



WATERBEACH COMMUNITY PRIMARY SCHOOL

MEETING OF THE FGB

Wednesday 6th May 2026 at 6.30pm
held as a hybrid meeting

MINUTES

Governors present: John Hall (JH); Natalie Rogers (NR); Nicole Brace (NB); Mark Smith (MSm) Lisa Wakley-Davies (LWD), Robert Schumann (RS); Josh Brixey (JB), Amy Unchern (AU); Terry Gilzean (TGz); Lucinda Keen (LK); Martin Brown (MB); Jane Fowler (JF)

Also Present:

Emma Tarver (Clerk)

Liz Bowan (School Business Manager)

Agenda Item		Actions
1.	Welcome & Apologies The Chair of the Committee formally opened the meeting at 6:30pm. Robert Schumann (RS) - acceptance ahead of the meeting to attend remotely. Apologies received from Anne Morten prior to the meeting were accepted. The Clerk confirmed that the meeting was quorate.	
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, 4th February 2026 The minutes of the FGB meeting, dated 4th February 2026, were submitted, and will be electronically signed by the Chair as a true record of the meeting. APPROVED	
4.	Matters arising and actions Matters arising and actions from the previous FGB meeting were discussed, and it was confirmed that all actions had been completed in advance of this meeting.	
5.	Governing Body Matters 5.1 GB Membership The Clerk confirms Natalie Rogers Associate Member position is coming to an end. Board to agree Natalie Rogers continuing as an Associate Member. - Full governing board agreed.	Clerk

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	Action – Clerk to extend NR’s Associate Member position on Governor Hub. - Upcoming resignations of JH, AM and RP (All co-opted) The Chair confirmed the governors who will be resigning from the Board. The recruitment process was then discussed. It was agreed that the Acting Headteachers will communicate this via the school newsletter and a separate letter, which will include information about the co-opted governor position, the role of the governing board, and the number of vacancies available. Action – an advert will be placed in the school newsletter and a separate letter issued regarding the co-opted governor vacancies. Assistant heads and Chair to communicate to action this as soon as possible. - Leave of absence for NW A governor has been granted a leave of absence due to other commitments. The Board was reassured that the governor remains committed to the role and intends to return in September to resume their duties. - Governor Recruitment RS is available to continue in the role of Chair. From September, a new Vice Chair will be sought. The Chair and Acting Headteachers will advertise all current vacancies and invite expressions of interest. <u>5.2 Discussion on potential meeting dates for the next academic year 2026/2027.</u> The proposed schedule largely reflects a continuation of this year’s arrangements, with a small number of minor amendments. It was noted that further work will be undertaken to establish a clear theme for each meeting, with an update expected by the time of the July business meeting. <u>5.3 Potential County academization to be discussed.</u> It was noted that there has been ongoing and evolving government discussion regarding academisation. While recognising the sensitivity of the issue and the range of views, the Board agreed on the importance of engaging with the topic and developing a better understanding, to ensure members are appropriately informed.	JH/NR/ NB
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	The Board received an update on current government discussions regarding academisation and the potential for council-led multi-academy trusts, noting that there is currently limited detail on how these may operate. The Local Authority is exploring this further with the DfE. It was confirmed that there is no current requirement for schools to academise or alter their structure. However, opportunities for collaboration between schools were encouraged, including joint procurement (e.g. catering, site management, photocopying), shared staffing arrangements, and shared leadership roles where appropriate. More formal collaboration, such as federation with a joint governing body, was also highlighted as an option. It was noted that the school's size positions it well either as a potential lead ("anchor") school or as part of a partnership with other local settings. The Local Authority representative offered to attend a future FGB meeting to present further information and support discussion on these options. Action - RS to organise Local Authority to attend next FGB meeting to discuss academisation.	
6.	Budget Approval and Review of 2025/26 Resolution: "That the Governing Board approves the School Budget Plan for the financial year 2026/2027 total operating spend of £2,948,207." The Board received an update on the draft budget. Minor amendments have been made since the initial version, including the incorporation of previously omitted insurance premium figures. The budget currently projects an opening balance of £51,000 and a closing balance of £14,000, noting that significant costs are already allocated. It was highlighted that several potential staffing changes have emerged recently; these are not yet reflected in the current figures and will be incorporated as post-budget adjustments. These changes are expected to have a positive financial impact. It was noted that staffing adjustments, including part-time arrangements and role overlaps, may support efficiency and improved financial	

