



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 4th June 2025 at 6.30pm at the school

MINUTES

Present: Martin Brown (MB)
Fiona Ecott (FE)
Terry Gilzean (TG)
Neil Lloyd (NL) - Headteacher
John Hall (JH) – Chair of Governors
Anne Morten (AM)
Rebecca Pharo (RP)
Natalie Rogers (NR)
Robert Schumann (RS)
Mark Smith (MSm)
Lisa Wakley-Davies (LWD)
Nicola Webb (NW)

Also attending: Helen Andrews (HA), Clerk to Governors
Rachael Pinion (RPi), Strategic Education Capital & Place Planning
Manager, CCC

		Action
1.	Welcome and Apologies for absence: The Chair welcomed all to the meeting. Apologies were received and accepted from Josh Brixey, Will Evans, Jess Lechner, and Amy Unchern. The meeting was quorate.	
2.	Declaration of pecuniary interests There were no declarations made concerning items on the agenda for this meeting.	
3.	CONFIDENTIAL – Place Planning / Local Development Presentation	

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	Please refer to the separate confidential minutes for this item.	
4.	<p>Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 7th May 2025 A copy of the minutes of the FGB meeting, dated 7th May 2025, were submitted, and will be signed by the Chair as a true reflection of the last meeting.</p> <p>NL and JH plan to meet to analyse the data from the staff survey which will be shared with governors at a future 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>5.3 (from previous meeting) 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>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>8.3 (from previous meeting) FE, WE and JB to complete safeguarding training as soon as possible. In progress.</p> <p>13.1 (from previous meeting) The review of the Governor Visits Policy was deferred to next meeting. Now requires personalisation before being reviewed at next FGB meeting.</p> <p>4.0 NL to share governor bio document. Completed and closed. JB to send photo and bio to update the school website. Remains outstanding.</p> <p>5.1 JH will contact AU to see if she is happy to remain on the board after her tenure as Associate Member ends on 6th June 2025. On agenda.</p> <p>13 The next Staff Survey would be built into the Annual Planner whilst it is being drafted ahead of the next academic year. In progress.</p>	
6.	<p>Governing Body Matters 6.1 <u>GB Membership</u></p> <ul style="list-style-type: none"> • JL's tenure as Co-Opted Governor ends 4th July 2025 • AU's tenure as Associate Member ends on 6th June 2025 – governors to consider the appointment of AU as Co-Opted Governor from 5th July 2025 	



	<p>Ratification: Governors unanimously appointed AU as Co-Opted Governor from 5th July 2025, it is hoped she will attend the next meeting.</p> <ul style="list-style-type: none"> • There are no vacancies on the board. <p>5.2 <u>GB Annual Schedule of Work Update</u> Deferred to next meeting.</p>	
7.	<p>Headteacher's Report</p> <p>7.1 <u>Headteacher's Report</u> NL apologised for the late report, circulated before the meeting and uploaded to Governor Hub.</p> <p>There are currently 81 confirmed places for Reception from September 2025.</p> <p>The class structure will remain the same at 19 classes next year, under the review of the local authority in consideration of place planning in the local development.</p> <p>Governors received an update on safeguarding logs since the last meeting, details were included in the Headteacher's Report. Over the half term, the school received several social care referrals due to concerns taking place outside of term time. No reports to LADO. Governors learnt of a pseudo-whistleblowing concern which has not been able to progress due to lack of engagement. NL has followed correct process having consulted with the correct channels. Allegations are uncorroborated making it difficult to progress with the concern raised. The concern has been logged at school level, making it possible to refer to if additional concerns are raised.</p> <p>Concerns are showing a downward trend. There are a small number of serious concerns involving external agencies, but it is positive that concerns in general are falling. The school processes around safeguarding remain robust.</p> <p>Governors received an update on staffing. No teachers resigned before the 31st May 2025 deadline. Two new Assistant Heads and a SENDCo have been recently recruited. Governors learnt of the proposed changes to the EYFS Team. The Headteacher is currently planning roles for next academic year, which will be communicated more widely once confirmed.</p> <p>Attendance remains positive - the school has received a Fischer Family Trust (FFT) award for attendance. Attendance is above national</p>	

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average, and persistent absence is below the national average. The schools process on responding to absence remains robust.

No first aid data to report due to the migration over to a new electronic system which will allow school process to become more efficient.

Almost all staff have received training on Arbor for behaviour. 55 incidents have been reported, and staff are starting to use the system consistently for reliable analysis of trends moving forward. Data shows that behavioural incidents are clustered around specific children. School leaders have begun to revise the quality of the school's SEND provision. Governors were advised of a cultural shift in school making all teachers responsible for SEND in the new academic year.

There have been 3 children given a one-day suspension since the last Headteacher's Report. The Headteacher and LA were informed as part of this formal process. Reintegration meetings have taken place for all learners who have received suspensions, as per statutory process.

The Ofsted report following the recent inspection has now been published. The report has been uploaded to Governor Hub for future reference. The Headteacher associated the results of the recent Ofsted inspection with the success of recent recruitment.

Swimming for Year 6 has started, thanks was given to RS, the PE Lead, and Cambridge Research Park for making this happen.

During SATs, it was necessary to move staff around and there were staff absence, this had unintended consequences and behaviour was disrupted. The Year 1 Phonics Screening and Year 4 Multiplication Check takes place next week.

