



WATERBEACH COMMUNITY PRIMARY SCHOOL

MEETING OF THE FGB

Wednesday 4th February 2026 at 6.30pm
held at the school

MINUTES

Governors present: John Hall (JH); Neil Lloyd (NL, Headteacher); Natalie Rogers (NR); Mark Smith (MSm) Lisa Wakley-Davies (LWD), Robert Schumann (RS); Josh Brixey (JB), Amy Unchern (AU); Anne Morten (AM); Terry Gilzean (TGz)

Also Present:

Emma Tarver (Clerk)

Agenda Item		Actions
1.	Welcome & Apologies The Chair of the Committee formally opened the meeting at 6:30pm. Apologies received from Martin Brown (MB), and Rebecca Pharo (RP) and Fiona Ecott (FE) were accepted by the committee. The Clerk confirmed that the meeting was quorate. NR arrived at 6:34pm.	
2.	Declaration of Interests in Items on the Agenda: No declarations were declared for interests in items on the agenda.	
3.	Minutes of Previous FGB Meeting, 10th December 2025 The minutes of the FGB meeting, dated 10th December 2025, were submitted, and will be electronically signed by the Chair as a true record of the meeting.	
4.	Matters arising and actions	

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	• Parent Governor election is currently in motion due to having three applicants, this will close on Friday 6th February 2026. • Review and approve Pupil premium status will be discussed per the agenda set for the FGB taking place this evening; a draft was approved by Chair's action in December to meet the deadline. • SFVS – checklist is in hand and will be submitted in March. • Amendments to be made on behaviour policy will be discussed per the agenda set for the FGB taking place this evening.	
5.	Governing Body Matters <u>5.1 GB Membership</u> • The Clerk confirms Staff Governor's term of office has expired and new Staff Governor to be elected and agreed in this meeting. Jane Fowler (JF) will now become the Staff Governor of the board, all agreed and Clerk will follow this up with a welcome email to JF and invite as a member on Governor Hub. • Re-election of Mrs Anne Morten standing as a Co-opted Governor. All governors agreed that Anne will continue in her role as Co-opted governor. • To agree Mr Terry Gilzean to become an Associate Member. All governors agreed for Mr Terry Gilzean to become an Associate Member of the governing board.	Clerk
6.	Headteacher's Report 6.1 Headteacher's Report The Headteacher wanted to highlight a few areas to discuss with the governors alongside the report that was made available via Governor Hub prior to the meeting.	

