



## WATERBEACH COMMUNITY PRIMARY SCHOOL

### Minutes of the Full Governing Body meeting

Held on Wednesday 5<sup>th</sup> February 2025 at 6.30pm at the school

#### MINUTES

**Present:** Fiona Ecott (FE)  
Neil Lloyd (NL) - Headteacher  
John Hall (JH) – Chair of Governors  
Jessica Lechner (JL)  
Anne Morten (AM)  
Rebecca Pharo (RP)  
Mark Smith (MSm)  
Lisa Wakley-Davies (LWD)  
Nicola Webb (NW)

**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.  Apologies were received and accepted from MB, WE, TG, RS 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 11<sup>th</sup> December 2024</b> A copy of the minutes of the FGB meeting, dated 11th December 2024, were submitted, and will be signed by the Chair as a true reflection of the last meeting.	
4.	<b>Matters arising and actions from the previous minutes</b>	

Signed: .....  


.....Dated: ...7<sup>th</sup> May 2025.....

	<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>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></p> <p>5.2 JH, NW are outstanding their annual confirmations. <b>Completed, closed.</b></p> <p>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. <b>On agenda.</b></p> <p>11.1 Governors will review their link roles in the new year, in consideration of the new SDP. <b>On agenda.</b></p>	
<p>5.</p>	<p><b>Governing Body Matters</b></p> <p>5.1 <u>GB Membership</u></p> <ul style="list-style-type: none"> <li>• Discussion concerning period of absence by WE, Co-Opted Governor, from the governing board Governors learnt that, due to a change in personal circumstances, WE is no longer able to attend evening governor meetings for a few months. WE has advised that he is still able to fulfil his H&amp;S link role and will provide updates at FGB via his reports and through regular Health &amp; Safety Working Group meetings which are held during the school day.</li> </ul> <p><b>Ratification:</b> Governors unanimously agreed that WE’s expertise is beneficial to the governing board. Governors accepted a 6-month period of absence from governor meetings, with the caveat at WE will continue his monitoring responsibilities during this period. The Chair of Governors will remain in contact with WE to monitor the arrangements in place.</p> <ul style="list-style-type: none"> <li>• The Clerk confirms there are no governor tenures about to expire.</li> <li>• There is one vacancy for parent governor. Governors to discuss parent governor election: The Headteacher advised that the self-nominations process ends at midday 24<sup>th</sup> February 2025. There has been one self-nomination received so far. Any election, should it be necessary, will be held on 12<sup>th</sup> March 2025, as per the Parent Governor Election Guidance provided by the local authority.</li> </ul> <p>5.2 <u>Annual Governor Confirmations:</u></p>	



Signed: .....

.....Dated: ...7<sup>th</sup> May 2025.....

	<p>It was confirmed that all annual governor confirmations, with the exception of AU who is on maternity leave, are now completed. This information will be shared with the School Business Manager for updating the Single Central Register.</p> <p>5.3 <u>Review of GB Annual Schedule of Work</u> Review of how the document is used in another local school and discussion on current drafted template.</p> <p>The Clerk shared a copy of a GB Annual Schedule of Work from another local school for governors to see how it has been adapted for the school's use. A drafted version of a Waterbeach GB Annual Schedule was personalised and shared for consideration ahead of the meeting by the Clerk.</p> <p>The Clerk provided an overview of the document, advising how the Policy Schedule and Governor Monitoring Schedule can be incorporated into the document to provide a snapshot of the governing boards effectiveness at any point in the academic year.</p> <p><b>Ratification:</b> Governors unanimously approved the GB Annual Schedule in principle.</p> <p><b>Action:</b> Once monitoring roles have been agreed at this meeting, the Headteacher, Chair of Governors and Clerk will meet to draft a Governor Monitoring Schedule. This information will be added to the GB Annual Schedule for review at the next meeting. Moving forward, the Clerk will maintain the document and it will be reviewed at every FGB meeting as a measure of GB effectiveness.</p> <p><b>Action:</b> The Headteacher and Clerk will meet to review the Policy Review Schedule and determine a plan for incorporating this information into the GB Annual Planner to inform an even review of policies across the academic year.</p>	<p>NL, JH, HA</p> <p>NL, HA</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>Pupil movement continues but numbers remain stagnant. A number of children have joined the school recently with English as an Additional Language. Pupil Premium (PP) numbers are just above the national average. The PP Strategy has been discussed with the PP Link and Chair of Children's Committee. Vulnerable children remain a priority for school development.</p>	

Signed: ..... 

