



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting

Held on Wednesday 11<sup>th</sup> December 2024 at 6.30pm at the school

#### MINUTES

**Present:** Fiona Ecott (FE)  
Terry Gilzean (TGz)  
Neil Lloyd (NL) - Headteacher  
John Hall (JH) – Chair of Governors  
Jessica Lechner (JL)  
Rebecca Pharo (RP)  
Robert Schumann (RS)  
Mark Smith (MSm)  
Lisa Wakley-Davies (LWD)

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

		Action
1.	<b>Welcome and Apologies for absence:</b> The Chair welcomed all to the meeting. The Clerk joined the meeting remotely via MS Teams.  Apologies were received and accepted from MB, WE, AM, NR, NW and AU. The meeting was quorate.	
2.	<b>Declaration of pecuniary interests</b> There were no declarations made concerning items on the agenda for this meeting.	
3.	<b>Previous Meeting Minutes</b> <b>Approval of previous FGB Meeting minutes, dated 16<sup>th</sup> October 2024</b> A copy of the minutes of the FGB meeting, dated 16th October 2024, were submitted, and will be signed by the Chair as a true reflection of the last meeting.	

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

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>2.2 The following governors need to update their pecuniary interests on Governor Hub – JH, RP, NR and NW. <b>Completed, closed.</b></p> <p>12.2 The Attendance Policy was deferred for review at the next FGB meeting. <b>On agenda.</b></p> <p>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. <b>On agenda</b></p> <p>14.3 The Clerk will populate Governor Hub with governor documentation ahead of the next meeting. <b>Completed, closed</b></p>	
5.	<p><b>Governing Body Matters</b></p> <p>5.1 <u>GB Membership</u> The Clerk confirms there are no governor tenures about to expire.</p> <p>There is one vacancy for parent governor. Governors discussed the need for a parent governor election.</p> <p><b>Action:</b> The Clerk will share the Governor Guidance Note for the Parent Governor Election and MS Forms templates with the Headteacher and School Business Manager ahead of the new term. The election process will start from the start of new year.</p> <p>5.2 <u>Annual Governor Confirmations:</u></p> <ul style="list-style-type: none"> <li>• KCSIE 2024</li> <li>• Governor Code of Conduct 2024-25</li> <li>• School safeguarding policies</li> </ul> <p><b>Action:</b> JH, NW outstanding their annual confirmations.</p> <p>5.3 <u>Review of school broadband</u> An overview by the SBM and all related documents were shared ahead of the meeting.</p> <p>Previously, the school has precured broadband via Eastnet from the local authority. This is coming to an end in March 2025. The SBM has attended various presentations, including JISC. There are a few offers, none of which have accredited filters, like JISC has. The JISC contract has been quoted for £5,500 over a 5-year contract with a route out after the third year from next year compared to current costs of £5,400. The paperwork shared ahead of the meeting provides the</p>	<p style="text-align: center;"><b>HA</b></p> <p style="text-align: center;"><b>JH, NW</b></p>

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

	<p>details of all quotes received as part of a formal procurement process. The ICT Service would continue to provide all filtering and monitoring available through a new contract, which meets the ongoing statutory safeguarding requirements of the school.</p> <p>The new E-safety Lead in school will be NL. With a change of provider, there will be new training opportunities as a result of new software. Smoothwall will be replaced with Netsweeper.</p> <p><b>Ratification:</b> Governors unanimously approved the combined offer proposed between JISC and The ICT Service.</p> <p>Governors discussed the work required by CitiFibre to have a new connection, should we wish to change provider in the future.</p> <p>5.3 <u>Verbal Update from the Pay Panel</u> LWD advised that the Pay Panel met and ratified the Pay Policy. All anonymised recommendations by the Headteacher were approved.</p> <p>Governors were advised of one pay appeal following the Pay Panel’s meeting. The Clerk will follow the process outlined by the school’s HR adviser to initiate the relevant process.</p>	
<p>6.</p>	<p><b>Headteacher’s Report</b></p> <p>6.1 <u>Headteacher’s Report:</u> The Headteacher’s Report was shared with governors ahead of the meeting.</p> <p>Number on roll has been consistent, with 2 more students on roll since the last meeting, there is a lot of movement. The number of PP children has dropped by 5. The school is of the opinion that there are more children entitled to Pupil Premium funding, but it requires parents applying to see if they are eligible.</p> <p><b>Challenge:</b> A governor asked, do you think this is because parents don’t know the eligibility criteria? The school has sent a variety of resources to parents about eligibility for Pupil Premium and free school meals. Governors appreciated that the stigma of having free school meals still exists. A variety of strategies have been tried by the school to ask more parents to apply.</p> <p>There are a high number of children across the school with a safeguarding need; the situation in school is reflective of the national issue. Safeguarding practice continues to be strong. Regular reviews allow staff to reflect on lessons learnt. No referrals to LADO.</p>	

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

The new fencing around the perimeter of the school is due to be fitted, delayed by the recent storm last weekend. Governors were updated with the security arrangements in place to make the school site more secure during the school day. Online safety concerns via Smoothwall continue. After liaising with The ICT Service and Smoothwall, a solution has been proposed to allow monitoring to alert an individual device moving forward.