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	outcomes. As in previous years, it is anticipated that the budget position may improve over time, moving towards a more balanced position by year-end. A key change within the budget is the planned move to an 18-class structure from September. It was confirmed that this can be achieved without redundancies and within existing funding levels. Funding allocations, including Pupil Premium and SEN funding, were outlined. No additional income has been assumed for pupils currently undergoing EHCP assessment, although this may be received later in the year. Current provision for these pupils is already in place. It was also noted that one pupil with an EHCP may leave, which could have a further budgetary impact. <u>Question</u> <i>How much communication has gone out to teachers currently?</i> <u>Answer</u> <i>It was confirmed that Teaching Assistants and teachers have been informed of the proposed changes and are supportive, demonstrating a positive and open approach. It was noted that parents have not yet been formally informed, as it is planned to hold an information evening to share details more comprehensively. This event will provide an opportunity for parents to meet teachers and ask questions, with the aim of improving attendance compared to previous years.</i> <i>An initial communication will be sent in advance to notify parents of the date and outline that further detailed information will be provided at the event. Planning is underway to ensure key information is available, including arrangements for mathematics following discussions with a specialist advisor. Further guidance is being sought in relation to phonics, with a meeting scheduled for 11 June to support this.</i> <i>Subject leaders will also be developing curriculum plans for other areas, drawing on previous experience of operating a two-year rolling programme. This approach will ensure full curriculum coverage, with pupils accessing all required content over time. Existing staff expertise will be utilised to support implementation.</i> <u>Question</u> <i>Is there additional training for teachers due to these changes?</i>	
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	<u>Answer</u> <i>The importance of maintaining high-quality teaching (“quality first teaching”) was emphasised as central to the proposed approach. It was noted that, within any class structure, teachers routinely plan to meet a wide range of abilities, and this will continue to be a key focus.</i> <i>Arrangements are in place to support staff, including dedicated staff meetings during the summer term to prepare for implementation in September, alongside ongoing review. Pupil numbers across year groups were discussed, noting fluctuations that may influence class structures on a year-by-year basis. The use of a rolling two-year curriculum programme will support flexibility and continuity, ensuring full curriculum coverage regardless of cohort size. It was confirmed that the budget includes provision for ongoing support from local authority specialists to assist with planning and delivery.</i> Insurance options were summarised to the Board, and governors confirmed they were satisfied with the proposals. The budget was presented for approval and was unanimously agreed by all governors. Governors expressed their thanks to the School Business Manager for their hard work and the comprehensive overview of the budget.	
7.	Headteacher’s Report Highlights from the Headteachers report that were shared prior to the meeting: The Board received an update on behaviour, including an increase in suspensions involving a small number of pupils. It was noted that robust support is in place, with close collaboration with the Local Authority and the SEND School Improvement Team. Additional specialist support, including targeted intervention for identified pupils, is being implemented to reduce the need for suspension where possible, whilst prioritising safety.	



	• Governors were assured that the school is making effective use of available external support and is receiving a high level of engagement from the Local Authority. • Staff morale was reported to be positive, with strong teamwork and a supportive culture evident across the school. • A targeted provision (“Bright Starts Crew”) is being introduced to support identified pupils with attendance and wellbeing. This will be trialled with a small group and aims to improve engagement and readiness for learning. Overall attendance was noted to be above national averages, with continued focus on persistent absence. • Progress was reported on several initiatives, including curriculum development, phonics provision, SEND support, and enrichment opportunities. A new sensory room and garden are being developed to support pupil wellbeing and regulation. • The school website is being updated to improve accessibility and ensure compliance, with a planned launch by the start of the next academic year. Work is ongoing to ensure all statutory policies are up to date. • Safeguarding training has been arranged for September, with external specialists delivering whole-school training. Governors will be invited to attend where places are available. • Governors acknowledged the significant workload of the leadership team and received assurance that they are well supported by staff and the Local Authority. • Governors suggested that the school undertake a further staff survey, reflecting the positive culture currently evident across the school. It was agreed that this should take place during the summer term. <u>Question</u> <i>A governor asked what feedback the school had regarding Outdoor play and learning initiative survey?</i> <u>Answer</u>	
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	<i>The Board received feedback from a parent survey, which generated over 100 responses. Most of the feedback was positive and broadly supportive of proposed developments</i> • Consideration is being given to extending the school lunch period from 45 minutes to one hour, in line with common practice in other schools. This is intended to improve pupils' mealtime experience and support staff wellbeing. It was noted that this would require further consultation and review to ensure feasibility, including compliance with statutory school hours. • Recruitment of additional midday supervisors has been successful, with several new staff appointed to strengthen lunchtime provision. • The school is developing a longer-term plan to enhance play and enrichment opportunities during lunchtimes, with a phased approach over the next two years. • An update was also provided on changes to mental health provision. The current counselling arrangement will cease at the end of the academic year, to be replaced by a new partnership with a specialist provider offering play and art therapy. This is expected to increase the number of pupils supported and improve the ability to measure impact.	
8.	School Development Plan Discussion on School Development Plan 2025-26 It was noted that the School Development Plan (SDP) has been updated by the acting Headteachers, although it has not yet been shared on GovernorHub. The document will be circulated to governors following the meeting. It was commented that the current format of the SDP is lengthy and does not easily lend itself to summarising progress against key priorities. It was agreed that the format could be reviewed and improved for the next academic year to enhance clarity and usability. It was also noted that, while significant work has been undertaken—particularly in relation to pupil wellbeing—this is not fully reflected in the	



