

MINUTES OF MEETING

School: Willoughby Primary School
Meeting title: Autumn term meeting of the governing body
Date and time: Wednesday 28 September 2022 at 4.30pm
Location: At the school

Membership
'A' denotes absence

A

Dr A Bath
Mr N Brown
Mrs R Kealy
Mrs C Marlow
Mr S Marshall
Ms V Ridgway
Miss B Smith (headteacher)
Mr S Tiel (chair)

In attendance

Mrs A Barker (for item GB/47/22)
Ms C Baird (clerk to the governors)

GB/39/22 Apologies for absence Action

Apologies for absence were received from Mrs Marlow

It was

resolved

that the governing body consent to this absence.

GB/40/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Governors reviewed and signed the declaration of interest forms and updated governor code of conduct. All governors to update their Governor Hub profiles accordingly.

All

GB/41/22 Review of membership and terms of office ending in the next 12 months

Governors

approved

the appointment of Mr Marshall as LA governor.

Governors noted that the term of office of Dr Bath (co-opted) is due to end on 10 March 2023.

Governors discussed the two co-opted governor vacancies. Chair to look at *Inspiring Governance* and *Governance for Schools* for support with governor

Chair

recruitment. Governors discussed revisiting the skills audit as part of the governor recruitment process.

GB/42/22 Determination of term of office for chair and vice-chair

Governors

agreed

that the terms of office for chair and vice-chair would continue to be one year.

GB/43/22 Election of chair

Mr Tiel stated that he was willing to stand as chair for a further year. There were no other nominations.

Governors

agreed

to re-appoint Mr Tiel as chair of the governing body.

GB/44/22 Election of vice-chair

Mr Marshall stated that he was willing to stand as vice-chair. There were no other nominations.

Governors

agreed

to appoint Mr Marshall as vice-chair of the governing body.

GB/45/22 Approval of minutes of summer term meeting and any additional special governing body meetings

The minutes of the summer term meeting held on 25 May 2022, having been previously circulated, were confirmed and will be signed electronically by the chair.

Review of actions

GB/33/22

Governors

approved

the scheme of delegation 2022/23.

GB/46/22 Receipt of minutes and approval of policies from committees and working parties

The chair confirmed that all committee meeting minutes had been circulated and approved via email, pending one agreed correction.

Governors

approved

the following policies:

- Anti-bullying
- Child on child abuse
- Child protection

Governors were reminded to update their Governor Hub profiles confirming that they have read the September 2022 edition of *Keeping Children Safe in Education*.

All

GB/47/22 EYFS presentation

Mrs Barker joined the meeting to give an overview of recent changes and development in EYFS. The following aspects were highlighted and discussed:

- New framework and progression into KS1.
- Early learning goals – monitored termly and now judged ‘emerging’ or ‘expected’.
- Phonics – half-termly assessments.
- Baseline assessments in first six weeks.
- Personal and social development moved forward to autumn term.
- Data included in headteacher’s report.

Q: The governors really appreciate all the work that you have done to implement the new framework. Are you confident that all necessary changes are now in place?

A: In general, yes. We are covering every area in good detail, while still making some small tweaks to meet the specific needs of the cohort. Small pupil numbers allow us to respond quickly to needs. Overall long-term planning is in place and the focus is on embedding the new phonics scheme.

Q: Is there anything that you would want to do differently?

A: We will bring PHSE in earlier, to fit in with Y1 and Y2. This will be a weekly half-hour slot.

Q: Does the size of the group change the dynamics?

A: We have a completely different set of children this year, the majority of the cohort are girls and the impact of Covid can be seen in all the children. We will deliver the same topics with the same provision.

Governors thanked Mrs Barker for her presentation.

GB/48/22 Summary of Headteacher’s report and governors’ questions and challenge

Governors noted the headteacher’s report, which had been discussed in detail in committee. The headteacher circulated the responses to the parent

questionnaire which had been carried out in July 2022. Governors noted and discussed:

- Comparison with responses to 2021 parent questionnaire and areas where positive responses have dropped.
- Small number of responses – only 23 families.
- Comments from parents.

