



WATERBEACH COMMUNITY PRIMARY SCHOOL

MEETING OF THE FGB

Wednesday 10th December 2025 at 6.30pm
held at the school

MINUTES

Governors present: John Hall (JH); Neil Lloyd (NL, Headteacher (joined virtually); Natalie Rogers (NR); Mark Smith (MSm) Lisa Wakley-Davies (LWD), Robert Schumann (RS) Josh Brixey (JB)

Also Present:

Meleena Walsh (Clerk)

Agenda Item	
1.	Welcome & Apologies The Chair of the Committee formally opened the meeting. Apologies received from Fiona Ecott (FE), Nicola Webb (NW) and were accepted by the committee. The meeting was quorate.
2.	Declaration of Interests in Items on the Agenda: No declaration of interests in items on the agenda were declared.
3.	Minutes of Previous FGB Meeting, 15th October 2025 The minutes of the FGB meeting, dated 15 th October 2025, were submitted, and will be electronically signed by the Chair as a true record of the meeting.
4.	Matters arising and actions Members of the committee confirmed there were no matters arising from the previous meeting. To be updated.
5.	Governing Body Matters <u>5.2 GB Membership</u>

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	• The Clerk confirms governor tenures about to expire (Terry Gilzean expired 4th December 2025) • Staff governor election to be run in January 2026. • Parent governor elections to take place in January 2026. • Re-election of Mrs Lisa Wakley-Davies – unanimously voted in as the LA governor – details of new term of office updated on Governor Hub. It was noted that Nicola Webb has requested a 6 – 9 month sabbatical due to a change in work commitments. The governors were in agreement to hold a pause in her position with a review in January 2026. Q) A governor asked - in the absence of NW would there be any need to cover there link governor roles or any other commitments? A) The Governors collectively discussed and it was agreed that there would be a need to cover any key roles that were being undertaken by NW. In the absence of NW, JH would take over the Leadership link governor role. Head Teacher Performance management to be covered by BP. 5.2 Annual Governor Confirmations: • KCSIE 2025 - completed • Governor Code of Conduct 2025-26 - completed • School safeguarding policies - nil 5.3 Verbal Update from the Pay Committee – nothing to report as a meeting had not yet been convened.
6.	Headteacher's Report 6.1 Headteacher's Report The report was made available on to Governor Hub. Headlines Total number of children on role 520 Pupil Premium 102/520 just below national average 6 service children Safeguarding – 3 cases at Section 17, it was noted by the Head that they (the SLT) were very proud of the communication between the school and the parents in order to support any safeguarding concerns. The Head also commended the staff for their continued efforts and vigilance around safeguarding.

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1 child had presented as 'missing in education', the child will be returning to school w/b 18th December 2025.

Staffing

A number of staff off on long term sick or work patterns is currently under review.

It was noted that Andrew Stafford has resigned. Internal recruitment for the role of Phonics lead would be undertaken on 11th December 2025.

Year 1 class has had a carousel of teachers and this has had an impact on the cohorts, there has been efforts to minimise the impact on both the SEND pupils and the cohorts overall.

Year 2 – there have been a number of changes to staffing in year 2 and efforts have been made to reschedule missed parents evening meetings.

1 midday supervisor has been recruited and a further 3 have been shortlisted. It was noted that the midday supervisors play a key role in safeguarding when the children are able to engage in unstructured play time, this can be a time when incidents occur, midday staff are key in reporting any such incidents.

SEND register – there has been a slight change to the number of SEND pupils which now stands at 80/520 (15% of the school), currently 20 EHCPs. It was noted that Patrick Murphy SENCO had been working hard to ensure that the SEND provision was robust. PM has been present at all SEND provision meetings with staff and parents.

Attendance across the school has been noted as a strength.

It was noted the two Assistant Head's had stepped up to the plate in the absence of the Head (3 weeks) and had dealt with the running of the school exceptionally well.

Inset day (5th January 2025) plan has been set – School Vision and Value, Therapeutic Thinking (Behaviour management) will be the focus.



Curriculum foci – the planning, curriculum progression and assessment etc is not fully in alignment across the school. This has a huge impact around Teaching and Learning.

Q) A governor asked – it there a deadline when the school curriculum will be brought inline with DfE and Ofsted requirements.

A) The Head responded – there were some areas of the curriculum that were in better shape than others and following on from the Ofsted report it was noted that there were not clear processes around how children were assessed against their learning. There was no succinct curriculum framework showing clear progression across the year groups. It was noted that the deadline should be immediate. There is a clear plan in place to ensure the staff CPD will be delivered so that staff are able to be upskilled in order develop the whole school curriculum. This would be a combined effort from the Curriculum lead and subject leads (alongside SLT).

Q) A governor asked – is there a risk that the curriculum lead may find this overwhelming and may decide that this is a point to leave the school?