	current SDP. A further discussion will take place with the School Improvement Partner on how best to refine the document moving forward.	
9.	Safeguarding <u>9.1 School safeguarding update</u> The information was provided within the Headteacher's report. <u>9.2 Verbal update from Safeguarding Link</u> A governor reported on a recent visit to the school, noting that there were no significant concerns identified at the time, including within the Single Central Record. It was highlighted that current staffing levels for the forthcoming term remain subject to change. Safeguarding and compliance procedures were discussed, including requirements relating to pre-employment checks and references. Lessons learned from recent practice were noted, and it was confirmed that processes will be strengthened to ensure full compliance going forward. An update was also provided on governor training, confirming that records have now been reviewed and updated to ensure all governors are meeting the required training expectations. <u>9.3 Annual governor safeguarding update</u> This item was covered under the Safeguarding Link Governor report. <u>9.4 Update from Cybersecurity Link</u> The Headteacher is the designated Cybersecurity Link. The Chair will contact the Acting Headteachers to obtain an update in the Headteacher absence. Action – Chair to contact Acting headteachers regarding a cybersecurity update.	JH
10.	Committee Updates 10.1 <u>Resources Committee, dated 11th March 2026</u> This meeting primarily related to the budget and was covered under Item six of this meeting. 10.2 <u>Children's Committee, dated 25th March 2026</u>	Clerk

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	Governors noted the positive feedback from the mathematics report. A query was raised regarding Pupil Premium; it was confirmed that this is now in progress and will be reviewed in detail. A governor raised the need for a policy relating to racism in school. It was agreed that this will be included on the agenda for the next FGB meeting. Action - Clerk to add the Racism Policy to the policy review section of the next FGB agenda.	
11.	School monitoring updates Governors discussed upcoming meetings relating to monitoring visits and Link Governor updates. The Diversity and Inclusion Link Governor will arrange a meeting with the Acting Headteachers to receive an update. An OPAL audit is scheduled for 20 May, which the OPAL Link Governor will attend. Verbal updates will be provided at the next FGB meeting following these activities.	
12.	Policies for Review 12.1 <u>Behaviour Policy</u> - The policy was shared with governors via GovernorHub in advance of the meeting. It was discussed and approved by all governors. - AU raised comments on the policy and will share these with the Acting Headteachers via email. Action – Email comments on Behaviour policy to NB. - A governor noted that detentions are not referenced within the Behaviour Policy, despite being cited in Section 4 of the Suspension and Exclusions Policy. This inconsistency was highlighted for review. Action – Remove this reference in the Suspensions and Exclusions Policy regarding detentions in behaviour policy. 12.2 <u>Suspensions and Exclusions Policy</u> - The policy was shared with governors via GovernorHub in advance of the meeting. It was discussed and approved by all governors.	NB



13.	Governor Training & Development Governors were encouraged to undertake relevant training, including Independent Review Panel training that was mentioned by a governor who hopes to take this training in due course.	
14.	Any other business <u>Three positive highlights from the meeting agreed by all governors:</u> • Budget approval • Governor recruitment was discussed, with acknowledgement given to the valuable contributions of those governors who are resigning. • The Board recognised and commended the outstanding fundraising efforts of the House Captains. Governors requested that, at the next FGB meeting, the school's complaints process be summarised and discussed, to reflect on recent cases. Focus should be given to timescales, completion of the process, and opportunities for improvement for both the school and the governing board moving forward. Action - A governor to prepare a summary of key areas for complaints process development based on recent experiences. The Clerk is to include this item on the agenda for the next FGB meeting. TGz commented that there is a significant issue with the heating system that has been identified and confirmed as non-operational. The Local Authority has been contacted for further support, including potential funding to address the issue. • Date and time of next meeting 3rd June 2026 at 6:30pm held at the school. Meeting closed at 8:18pm	AU/JH/ Clerk



Actions 6th May 2026			
5.1	Extend NR's Associate Member position on Governor Hub.	Clerk	July FGB
5.1	An advert will be placed in the school newsletter and a separate letter issued regarding the co-opted governor vacancies. Assistant heads and Chair to communicate to action this as soon as possible	JH/NR/NB	Summer Term
5.3	Contact Chris Sitton to join next FGB meeting to discuss academisation.	RS	July FGB
9.4	Contact Acting headteachers regarding a cybersecurity update.	JH	Summer Term
10	Add the Racism Policy to the policy review section of the next FGB agenda	Clerk	July FGB
12	Remove detention reference in the Suspensions and Exclusions Policy regarding the behaviour policy.	NB	July FGB
12	Send email to NB regarding comments on Behaviour policy.	AU	July FGB

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14	Prepare a summary of key areas for complaints process development based on recent experiences. The Clerk is to include this item on the agenda for the next FGB meeting.	AU/JH/Clerk	July FGB
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