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**School:** Willoughby Primary School  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Wednesday 26 January 2022 at 4.30pm  
**Location:** Virtual via Teams

**Membership**  
'A' denotes absence

	Dr Adrian Bath
	Mr Nicolas Brown
	Mrs Celia Dyson
	Mrs Gretta Edley
	Mrs Rebecca Kealy
	Mrs Caroline Marlow
A	Mr Stephen Marshall
	Ms Vicki Ridgway
	Miss Beatrice Smith (headteacher)
	Mr Sander Tiel (chair)

**In attendance** Ms Caspia Baird (clerk to the governors)

**GB/01/22 Apologies for absence Action**

Apologies for absence were received from Mr Marshall.

It was

**resolved**

that the governing body consent to this absence.

**GB/02/22 Declaration of interest**

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

The chair reminded governors to regularly check their profiles on Governor Hub to ensure that their declarations are up to date.

**GB/03/22 Review of membership**

Governors

**agreed**

to appoint Dr Bath as interim vice-chair of the governing body, until September 2022, as a consequence of the previous vice-chair stepping down as a governor in October 2021.

**GB/04/22 Approval of minutes of autumn term meeting and any additional special governing body meetings**

The minutes of the autumn term meeting held on 29 September 2021, having been previously circulated, were confirmed and will be signed electronically by the chair.

		<b>Action</b>
	<i>Review of actions</i>	
	GB/40/21 – Mrs Dyson and Mrs Kealy to sign declaration of interest and governor code of conduct forms, and update Governor Hub accordingly.	<b>CD/RK</b>
	GB/42/21 – The headteacher informed governors that she had updated the e-safety policy and circulated this to parents.	
	GB/42/21 – Dr Bath stated that he is working to ensure that the list of policies in each committee’s terms of reference is consistent with the scheme of delegation, and that he will discuss this further with committee chairs.	<b>AB</b>
	GB/43/21 – Headteacher to continue to ensure that minutes from committee meetings are circulated to all governors.	<b>Head</b>
	GB/45/21 – Chair to circulate NGA resources on updating the school vision to governors. Chair and Dr Bath to arrange to meet in March 2022 to discuss the process.	<b>Chair</b> <b>Chair/AB</b>
	GB/48/21 – Reports from the Corporate Director to be added to the agenda for P&SD committee to discuss.	<b>P&amp;SD</b>
	GB/53/21 – Governors noted the governor monitoring visits to be carried out in the spring term.	
	GB/54/21 – Mrs Dyson to attend SEND training w/c 31 January 2022.	<b>CD</b>
<b>GB/05/22</b>	<b>Receipt of minutes and approval of policies from committees and working parties</b>	
	Headteacher to arrange circulation of committee meeting minutes for approval via email.	<b>Head</b>
	Governors	
	<b>approved</b>	
	the temporary increase of the bank mandate input limit for Sarah Ledward to unlimited, due to staffing changes.	
<b>GB/06/22</b>	<b>Summary of Headteacher’s report and governors’ questions and challenge</b>	
	Governors noted the headteacher’s report, which had been discussed in detail in committee.	
<b>GB/07/22</b>	<b>Approval of</b>	
	<b>Year-end re-forecast</b>	
	The chair stated that the budget re-forecast had been discussed and approved by the finance committee. The chair stated that concerns had been noted around admissions numbers for 2022/23 and impact this would have on the budget for the following financial year. This will be taken into consideration when the three-year budget forecast is completed in May 2022. The chair also noted concerns on the non-response from Leicestershire County Council regarding a request for an EHCP and associated funding issues. Headteacher to circulate the budget re-forecast to all governors.	<b>Head</b>
	Governors discussed the completion of phase the school improvement work.	

Governors

**agreed**

to allocate the funding to the project and continue with the preliminary planning.

**In response to a governor question**, chair to look at discrepancy in the budget allocation for Services for Schools.

Chair

**GB/08/22**

**Update on appraisal process for headteacher and staff, including an update on the wellbeing of the headteacher and staff**

Dr Bath gave an update on the headteacher appraisal process, stating that the appraisal governors had met with Rob Collins (external adviser) and the headteacher on 19 January 2022. Dr Bath reported that the notice of completion had been completed and signed by Mr Collins, who will submit it to the local authority. Dr Bath stated that the interim review dates and appraisal dates for the coming year had been agreed.

Governors

**agreed**

to reappoint Rob Collins as the external adviser.

Confidential item – minuted separately.

The headteacher stated that all staff appraisals had been carried out before the end of the autumn term, discussed with teachers and were now all complete.

Ms Ridgway gave an update on staff wellbeing, noting the challenges presented by the recent Ofsted inspection and stating that staff feel looked after, with properly managed workloads and a team that works well, including the new members of staff.

