



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 5th June 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 (MSm)
Lisa Wakley-Davies (LWD)
Nicola Webb (NW)

Also attending: Helen Andrews (HA), Clerk to Governors
Rishan and Isla – Chair and Secretary of the Eco Council (Item 3 only)

		Action
1.	Welcome and Apologies for absence: The Chair opened the meeting. Apologies were received and accepted from NM, MSp, and AU. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.	
3.	Presentation by Members of the School Eco Council The Chair of the Eco Council read from a pre-prepared script for the governor meeting. Governors learnt about the Eco-Schools Green Flag Project; schools can apply for the Eco School’s Green Flag when achieving all seven steps	

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required. Part of this process was evaluating if the school could be considered as an “eco-school” – areas of concern resulted in an action plan. Initiatives included a community litter picking strategy, reducing the school’s energy consumption, a plan to reduce plastic used in school, forming a link to the school curriculum, and involving the wider school community in improving the village.

Governors learnt of the Energy Free day, held on 20th May 2024, where no devices or electricity was used unless it was necessary. Children brought in low-energy lunches for the day (packed lunches made at home).

An Eco-Code has been uploaded on the Eco-School’s website. All children are involved via the Eco Council, who have presented assemblies attended by all stakeholders. Governors viewed the Eco-Board displayed in the school hall.

Challenge: A governor asked, how did you have time for your normal school stuff – that is an incredible amount of work!

The Eco-Council meet once per week to keep on top of actions.

Challenge: A governor noted that this was an ongoing project for the school; would children who are currently on the Eco-Council be able to remain on the council for the next academic year?

It is the council’s ethos to be elected on to the committee. Some members have been reappointed, but it is up to individuals to nominate themselves for another year.

Members of the Eco-Council in attendance explained how they were elected.

JG explained to governors that there has been a lot of evidence gathered, it now must be submitted to apply for the Eco-School Green Flag award. The deadline is 31st July 2024. It is not known when the school will receive an update on their application.

Challenge: A governor asked, what was the culture like when it came to switching off lights across the school?

It has been ok – mostly outdoor lessons took place on the day to make the use of sunlight. Governors learnt that the corridors all utilise sensor lighting and the strategy for spending the Energy Savings Scheme funding has been included to the school’s claim for the award.

The Chair of the Eco Council asked that an electronic version of his report be shared with the Clerk to Governors to avoid the use of paper.

Members of the Eco-Council left at 6.50pm.



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	<p>Clerk's note: More information about the Eco-Schools Green Flag Award can be found here.</p> <p>Governors learnt of the Site Manager's efforts to create a display for the Eco Council to display their Eco-Project artwork – which will be created from green coloured refuse to recreate the green flag.</p>	
4.	<p>Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 8th May 2024 A copy of the minutes of the FGB meeting, dated 8th May 2024, were submitted, and will be signed by the Chair as a true reflection of the last meeting.</p>	
5.	<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>5.1 JH to liaise with the governor considering resignation to determine a plan to be reviewed and approved at the next FGB meeting. Completed, closed.</p> <p>6.0 The Clerk will share a KS2 SATs checklist for governors to complete during their monitoring of the process. Completed, closed. JG will arrange for the Eco Council to provide an update to governors at the next FGB meeting. On agenda. Completed, closed.</p>	
6.	<p>Governing Body Matters</p> <p>6.1 <u>GB Membership</u> Governors to consider the resignation of NM as Co-Opted Governor Action: Resignation of NM deferred to next meeting.</p> <p>6.2 Governors to consider the appointment of NM as Associate Member to the Resources Committee Action: Appointment of NM as Associate Member deferred to next meeting.</p> <p>6.3 Governors to consider the appointment of 2 Co-Opted Governors Action: Governors to consider the appointment of 2 Co-Opted Governors deferred to next meeting. JH will circulate the governor application forms he has received from each candidate.</p> <p>6.4 The Clerk confirmed there are no other governor tenures about to expire.</p>	<p>GOVS</p> <p>GOVS</p> <p>GOVS/JH</p>
7.	Headteacher's Update	

