



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 10th July 2024 at 6.30pm at the school

MINUTES

Present: Martin Brown (MB)
 Terry Gilzean (TGz)
 Neil Lloyd (NL) (new HEAD from 1st Sept 2024)
 John Hall (JH) (CHAIR)
 Jessica Lechner (JL)
 Rebecca Pharo (RP)
 Robert Schumann (RS)
 Mark Smith (MSm)
 Mark Spedding (MSp)
 Lisa Wakley-Davies (LWD)
 Nicola Webb (NW)

Also attending: Helen Andrews (HA), Clerk to Governors

| | | Action |
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| 1. | <p>Welcome and Apologies for absence: The Chair opened the meeting with a special welcome to Neil Lloyd, new Headteacher from 1st September 2024.</p> <p>Apologies were received and accepted from JG, AM, NM and AU. The meeting was quorate.</p> | |
| 2. | <p>Declaration of pecuniary interests There were no declarations of interest in any items on this agenda.</p> <p>Action: 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.</p> | GOVS |
| 3. | <p>Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 5th June 2024</p> | |

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.....Dated:16.10.24.....

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| | <p>A copy of the minutes of the FGB meeting, dated 5th June 2024, were submitted, and will be signed by the Chair as a true reflection of the last 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>6.1 Resignation of NM deferred to next meeting. On agenda</p> <p>6.2 Appointment of NM as Associate Member deferred to next meeting. On agenda</p> <p>6.3 Governors to consider the appointment of 2 Co-Opted Governors deferred to next meeting. On agenda JH will circulate the governor application forms he has received from each candidate. Completed, closed.</p> <p>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. On agenda. Completed, closed. Clerk to add review of the SEF 2023-24 to the agenda of the next FGB meeting. On agenda. Completed, closed.</p> <p>7.3 Governors will liaise with the new Headteacher about encouraging the parent body to leave feedback on Parent View.</p> <p>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. On agenda. Completed, closed.</p> <p>13.6 Discussion at a future Resources Committee meeting to review lettings prices in line with inflation.</p> | |
| <p>5.</p> | <p>Governing Body Matters</p> <p>5.1 <u>GB Membership</u> Governors to consider the resignation of NM as Co-Opted Governor Action: Governors to consider the resignation of NM as Co-Opted Governor was deferred to the next FGB meeting.</p> <p>Governors to consider the appointment of NM as Associate Member to the Resources Committee Action: Governors to consider the appointment of NM as Associate Member to the Resources Committee was deferred to the next meeting.</p> <p>Governors to consider the appointment of Will Evans as Co-Opted Governor Ratification: Governors unanimously appointed Will Evans as Co-Opted Governor.</p> | <p>Clerk</p> <p>Clerk</p> |