A) The Head responded – this is an unknown quantity, there will be CPD delivered to upskill the staff in question to support their learning and implementation of a more robust whole school curriculum.

School Events

The Nativity has been positively received.
Monday 18th December 2025 – church walk – all welcome.
Friday 12th December 2025 – Santa Dash

A governor commented that they could see the work that had been put in place with the running of the school under NL's direction.

NR commented that they felt that both Assistant Heads had been well supported in stepping up to the Head Teacher's role in the Head's absence.

School Website

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	Q) A governor asked if there were any updates on the school website. A) The Head responded that progress had been made selecting a website provider. Work had been done to sort through the website content that would be needed for the new website.
7.	School Development Plan and SEF 7.1 Discussion on School Development Plan 2025-26 Currently not available. 7.2 Review of SEF 2024-25 Currently not available <i>ACTION – to be reviewed during Spring 1 FGB</i>
8.	Safeguarding 8.1 School safeguarding update Nothing further to report (see item 6) 8.2 Verbal update from Safeguarding Link No update available as Safeguarding Link governor absent from meeting (FE). 8.3 Annual governor safeguarding update Nothing to report
9.	SEND and vulnerable Cohorts 9.1 Verbal SEND Link Update Reports completed by LWD. LWD met with the SENDCO and it has been a busy but positive start to the academic year. During school visit the following was noted 1 to 1 pupil and TA showing positive engagement and response 1 to1 pupil altercation dealt with exceptionally well by SLT 1 to 1 pupil well supported by the class teacher with more engagement. 9.2 Review & Approve Pupil Premium Statement Not yet completed <i>ACTION This is to be completed by 31st December 2025.</i>

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10.	Committee Updates 10.1 Resources Committee, dated 5th Nov 2025 It was noted that on census day the number of pupils on role on the day will have a financial impact on the school budget (-£100,000) for 2026. SFVS checklist has been uploaded onto Governor Hub for governors to review. No questions raised. The governors adopted the SFVS. To be submitted to the LA by 31st March 2026. Update on library – now officially presented to the parish council. Plans to relocate the library to the village pavilion. Verbal deadline of March 2026 given by RS to parish council. Parish council have agreed to pay £1000 towards cost of engineering investigations around the swimming pool. Money still to be received and works to be undertaken. 10.2 Children’s Committee, dated 12th Nov 2025 Made available on Governor Hub. No questions raised.
11.	Governor Monitoring Schedule Governors are urged to upload their monitoring reports in the meeting folder on Teams for review in good time before the meeting 11.1 Discussion on governor monitoring Governors encouraged conduct monitoring visits. 11.2 Circulation of recent monitoring reports: LWD reports completed and approved by teachers and will be uploaded onto Governor Hub.
12.	Policies for Review 12.1 Behaviour Policy

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	It was noted that Nicole Rogers (deputy head) had undertaken Cambridge Therapeutic Thinking (train the trainer) training and that the policy had been based on the CTT proforma. A governor had presented some questions that will be answered by NP prior to the governors adopting the Behaviour Policy. Other points noted Mobile phone policy Reporting on restraining Pupil induction (mid-year) <i>The governors duly adopted the Behaviour policy in pending questions and comments raised.</i>
13.	Governor Training & Development 13.1 Governor training undertaken RS had attended the Chair briefing 13.2 Feedback from training recently attended – brief overview of Chair briefing from RS. 13.3 Skills Audit – covered in item 10.1
14.	Any Other Business Any other business 14.1 Governors to agree 3 strategic highlights of this meeting to share with stakeholders • Excellent work undertaken by assistant heads during Head's absence. • Behaviour Policy implementation • Positive observations made on SEND practice 14.2 Date and time of next meeting 4th February 2026, 6.30pm, at the school There being no further business, the meeting closed at 8:07pm.

Actions 15 th October 2025			
5.1	Clerk the completed LA Governor application form to share with the School Governance Team for consideration at the next panel.	LWD/ HA	ASAP
5.1	parent governor election will take place after Christmas 2025.	GOVS	

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5.2	Appointment of a Vice-Chair of Governors deferred to next meeting.	GOVS	
5.4	To complete their annual confirmations on GHub	FE, TG, NL, AM, RP, NR, RS and NW	17 th October 2025
8.3	Governors to complete online Safeguarding for Governors training	~~RP, JB, FE, NW~~	ASAP
8.4	Governors to complete Cyber Training	All	ASAP
Actions 10th November 2025			
7.1	SEF and SDP to be reviewed at next Spring 1 FGB	Head/All	FGB 6 th Feb 2026
9.2	Review & Approve Pupil Premium Statement	Head	FGB 6 th Feb 2026
10.1	SFVS checklist to be submitted to County	RS	31 st March 2026
12.1	Amendments to be made to Behaviour Policy (recirculated to governors)	NR/All	31 st December 2025

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