



WATERBEACH COMMUNITY PRIMARY SCHOOL

Minutes of the Virtual Full Governing Body meeting

Held on Wednesday 15th October 2025 at 6.30pm via MS Teams

MINUTES

Present: Josh Brixey (JB)
 Terry Gilzean (TG)
 John Hall (JH) – Chair of Governors
 Neil Lloyd (NL) – Headteacher
 Rebecca Pharo (RP)
 Natalie Rogers (NR)
 Robert Schumann (RS)
 Mark Smith (MSm)
 Amy Unchern (AU)
 Lisa Wakley-Davies (LWD)

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

		Action
1.	Welcome and Apologies for absence: The Chair welcomed all to the meeting. He thanked governors for their flexibility in attending a virtual meeting instead of the planned in-person meeting at short notice. Apologies were received and accepted from Martin Brown, Fiona Ecott, Anne Morten, and Nicky Webb. The meeting was quorate and held via MS Teams.	
2.	Declaration of pecuniary interests There were no declarations made concerning items on the agenda for this meeting. Action: FE, TG, and NL to complete their annual declarations of pecuniary interest on Governor Hub by 17 th October 2025.	FE, TG, NL
3.	Previous Meeting Minutes Approval of previous FGB Meeting minutes, dated 9th July 2025	

	A copy of the minutes of the FGB meeting, dated 9th July 2025, were submitted, and will be signed by the Chair as a true reflection of the last meeting.	
4.	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. Actions from the previous meeting were discussed: 2.0 Governors to complete their annual declarations of pecuniary interest on Governor Hub on or after 1st September 2025. On agenda. 5.2 The role of Vice-Chair of Governors was deferred to the next meeting. On agenda. 5.4 Governors to appoint Amy Unchern to a committee at the next meeting. On agenda. 5.11 Annual Governance Statement - Committee Chairs will input sections under each committee. The finalised draft of the Annual Governance Statement 2024-25 will be reviewed and ratified at the next meeting. On agenda. 8.5 Governors to update their PREVENT training if over 2 years old (link to training here) Ongoing. 11.1 The Headteacher was asked to update the list of staff contacts for governor monitoring areas. Outstanding. 13.4 Governors to complete the Effectiveness area of Governor Hub for review next meeting (combined skills audit and GB SEF). On agenda.	
5.	Governing Body Matters 5.1 <u>GB Membership</u> Governors acknowledged the resignation of Will Evans on 19th August 2025. The Clerk advised that there is one vacancy on the board – one Co-Opted Governor. The Clerk advised that LWD's tenure as LA Governor ends on 29th Nov 2025. Action: LWD to send the Clerk the completed LA Governor application form to share with the School Governance Team for consideration at the next panel. The Clerk advised that AM's tenure as Co-Opted Governor ends on 30th Nov 2025. The Clerk advised that TG's tenure as Staff Governor ends on 4th Dec 2025. Governors have really valued TG's input on the board, particularly at Resources Committee meetings. Should a self-nomination for another	LWD/ HA

	tenure as Staff Governor not be successful, governors hoped to re-appoint TG as an Associate Member to the Resources Committee. Governors discussed succession planning: RS's tenure as Parent Governor ends after Christmas. Governors discussed succession planning and agreed the following: Ratification: Governors unanimously appointed RS as Co-Opted Governor from the date of this meeting. Action: A parent governor election will take place after Christmas 2025.	GOVS
5.2	Governors to appoint a Vice-Chair of Governors (effective 1st Sept 2025) Action: Appointment of a Vice-Chair of Governors deferred to next meeting.	GOVS
5.3	AU to be appointed to a committee and link role Ratification: Governors unanimously appointed AU to the Resources Committee based on her marketing expertise. She was assigned as Phonics Link at the last FGB meeting.	
5.4	Governors to complete their annual confirmations on GHub by Friday 17th October 2025 (instructions on Noticeboard) Action: FE, TG, NL, AM, RP, NR, RS and NW to complete their annual confirmations on GHub by Friday 17th October 2025.	FE, TG, NL, AM, RP, NR, RS, NW
5.5	Ratification of Annual Governance Statement 2024-25 The finalised Annual Governance Statement 2024-25 has been updated by Committee Chairs, as an action from the last FGB meeting, and was shared for review by governors shortly before the meeting. Ratification: Governors unanimously approved the Annual Governance Statement 2024-25.	
5.6	Ratification of sub-committee Terms of Reference 2025-26 Ratification: Governors unanimously approved the Resources Committee Terms of Reference 2025-26 Ratification: Governors unanimously approved the Children's Committee Terms of Reference 2025-26.	
6.	Headteacher's Report 6.1 Headteacher's Verbal Update 520 on roll from September 2025, this number has fluctuated but is now becoming more stable. Governors received a confidential update from the Headteacher on the plans for the class structure over the coming academic years following a discussion on pupil projections provided by the local authority at a previous FGB meeting. School is	

