



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Full Governing Body meeting

Held on Wednesday 9th July 2025 at 6.30pm at the school

MINUTES

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

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

		Action
1.	Welcome and Apologies for absence: The Chair welcomed all to the meeting. Apologies were received and accepted from Will Evans, Anne Morten, Rebecca Pharo and Amy Unchern. The meeting was quorate. NL and RS joined the meeting remotely via MS Teams.	
2.	Declaration of pecuniary interests There were no declarations made concerning items on the agenda for this meeting. Action: Governors to complete their annual declarations of pecuniary interest on Governor Hub on or after 1 st September 2025.	GOVS

Signed: 

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3.	<p>Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 4th June 2025 A copy of the minutes of the FGB meeting, including the separate confidential items, dated 7th May 2025, 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>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. Completed, closed. 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. Completed, closed.</p> <p>8.3 (from previous meeting) WE and JB to complete safeguarding training as soon as possible. Still outstanding.</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. On agenda.</p> <p>4.0 (from previous meeting) JB to send photo and bio to the Clerk to update the school website. Still outstanding.</p> <p>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. Completed closed.</p>	
5.	<p>Governing Body Matters</p> <p>5.1 <u>GB Membership</u> There are no vacancies on the board. The Clerk confirms that no governor tenures are about to expire.</p> <p>5.2 Governors to appoint a Chair and Vice-Chair of Governors (effective 1st September 2025) Ratification: Governors unanimously appointed JH and RS as Co-Chairs, effective from 1st September 2025. Action: The role of Vice-Chair of Governors was deferred to the next meeting.</p> <p>5.3 Governors to appoint Committee Chairs and Vice-Chairs (effective 1st September 2025)</p>	GOVS

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	<p>Ratification: Governors appointed RS as Chair of Resources Committee, and NW as Vice-Chair of Resources Committee.</p> <p>Ratification: Governors appointed MB as Chair of Children’s Committee, and LWD as Vice-Chair of Children’s Committee.</p> <p>5.4 Agree Committee Membership & Link Roles Ratification: Governors approved no change to committee membership.</p> <p>Action: Governors to appoint Amy Unchern to a committee at the next meeting.</p> <p>Link roles to be considered under item 11.1.</p> <p>5.5 Agree specialised panels (HTPM, Pay Panel, etc.) for the next academic year Ratification: Membership of the following panels was unanimously approved: HTPM – AM (Chair), JH, NW Pay – LWD (Chair), MS, RS</p> <p>Specialist panels will be convened dependent on governor availability and expertise.</p> <p>5.6 Review of Instrument of Government Ratification: Governors approved no amendments to the Instrument of Government.</p> <p>5.7 Review & Approve Governor Code of Conduct 2025-26 Ratification: Governors unanimously approved the Governor Code of Conduct 2025-26.</p> <p>5.8 Review & Approve Standing Orders 2025-26 Ratification: Governors unanimously approved the Standing Orders 2025-26.</p> <p>5.9 Approve Governor Meeting Dates 2025-26 Ratification: Governors unanimously approved the proposed governor meeting dates 2025-26.</p> <p>5.10 Governors to discuss the school’s buy-in to the Primary Offer 2025-26 (inc. SGT SLAs) The Headteacher confirmed that the following elements of the Primary Offer 2025-26 had been bought into: Element 1b – support with School Improvement Adviser with extra visits plus HTPM and English & Maths visits.</p>	<p>GOVS</p>
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	<p>Element 10a and b – School Governance Team clerking support and governance advice and training packages.</p> <p>5.11 Discussion on Annual Governance Statement 2024-25 A draft was provided by the Chair for consideration by governors.</p> <p>The Clerk suggested that greater emphasis was required on the strategic work to align process and procedure around board accountability and efficiency incorporating the governor monitoring schedule and policy review schedule was important to include.</p> <p>Action: Committee Chairs will input sections under each committee.</p> <p>Action: The finalised draft of the Annual Governance Statement 2024-25 will be reviewed and ratified at the next meeting.</p>	<p>RS, MB</p> <p>GOVS</p>
<p>6.</p>	<p>Headteacher’s Report</p> <p>6.1 Headteacher’s Verbal Update Key headlines were: Attendance continues to be a strength. The last round of attendance contracts has been shared with families. The majority of which are making a positive impact in attendance. Those children classed as vulnerable have been signposted to additional support.</p> <p>Safeguarding practice continues to be strong. The new SENDCo is a trained DSL, he has not had as much transition time as hoped due to unforeseen circumstances. He plans to visit on the last Monday of term and has scheduled some meetings with parents of SEND children. Assistant Heads are now qualified DSLs. They will be able to join in with the end of year DSL meetings.</p> <p>Other safeguarding training – NL has completed IOSH training. H&S training for the H&S Team is being arranged. NL will take over leading Health & Safety across school.</p> <p>SATs results were published yesterday. The threshold has remained the same for the phonics screening – 80% pass rate for Year 1 phonics screening check. There is an impact on reading groups, these have been reorganised for some year groups to give more opportunity to learners. The Phonics Lead will be able to lead groups and monitor progress and good practice.</p> <p>GLD – EY is down on last year from 70% to 54%, but this is reflective of this year’s cohort and not practice. Ofsted have commended the strength of the Early Years team for supporting learning. All children in this cohort have made fantastic individual progress.</p>	