.....Dated: ...7<sup>th</sup> May 2025.....

The Association of School and College Leaders (ASCL) are offering a PP Conference to their members. Being a member, NL intends to attend to share the resources across the school to widen knowledge in this area. NL emphasised that the school is at the start of their journey in terms of a PP strategy.

Governors were informed of current safeguarding data, provided within the Headteacher's Report. A discussion took place on Children Missing in Education. Governors were reassured to learn of the school's robust procedures in response to the most vulnerable of children.

Reception still is the cohort with the highest need.

**Challenge:** A governor asked, does data from My Concern get moved over to new school settings with a child?

Governors learnt how files are transferred securely over to new settings once children have arrived at their new school. This includes safeguarding data gathered for that child. The school expects to receive information from a previous school when a child starts at Waterbeach Primary School. Safeguarding data is received separately to ensure information is only shared with staff that need to be aware.

The school has an established safeguarding culture, trends in data are consistent each month. Behaviour is the highest concern; governors were reminded that behaviour is a result of an unmet need. Arbor has recently been introduced to log behaviour, which will allow the school to analyse trends in data more efficiently. Team Leaders have been trialling the use of Arbor. My Concern now tracks the most serious of concerns. NL has attended Domestic Abuse training and has shared the resources with the Safeguarding Team to review current practice. The Safeguarding Audit by the LA has been confirmed for 12<sup>th</sup> April 2025, this will include the school's use of My Concern.

The school's broadband supplier is changing next month. Protocols will be updated during this process which will mean that filtering and monitoring will include all school devices.

Following concern by parents, and a recent communication from the local authority, the school has responded to recent hoax threats being made to some Cambridgeshire schools. Governors discussed the concern within the community, particularly over social media. The school's response has been made in co-ordination with other local schools in the cluster. The Headteacher advised of the protocols in place for invacuation across the school.



The Headteacher, having met with the School Council this week, confirmed that all children have now worked on Safer Spaces in their classes. Children are being taught that behaviour can also be positive, not just bad. From using some of the resources from the Safer Spaces toolkit, the toilets across the school have been flagged as a concern. Whilst they do meet their statutory requirement, councillors will be asked to work with their classes to hold each child to account for their behaviour whilst in these areas.

Governors received an update on staffing across the school from the new half-term. Parents will be communicated of any changes before the February 2025 half-term break.

Attendance is above national average. NL has met with parents of children with persistent absence. A full analysis of attendance data was shared within the Headteacher's Report.

**Challenge:** A governor asked, is there any reason why FMS6 numbers are particularly low in Reception and Year 1.

The Headteacher advised; there is no concern about those cohorts, it's where there are specific children in certain classes that creates the data. Governors were informed how the school signposts and supports families where a child's attendance is a concern.

**Challenge:** A governor asked, are parents still asking to take children out during term time?

Yes, although they are all unauthorised. Parents make a request for term time leave but, unless they meet the criteria, all are unauthorised. Governors were advised of some of the recent cultural-related leave requests whereby the school have consulted with the local authority for the correct approach.

First Aid data was shared within the Headteacher's Report. A lot of staff have recently received a First Aid refresher course to maintain their eligibility to support with this area of the school.

The meeting adjourned at 7.30pm.

The meeting restarted at 7.35pm.

There has been one log of racism reported. The school have worked in the class to support affected children.

