

## Great and Little Shelford CE (A) Primary School

### Full Governing Board Meeting

30<sup>th</sup> November 2023, 19.30 – Y3 classroom

### MINUTES

	<b>Actions from November meeting</b>	<b>People responsible</b>	<b>deadline</b>
1	Complete and confirm Pecuniary Interests on Governor hub . Amy Beck, Alice Walker, Julie Norris and Simon Scott still to complete for this year	AB, AW, JN, SS	ASAP
2	School improvement advisor to provide OFSTED training	CG	January
3	Safeguarding update Training to be arranged. Date to be confirmed according on numbers who can attend. Training to be conducted online.	CG?	January
4	Update section 4.1 of mobile Devices policy as agreed	CG	January
5	Update section 6.1 of online safety policy as agreed, check appendices and bring to next FGB	CG	January
	Align phrasing around inappropriate content on mobiles - mobile phone and online safety policies. Reporting procedure also needs amending to safeguarding lead instead of head teacher.	CG	
6	Send safeguarding wheel to governors	LJ	January
7	Governors to follow link on website to view early help offer	All Governors	1 <sup>st</sup> Feb FGB

Signed by the Chair on 2.2.24

Alice

Item	Time	Item	Lead	Paper	Action
<b>GOVERNOR BUSINESS</b>					
1.	19.30	<b>Welcome</b> LJ Opened in prayer Welcome – brief introductions were made	Chair / SS/JN/LJ	n/a	
2.		<b>Apologies for absence</b> In Attendance: Anna Caroe (Chair), Chris Grey (HT), Gwen Casazza, Liz Jenkin, Douglas Leckie, Julie Norris, Polly Stanton, Alice Walker, Eleanor Witter, Amy Beck, Peter Ede Observing: Kate Sheppard (Deputy Headteacher) Apologies: Simon Scott apologies accepted by the governors. Clare Mellor running late and will join the meeting as soon as possible.	Chair	n/a	
3.		<b>Declarations of pecuniary interest</b> None Declared	Chair	n/a	
4		<b>Minutes from previous meeting</b> – 29 <sup>th</sup> September 2023 Approved as an accurate representation of the previous meeting.	Chair	Yes	APPROVED
5		Matters Arising Clare Mellor entered the meeting at 19:35 <ul style="list-style-type: none"> <li>• Update on actions from September 29<sup>th</sup> meeting. All actions completed as described on the table below except for the following two ongoing points.</li> <li>• Complete and confirm Pecuniary Interests on Governor hub - Ongoing. Amy Beck, Alice Walker,</li> </ul>	Chair  AB, AW, JN, SS	Table below	Action:

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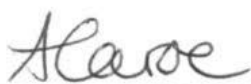
		<p>Julie Norris and Simon Scott still to complete for this year</p> <ul style="list-style-type: none"> <li>Safeguarding update Training still to be arranged. Date to be confirmed according on numbers who can attend. Training to be conducted online.</li> </ul>	GC		
STRATEGIC DIRECTION					
6		<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>KCSiE declarations are complete – thanks</li> <li>Declarations of interest – some still need updating for 2023. All Now updated</li> <li>OFSTED – The Chair informed Governors that an Ofsted visit had expected last year but school are now expecting a visit possibly in the next term. Governors need to be ready. Chair asked where governors should focus attention in preparation, and asked governors to consider what knowledge they may wish to gain. It was noted that there is Ofsted folder on the Governorhub and the School improvement advisor may be able to provide some training. There is an expectation of shared knowledge on SEND, disadvantage, outcomes etc.</li> </ul> <p><b>A Governor asked</b> what the format would be on the day of visit. Chair explained that they will hold a meeting with as many governors that can attend during the day, but they generally ask very open questions about your impressions of the school and it's position. It's best if as many Governors attend as possible. They want to know what we know about things.</p> <p><b>A governor asked</b> for a list of what areas are likely to be covered and if there are examples of questions that might be asked.</p>	Chair	no	<p>Action:</p> <p>School improvement advisor may be able to provide some training</p>