**Challenge:** A governor asked, is the idea to move to a log in for every child?

Yes, this is the goal. It should be possible with additional software, but all devices will need to be reconfigured. This will be done in March 2025 when the change of broadband provider takes place.

Governors were advised of the arrangements to cover maternity leave and subject leadership concerning a member of staff. NL provided governors with arrangements in place to cover vacancies created by support staff leaving at the end of the term.

It has been possible to appoint some new members of support staff, but recruitment is still challenging. Recruitment is challenging for a variety of reasons, mostly out of the school's control.

Staff absence continues to be challenging. Seasonal illness has impacted attendance of both staff and children alike. There continues to be a small number of children with persistent absence. A range of contract meetings with families are being led by NL to address low attendance.

Since last FGB, one ambulance has been called to a child's reoccurring medical need. Governors were advised how the school is supporting the family.

Behaviour – one racial incident reported. This has been dealt with by the class teacher and reported to the local authority. Therapeutic Thinking training is a priority for those members of staff new to the school and others who have not received the whole package of training suitable for their role. Learning behaviour across school is generally good. There have been some incidents of low-level behaviour observed during breaktimes, analysis of logs generated in Arbor which will be shared with governors after the meeting.

The Headteacher advised that MyConcern is for recording concerns relating to a child's safety - MyConcern is not for recording behaviour. Analysis of behaviour can identify trends and areas for training. Governors were advised how Arbor can be used to generate bespoke

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

	<p>reporting on a variety of issues, particularly around a consistent approach to the school’s behaviour policy.</p> <p>One GDPR breach was reported in November 2024. No further action has been required, upon the advice of the Data Protection Officer.</p> <p>Governors received an update on the activities and trips organised in the run up to Christmas.</p> <p>The Ark maths scheme has been identified as the chosen scheme to support the maths curriculum across the school. The Maths Lead has done a lot of research and has seen it in practice in a local school. The plan is that the new scheme will be rolled out in the new term. Governors were advised how this will be implemented and monitored in school. Governors were invited to monitor the implementation of the new maths scheme.</p> <p>School has access to the DfE safer spaces toolkit, the INCO has coordinated some training with the teaching team for specific PSHE lessons. The school council will focus on collating pupil voice around these lessons.</p> <p><b>Challenge:</b> A governor asked, how was governor attendance at the last parents evening received? Governors were advised that 20 responses to Parent View have been received. It was the overall opinion that governor presence at future school events could raise governor visibility in a positive way.</p>	
7.	<p><b>School Development Plan and SEF</b></p> <p>7.1 <u>Discussion on School Development Plan 2024-25</u> The latest SDP was shared at the last Children’s Committee meeting. Feedback has been positive. The document has now started to become populated by other leaders across the school. Biggest priorities are the roll out of maths, the restructuring of the leadership team, and the development of Early Years. NL hopes to finalise the SDP over the Christmas holiday.</p> <p>7.2 <u>Review of SEF 2024-25:</u> There is no formal SEF document, yet. With other leaders in school, the Ofsted framework has been reviewed as it has been 5 years since the last inspection. Governors were advised of the work taking place in school to allow staff to become familiar with the new Ofsted descriptors.</p>	
8.	<p><b>Safeguarding</b></p> <p>8.1 <u>School safeguarding update</u></p>	



	<p>As per the Headteacher’s Report, reviewed earlier.</p> <p>8.2 <u>Verbal update from Safeguarding Link</u>  The Clerk sent an email to governors trying to set up an annual safeguarding update session with little response. JL will arrange a session in the new term to mop up those governors still outstanding this statutory update.</p> <p>JL conducted her second SCR visit on 18<sup>th</sup> November 2024. During the visit, the lettings policy was discussed to consider if outside agencies were aware of the need for appropriate DBS and safeguarding checks. Gaps in the SCR, specifically around midday supervisors and their KCSIE signoff were discussed. Online searches as part of the safer recruitment process were also reviewed. The SBM has advised that the implementation of My New Term has been helpful in ensuring the safer recruitment process is more robust.</p> <p>8.3 <u>Annual governor safeguarding update</u>  Refer to the item above. A number of governors are still outstanding their annual safeguarding update.</p>	
9.	<p><b>SEND Update</b></p> <p>9.1 <u>Verbal SEND Link Update</u>  The SEND Link shared her concern concerning the workload of the INCO. Support from external agencies is limited with increasing numbers of children with high needs joining the school. The threshold for eligibility of receiving external support is becoming ever higher, which is so frustrating with the number of additional needs being identified across the school.</p> <p>Due to current capacity, it has not been possible to arrange a formal visit with the INCO in consideration of her wellbeing. Visits will be planned for the new term.</p> <p>A discussion took place concerning staff wellbeing in general. Those that have spoken to governors do feel supported by the new Headteacher. Governors will arrange something for staff as a token of their thanks and appreciation for the work undertaken this term.</p> <p>Governors were concerned that they are seen to be supportive whilst retaining their strategic oversight.</p> <p>9.2 <u>Review &amp; Ratification of Pupil Premium Statement 2023-24</u>  <b>Action:</b> Deferred to next meeting. The Chair will utilise his Chair’s Powers to approve the Pupil Premium Statement 2023-24 ahead of the deadline for submittal on 31<sup>st</sup> December 2024. The Clerk advised that</p>	JH, NL