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The Year 4 multiplication check was well organised, and the cohort was unphased with the process. Children have been making good progress throughout the year. Mean average score was 17/25, same as last year. Impact has not been evidenced from the change in mindset yet. It will be worth monitoring this next year to see if changes which have been made recently are visitable in Year 5.

SATs – teacher assessment for writing has been completed. Everything was uploaded and completed on time and correctly. Looking at numbers, there is nothing to appeal – some children were very close. Reading – 78%, with 30% at Greater Depth, Maths – 60% (much lower on last year’s data, and highlights why maths is an area for development next year). NR explained that the staff survey showed that staff were not happy with the implementation of maths. NR will be working with staff on inset day to show them how they can use ARK resources to support all children in their cohorts.

Challenge: A governor suggested that the lack of confidence is a generic statement; can you be more specific around issues for teachers.

Some of it is that they don’t have a lot of confidence in maths themselves and teaching it in a new way is a challenge. Others are resistant to change.

Challenge: A governor asked, what support is in place to support those who are not confident in teaching maths?

NR explained that there are so many ARK resources, staff are able to teach themselves new concepts before teaching their classes.

The Headteacher explained that some staff are picking up the content in the scheme imagining that the scheme will pick up all the gaps and allow children to make progress. An objective on the SDP will be empowering teachers to expand their subject knowledge – as a team we have worked with the LA Maths Lead on some of the issues identified through monitoring to support this change in mindset.

Challenge: A governor asked, will there be an opportunity for governors to join staff on an inset day next term?

The Headteacher confirmed and shared his suggestions for a suitable time.

Combined (RWM) for Year 6 is 56%.

Reception is also at 54%, they are measured over 17 different areas of the curriculum.

There is a lot of work to do around the understanding of pedagogy.



	<p>Data outcomes are food for thought; there are clear strengths with key areas to work on – none of which are a surprise to school leaders.</p> <p>The school has finally moved over its broadband to JISC, with minimal impact on teaching and learning. Training for filtering and monitoring will need to take place next week. The new KSCIE was published yesterday, this will inform the content for Safeguarding Leads to delivery training. Governors were invited to attend the annual safeguarding update on 1st September 2025. This will coincide with a session for governors to introduce themselves and explain the role of the governing board. Middle leaders all appreciate governor engagement and greater visibility.</p> <p>Staffing has been a challenge – previously recruitment was going well with a number of positions filled. Governors were advised of the appointments for maternity cover in the new year. It has been a challenge to appoint TAs to their roles for next year but due to a couple of long-term absences and the need for each TA to support a child with high needs, it has made capacity tight to provide opportunities for professional development. Each year group currently has a HLTA assigned to it.</p> <p>Challenge: A governor asked, do you think the uptake in interest for vacancies at the school is due to the recent Ofsted grading? NL has redrafted the advertisements which has referred to the recent good Ofsted grading but also highlights the benefits of working at Waterbeach. Every post which has been advertised this year has received a lot of interest.</p> <p>My New Term asks applicants to share where they have heard about the vacancy. Feedback has been around their research and visit to the school. NL has also reviewed the diversity of applicants – which come from a range of diversities across the whole range of positions advertised. Applicants are not specifically asked, but it could be incorporated into the interview process.</p> <p>6.2 CONFIDENTIAL – school adviser notes of visit, 11.06.25 The confidential Note of Visit was shared with governors before the meeting for their information.</p>	
7.	<p>School Development Plan and SEF</p> <p>7.1 School Development Plan (SDP) 2024-25 Governors were advised that the SDP hasn't materially changed, for phonics the success criteria was met. Children that don't pass phonics, still don't pass in Year 2 – the second success criteria will continue into the new year.</p>	

