



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 16th October 2024 at 6.30pm at the school

MINUTES

Present: Martin Brown (MB)
Will Evans (WE)
Terry Gilzean (TGz)
Neil Lloyd (NL) - Headteacher
John Hall (JH) – Chair of Governors
Jessica Lechner (JL)
Rebecca Pharo (RP)
Natalie Rogers (NR) (Associate to Children’s Committee)
Robert Schumann (RS)
Mark Smith (MSm)
Lisa Wakley-Davies (LWD)
Nicola Webb (NW)

Also attending: Helen Andrews (HA), Clerk to Governors
Fiona Ecott (FE) – observing until appointed

		Action
1.	Welcome and Apologies for absence: The Chair opened the FGB meeting, the first of the new academic year. Apologies were received and accepted from AM and AU. The meeting was quorate.	
2.	Declaration of pecuniary interests 2.1 Governors to declare any conflicts of interests with items on the agenda for this meeting There were no declarations made concerning items on the agenda for this meeting. 2.2 Governors to complete annual Declarations of Interests 2024-25 on Governor Hub	

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	Action: The following governors need to update their pecuniary interests on Governor Hub – JH, RP, and NR.	JH, RP, NR
3.	<p>Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 10th July 2024 A copy of the minutes of the FGB meeting, dated 10th July 2024, were submitted, and will be signed by the Chair as a true reflection of the last meeting.</p>	
4.	<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>2.1 A Declarations of Pecuniary Interest 2024-25 form was shared ahead of the meeting. The Clerk asked governors to complete and return them, or update their Governor Hub accounts on or after 1st September 2024. On agenda.</p> <p>5.1 Resignation of NM deferred to next meeting. Superseded, closed.</p> <p>5.2 Appointment of NM as Associate Member deferred to next meeting. No longer required. Closed.</p> <p>6.2 Clerk to share the skills audit form for completion over the summer holidays. Completed, closed. Governors to complete and share the Skills Audit form with the Clerk by 1st September 2024. On agenda.</p>	
5.	<p>Governing Body Matters</p> <p>2.1 <u>GB Membership</u></p> <ul style="list-style-type: none"> • Governors to acknowledge the resignation of Nicola Murphy as Co-Opted Governor Governors noted the resignation of NM on 18th July 2024. • Governors to acknowledge the resignation of Mark Spedding as Parent Governor Governors noted the resignation of MSp on 16th October 2024. • NW was unanimously appointed to the HTPM Panel in light of MSp’s resignation. A meeting of the HTPM panel has been agreed for 14th November 2024. • Discussion on Parent Governor Election A copy of the LA Governor Guidance Note on the Parent Governor Election process was shared by the Clerk ahead of the meeting. <p>The process will formally start after the October 2024 half term. NL will promote the vacancy in the run up to the election.</p>	

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	<ul style="list-style-type: none"> • Governors to consider the appointment of Fiona Ecott as Co-Opted Governor Ratification: Governors unanimously appointed FE as Co-Opted Governor. • The Clerk confirms there are no governor tenures about to expire. There is currently one vacancy on the governing body: 1 Parent Governor. <p>2.2 <u>Annual Governor Confirmations:</u></p> <ul style="list-style-type: none"> • KCSIE 2024 • Governor Code of Conduct 2024-25 • School safeguarding policies <p>Action: The following governors are still required to update their annual confirmations on Governor Hub – TGz, WE, JH, RP, NR, and LWD, NW.</p> <p>2.3 <u>Review and Approval of Committee Terms of Reference</u> Copies of Resources and Children’s Committee Terms of References recommended for approval at this meeting were circulated by the clerk.</p> <ul style="list-style-type: none"> • Resources Committee Ratification: Governors unanimously approved the Resources Committee Terms of Reference 2024-25. • Children’s Committee Ratification: Governors unanimously approved the Children’s Committee Terms of Reference 2024-25. 	
6.	<p>Headteacher’s Report</p> <p>6.1 <u>Headteacher’s Report:</u> The Headteacher’s Report was shared with governors ahead of the meeting.</p> <p>527 currently on roll. 62 lost in the previous Year 6 and gained 71 in Reception. Since the start of the year, we have lost approximately 5 children who have moved to other schools. There are a variety of reasons for this and are based on personal circumstances for each family. There is no trend.</p> <p>PP/FSM suggests that the school is slightly above the national average. It is believed that there are more children who are entitled to PP funding that have not already applied. Staff are working hard to encourage families to apply to see if they are eligible.</p> <p>Safeguarding – 2 children currently at S47, 5 children are at S17. We have an additional 7 children involved with family workers. One child</p>	