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	• It has been a difficult time at school this week due to a pupil passing away. The Headteacher stated he had reached out to the county for support on this matter and lots have been offered. Sign posting to professionals has been made who can offer as much help as possible on any questions asked by staff and children of the school. Alongside looking at the bereavement policy and making sure we have the training we need for staff, as a school all necessary steps have been taken. • Staff absence – There have been a cold and flu cases, as well as covid cases in the school. Higher Level Teaching assistants have been used in all areas of the school due to the absences. The school have had 107 staff days of absence in the 18 school days in January, because of this sickness period. Staff appraisals are being held to support staff, and all staff have been flexible. • Budget figures – Deficit was initially £200,000, but has been pulled back, currently at around £50,000. To address this the staff structure will be considered and the allocation of budgets. The goal for the budget build for next year is a plan to have no deficit and no redundancies. The school is managing the budget well this year, tracking around £70k ahead of what was expected. • Growing refugee community in the village and the school have refugee funding coming through to support children. Headteacher wanted to add how grateful himself and the School Business Manager have been from the help of certain staff members who have been improving records on EAL children. The community in school is becoming very diverse which is fantastic. Language barrier is becoming something the school need to support, if we can record EAL children we can claim additional funding (EAL grant increased from £30k to £60k). On target now for budget, not all looking great but more sunshine ahead on this matter. <u>Question</u> <i>A governor asked if the deficit is that included with class reductions?</i> <u>Answer</u>	
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	<i>Headteacher stated that there is no final answer on this yet, but the school is currently running nineteen classes and only has enough children to be running seventeen and a half. Working on getting a plan in place.</i> <u>Question</u> <i>A governor asked if there is any funding to act as a top up, an extra pot to access or is it expected that the school just move forward as is?</i> <u>Answer</u> <i>Headteacher commented that there is no extra funding. Conversations are being had with the county on an operational plan to look at structure and temporary reduction in the capacity of the school. Currently 63 applications for 90 Reception places for next year, which would require 3 classes unless school restricts intake for the year.</i> <u>Question</u> <i>Governor asked a question regarding the first aid data. It was expressed how great it is to see the first aid data, however the format looks busy and wondered if this would be the only way to record this data?</i> <u>Answer</u> <i>This is every type of injury, with different subs on different areas of the body where injury could occur. Most injuries are happening in the classroom rather than on the playground, so this information is giving us the view we need to improve and where we need to tailor it to make sure it is working for the school. This is just a way to show how this could be done, giving all an idea of how things could be recorded. Open to changes on this and how we can improve, recording the data in this way was a way to get things started.</i> <u>Question</u> <i>A governor referenced the school being selected by the NFER and STA to trial English reading materials for future tests at KS2 why just KS2 and does the school volunteer for this?</i> <u>Answer</u> <i>The Headteacher received an email saying that this would happen and is a legality. Headteacher added that only one of the year six classes are to carry this out. Short answer is nobody knows at this stage why we were selected.</i> <u>Question</u> <i>Governor highlighted the new approach to SEN needs, is this something the school is trying or is this a change the school need to do?</i>	
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	<u>Answer</u> <i>The school would like to make sure the children's needs are met in the best way possible. What is being trailed, with the support from the schools experienced SENCO, is looking at behaviour and wellbeing where most of these behaviour issues are involving the SEN children, so with this trial as a school we would like to bring the children to work together. To collaborate and operate rather than working in isolation. Rather than being isolated, want to trial working collaboratively and see if this brings positive outcomes aligning with the children's needs being met in the best way possible. It will enable the school to see if there is a different outcome.</i> <u>Question</u> <i>A governor commented that the Autumn term RWM data for year five stuck out with lower achievement and wondered if there was any further clarity that could be given as to why?</i> <u>Answer</u> <i>Some EHCP's haven't been assessed yet, which could be a contributing factor in this area. Development on ways to support this process alongside the children, staff and parents is something the school is continuing to work on each term.</i> 6.2 Data analysis – Pick up from CC meeting Covered in the Headteachers report, no further discussion needed. No further questions regarding the HT report.	
7.	School Development Plan 7.1 Discussion on School Development Plan 2025-26 SDP is evolving, certain topics have been added to the plan that might not have been on the plan at the beginning of the year. Overall, the school have changes in the SLT due to there being new members that need support within this area. English is not on the SDP, but the work is being put in place to move forward with a plan. Maths continues to be an issue, after discussion with NR there are ways, we can improve with the help of research and ways to improve the knowledge of the schools teaching to best support staff and children.	

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	The idea is to have further simplifying and aligning of the plan, where it will be revisited to make room or positive improvements. The Special Educational Needs and Disabilities within the school are growing in numbers, as parents are identifying SEND in their children and us putting training in place for staff if we are finding children with particular barriers. The school want to be developing links with the county to aid in this area, to be able to move forward with some areas that haven't been looked at before within the school. The development plan is priority and is part of strengthening the school's identity and the sense of community. The school has some great strengths, and it had been shared through the revised mission statement that was discussed in the January inset day. Staff feedback has been positive stating that they have felt more informed of any changes, having these made alongside them rather than sprung upon them. Headteacher is starting to see strong improvements. A governor followed on by adding that in the past it has been felt that the information of changes has been given with a one-way approach. However, staff want to know why these changes are being made and the impact it might have on the children's wellbeing and the staff's, this is no longer the case. All is viewed to be a much more open and productive approach to change. Another governor added that they agree on this point and understand change is scary to staff, children and parents and can be harder if it is something those are not used to and it is an unknown, but the support through these aspects of change from the school has shifted in a helpful way. Headteacher is trying to get everyone together and support everyone in the unknown, as it is seen that the school can achieve greatness.	
8.	Safeguarding 8.1 School safeguarding update • SCR was checked and have invited FE to review this alongside the headteacher. Expressed by governors how important	



