this year. One HLTA will be assigned to each year group from the new academic year. Support staff hours are getting tighter in response to an ever-restrictive budget.

Governors thanked the School Business Manager on her work to build the budget and future proof the school for another year.

Challenge: A governor asked, were there any strategic changes outside of staffing?

The Little Wandle cost centre is now within English as the initial outlay has been accounted for. All subject leads have their own subject budgets as usual. The Chair of Resources explained that energy and ongoing maintenance were considered volatile and would be monitored closely.

Challenge: A governor asked, what about TA expenditure, is this in line with other schools?

In the past, it has always been higher than average based on previous benchmarking analysis. Due to the growing number of classes and the



	<p>increasing number of EHCPs across the school, this has meant that TAs have been redeployed to support those children rather than general support for the wider class.</p> <p>Ratification: Governors unanimously approved the Budget 2024-25.</p>	
11.	<p>Review & Ratify the Proposal for a Cash Advance Loan Financial documents reviewed by the Resources Committee and recommended for approval at this meeting were circulated for the review of governors ahead of the meeting.</p> <p>LB explained to governors that there are a number of invoices that require payment at this time of year compared to funding tranches that are not anticipated until June/July 2024. The cash advance loan will provide the school with necessary cashflow until the anticipated tranches of funding are received.</p> <p>Ratification: Governors unanimously approved a cash advance loan of £30k to be paid back in July 2024.</p> <p>LB left the meeting at 7pm.</p>	
12.	<p>Committee Updates</p> <p>12.1 <u>Resources Committee, dated 24th April 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>Governors discussed the planned mural of a World Map; it is proposed that this will be installed during the May 2024 half term.</p> <p>RS left the meeting at 7.40pm.</p> <p>12.2 <u>Children’s Committee, dated 27th March 2024</u> The minutes were circulated for review by governors ahead of this meeting. LWD provided an overview of the meeting.</p>	
13.	<p>Link Governor Reports None received. The English monitoring report will be shared at the next Children’s Committee meeting.</p>	
14.	<p>Policies for Review</p> <p>14.1 <u>Suspension & Exclusion Policy (for information)</u></p>	

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	The revised Suspension & Exclusion Policy ratified by the Resources Committee was circulated for the information of the wider governing board.	
15.	<p>Governor Training & Development</p> <p>15.1 <u>Governor Training Record</u> A copy of the latest governor training record was shared ahead of the meeting.</p> <p>Governors were advised to complete the local authority's Ofsted Readiness training session in anticipation of a pending inspection.</p> <p>15.2 <u>Governor Briefing</u> The Clerk advised that sessions are arranged for 20th and 23rd May 2024. They are virtual and an hour long. NW has already booked a place on one of the sessions.</p>	
16.	<p>Any other business</p> <p>16.1 JG has raised over £1,500 for her sponsored swim on behalf of the PTA. She thanked all those who donated.</p> <p>16.2 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> • Governors were pleased to learn of the Leading Literacy Award achieved by the English Lead. • The Budget 2024-25 was reviewed and approved. Governors were able to reassure themselves of a strong financial position for the year ahead. • Governors commended the work of the Eco Council and look forward to receiving an update at the next meeting. <p>16.2 Date and time of next meeting – 5th June 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 8.20pm.</p>	

Actions from the meeting, dated 8th May 2024

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	Action	Owner	Deadline
5.1	JH to liaise with the governor considering resignation to determine a plan to be reviewed and approved at the next FGB meeting.	JH	ASAP
6.0	The Clerk will share a KS2 SATs checklist for governors to complete during their monitoring of the process. Completed, closed.	HA	ASAP
	JG will arrange for the Eco Council to provide an update to governors at the next FGB meeting.	JG	June '24 FGB

Governor Meeting Dates 2023-2024

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

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