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| | <p>Governors considered the appointment of Natalie Rogers as Associate Member to the Children’s Committee Ratification: Governors unanimously appointed Natalie Rogers as Associate Member to the Children’s Committee.</p> <p>The Clerk confirmed there were no governor tenures about to expire.</p> <p>5.2 <u>Governors to appoint a Chair and Vice Chair, effective 1st September 2024, for the academic year</u> Ratification: Governors unanimously appointed JH as Chair of Governors and RS as Vice-Chair.</p> <p>5.3 <u>Appointment of Committee Chair and Vice-Chairs, effective 1st September 2023, for the academic year</u> Ratification: Governors unanimously appointed RS as Chair of Resources and NW as Vice-Chair of Resources.</p> <p>Ratification: Governors unanimously appointed MB as Chair of Children’s Committee and LWD as Vice-Chair of the Children’s Committee.</p> <p>5.4 <u>Agree Committee Membership and Link Roles</u> Ratification: Governor unanimously appointed Will Evans, new Co-Opted appointed to Resources Committee.</p> <p>The Governor Roles and Responsibilities spreadsheet was updated by the Clerk to Governors during the meeting and will be published on the school website ahead of the start of the new academic year.</p> <p>5.5 <u>Agree required panels for the coming academic year, e.g. pay panel, Head Teacher’s Performance Management</u> The Pay and HTPM panels were agreed and updated on the Governor Roles and Responsibilities spreadsheet by the Clerk to Governors during the meeting. Details will be published on the school website ahead of the new academic year.</p> <p>5.6 <u>Approve meeting dates for 2024-25</u> Ratification: Governors unanimously approved the proposed Governor Meeting Dates 2024-25 and are detailed at the bottom of these minutes.</p> <p>5.7 <u>Governors to review the Governor Code of Conduct 2024-25</u> Ratification: Governors unanimously approved the Governor Code of Conduct 2024-25, a copy will be published on the school website for information ahead of the new academic year.</p> <p>5.8 <u>School Governance SLAs 2024-25</u></p> | |
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| | <p>Ratification: Governors unanimously approved the clerking and training & development SLA with Governor Services for 2024-25. 18 meetings have been scheduled with the Clerk to Governors provided by the service.</p> | |
| 6. | <p>Headteacher's Update</p> <p>6.1 <u>Discussion with new Headteacher – NL</u> Being new in role, NL agreed to add comment where he felt it would be useful for the purposes of this meeting.</p> <p>6.2 <u>Review of School Data Summary Report (ISDR)</u> DfE ISDR Guidance - here Guidance – Be ready for Ofsted checklist (provided by Clerk) Guidance – Checklist for Chair after the call (provided by Clerk)</p> <p>The latest ISDR was shared with governors ahead of the meeting. Governors discussed reviewing school website analytics as a measure of strong hits (popular areas) across the site.</p> <p>Governors considered the breakdown of analysis provided within the report, particularly noticing the shortfall in SEND between last year's data and current.</p> <p>Several governors have recently completed Ofsted Readiness training in anticipation of a pending inspection. Governors discussed the priorities identified from the training. A skills audit is due.</p> <p>Action: Clerk to share the skills audit form for completion over the summer holidays.</p> | Clerk |
| 7. | <p>School Development Plan and SEF</p> <p>7.1 <u>Discussion on School Development Plan 2024-25 with NL</u> NL has been shared a copy of the current SDP, which has been RAG-rated to show progress of each objective. The drafting of the 2024-25 SDP will be considered over the next term. NL wants to make time to meet with school stakeholders and consider all plans to ensure they align and are consistent moving forward.</p> <p>Governors discussed the format of the current SDP. NL appreciated the good practice demonstrated within the current format of the document.</p> <p>7.2 <u>Review of SEF 2023-24</u> Governors received the updated SEF ahead of the meeting for consideration.</p> | |

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| 8. | <p>Safeguarding</p> <p>8.1 <u>School safeguarding update</u> JG did not attend this meeting; a safeguarding update was provided by the Safeguarding Link for the purposes of this meeting.</p> <p>8.2 <u>Verbal update from Safeguarding Link</u> JL discussed her conclusions from a recent monitoring visit to review the Single Central Record (SCR). The process for vetting checks has changed slightly. The School Business Manager has chased the local authority for support. The SCR is being successfully maintained; staffing changes was considered at the visit, with a focus on how agency staff are being vetted and inducted. References are followed up for all agency staff, although this is not a mandatory requirement.</p> <p>Having been involved in the recent recruitment of staff at Waterbeach Community Primary School, NL advised that agency staff have also been required to complete a school application form to be able to challenge any gaps in their training as part of a robust Safer Recruitment process. Volunteers will also be required to provide references from September 2024.</p> <p>A review of the Visitors tab within the SCR is being considered by the School Business Manager. LA representatives are provided with a Letter of Assurance which has been deemed as not necessary for reporting on the SCR.</p> <p>There are currently no gaps on the SCR to report.</p> <p>JL also conducted a visit around gathering pupil voice specifically about safeguarding across the school. Overall, children feel safe in school. Boys are a little more reluctant than girls to talk to an adult if they had a problem, preferring to talk to their own gender. Children are confident about reporting concerns to school staff.</p> <p>8.3 <u>Review of Annual Safeguarding Report to Governors</u> Governors reviewed the comments submitted in the Annual Safeguarding Report to Governors.</p> <p>NL invited governors to attend the annual staff safeguarding update in the morning of 4th September 2024. An evening session will be arranged in the new academic year to catch governors who are unable to attend the staff session.</p> | |
| 9. | <p>SEND Update</p> <p>9.1 <u>Verbal SEND Link Update</u></p> | |