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has returned to LAC status. Trends of safeguarding data will be analysed within Headteacher Reports moving forward. This has been the highest level of safeguarding need across the county this term. The school are doing what they can – the safeguarding systems were audited last year; safeguarding practice across the school is deemed excellent. School liaising with other agencies to support children. One referral has been made to the LADO with no further action required. From the start of this academic year, the highest level of need identified in My Concern logs lies with Reception, compared to the previous Year 6 cohort at the end of the last academic year.

Challenge - A governor asked, would you say there is a big spike at the beginning of the year for Reception because everything is new? There would be a variety of reasons. For this particular cohort, there is a high level of need.

Governors were advised that one child was almost reported as being Missing In Education (MIE), another school has since made contact to transfer the child over to their roll. A full handover has been provided to the new school, including safeguarding. He children have since returned to school and are back in education.

The fencing along the perimeter is at different heights and poses a potential risk due to the placement of some trees. Some fencing has been repaired by the swimming pool and other maintenance will continue from this weekend. There is also a flight risk posed by the security buttons located around the main entrance. Governors were advised of the short-term arrangements to prevent any risk. Quotes are currently being considered to address the issue more robustly moving forward.

In terms of online safety systems, the filtering system, Smoothwall, prevents anyone accessing unwanted content whilst they are on site. There have been some dangerous searches which has been reported by Smoothwall, only there is not sufficient monitoring for children's devices to determine which device the content has been attempted access from as devices are currently shared.

Challenge: A governor asked, do staff have any issues with this? Smoothwall reports are categorised. NL recently received a report that a Year 5 teacher was searching on the internet for firearms related content. The search item was "blunderbuss", which is not necessarily within the caution rating as it falls under the primary history curriculum. There have been examples where NL has had to liaise with staff concerning some of their searches. All staff are aware of the filtering system.



Staffing – governors were advised of maternity arrangements for 2 members of staff. Two support members of staff have resigned and will leave at Christmas. It has been a challenge to recruit support staff. One new member of the support staff team has settled well in Reception. Interviews are taking place tomorrow. A part-time role in the office has been appointed in response to the resignation of the ICT Technician at the end of last year. Absence has been high since the start of term; this has been associated to general seasonal illness. Staff absence has created a very limited capacity for support staff across the school. School leaders are being creative to reduce agency costs, many senior members of the Leadership Team have been teaching to cover absence.

Attendance – systems within the school are robust and in line with new guidance from August 2024 from the DfE. The Attendance Policy has been updated to reflect the new guidance and is almost ready for review and approval by governors, likely to be ready for the next meeting. Governors learnt that the new approach to persistent absence will be working collaboratively with parents to improve attendance. Attendance is slightly up on the previous term.

SEND – need is high across school and are in line with national averages however, the need is not evenly distributed across the school. One child in every 14 at the school is classed as having additional need. Reception staff are doing an amazing job, the INCo is very organised at deploying support staff where it is needed across the school. Governors learnt of the evolution of the role of Teaching Assistant in schools; morale is low, and it has been a long term. He suggested it would be a useful thought for governors to acknowledge the hard work currently being undertaken by support staff. A governor raised the opportunity for governors to fulfil a job coach offer to staff, if it would be deemed useful.

Challenge: A governor asked, is there a threat for the learning needs of other children in those cohorts with a high percentage of high needs in the class?

Governors were reassured that the quality of learning is not being threatened by the number of higher needs being present in cohorts across the school.

Challenge: A governor asked, can your strategies for support staff be achievable with such high needs in school?