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	<p>7.1 <u>Headteacher’s Report</u> The report was circulated ahead of the meeting – the last Headteacher’s Report from JG!</p> <p>All governors were invited to watch the Year 6 production – it came highly recommended by the Headteacher.</p> <p>Every week Smoothwall provides leaders a report to identify misuse of the internet on school devices. There are usually a small number of logs reported regularly, which are not a concern. However, the “near misses” identified by the software are detailed within the report. Smoothwall has advised that it is oversensitive and hyper-reports everything. Smoothwall offers a variety of reporting, it will take some time to identify what is the most useful for governors to monitor. There are no concerns reported by the use of devices by children – Smoothwall have confirmed that they will contact the school if a major concern should ever get picked up.</p> <p>The school is currently advertising for a permanent teacher and maternity cover for the start of the new year. The new Headteacher is leading on the recruitment process. Staffing for the new academic year has been reviewed in light of 2 recent teacher resignations. Governors learnt of the implication on subject leadership as a result of maternity leave.</p> <p>In light of the pending Ofsted inspection, governors discussed access to the ISDR.</p> <p>Action: JG will provide access for governors to the ISDR and update the SEF (What we do well document) for review at the next FGB meeting. Clerk to add review of the SEF 2023-24 to the agenda of the next FGB meeting.</p> <p>7.2 <u>Child Protection data appendices</u> Governors received child protection data as an appendices to the Headteacher Report ahead of the meeting. See discussions above regarding Smoothwall.</p> <p>7.3 <u>Results of Parental Survey</u> An overview of the result of the recent parental survey were shared with governors ahead of the meeting. JG advised governors that the results of the latest Parental Survey were very positive. Parental views generated by Ofsted inspections generally pick up SEND issues reported by parents. Which suggests that the survey results trend with national data.</p>	<p>JG/HA</p>
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	<p>Challenge: A governor asked, what percentage of parents responded? Around 40 families responded, 10% of the parent body – this is higher than usually received. Governors learnt of the challenges to encourage parental engagement. It seems to be the picture across the county.</p> <p>Action: Governors will liaise with the new Headteacher about encouraging the parent body to leave feedback on Parent View.</p> <p>Governors discussed the methods in which this action could be implemented. Staff capacity is tight. Governors discussed the use of Parent’s Evenings to encourage more parents to provide their feedback.</p> <p>Regular emails by teachers have encouraged parental engagement. This has improved the relationship between teachers and families and reduced the amount of time senior leaders spend on complaints and day-to-day issues.</p> <p>Challenge: A governor asked, are staff primed with a toolkit for responding to more serious issues? All these issues are escalated to the Headteacher without delay.</p> <p>Challenge: A governor asked, where is the Self Evaluation Form (SEF)? The SEF is shared once a year. It was last reviewed in October 2023 and covers the work done in response to recommendations from the last Ofsted inspection (5 years ago).</p> <p>Governors acknowledged the positive words relating to the support provided by the governing board and the Site Management Team during the Headteacher’s tenure referred to in the Headteacher’s Report. JG thanked TG for his consistent and dedicated support over the years.</p>	GOVS
8.	<p>School Development Plan</p> <p>8.1 <u>School Development Plan (SDP) 2023-24 Verbal Update</u> The updated SDP will be finalised and ready for review at a future governor meeting. Objectives for the next year will be maths, reading and writing.</p>	
9.	<p>Safeguarding</p> <p>9.1 <u>School safeguarding update since last meeting</u> The audit of My Concern took place on 7th May 2024.</p>	

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	<p>Action: JG - A report will be shared with governors via the Clerk.</p> <p>The Annual Safeguarding Audit report has been drafted and will be shared with governors to discuss at the next meeting via the Clerk.</p> <p>9.2 <u>Verbal update from Safeguarding Link (JL) (SI)</u> Deferred to next meeting.</p>	JG, HA
10.	<p>SEND Update</p> <p>10.1 <u>Verbal SEND Link Update</u> LWD met with the INCo to review the SATs process and the transition for Year 6. There are 3 children with 3 EHCPs, with a further 3 going through assessment. 3 new applications have recently been submitted and a new starter who has joined the school with an EHCP. TAs are under a lot of pressure; LWD explained the capacity issues for supporting children undertaking transitions and the amount of work this entails. TAs have done an amazing job to support these children and are keen to continue their professional development.</p> <p>Teachers work hard to maintain the watch list. Capacity for the new academic year is stretched – staff are keen to keep up the momentum of progress being made with Little Wandle.</p> <p>HS will take on leading Pupil Premium. LWD has made arrangements for a formal handover between JG and HS. Governors learnt that HS provided the Children’s Committee with an overview of SEND at their last meeting. The minutes of which will be reviewed in the next item on the agenda.</p> <p>JG provided governors with an overview of new starters joining the school before the end of the year.</p>	
11.	<p>Committee Updates</p> <p>11.1 <u>Resources Committee</u> Next meeting is 26th June 2024.</p> <p>12.2 <u>Children’s Committee, dated 22nd May 2024</u> The minutes were circulated for review by governors ahead of this meeting. MB provided an overview of the meeting.</p>	
12.	<p>Link Governor Reports None received.</p>	
13.	<p>Policies for Review</p> <p>13.1 <u>SEND Policy</u></p>	