	these checks are and making sure the school stay consistent with these and support keeping on top of this aspect. • Updated staff who need up to date training and this will be schedule, but no date yet. • Headteacher raised awareness of the changing to certain fire doors within the school. Key fobs will now be used near the reception area and plans to upgrade all the doors to work the same, however it is costly so this will be looked at on an ad hoc basis. TGz described how the door system will work and added that the front door will continue to work the same for those that will be using it out of school hours, such as governor meetings. 8.2 Verbal update from Safeguarding Link Unable to provide an update in this meeting due to apologies in attendance.	
9.	Committee Updates 9.1 Resources Committee, dated 7th Jan 2026 RS stated that the library continues to be a concern. A meeting on 5th February with the parish council and library will take place to work on the plan to move from the location. The library has been told the day they must be moving on and have been actively looking at best practise to move from the area. TGz commented that he has received a figure from a contractor for removal of the building the library has been in. TGZ will take this to the county, as it is their responsibility to fund the works and organise the removal of the building. All governors agree that the removal of the library must happen on the date set in March and be followed by all those involved with this matter to stick to this. Headteacher outlined that there is only four weeks until the date set for the closure and to be of off school premise. 9.2 Children's Committee, dated 14th Jan 2026	RS/TGz

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	Chair of the committee MB, not in attendance. However, a governor of this committee commented positive discussions were had alongside the agenda set.	
10.	Marketing Strategy AU led the conversation regarding the marketing strategy presented to governors. It was expressed that the focus is on bringing everything together and something important to communicate with parents and all who are involved with the school. The ideas are ways of finding best practise to achieve positive communication and creating a positive outlook on the school. These are ideas that the school could do or might want to try.  A governor added that there are some great ideas in the strategy presented, but one concern would be needing to be mindful on the amount of work some of these strategies could amount to and who would be allocating themselves time to carry these out. This is a valued concern and AU explained that a big reason why social media is not on the strategy is due to how time consuming it could be. Governor expressed how it is about making sure everyone can take on the work behind these great ideas, so we are mindful of their workload but also giving these great ideas the time they need so they support the school.	HT/AU

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	<u>Question</u> A governor asked how does this turn into a workflow now this has been presented? <u>Answer</u> Headteacher outlined the initial discussions and the school needing to work out a timeline now these discussions have been had. Parents have been asked for contributions on things to aid how the school can shape these developments on marketing. An idea that the school would very much like to see happen is something called 'Parents voice. This is a way to set up parent workshops to get their involvement with the school and create a positive community outlook for the school. It is about opening the doors and the parents to come to the school and visibly see the values the school have set, so they are able to experience something positive and leave feeling that sense of community within the school. The Relaunch of the school website is part of this strategy is some ways also. A governor stated how she has felt a different attitude has been adopted in all involved with the school and how uplifting this has been. Since covid the sense of togetherness had gone, so it is wonderful to have felt the sense of community being regained within the school. All governors felt excited reading this strategy and look forward to seeing some of these ideas starting to grow and support the school. Chair thanked AU for the work carried out to support the school.	
11.	Policies for Review 11.1 Pay Policy Headteacher stated that there have been no massive changes. Only difference is the proportionality of the TLR's. The school adopted this change a year early and the pay grades have been updated. A governor asked if governors have a say in the pay scale, as he noticed there is a six pence difference per hour to the national living wage on the teaching assistant pay. The Headteacher expressed thanks in picking this up and will take this away to question. Governors approved the Pay Policy.	HT

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11.2 Behaviour Policy

It was stated by the headteacher that this is the same policy as the one put before the last FGB with the updates made that were requested during the last FGB on the 10th of December 2025.

A governor mentioned that appendix four regarding mobile phones was missing from the policy. Headteacher noted this down to amend.

Question

A governor raised that there has been a new reference to restrictive intervention and asked if this is something that will be added to the policy?

Answer

Headteacher stated that this is unable to be done at the moment. This will be a new policy when we are able to write this alongside the guidance. It is about positive handling techniques and how to stop children from hurting themselves or anyone else, also how to move the children around the school safely. The school have identified training providers and now waiting for the notification on the guidance before the school can carry the work out in writing the policy and moving forward with the training.