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Work is planning to continue fluency in reading. A focus on writing will be pre-empted in the new year. The lack of moderation is not consistent between teams or with other schools. Effective moderation should be between schools; this is something that can be improved quickly.

Maths – implementation has been necessary. Planning for PD for individual issues is in progress.

Early Years has been good this year, early writing and the outdoor area will continue to be developed in the new year. Drawing Club will also be reintroduced to provide children with more opportunities to mark make and support with early writing skills.

SEND is a big area for improvement in school. Teachers are accountable for the progress of all children in their class. Outcomes for SEND lay with class teachers. NL has introduced a system for tracking behaviour; most logs are generated by SEND children which indicates that their needs are not currently being met effectively. Learning Plans are also an area for development in some areas of the school; this will be supported by the new SENDCo in the new school year.

Curriculum Leadership – development of subject leaders will be considered in the new year. The area of monitoring across the school will focus on improving subject leader capacity. NL wants a clearer idea of the school's strengths across the curriculum next year.

Feedback and marking will move over to the SDP for next year.

The migration over to Arbor has completed and is making an impact across school.

Behaviour – reporting has started with some analysis already being made. The Behaviour Policy will be redrafted. Therapeutic Thinking training will be undertaken and rolled out to all staff, with a clearer system identified to allow all staff to understand how to use it. Children will understand what behavioural expectations are in school. There will also be an objective to improve parental engagement moving forward. Parents will have greater opportunity to be involved in all the improvements taking place across school.

Pupil Premium – the new pastoral lead will lead on the strategy to improve outcomes for PP cohort.



	<p>NL would also like to start thinking about pupil agency (such as the school council) and taking this forward. They have been involved in recruitment.</p> <p>Looking at next year, continuing the strength of the wellbeing programme and outdoor learning/forest school will be other areas of focus. Teachers will also be leading their own music next year, the Headteacher shared his thoughts for continuing the choir with the parent body.</p> <p>7.2 Review of SEF 2024-25 Deferred to next meeting.</p> <p>7.3 Discussion on proposed SDP 2025-26 See item 7.1. The drafted SDP 2025-26 will be reviewed at the next FGB meeting.</p>	
8.	<p>Safeguarding</p> <p>8.1 School safeguarding update As per Headteacher's Verbal Update.</p> <p>8.2 Verbal update from Safeguarding Link FE is visiting school next Monday to conduct a safeguarding visit.</p> <p>8.3 KSCIE 2025 Governors were advised that the drafted KCSIE 2025 was published on 7th July 2025. The current draft is subject to change between now and 1st September 2025. The Clerk shared the link - Keeping children safe in education - GOV.UK.</p> <p>8.4 Governors to arrange Annual Safeguarding Update led by Headteacher Governors were invited to attend the training scheduled for staff on the inset day. For those governors who were unable to attend this session, another date will be shared in the new academic year by the Headteacher.</p> <p>8.5 Action: Governors to update their PREVENT training if over 2 years old (link to training here)</p>	GOVS
9.	<p>SEND and vulnerable Cohorts</p> <p>9.1 Verbal SEND Link Update The SEND Link has not visited school recently but has caught up with school leaders around transitions. The new SENDCo is visiting school on Monday 21st September 2025 to meet with some families.</p> <p>9.2 Ratification of Sports Premium Statement 2024-25</p>	