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| | <p>Governors learnt that the Year 6 transitions were successfully arranged by the INCo. Children are excited and ready to start their secondary experience.</p> | |
| 10. | <p>Committee Updates</p> <p>10.1 <u>Resources Committee, dated 26th June 2024</u> The minutes of the latest Resources Committee meeting were circulated for review by governors.</p> <p>10.2 <u>Children’s Committee – next meeting 17th July 2024</u></p> | |
| 11. | <p>Link Governor Reports</p> <p>11.1 <u>EDI and PSHE combined report (RP)</u> The EDI and PSHE Report was shared to governors ahead of the meeting. RP provided governors with the highlights of her visit. Governors discussed the government consultation concerning the teaching of Relationships & Sex Education in schools. Many governors have contributed to the consultation.</p> <p>11.2 <u>Maths monitoring report (MSm)</u> The latest Maths monitoring report was shared to governors ahead of the meeting. MSm provided governors with the highlights of his visit.</p> <p>11.3 <u>Curriculum monitoring report (MSm)</u> The latest Curriculum monitoring report was shared with governors ahead of the meeting. MSm provided governors with the highlights of his visit.</p> <p>11.4 <u>Wellbeing Visit (not on the agenda for this meeting)</u> JL conducted a wellbeing visit earlier today with the INCo. A report will be provided at a future meeting. Governors learnt of the passion and attention to transition for the Year 6 cohort undertaken by the INCo. 10% of the total population of the school is considered as Young Carers. Governors remain proud of therapeutic thinking strategies embedded across the school. Staff are empowered and take ownership for it. It allows teachers to support their students better when external support is so limited. The Counsellor now visits the school one day a week. Staff have benefited from Wellbeing Days and would like them to continue under new leadership. NL plans for this arrangement to continue into the next academic year.</p> | |
| 12. | <p>Policies for Review</p> <p>There were no policies for review at this meeting.</p> | |
| 13. | <p>Governor Training & Development</p> <p>13.1 <u>Governor Training Record</u> A copy of the latest governor training record was shared ahead of the meeting.</p> | |



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| | <p>13.2 <u>Review of training recently undertaken:</u> Governors discussed the recent Ofsted Readiness training attended by a number of governors on the board.</p> | |
| 14. | <p>Any other business</p> <p>14.1 <u>Clerk to read letter from parent to JG</u> The Clerk read out a letter, addressed to JG and written by a parent. Governors acknowledged the parents' kind words about the school and local community – governors are proud to serve an inclusive and welcoming school community.</p> <p>14.2 <u>Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</u></p> <ul style="list-style-type: none"> • Equality and Inclusion at the school was celebrated in a letter received by the Headteacher from a parent. • Governors were pleased to welcome NL to his first meeting ahead of his tenure as new Headteacher from September 2024. • Governors were reassured to learn that children still feel safe in school from a recent governor safeguarding visit at the school. <p>14.3 <u>Date and time of next meeting</u> The date of the next FGB meeting will be 16th October 2024 at 6.30pm in school.</p> <p>There being no further business, the meeting closed at 8.15pm.</p> | |

Actions from the meeting, dated 10th July 2024

| | Action | Owner | Deadline |
|-----|--|---------------|--------------------------------|
| 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. | GOVS | 1 st September 2024 |
| 5.1 | Resignation of NM deferred to next meeting. | GOVS | Next meeting |
| 5.2 | Appointment of NM as Associate Member deferred to next meeting. | GOVS | Next meeting |
| 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 1 st September 2024. | Clerk GOVS | 1 st September 2024 |

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Governor Meeting Dates 2024-2025

| 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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NGA Learning Link – [click here](#)

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