Question

A governor also mentioned about if staff get bitten by a child, does this policy outline how staff can protect themselves?

Answer

The headteacher outlined that the training identified will cover these types of situations and make it clear what staff can do to keep themselves safe in these situations. Making sure to use the correct language and how to use body language to calm a situation and what we can do to keep the children and staff safer.

Governors approved the Behaviour Policy.

11.3 SEND Policy

Best practices have been reviewed, as this had not been reviewed for quite some time. The school needed to reflect on how the practice is changing in the school for SEND and make this more accurate and up to date. Updated best practices and reflecting what is now being done in school.



	A governor stated that he noticed a couple of minor typos in the policy, but the appendix was useful and great to see how well this flows within the policy. The Headteacher added that there was a strong aim for clarity and building a system, so pleased that this has been reflected. Governors approved the SEND Policy. 11.4 Bereavement Policy It was said that this policy has been based on a model of Winston's Wish and then tailored to the needs of the school. Wanting this to show the support the school is given through the process of a Bereavement, as well as the children, staff and parents. A governor asked if the school had this policy before and the headteacher stated that this policy is brand new for the school. Governors approved the Bereavement Policy. It was added by the headteacher that the new website will offer an element of process for the policies, in that it will show a when a policy has been reviewed and when it will need to be reviewed next. Making it clearer for the school and governors.	
12.	Governor Training & Development No training or development was discussed but encouraged by the chair for governors to do so when able and felt to be the right training to conduct.	
13.	Any other business Clerk raised with governors regarding the use of their school emails on Governor Hub. Highlighting that it is important to check all governors are using their school email on Governor Hub, to make sure this is the email that is used in any Governing body correspondents. Clerk asked if all governors could check amend if needed. Clerk will also double check and flag with those that need to change this.	All governors

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	• Headteacher wanted to add that a Governor report is now on Governor Hub for everyone to view when able. • Headteacher expressed his appreciation for the marketing strategy set by AU. It is felt that her expertise and support in this area for the school is something that is collaborating with the school development plan and is extremely exciting for the school to have this plan. All governors are looking forward to seeing the plan in motion. 14.1 Date and time of next meeting 6th May 2026, 4.30pm, at the school • The time of the next FGB was discussed and decided by all governors to change the time to 6:30pm. <u>Three positive highlights from the meeting agreed by all governors:</u> • Commending the communication given to parents and staff on the recent bereavement within the school. • Wider Staff's teamwork in supporting the school's visions for its own identity, within the school and outside in the community. • The approach to the SEN aspects and the thinking and planning that has been given in this area. Meeting closed at 7:53pm	
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Actions 15 th October 2025			
5.1	Parent governor election will take place after Christmas 2025.	GOVS	

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Actions 4th February 2026			
5.1	Email to be sent to JF to welcome her as a Staff Governor and send link to set up Governor Hub	Clerk	Completed on 5.02.26
9.1	RS to follow up on the library closing and the date of vacating the building to be followed. TGz to give contractor quote to remove the building to the county who are responsible for the removal.	RS/TGz	11.03.26 in Resources Committee
10	AU and Headteacher to look at how the marketing strategy can start moving forward now ideas have been presented.	AU/HT	6th May 26 in FGB
11.1	Headteacher to look at the difference in the wage for the support staff in alignment with the national living wage.	HT	Completed – responded to all via email on 06.02.26
11.2	Headteacher to add missing appendix regarding mobile phones in Behaviour policy.	HT	6th May 26 in FGB
11.3	Minor typos to be rectified in SEND Policy.	HT	6th May 26 in FGB
13	All Governors to check that their school email is the one being used on their Governor Hub platform.	All	As soon as able.

Actions 10th November 2025			
7.1	SEF and SDP to be reviewed at next Spring 1 FGB	Head/All	FGB 6th Feb 2026
9.2	Review & Approve Pupil Premium Statement	Head	FGB 6th Feb 2026
10.1	SFVS checklist to be submitted to County	RS	31st March 2026
12.1	Amendments to be made to Behaviour Policy (recirculated to governors)	NR/All	31st December 2025

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