In response to a governor question, the headteacher gave context to the comments regarding bullying, including outlining the approach taken by the school to address this.

The chair stated that there is an ongoing complaint which may have had an impact on the questionnaire responses, and that actions have been taken since July, including revision of relevant policies and the implementation of additional measures. These actions have been communicated to parents via the newsletter.

In response to a governor question, the headteacher stated that behaviour is addressed during PHSE lessons and circle time. The headteacher stated that she and the chair regularly discuss behaviour in the playground. A 'playground book' has been introduced to record every incident and accident that occurs.

Head/CM

Q: It is recommended that we appoint a link governor for behaviour.

A: This should be part of safeguarding – headteacher to discuss with Mrs Marlow.

Q: Will you report back to parents on the questionnaire responses?

A: Yes, a summary will be included in the newsletter.

GB/49/22

Ensure clarity of vision, ethos and strategic direction, set by governors

Review status of 'Vision 2022' update

Governors discussed the vision update which had been circulated by Dr Bath and included proposals for revised statements of vision. Some concerns were expressed that putting emphasis on stakeholders would mean a loss of focus on the children, who should be at the centre of the vision. Governors discussed changing the layout of the vision to put children in the middle. Dr Bath stated that the parents' meeting had identified 'stability' and 'sustainability' as important.

Governors to send any comments or suggestions to Dr Bath. Dr Bath to circulate a revised draft of the vision document prior to the spring FGB meeting.

All/AB

Governors

approved

the School Improvement Plan.

Impact of school white paper/academisation

The chair gave an update, stating that the white paper had been delayed but noting the importance of devising a long-term strategy to address possible future academisation.

GB/50/22

Information from the Corporate Director for consideration and action

Governors noted the following reports:

- *HR updates*

		Action
	<ul style="list-style-type: none"> • <i>Pupil place planning</i> <p>Headteacher to look at place planning data on the School Performance Portal.</p>	Head
GB/51/22	Safeguarding information for consideration and action	
	<p>The headteacher stated that she will review the safeguarding audit with Mrs Marlow and submit it to the local authority before the end of the autumn term.</p> <p>The headteacher confirmed that staff safeguarding training has taken place.</p> <p>Governors noted the new requirement for all governors to undertake safeguarding training. Dr Bath to look at appropriate training packages for governors.</p> <p>Governors were reminded to record any external safeguarding training on their Governor Hub training profiles.</p>	Head/CM AB All
GB/52/22	General Data Protection Regulations – report from the DPO/information governance link governor	
	<p>Dr Bath gave a GDPR update, noting the need to update the document retention process in the school office and highlighting a checklist of GDPR compliance information.</p>	
GB/53/22	Communication received and updates	
	<p><i>From chair</i></p> <ul style="list-style-type: none"> • Invitation to attend safeguarding forum on 5 December 2022 – Mrs Marlow has been asked to attend. <p><i>From headteacher</i></p> <ul style="list-style-type: none"> • Letter from DfE outlining the energy costs relief scheme for schools. • Promotional flyer for school to be distributed locally. <p><i>From clerk - Governor Newsletter September 2022 edition</i></p> <p>Governors noted articles on the following:</p> <ul style="list-style-type: none"> • Governor recruitment. • Updated complaints policy. • Governors' termly briefings. <p>Governors approved the updated complaints policy.</p>	
GB/54/22	Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account	
	<p>Governors noted the following:</p> <ul style="list-style-type: none"> • Governor monitoring visits. • Vision 2022. 	
GB/55/22	Confirmation of dates for 2022/23	

The governing body

noted the following:

Spring – Wednesday 25 January 2023 at 4.30pm
Summer – Wednesday 24 May 2023 at 4.30pm

GB/56/22 Determination of confidentiality of business

It was

resolved

that, with the exception of the parent questionnaire responses document, all papers and reports be made available as necessary.

The meeting closed at 6.15pm.

A handwritten signature in black ink, appearing to be 'A. G. G.', written over a large, light grey watermark that reads 'Display Copy' diagonally across the page.

Signed

(chair) Date 25 January 2023

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