There is no compromise in learning or opportunities due to the number of high needs across school. It is about the management and deployment of staff, and the move away from 1:1 TAs and general TAs, in order to meet the needs of the children. Learning needs are being met, it is just challenging to manage it.



	<p>Challenge: A governor asked, is that the perception of parents too? The Early Years Team are doing an amazing job, they are a skilled group of professionals facing a high need of a level previously not known. Nothing is being compromised, it is just a challenge to manage.</p> <p>6 incidents have been logged with the local authority. No concerns have arisen. 2 ambulances have been called, both children returned to school after 1-2 days. School leaders are reviewing an electronic platform for recording first aid logs moving forward.</p> <p>Behaviour in school is only recorded currently if is considered a safeguarding concern. Day to day behavioural incidents, namely the consistency of the approach to behaviour, varies across the school. NL plans to explore behaviour and safety in school with the newly elected School Council and to review how behaviour is being recorded in school to spot trends. Governors were alerted to some challenges with boys in KS2.</p> <p>One Stage 2 Complaint has been received by the Chair of Governors.</p> <p>NL is working hard to bring the school together as the school has grown considerably. The introduction of House Captains is hoped to facilitate this process by allowing children to feel included with this strategy.</p> <p>The Chair thanked NL for his comprehensive report and congratulated him for the fabulous job he has done in the short space of time he has been in post.</p> <p>NL is grateful to the whole team; they have been brilliant. Everything is moving forward on a day-to-day basis.</p>	
7.	<p>School Development Plan and SEF</p> <p>7.1 <u>Discussion on School Development Plan 2024-25</u></p> <p>A copy of the SDP 2023-24 (shared towards the end of the last term) was recirculated to form a reference for discussions at the meeting. The following is an overview of the updated provided by the new Headteacher from this term:</p> <p>A new SDP has not been drafted yet, the main focus for NL has been getting to know the school and build relationships with all stakeholders. Last year’s SDP has been evaluated, much of the long term desired outcomes are part of good quality teaching and learning in an effective school.</p>	

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Diversity & multicultural school – RP and NL have already met to discuss equality and diversity. It is a particular focus for this area.

Accountability and leadership within the school structure has been considered. Much of this has been previously centralised with senior leadership. NL plans to review individual staff accountability within the SDP priorities. As the school moves forward, NL will be reviewing the current arrangement with focus around empowerment and succession planning. This will be initiated under the staff appraisal system; more detail on how that looks in school is still being worked on with the School Improvement Adviser.

Sound education research and applying therapeutic thinking training, thorough induction and onboarding are all issues that NL recognises from the last SDP as a key priority moving forward.

Maths is another priority area. GC, Maths Adviser has been working with the Maths Lead around the action plan. The development of the role of subject leader is also something that will be included.

A smooth transition from SIMS to Arbor, including the training and implementation of the system. The monitoring and tracking of times tables has been working well. As discussed at the last Children’s Committee, the Calculation Policy is only a small part of the maths curriculum.

Phonics has made a positive impact because of how that has been rolled out by the team. Everyone understands what needs to be done, there is clear progression through the school. If this can be applied to other areas of the curriculum, the school has the potential to be a flagship for newer strategies.

Addressing the needs of vulnerable learners to improve the attainment gap. Investing in money for quality first teaching will improve outcomes for everyone, as discussed at the last Children’s Committee meeting.

Governors received a summary of NL’s findings of his observations around the Marking & Feedback Policy; which is very workload focused for teachers currently. NL would like to take this from staff to help them use their time more effectively in consideration of their wellbeing and to help children learn.

Governors learnt of the Headteacher’s plans to slightly amend the format of the SDP, grouping practice and the approach together.