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	<p>Ratification: Governors unanimously supported the Children’s Committee’s recommendations to approve the SEND Policy – scrutiny of the policy can be found in the minutes of the Children’s Committee meeting held on 22nd May 2024.</p> <p>13.2 <u>Governor Allowances Policy</u> Governors understood that there were no changes since the last review of this policy. Ratification: Governors unanimously approved the Governor Allowances Policy.</p> <p>13.3 <u>Children with Health Needs who cannot Attend School Policy</u> Governors were advised of no significant changes to the policy since the last review. Ratification: Governors unanimously approved the Children with Health Needs who cannot Attend School Policy.</p> <p>13.4 <u>Designated Teacher for LAC Policy</u> Governors noted that the Designated Teacher is currently stated as JG. The revised policy will state HS as the Designated Teacher for this review. Ratification: Governors unanimously approved the Designated Teacher for Looked After Children Policy, pending the amendment of HS as Designated Teacher.</p> <p>13.5 <u>Behaviour Policy</u> The policy has been updated to reflect current practice. JG explained Roots and Fruits to governors, which is a useful way of understanding children’s behaviour as a result of negative life experiences. The curriculum is based on positive experiences for children with the view to providing them with the tools they need to improve pro-social behaviours. The idea of the Behaviour Policy is to enable children to see the positive side for their behaviours.</p> <p>Challenge: A governor noted there were a lot of references to parents/carers with some instances of only parents being cited in other places throughout the drafted policy. JG will add a caveat within the policy to state that the policy refers to parents and carers when the term parents is used.</p> <p>Challenge: A governor asked, what language do the children use when referring to their own behaviours? JG explained that the terminology used within the policy is not embedded enough in the school to filter down to the children currently.</p>	
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	<p>Ratification: Governors unanimously approved the Behaviour Policy pending the amendment described above.</p> <p>13.6 <u>Premises Hire Policy</u> Ratification: Governors unanimously approved the Premises Hire Policy.</p> <p>Action: Discussion at a future Resources Committee meeting to review lettings prices in line with inflation.</p>	Resources Comm.
14.	<p>Governor Training & Development</p> <p>14.1 <u>Governor Training Record</u> A copy of the latest governor training record was shared ahead of the meeting.</p> <p>14.2 <u>Review of training recently undertaken:</u> NW attended the recent governor briefing and will share the slides with governors after the meeting.</p>	
15.	<p>Any other business</p> <p>15.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> • Governors acknowledge the last FGB meeting attended by JG. • Governors learnt of the presentation provided to the Children’s Committee on SEND – governors gave their thanks and appreciation to staff for supporting the needs of all children in school making Waterbeach Primary a totally inclusive setting. Governors received and approved the revised SEND Policy. • Governors were pleased to review the Behaviour Policy and learn of the strategies in place to help staff to support children with behavioural challenges. • Governors were pleased to learn of the positive impact on all children attending the whole school trip to Banham Zoo. The Headteacher proudly showed governors the class pages created about a variety of animals residing at the zoo, which will ultimately form a book for the school to keep as a memento. <p>16.2 Date and time of next meeting – 10th July 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 8.15pm.</p>	

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Actions on next page /...

Actions from the meeting, dated 5th June 2024

	Action	Owner	Deadline
6.1	Resignation of NM deferred to next meeting.	GOVS	Next meeting
6.2	Appointment of NM as Associate Member deferred to next meeting.	GOVS	Next meeting
6.3	Governors to consider the appointment of 2 Co-Opted Governors deferred to next meeting. JH will circulate the governor application forms he has received from each candidate. Completed, closed.	GOVS JH	Next meeting ASAP
7.1	JG will provide access for governors to the ISDR and update the SEF (What we do well document) for review at the next FGB meeting. Clerk to add review of the SEF 2023-24 to the agenda of the next FGB meeting.	JG HA	ASAP Next meeting
7.3	Governors will liaise with the new Headteacher about encouraging the parent body to leave feedback on Parent View.	GOVS	Future FGB meeting
9.1	The Annual Safeguarding Audit report has been drafted and will be shared with governors to discuss at the next meeting via the Clerk.	JG/HA	Next meeting
13.6	Discussion at a future Resources Committee meeting to review lettings prices in line with inflation.	Resources Committee	A future Resources Comm. Meeting

Governor Meeting Dates 2023-2024

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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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