Governors learnt of the introduction of The 6 Golden Rules, which is starting to make an impact across the school. In terms of the vision for behaviour in school, NL reported that things are now starting to align. After a challenging first term to the academic year, this term has



	<p>started positively, and progress is evident. Staff absence continues to be the most challenging issue across the school. Staff absence is for a variety of unavoidable reasons, staff are deployed where there is the greatest need. There is a need for staff to be adaptable.</p> <p>The Headteacher provided governors with a confidential update concerning the local development in the village. The next community meeting is planned for 12<sup>th</sup> March 2025.</p> <p><b>Challenge:</b> A governor asked, how are staff feeling about the preparations for Ofsted?</p> <p>NL has regularly communicated with subject leads and the School Improvement Adviser; there are some subjects that need further development. Governors discussed the strongest subjects; progress in maths and phonics is a good example to showcase. Art and History are also subjects with strength. PSHE evidence to support the personal development strand inspected by Ofsted is already being prepared. NL shared his strategies for getting subject leads prepared for inspection.</p> <p>The Chair of Governors has been contacted by Governor Services at the local authority asking if the governing board would be interested in a pre-Ofsted Governance Check. The Clerk recommended this audit for governors to reassure themselves of their readiness for inspection.</p> <p>6.2 <u>School Improvement Adviser NOVs</u> Confidential Maths and School Improvement Adviser (SIA) Notes Of Visits (NOVs) were shared with governors for consideration ahead of the meeting. The SIA has supported the drafting of the SEF, which will be reviewed later on the agenda. The school continues to be a “good” school, based on Ofsted criteria.</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 ahead of the meeting.</p> <p>7.2 <u>Review of SEF 2024-25:</u> The drafted SEF was circulated for review by governors ahead of the meeting.</p> <p>7.3 <u>Review of governor link roles and areas of responsibility – to be aligned with SDP</u> The drafted Children’s Committee Priorities 2024-25 document was shared as a late document ahead of the meeting for consideration.</p> <p><b>Ratification:</b> Governors unanimously approved the following link roles:</p>	



Signed: .....

.....Dated: ...7<sup>th</sup> May 2025.....

		Link Governors	Current Link Governor		
		Assessment	Martin Brown		
		Attendance	John Hall		
		Behaviour	Anne Morten		
		Curriculum	Martin Brown		
		Cyber Security Link	John Hall		
		EDI	Rebecca Pharo		
		English & Early Reading	Anne Morten		
		EYFS	Lisa Wakley-Davies		
		Finance	Robert Schuman		
		Health & Safety	Will Evans (RS supporting)		
		Maths	Mark Smith		
		Outdoor Curriculum	Martin Brown		
		Pupil Premium (inc. LAC & PLAC)	Rebecca Pharo		
		PSHE	Rebecca Pharo		
		Safeguarding	Jess Lechner & Fiona Ecott		
		SEND	Lisa Wakley-Davies		
		Sustainability	Mark Smith		
		Well-being	Jessica Lechner & Nicola Webb		
		<p><b>Action:</b> JH to update the details of the roles and responsibilities document to include the new scope and remit of each link role this academic year.</p>		<b>JH</b>	
8.	<p><b>Safeguarding</b></p> <p>8.1 <u>School safeguarding update</u> As per the Headteacher’s Report, reviewed earlier.</p> <p>8.2 <u>Verbal update from Safeguarding Link</u> A visit for the SCR is planned next week.</p> <p>8.3 <u>Annual governor safeguarding update</u> The Clerk confirmed that FE, WE and AU were outstanding their annual safeguarding update. AU is currently on maternity leave.</p> <p><b>Action:</b> Clerk to share FE and WE the link to complete online safeguarding training. FE and WE to complete safeguarding training as soon as possible.</p>			<b>HA, FE, WE</b>	
9.	<p><b>SEND Update</b></p> <p>9.1 <u>Verbal SEND Link Update</u> Deferred to next meeting.</p> <p>9.2 <u>Review &amp; Ratification of Pupil Premium Statement 2023-24</u></p>				

Signed: ..... 

.....Dated: ...7<sup>th</sup> May 2025.....