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

	it must be published on the school website, after the Chair’s approval, before 31 <sup>st</sup> December 2024.	
10.	<p><b>Committee Updates</b></p> <p>10.1 <u>Resources Committee, dated 8<sup>th</sup> November 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 13<sup>th</sup> November 2024</u> The minutes of the latest Children’s Committee meeting were circulated for review by governors.</p>	
11.	<p><b>Governor Monitoring Schedule</b></p> <p>11.1 <u>Discussion on governor monitoring</u> The Head has spent his first term evaluating and putting together the SDP. There will be a staff inset at the start of the new term to providing training. Once these have been put in practice, it will be possible for governors to start arranging their visits. Maths was identified as a subject area to book a visit after January 2025.</p> <p><b>Action:</b> Governors will review their link roles in the new year, in consideration of the new SDP.</p> <p>JH has completed a school website audit recently, feedback from this audit have been shared with the school. The website is an area which requires a review to make content more relevant and up-to-date.</p>	<b>GOVS</b>
12.	<p><b>Policies for Review</b></p> <p>Drafts of all policies to be reviewed at this meeting were circulated in advance for consideration by governors. All policies have been based on model policies.</p> <p>12.1 <u>Attendance Policy</u> <b>Ratification:</b> Governors unanimously approved the Attendance Policy.</p> <p>12.2 <u>Leaflet for Children not Collected and Protocol</u> <b>Ratification:</b> Governors unanimously approved the Leaflet for Children not Collected and Protocol.</p> <p>12.3 <u>Intimate Care Policy</u> <b>Ratification:</b> Governors unanimously approved the Intimate Care Policy.</p> <p>12.4 <u>PREVENT Protocol</u></p>	

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

	<p>There is a training need for all staff to revisit PREVENT. The PREVENT Protocol outlines how PREVENT is considered at Waterbeach Primary School.</p> <p>Governors noted that they complete their PREVENT training bi-annually as per statutory requirement.</p> <p><b>Ratification:</b> Governors unanimously approved the PREVENT Protocol.</p> <p>12.5 <u>Use of Mobile Phones Policy</u>  <b>Ratification:</b> Governors unanimously approved the Use of Mobile Phones Policy.</p>	
13.	<p><b>Governor Training &amp; Development</b></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>  No update.</p> <p>13.3 <u>Skills Audit 2024</u>  The skills audit completed this year was based on the model provided by the NGA. A copy of the dashboard analysis those responses sent to the Clerk was provided ahead of the meeting.</p> <p>Whilst the overall results showed no significant gaps in expertise on the governing board, the Clerk advised that individual governors will be aware of their own gaps in their understanding. The analysed results did not have input by all governors. The Clerk advised governors about the new online learning platform available through Governor Hub, Knowledge, which they now have access to as part of the Governor Services Service Level Agreement. A link to the platform is now available at the bottom of all governor meeting agendas and minutes.</p>	
14.	<p><b>Any other business</b></p> <p>14.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> <li>• Thanks was given to the PTA for organizing another successful Winter Fair.</li> <li>• Governors reviewed and approved the school’s broadband contract to future proof the school.</li> <li>• Governors continue to review school policies as part of a robust policy review cycle.</li> </ul>	

Signed: ...

.....Dated: .....5<sup>th</sup> Feb 2025.....



14.2	Governors discussed initial plans to review the future of the swimming pool located on the school site in the new year.	
14.3	Date and time of next meeting 5 <sup>th</sup> February 2025, 6.30pm, at the school.	
There being no further business, the meeting closed at 8.50pm.		

### Actions from the meeting, dated 11<sup>th</sup> December 2024

	Action	Owner	Deadline
5.1	The Clerk will share the Governor Guidance Note for the Parent Governor Election and MS Forms templates with the Headteacher and School Business Manager ahead of the new term. The election process will start from the start of new year. <b>Completed, closed.</b>	HA	ASAP
5.2	JH, NW are outstanding their annual confirmations.	JH, NW	ASAP
9.2	Deferred to next meeting. The Chair will utilise his Chair's Powers to approve the Pupil Premium Statement 2023-24 ahead of the deadline for submittal on 31st December 2024. The Clerk advised that it must be published on the school website, after the Chair's approval, before 31st December 2024.	JH, NL	31 <sup>st</sup> Dec 2024
11.1	Governors will review their link roles in the new year, in consideration of the new SDP.	GOVS	Next meeting

### 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

To view the Annual Governance Training Program and book courses online – [GovernorHub](#)

Governors for Schools - [click here](#)

NGA Learning Link – [click here](#)

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....

Signed: ... 

.....Dated: .....5<sup>th</sup> Feb 2025.....  
W'beach FGB minutes 11.12.2024 v1 (+GOVS)