	projected to grow a little bit by 10 additional places over the next academic year. The Pupil Premium cohort has gone down slightly but numbers of children with English as an Additional Language (EAL) has increased. School is receiving additional funding to support this growing cohort. Attendance remains a strength and higher than the national average at just above 97%. Attendance meetings continue with the local authority, processes in school are strong. A small percentage increase was noted on the number of children on the SEND Register across the school. Governors considered the new DSL Team. The SENDCo is renewing his DSL training before Christmas. Assistant Heads are both DDSLs and have refreshed their safeguarding training. The new DSL Team is operated well. No referrals to Social Care, one child logged as Missing in Education has been responded to by the local authority. Staffing – new personnel are settling in well. The remit of the new leadership has been communicated successfully across the staffing team and with parents. Staff are already feeding back that there is a new felt team morale across school, which is very positive. Two additional TAs have been appointed and are working on a 1:1 basis with children. The new staffing structure is having impact, creating clarity of role, and supporting new members of staff. There is scope for additional development of support staff. A lot of money was spent on supply last year; the staffing structure is a lot clearer. HLTAs are being deployed to plug gaps which has reduced expenditure. School leaders have organised flu jabs for personnel at Waterbeach pharmacy. Governors received an update on the cover arrangements for one class where it has been challenging to appoint a teacher. School leaders are doing everything possible to secure a teacher, parents of those children affected will be communicated to provide them with an update as soon as there is something to confirm. Challenge: A governor asked, are we recruiting for any more TAs to support capacity in school? The Headteacher reassured governors that there is capacity on the current staffing arrangement to meet the needs of all children. A new ECT has joined the school in Year 3. It has not been possible to provide the new ECT in their second year to training this year, the school was not recognised on the system. No suspensions or exclusions. Behaviour needs investment and is a priority on the SDP this year. Some teachers have flagged up some rough play at break times. Behaviour in classrooms is good. School is	
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	working hard to get the provision right for a small cohort of children with the highest needs. School council has been elected and House Captains appointed. They have talked about House competitions and whole school assemblies. School Council are meeting tomorrow for the first time. A number of injuries from either children playing rough or practicing gymnastics have been reported at lunchtimes. School leaders will be devising a plan to make KS2 playtimes more structured and safer. Members of the School Council will be invited to be involved in the planning. Lunchtime have met with parents, a taster afternoon will be arranged for parents to experience the school meals on offer. The School Improvement Adviser has visited the school and worked with the leadership team. Phonics is in a good place at the school. The school has been selected to be a case study school by the Phonics Hub to model best practice implementation. Staff have been informed; this positive news will be shared with parents going forward. There are no children at S47 currently, there are 13 children with agency involvement. The first half-termly review will take place with the local authority next week. 6.2 CONFIDENTIAL – LA Adviser notes of visit The confidential Notes of Visits from the Maths and School Improvement Adviser were shared with governors before the meeting for their information.	
7.	School Development Plan and SEF 7.1 School Development Plan (SDP) 2025-26 The SDP 2025-26 was shared ahead of the meeting and reviewed at length at the last Children’s Committee meeting. All school leaders have now had the opportunity to update their sections. Areas identified as priorities are: Effective behaviour management from all staff Maths outcomes PP outcomes SEN provision in the classrooms Phonics to be maintained Development of effective monitoring for all leadership The SDP is a working document. Ratification: Governors unanimously approved the SDP 2025-26.	

	7.2 Review of SEF 2025-26 Senior Leaders and SLT have been asked to revisit the SEF, the last time it was reviewed was before the last Ofsted inspection. Descriptors were initially based on a “good” Ofsted judgement. There is much to do, main changes are around the new staffing structures. As the SEF is revisited more frequently, impact will be recorded and measurable. There is also some work to do around pedagogy. All work around professional development, and monitoring is now aligned with the same strands. Governors thanked the staff for the work undertaken to revise the SDP and SEF documents for the year ahead.	
8.	Safeguarding 8.1 School safeguarding update (inc. update from safeguarding audit 2.10.25) The last safeguarding audit, prior to this latest visit, took place in 2022. Policies are stored in different places on Teams, which is an area for improvement moving forward. An up-to-date H&S Policy is a priority as a statutory requirement. The drafted Safeguarding and Child Protection Policy has been published on the school website prior to ratification under the advice of the local authority. There are a number of policies are out of date and need to be reviewed throughout the year to implement a more robust policy management cycle. Over the year, it will be possible to catch up on policy for tighter control. Many of the actions identified within the feedback from the recent safeguarding audit have been completed as quick fixes. Child protection and DSL practice is improving – a safeguarding culture is growing; the scope of safeguarding is not just around child protection and PREVENT. Staff will need to revisit some elements of training, such as Fire Safety, to refresh their awareness. The staff induction process will also be reviewed to ensure the process is strong and compliant. The invacuation drill practice is out of date for a school of this size – the LA have advised this should be a quick fix to address. Lockdown procedures are a little more complex and require more planning and practice with the children. The monitoring of safeguarding needs tightening, visits will be reported to evidence challenge and compliance moving forward. RP joined the meeting at 7.45pm. 8.2 Verbal update from Safeguarding Link Deferred to next meeting as the Safeguarding Link was not present at this meeting.	