	<p><b>Ratification:</b> The Chair of Governors confirmed that, in order to meet the statutory deadline of 31<sup>st</sup> December 2024 to publish the Pupil Premium Statement 2023-24, he used his Chair’s Powers to approve the document ahead of it being published on the school website.</p>	
10.	<p><b>Review &amp; Ratification of Schools Financial Value Standard (SFVS)</b> The drafted SFVS, reviewed and recommended by the Resources Committee, was circulated to governors for review ahead of the meeting. NM provided an overview of the Resources Committee’s scrutiny at the last meeting.</p> <p><b>Ratification:</b> Governors unanimously approved the Schools Financial Value Standard (SFVS).</p>	
11.	<p><b>Committee Updates</b></p> <p>10.1 <u>Resources Committee, dated 8<sup>th</sup> January 2025</u> The minutes of the latest Resources Committee meeting were circulated for review by governors.</p> <p>10.2 <u>Children’s Committee, dated 15<sup>th</sup> January 2025</u> The minutes of the latest Children’s Committee meeting were circulated for review by governors.</p>	
12.	<p><b>Governor Monitoring Schedule</b></p> <p>12.1 <u>Discussion on governor monitoring</u> <b>Action:</b> JH, HA and NL to meet to draft a monitoring schedule ahead of the next meeting. See item above.</p> <p>12.2 <u>Circulation of recent monitoring reports:</u> The PP and Maths monitoring reports for visits conducted in January 2025 were shared at short notice ahead of the meeting.</p>	JH, HA, NL
13.	<p><b>Policies for Review</b> 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>13.1 <u>Governor Visits Policy</u> The Clerk circulated a model Governor Visits Policy obtained via Knowledge (formerly The Key) and the local authority Governor Guidance Notes for consideration ahead of the meeting.</p> <p><b>Action:</b> The review of the Governor Visits Policy was deferred to next meeting.</p>	GOVS
14.	<p><b>Governor Training &amp; Development</b></p> <p>14.1 <u>Governor Training Record (Governor Hub report)</u></p>	

Signed: .....

.....Dated: ...7<sup>th</sup> May 2025.....

	<p>The Governor Training Record was circulated ahead of the meeting for review by governors.</p> <p>14.2 <u>Feedback from training recently attended:</u> Governors were recommended the Pupil Premium training via Knowledge (the Clerk has already circulated the link via Governor Hub) and the NGA Learning Link Sustainability module in recognition of new national guidance for schools.</p>	
15.	<p><b>Any other business</b></p> <p>15.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none"> <li>• Reviewed and approved the SEF 2024-25.</li> <li>• Governors have considered the SDP and aligned their monitoring roles for the academic year ahead with school priorities.</li> <li>• Governors were keen to learn of the development of House Captains and their impact across the school in terms of capturing pupil voice, referred to in the Headteacher’s Report for this meeting.</li> </ul> <p>15.2 Date and time of next meeting 7<sup>th</sup> May 2025, 6.30pm, at the school. The Clerk advised that she needed to join this meeting virtually due to a tight schedule over budget week.</p> <p>There being no further business, the meeting closed at 8.50pm.</p>	

**Actions on next page /...**

Signed: ..... 

.....Dated: ...7<sup>th</sup> May 2025.....

## Actions from the meeting, dated 5<sup>th</sup> February 2025

	Action	Owner	Deadline
5.3	Once monitoring roles have been agreed at this meeting, the Headteacher, Chair of Governors and Clerk will meet to draft a Governor Monitoring Schedule. This information will be added to the GB Annual Schedule for review at the next meeting. Moving forward, the Clerk will maintain the document and it will be reviewed at every FGB meeting as a measure of GB effectiveness.  The Headteacher and Clerk will meet to review the Policy Review Schedule and determine a plan for incorporating this information into the GB Annual Planner to inform an even review of policies across the academic year.	NL, JH, HA  NL, HA	ASAP before next meeting  ASAP before next meeting
7.3	JH to update the details of the roles and responsibilities document to include the new scope and remit of each link role this academic year.	JH	Before next meeting
8.3	Clerk to share FE and WE the link to complete online safeguarding training. <b>Completed, closed.</b> FE and WE to complete safeguarding training as soon as possible.	HA  FE, WE	ASAP  ASAP
13.1	The review of the Governor Visits Policy was deferred to next meeting.	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](#)

Online learning via Knowledge (formerly The Key) – [click here](#)



Signed: .....

.....Dated: ...7<sup>th</sup> May 2025.....