**GB/09/22**

**Confirm arrangements to review child protection and safeguarding recording and reporting systems**

The headteacher stated that she and Mrs Marlow will carry out the review of child protection and safeguarding recording and reporting systems in the autumn term. The headteacher stated that there continues to be regular monitoring of safeguarding procedures in the school.

**GB/10/22**

**Information from the Corporate Director for consideration and action**

Governors noted the following reports:

- *Understanding behaviour in schools: a relationship-based approach to inclusion.*
- *The Nottinghamshire Plan 2021-31*

**GB/11/22**

**Communication**

*From chair*

The chair stated that new guidance on school uniform policies had been published. Headteacher to look at the new school uniform policy to ensure that it is in line with the latest guidance.

Head

*From headteacher*

The headteacher informed governors that the school audit will take place on 8 and 9 February 2022.

The headteacher informed governors that the PAN has been increased, due to numbers in the reception intake, noting that it could be up to two years before this is made official by the local authority.

*From clerk - Governor Newsletter first spring term edition*

Governors noted articles on the following:

- Bite-sized guides for governors.
- GDPR webinar.
- Governor training links.

**GB/12/22 Report from training co-ordinator including review of governor training requirements for 2022**

Governors noted that training had been discussed in committee. Dr Bath reminded all governors to inform him when they complete any training, and to ensure that their training records on Governor Hub are up to date.

**GB/13/22 General Data Protection Regulations**

Governors noted that GDRP had been discussed in committee and there were no issues to note.

**GB/14/22 Governor monitoring visits**

Governors **agreed** that monitoring for the spring term would focus on EYFS, English and maths.

Dr Bath to circulate the timetable for monitoring visits up to 2024.

**AB**

Governors **agreed** that Mrs Kealy would take on responsibility for the monitoring of science and music.

**GB/15/22 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

Governors noted the following:

- Discussion of SIP and SEF in committee as part of headteacher's report.
- Governor monitoring timetable.

**GB/16/22 Ofsted inspection**

Governors discussed the Ofsted inspection which had taken place on 30 November and 1 December 2021, with the overall judgement of 'good'. The inspection had included 'deep dives' into phonics and early reading, history, PE and maths.

Confidential discussion – minuted separately.

The headteacher noted that the inspection process had been well- supported by parents, and that the report stated that the children were very happy in school, with lots of opportunities and traditions.

Governors **agreed** to discuss progression on from the report at the summer FGB meeting.

**GB/17/22 Confirmation of dates for 2022/23**

The governing body

**noted** the following:

Summer term 2022 – Wednesday 25 May 2022 at 4.30pm

Clerk to circulate proposed dates for 2022/23 with summer FGB agenda.

**Clerk**

**GB/18/22 Determination of confidentiality of business**

It was

**resolved**

that, with the exception of separately minuted discussions in items *GB/08/22* and *GB/16/22*, all papers and reports be made available as necessary.

**The meeting closed at 6.00pm.**

Signed ..... (chair) Date .....

# MINUTES OF MEETING

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## Confidential item(s)

**GB/08/22**      **Update on appraisal process for headteacher and staff, including an update on the wellbeing of the headteacher and staff**      **Action**

Following confirmation from the appraisal governors that the headteacher had met all her objectives and as recommended by the finance committee, governors

**approved**

one pay point increase for the headteacher.

Chair to action the paperwork.

**Chair**

**GB/16/22**      **Ofsted inspection**

The headteacher and Ms Ridgway gave an overview of the Ofsted inspection, stating that the whole process had been necessary but difficult, coming at a time when the school was still operating under the Outbreak Management Plan. The headteacher stated that she had requested a meeting with the lead inspector at the start of the second day of the inspection to make sure the context of the school as well as extra curriculum evidence was considered, and that this was helpful. The headteacher informed governors that a parental complaint regarding the second Ofsted inspector had been received at the end of the first day and that the lead inspector had taken this matter seriously, dealing with it immediately. The school and governors were happy with the final judgment.

**Q: What would 'outstanding' look like?**

A: This is not completely clear, as there is no information in the report about what changes could be made to achieve an 'outstanding' judgment. For example, it was felt that the inspector was not willing to look at or consider differentiation in books as part of the history 'deep dive'.

The headteacher stated that staff had been debriefed after the inspection and discussions had started on making changes to the curriculum around children's remembering and sequencing of information, and evidence in written documentation.

The chair emphasised the importance of looking at the entire new Ofsted framework and how the school can work towards outstanding. The chair stated that the governing body as a whole needs to be more involved in safeguarding.

The chair stated that curriculum is being addressed as part of the headteacher appraisal objectives. The headteacher stated that this will start with focus on what an outstanding history curriculum would look like, and that work on this is also being done as part of the Small Schools Group.

**Q: Could the model be used for other subjects?**

A: Yes, the intention is to model an outstanding curriculum in history and then apply the model to the other subjects.