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	<p>Ratification: Governors unanimously approved the Sports Premium Statement 2024-25 before the submission deadline of 31st July 2025.</p>																																			
10.	<p>Committee Updates</p> <p>10.1 Resources Committee, meeting dated 25th June 2025 The minutes of the last Resources Committee meeting, dated 25th June 2025, were shared ahead of the meeting for review by governors.</p> <p>10.2 Children’s Committee, next meeting dated 16th July 2025</p>																																			
11.	<p>Governor Monitoring Schedule</p> <p>Governors are urged to upload their monitoring reports in the meeting folder on Teams for review in good time before the meeting</p> <p>11.1 Discussion on governor monitoring schedule 2025-26 The definition and allocation of link roles have been amended to support the School Development Plan priorities next year.</p> <p>Ratification: The following link roles were approved at this meeting:</p> <table border="1"> <thead> <tr> <th>Link Area</th> <th>Link Governor</th> </tr> </thead> <tbody> <tr> <td>Safeguarding</td> <td>FE</td> </tr> <tr> <td>SEND</td> <td>LWD</td> </tr> <tr> <td>Behaviour</td> <td>AM</td> </tr> <tr> <td>Cyber Security</td> <td>JH</td> </tr> <tr> <td>Early Years</td> <td>LWD</td> </tr> <tr> <td>EDI</td> <td>RP</td> </tr> <tr> <td>English</td> <td>AM</td> </tr> <tr> <td>Finance</td> <td>RS</td> </tr> <tr> <td>Health & Safety</td> <td>WE supported by RS</td> </tr> <tr> <td>Leadership</td> <td>NW</td> </tr> <tr> <td>Maths</td> <td>MS</td> </tr> <tr> <td>Phonics & Early Reading</td> <td>AU</td> </tr> <tr> <td>Pupil Premium & CIC (vulnerable cohorts)</td> <td>RP</td> </tr> <tr> <td>Quality of Teaching</td> <td>MB</td> </tr> <tr> <td>Sustainability</td> <td>JB</td> </tr> <tr> <td>Wellbeing</td> <td>NW</td> </tr> </tbody> </table> <p>Action: The Headteacher was asked to update the list of staff contacts for governor monitoring areas.</p>	Link Area	Link Governor	Safeguarding	FE	SEND	LWD	Behaviour	AM	Cyber Security	JH	Early Years	LWD	EDI	RP	English	AM	Finance	RS	Health & Safety	WE supported by RS	Leadership	NW	Maths	MS	Phonics & Early Reading	AU	Pupil Premium & CIC (vulnerable cohorts)	RP	Quality of Teaching	MB	Sustainability	JB	Wellbeing	NW	<p>NL</p>
Link Area	Link Governor																																			
Safeguarding	FE																																			
SEND	LWD																																			
Behaviour	AM																																			
Cyber Security	JH																																			
Early Years	LWD																																			
EDI	RP																																			
English	AM																																			
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Health & Safety	WE supported by RS																																			
Leadership	NW																																			
Maths	MS																																			
Phonics & Early Reading	AU																																			
Pupil Premium & CIC (vulnerable cohorts)	RP																																			
Quality of Teaching	MB																																			
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Wellbeing	NW																																			