Governors discussed their attendance at the parents evening meeting for the new reception cohort taking place next week. JH plans to attend to represent the governing board.

No GDPR breaches to report.

Governors were reassured to learn of the buzz and high morale of staff now that new systems and additional recruitment are being put in place to support them.

6.2 School Adviser Notes of Visit



	<p>The following confidential local authority Notes of Visit were shared ahead of the meeting: School Improvement Adviser NOV 9.5.25 English Adviser NOV 1.5.25</p> <p>Governors discussed the findings in each report.</p>	
8.	<p>School Development Plan and SEF</p> <p>8.1 <u>School Development Plan 2024-25 Update</u> Due to the timing of holidays and the school calendar, it has not been possible for SLT to meet until next week.</p> <p>8.2 <u>Review of SEF 2024-25 Update</u> The final SEF will be shared for review at the next meeting. The SEF was correct at the time of the Ofsted inspection.</p>	
9.	<p>Safeguarding</p> <p>9.1 <u>School safeguarding update</u> Considered as part of the Headteacher's Report.</p> <p>9.2 <u>Verbal update from Safeguarding Link</u> FE has completed the Safeguarding for Governance course, and Safeguarding Link specific training. There has not been the opportunity for a formal handover with Jess Lechner yet.</p> <p>FE to complete Safer Recruitment training.</p>	
10.	<p>SEND</p> <p>In the absence of the INCo, SEND support is being provided by the local authority. Meetings with families continue to take place in the absence of SENDCo. The new SENDCo will start their role from September 2025.</p>	
11.	<p>Committee Updates</p> <p>11.1 <u>Resources Committee, next meeting 25th June 2025</u></p> <p>11.2 <u>Children's Committee, meeting dated 21st May 2025</u> The minutes of the last Children's Committee, dated 21st May 2025, were circulated for review by governors. MB provided the highlights of the last meeting.</p>	
12.	<p>Governor Monitoring Schedule</p> <p>12.1 <u>Discussion on governor monitoring</u> Deferred to next meeting.</p> <p>12.2 <u>Circulation of recent monitoring reports:</u> There were no monitoring reports to review at this meeting.</p>	

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<p>13.</p>	<p>Policies for Review 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 Update</u> Governors learnt of the proposed changes to the governor monitoring process. Monitoring will now focus on SDP priorities and reporting will now take place in one document that will show improvement taking place across the year in each term. The Governor Visits Policy is now being aligned to this new system, it is hoped this policy will be ready for review at the next meeting, once the SDP for 2025-26 has been drafted and the GB Annual Planner populated.</p> <p>13.2 <u>Update on Policy Review Schedule</u> NL and the Clerk to Governors met before the May 2025 half-term. At their meeting they reviewed existing school policies and have identified policies that are out of date. Policies will be delegated to appropriate staff to ensure they remain applicable. Policies will be mapped out on the GB Annual Planner to ensure they are evenly distributed across the academic year.</p>	
<p>14.</p>	<p>Governor Training & Development</p> <p>14.1 <u>Governor Training Record (Governor Hub report)</u> The Governor Training Record was circulated ahead of the meeting for review by governors.</p> <p>14.2 <u>Feedback from training recently attended:</u> The Clerk raised the fact that the Annual Governors Conference 2024-25 is taking place online on 19th June 2025. Governors will make efforts to attend if their availability permits.</p> <p>TG has recently completed the local authority led A Governor Role in Health & Safety course; he has a place booked on the next Property Management course later this term.</p>	
<p>15.</p>	<p>Any other business</p> <p>15.1 CONFIDENTIAL Please refer to the separate confidential minutes for this item.</p> <p>15.2 Swimming – Governors have met with representatives from the Parish Council to consider the proposal to form a community swimming body. This will depend on the financial cost to renovate the existing pool facility onsite. Governors agreed that the pool would be a good selling</p>	



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	<p>point for the future. Initial discussions were positive. Governors thanked RS for pushing the matter further.</p> <p>15.3 Governors to agree 3 strategic highlights of this meeting to share with stakeholders:</p> <ul style="list-style-type: none">• Congratulations on the successful appointment of the new Senior Leadership Team from September 2025.• Governors gave their thanks and appreciation to JL for her dedication to the school during her tenure as governor – her knowledge and expertise has been an asset to the board.• Thanks to Cambridge Retail Park for supporting the transport arrangements for Year 6 swimming.• Congratulations to the school for achieving an Attendance Award from the Fischer Family Trust which is testament to the school’s robust monitoring of attendance. <p>15.4 Date and time of next meeting 9th July 2025, 6.30pm, at the school.</p> <p>There being no further business, the meeting closed at 8.35pm.</p>	
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Actions from the meeting, dated 4th June 2025

	Action	Owner	Deadline
5.3 (from previous meeting)	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
8.3 (from previous meeting)	FE, WE and JB to complete safeguarding training as soon as possible.	FE, WE, JB	ASAP
13.1 (from previous meeting)	The review of the Governor Visits Policy was deferred to next meeting. Now requires personalisation before being reviewed.	GOVS	Next meeting
4.0 (from previous meeting)	JB to send photo and bio to update the school website.	JB	ASAP
13 (from previous meeting)	The next Staff Survey would be built into the Annual Planner whilst it is being drafted ahead of the next academic year.	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](#)



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