7.2 Review of SEF 2023-24:

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	<p>A copy of the What is Special About Our School? Document was shared ahead of the meeting.</p> <p>The SEF does need updating and will be updated to be in line with the SDP moving forward. NL has been looking at the strands on the SEF; there are lots of things on the SEF that the school does well. As a community school, relationships with the wider community must be a priority. All the strands identified for the SDP will be added to the SEF moving forward. The SDP and SEF will be reviewed and revised in a different format and will be put forward to governors for review and ratification at a future meeting.</p> <p>NL is seeking support from other Heads; he has not yet had the opportunity to meet with his assigned mentor. The School Improvement Adviser has visited school once. Governors were advised that the new SDP and SEF should be ready for review at the next FGB meeting before Christmas 2024.</p>	
8.	<p>Safeguarding</p> <p>8.1 <u>School safeguarding update</u> As per the Headteacher’s Report, reviewed earlier.</p> <p>Staff safeguarding updates are being held regularly to mop up those missed who couldn’t attend the training on inset day.</p> <p>8.2 <u>Verbal update from Safeguarding Link</u> An SCR monitoring visit took place earlier this term. The Safeguarding Link has a lot of DSL experience and offered her support where it was considered helpful. Another visit has been planned; a report will be shared ahead of the next FGB meeting.</p> <p>8.3 <u>Annual governor safeguarding update</u> RS and MB attended an annual safeguarding update on 4th September 2024.</p> <p>JL, a DSL in another setting, will lead a training session to be held in person one evening later this term to mop up the remaining governors outstanding their annual safeguarding update.</p>	
9.	<p>SEND Update</p> <p>9.1 <u>Verbal SEND Link Update</u> LWD read from a written update provided by the INCo:</p> <ul style="list-style-type: none"> <i>There is a very high need cohort in Early Years. 3 children have EHCPs with a further 2 in process. This is an unprecedented level of need in a single year group.</i> 	

	<ul style="list-style-type: none"> • <i>This has impacted staffing across the school as we have had to divert support from other year groups.</i> • <i>We are trying to meet the needs of more and more children whose needs are increasingly complex.</i> • <i>This is affecting the quality of SEND provision across the school.</i> • <i>Recruitment of new TAs is challenging. We are still trying to recruit.</i> • <i>There are very long waits for involvement from other services, especially Educational Psychologist involvement. The local authority is breaching the requirement for completing needs assessments within the statutory 20-week timeframe regularly, due to the shortfall in Educational Psychologists. This means a further delay in schools receiving funding and many parents are understandably upset about the situation.</i> • <i>Positives to report are: This round of SEND Parent Meetings have been well attended. Staff appreciated staff meeting time to work on Individual Learning Plans. We have received good support from the EYFS Specialist Teacher.</i> <p>Governors were advised that LWD will catch up with the INCo in the next half term as part of her monitoring responsibilities.</p>	
10.	<p>Committee Updates</p> <p>10.1 <u>Resources Committee, dated 2nd October 2024</u> The minutes of the latest Resources Committee meeting were circulated for review by governors. RS provided the main highlights of the meeting.</p> <p>10.2 <u>Children’s Committee, dated 18th September 2024</u> The minutes of the latest Children’s Committee meeting were circulated for review by governors. MB provided the main highlights of the meeting.</p>	
11.	<p>Governor Monitoring Schedule</p> <p>11.1 <u>Discussion on governor monitoring</u> As minuted in the last Children’s Committee meeting, a comprehensive governor monitoring schedule will be reviewed and agreed once the SDP has been approved by governors. In the meantime, governors continue to regularly monitor the school’s statutory areas – such as SEND, safeguarding, Health & Safety and finance.</p> <p>11.2 <u>PSHE/EDI Combined Monitoring Report (RP)</u> A copy of the PSHE/EDI Combined Monitoring Report, provided by RP, was shared ahead of the meeting. RP provided the highlights of her recent visit.</p>	