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	<p>11.2 Discussion on GB Annual Planner 2025-26 The Clerk was thanked for her work on the annual planner.</p> <p>Ratification: Governors approved the GB Annual Planner 2025-26.</p> <p>11.3 Circulation of recent monitoring reports: None at time of circulation of agenda</p>	
12.	<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>12.1 <u>Governor Visits Policy</u> A governor challenged the wording around asking questions during visits. Discussion took place, the Chair of Governors updated the drafted policy in relation to the agreement amendment of wording.</p> <p>A governor challenged the process for submitting completed reports two weeks before a meeting. Amendment was agreed to state, “where possible, 2 weeks in advance of an FGB meeting”.</p> <p>The Headteacher is keen to be informed of when visits are arranged with subject leads – amendment to the policy to reflect that NL will not lead on the arrangement of visits.</p> <p>It will be agreed later which link role reports to which committee.</p> <p>It is clear that governors should not be raising issues outside the scope of the visit but staff will be able to raise other issues, if the need arises. The policy was amended to reflect this by the Chair of Governors.</p> <p>Ratification: Governors unanimously approved the Governor Visits Policy, pending the amendments above.</p>	
13.	<p>Governor Training & Development</p> <p>13.1 Governor Training Record The updated governor training record was shared ahead of the meeting.</p> <p>Governors were urged to complete relevant training over the summer holidays associated with their new link roles.</p> <p>13.2 Feedback from training recently attended A brief conversation took place around the need for governors to attend training associated with new link roles.</p>	

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	<p>13.3 SGT Training Schedule 2025-26 The schedule was shared by the Clerk for information. She advised that training is bookable via Governor Hub from 1st September 2025.</p> <p>13.4 Governor Skills Audit (Link - GovernorHub) Action: Governors to complete the Effectiveness area of Governor Hub for review next meeting (combined skills audit and GB SEF).</p> <p>The Clerk provided an overview of the Effectiveness area of Governor Hub which will be utilised this year for the annual skills audit and Governing Board Self Evaluation. Analysis of the combined feedback will be reviewed at the next FGB meeting.</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> <ul style="list-style-type: none"> • Governors acknowledged the departure of the Deputy Head at the end of term. • Committee membership and link roles for the next academic year have been reviewed. • Governors scrutinised end of year data – governors were pleased to understand that all children are making progress <p>14.2 The date and time of the next FGB meeting will be Weds 15th October 2025 at 6.30pm in school.</p> <p>There being no further business, the meeting closed at 8.40pm.</p>	

Actions on next page /...

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Actions from the meeting, dated 9th July 2025

	Action	Owner	Deadline
2.0	Governors to complete their annual declarations of pecuniary interest on Governor Hub on or after 1st September 2025.	GOVS	1 st Sept 2025
5.2	The role of Vice-Chair of Governors was deferred to the next meeting.	GOVS	Next FGB meeting
5.4	Governors to appoint Amy Unchern to a committee at the next meeting.	GOVS	Next FGB meeting
5.11	Committee Chairs will input sections under each committee.	MB, RS	ASAP
	The finalised draft of the Annual Governance Statement 2024-25 will be reviewed and ratified at the next meeting.	GOVS	Next FGB meeting
8.5	Governors to update their PREVENT training if over 2 years old (link to training here)	GOVS	ASAP
11.1	The Headteacher was asked to update the list of staff contacts for governor monitoring areas.	NL	Next FGB meeting
13.4	Governors to complete the Effectiveness area of Governor Hub for review next meeting (combined skills audit and GB SEF).	GOVS	ASAP before next FGB meeting

Governor Meeting Dates 2025-26

Date	Meeting		Topic
<i>Autumn</i>			
17th Sept 25	Children's	Autumn 1	
1st Oct 25	Resources	Autumn 1	
15th Oct 25	FGB	Autumn 1	Data Review (incl SEF)
5th Nov 25	Resources	Autumn 2	
12th Nov 25	Children's	Autumn 2	
10th Dec 25	FGB	Autumn 2	
<i>Spring</i>			
7th Jan 26	Resources	Spring 1	Review SFVS
14th Jan 26	Children's	Spring 1	
4th Feb 2026	FGB	Spring 1	SDP Focus and SFVS approval
11th Mar 26	Resources	Spring 2	
25th Mar 26	Children's	Spring 2	
<i>Summer</i>			
22nd Apr 26	Resources	Summer 1	Budget Scrutiny
6th May 26 at 4.30pm	FGB	Budget	Budget Approval
20th May 26	Children's	Summer 1	
3rd June 26	FGB	Summer 1	
24th June 26	Resources	Summer 2	
15th Jul 26	Children's	Summer 2	Review of SATs data
8th Jul 26	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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