	8.3 Discussion on Governor Annual Safeguarding Update Safeguarding training for governors: Governors confirmed as attending the session led by NL - TG, LWD, RS, MB, AM and NR on 1st September 2025. Governors who confirmed that they had completed online safeguarding for governors training – AU, JH, MS. Action: Governors to complete online Safeguarding for Governors training ASAP - RP, JB, FE, NW. 8.4 Action: All governors to complete Cyber Security training for governors (new advice) – link to training - GovernorHub	RP, JB, FE, NW GOVS
9.	SEND and vulnerable Cohorts 9.1 Verbal SEND Link Update LWD has emailed the new SENDCo who has confirmed a meeting next week. He is in the process of finalising his action plan. Once approved by the Headteacher, this will be presented to governors. The SENDCO reports that he is settling in well.	
10.	Committee Updates 10.1 Resources Committee, meeting dated 1st Oct 2025 The minutes of the last Resources Committee meeting dated 1st October 2025 were shared ahead of the meeting for review by governors. 10.2 Children’s Committee, meeting dated 17th Sept 2025 The minutes of the last Children’s Committee meeting dated 17th September 2025 were shared ahead of the meeting for review by governors.	
11.	Governor Monitoring Schedule Governors are urged to upload their monitoring reports in the meeting folder on GHub for review in good time before the meeting. 11.1 Discussion on governor monitoring schedule 2025-26 No non-statutory monitoring visits have taken place since the start of term, the Headteacher will confirm subject leads and contacts in school for governors to arrange their visits. The Clerk reminded governors that any booked visits need to be added to the GB Annual Planner once arranged. Governors shared a discussion on the frequency of monitoring visits which are depicted by the priority and the progress being made in school. 11.2 Review of GB Annual Planner 2025-26	

	The updated GB Annual Planner 2025-26 (up to the point of this meeting) was shared for review by governors. The Annual Planner requires the planned dates of governor visits to be added to it. 11.3 Circulation of recent monitoring reports: None at time of circulation of agenda. Outstanding reports from last academic year will be finalised and circulated ahead of consideration at the next FGB meeting.	
12.	Policies for Review 12.1 Child Protection & Safeguarding Policy The policy has been personalised for the school based on the LA model; it reflects the updates to the current KCSIE. Ratification: Governors unanimously approved the Child Protection and Safeguarding Policy, pending the details of named personnel being updated.	
13.	Governor Training & Development 13.1 Governor Training Record The updated Governor Training Record was circulated for review by governors before the meeting. The Clerk advised that she had circulated the latest School Governance Team Training Schedule 2025-26 via the Governor Hub Noticeboard ahead of the meeting. 13.2 Feedback from training recently attended/planned The Clerk advised that the latest DfE and LA updates for the term had been provided on the bottom of the agenda and minutes for this meeting. 13.3 Governor Skills Audit (Link - GovernorHub) complete for review next meeting The Clerk advised that the Effectiveness area of Governor Hub is 50% updated. Action: Review of the skills audit/GHub Effectiveness feedback to take place at next meeting.	GOVS
14.	Any Other Business: 14.1 Pay Panel meeting date The HTPM will normally feed into the Pay Panel. LWD, RS and MS form the pay panel. Members of the Panel and Headteacher will agree a date after October 2025 half-term break. 14.2 Governors to agree 3 strategic highlights of this meeting to share with stakeholders • Case study for Phonics • Reviewed the actions from the safeguarding audit • Governors considered succession planning and a strategy for governor recruitment for continuity on the GB.	

	14.3 The date and time of the next FGB meeting will be Weds 10th December 2025 at 6.30pm in school. There being no further business, the meeting closed at 8.15pm.	
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Actions

Actions 9th July 2025			
8.3	Governors to complete online Safeguarding for Governors training ASAP - RP, JB, FE, NW.	RP, JB, FE, NW	ASAP
8.4	All governors to complete Cyber Security training for governors (new advice) – link to training - GovernorHub	ALL GOVS	ASAP
8.5	Governors to update PREVENT training if over 2 years old	ALL	ASAP
11.1	Headteacher to update list of staff contacts for governor monitoring	Head	ASAP
13.3	Governor Skills Audit	ALL	December 2025
Actions 15th 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	
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

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](#)

Autumn 2025 DfE Guidance / Updates

[Maintained schools governance guide - Guidance - GOV.UK](#) (updated June 2025)

[Keeping children safe in education - GOV.UK](#) (new KCSIE 1st Sept 2025)

[Reducing fraud in the education sector - GOV.UK](#) (June 2025)

[Getting the best value from schools non-staff spend - GOV.UK](#) (June 2025)

[Relationships and sex education \(RSE\) and health education - GOV.UK](#) (revised July 2025) – for reference to help schools prepare for introduction on 1 September 2026)

[Conversation guide for workload and wellbeing in schools and academy trusts - GOV.UK](#) (July 2025)

[Data protection in schools - The Data Use and Access Act 2025 - Guidance - GOV.UK](#) (June 2025)

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#) (September 2025)

[School teachers' pay and conditions - GOV.UK](#) (July 2025)

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