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12.	<p>Policies for Review</p> <p>Drafts of all policies to be reviewed at this meeting were circulated in advance for consideration by governors.</p> <p>12.1 <u>Safeguarding & Child Protection Policy</u> Based on an LA model which has been personalised for school use. Ratification: Governors unanimously approved the Safeguarding & Child Protection Policy.</p> <p>12.2 <u>Attendance Policy</u> Action: The Attendance Policy was deferred for review at the next FGB meeting.</p> <p>12.3 <u>Whistleblowing Policy</u> Based on an EPM model, the draft has been personalised by the school and recommended for use by the LA Safeguarding Team.</p> <p>A governor challenged that there is a lot of reference to he/she within the policy. This is not a significant change and will be amended after the meeting by the Headteacher.</p> <p>Ratification: Governors unanimously approved the Whistleblowing Policy, pending the minor amendment described above.</p>	GOVS
13.	<p>Governor Training & Development</p> <p>13.1 <u>Governor Training Record (Governor Hub report)</u> The Governor Training Record was circulated ahead of the meeting for review by governors.</p> <p>13.2 <u>Feedback from training recently attended:</u> MB recently attended the Governor Briefing this term. The main takeaways from this session, including the slides, were shared with governors.</p> <p>13.3 <u>GST Training Schedule 2024/25</u> The GST Training Scheduled 2024/25 was circulated to governors for information.</p> <p>13.4 <u>Skills Audit 2024</u> Action: The Skills Audit was deferred by the Clerk to next meeting due to lack of governor response. Governors were asked to share their completed skills audit forms if they had not already done so.</p>	GOVS
14.	<p>Any other business</p> <p>14.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p>	

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	<ul style="list-style-type: none"> • Governors have reviewed safeguarding policies for the academic year. • Governors welcomed two new governors to the board – WE and FE. • Governors received the proposed priorities identified by the Headteacher for the SDP 2024-25 and look forward to reviewing the drafted document at the next FGB meeting. <p>14.2 Clerk advised of the time pressures on governor finance related training sessions. SFVS courses are only being held in two sessions THIS term. The Clerk advised of the dates for finance related courses for the academic year ahead, noting one per term.</p> <p>14.3 The Headteacher raised the question of why the board isn't utilizing Governor Hub when it is being paid for by the school. After a brief discussion, governors agreed to use Governor Hub rather than Teams moving forward.</p> <p>Ratification: Governors unanimously supported the implementation of Governor Hub as the preferred document management system for storing governance papers moving forward.</p> <p>Action: The Clerk will populate Governor Hub with governor documentation ahead of the next meeting.</p> <p>14.4 Governors discussed ways to engage more parents with the Parent View platform ahead of the anticipated Ofsted inspection.</p> <p>14.5 Date and time of next meeting 11th December 2024, 6.30pm, at the school.</p> <p>There being no further business, the meeting closed at 8.30pm.</p>	HA
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Actions from the meeting, dated 16th October 2024

	Action	Owner	Deadline
2.2	The following governors need to update their pecuniary interests on Governor Hub – JH, RP, NR and NW.	JH, RP, NR, NW	ASAP
12.2	The Attendance Policy was deferred for review at the next FGB meeting.	GOVS	Next FGB meeting
13.4	The Skills Audit was deferred by the Clerk to next meeting due to lack of governor response. Governors were asked to share their completed skills audit forms if they had not already done so.	GOVS	Next FGB meeting
14.3	The Clerk will populate Governor Hub with governor documentation ahead of the next meeting.	GOVS	December 2024

Governor Meeting Dates 2024-25

Date	Meeting		Topic
<i>Autumn</i>			
18th Sept 24	Children's	Autumn 1	
2nd Oct 24	Resources	Autumn 1	
16th Oct 24	FGB	Autumn 1	Data Review (incl SEF)
6th Nov 24	Resources	Autumn 2	
13th Nov 24	Children's	Autumn 2	
11th Dec 24	FGB	Autumn 2	
<i>Spring</i>			
8th Jan 25	Resources	Spring 1	Review SFVS
15th Jan 25	Children's	Spring 1	
5th Feb 2025	FGB	Spring 1	SDP Focus and SFVS approval
12th Mar 25	Resources	Spring 2	
26th Mar 25	Children's	Spring 2	
<i>Summer</i>			
23rd Apr 25	Resources	Summer 1	Budget Scrutiny
7th May 25	FGB	Budget	Budget Approval
21st May 25	Children's	Summer 1	
4th June 25	FGB	Summer 1	
25th June 25	Resources	Summer 2	
16th Jul 25	Children's	Summer 2	Review of SATs data
9th Jul 25	FGB	Summer 2	Business Meeting

All meetings fall on a Wednesday evening.

Governor Training & Development

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