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		<p><b>A Governor mentioned</b> that during training they suggested having a grab bag and have this available to refer to.</p> <p><b>Governors agreed</b> they must be able to explain how they find out and receive information from the school.</p> <p>Having a good understanding of the SEF and school development plan is important. The HT pointed out that our focus and big headline will be behaviour, not that this is a big problem, but it's about how we are supporting these pupils, what we have in place and what our intentions are.</p> <p><b>A governor asked</b> about the impact of therapeutic thinking</p> <p>HT explained that it's too early to tell yet. At this stage it's about empowering people to feel that behaviour is everyone's responsibility. We have some case studies we can look at for example and otherwise school refuser who is coming in to use the provision</p> <p>Staff aren't always sure about to deal with behaviour incidents and just have a lack of confidence. Reassurance is often needed.</p> <p><b>A Governor asked</b> HT What do you see as the goal with regard to staff in the therapeutic process. If a situation now requires your input where would you like to be in a few months time when it is more embedded.</p> <p>HT explained that staff should feel they can come to SLT for support. Everyone should have in their toolkit 3-5 strategies in order to calm a situation and move forward. This may lead to further consequences later on. HT's goal is that the usual behaviour policy is in place for children who don't have a high level of behavioural needs. There is some child led training that will be run for each class, so they understand what we do and why we do it. No sense of injustice.</p> <p>The chair confirmed that for Ofsted we don't have to have complete answers, but show how</p>			
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Signed by the Chair on 2.2.24




		<p>we go about finding the information or what actions we have and intend to take.</p> <p>HT – The schools capacity for improvement with a shared view is important as it shows we have a vision for where we intend to be. Important to be accurate and honest about answering questions</p> <ul style="list-style-type: none"> <li>• Village news rota - This is now complete</li> <li>• Subject link updates due to staff changeover Peter will take on Science and Eleanor will take on computing in addition to DT.</li> <li>• Succession planning – At the end of year Anna is going to step down as chair. With this in mind it would be good to think about what happens in September. The Chair outlined that co-chairing can be very successful and invited governors to consider taking on the role. She shared the importance of finding a solution that fits with the strengths and talents round the table. Anna confirmed that she plans to step down from being a Governor but may be able to return as a clerk.</li> </ul>			
7		<p><b>Governor Development Plan</b> - Standing item</p> <p>Well developed draft discussed following last FGB with a working party.</p> <p>Chair asked if governors are now happy to ratify as a working document</p> <p><b>A governor asked</b> about colour coding of document.</p> <p>Chair explained this was to highlight areas where there options which can be looked at and decided.</p> <p>AC to finalise document</p> <p>Behaviour group to visit in December</p>	Chair	Yes: GovDP	
8		<p><b>Governor professional development</b></p> <p>Training attended by governors since last FGB:</p> <ul style="list-style-type: none"> <li>• Termly Governor Briefing</li> <li>• Stakeholder Engagement</li> </ul>	Chair	No	Action:

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		<ul style="list-style-type: none"> <li>• New to Governance Induction – several governors ·</li> <li>• Developing and monitoring the Primary Curriculum</li> </ul> <p>No questions or comments raised</p>			
9		<p>Policy approval Policies shared on Governor Hub since last FGB: ·</p> <ul style="list-style-type: none"> <li>• Attendance - <b>queries shared on Governor Hub to discuss</b> ·</li> </ul> <p>Q- section 4.2 Authenticity – Doctors note – are these still issued? You do not always need to take a child to the doctor to know that they are ill - e.g. when they have D &amp; V</p> <p>Q - 5.3 Legal solution – Often these children come from disadvantaged backgrounds. Are there other interventions before this?</p> <p>A governor spoke about a national study discussing trends about illness and taking children out of school.</p> <p><b>A governor asked</b> if there is a way of dealing with people who may play the system by picking up child after afternoon registration and then heading off to centre parcs. It is difficult when other children know this is happening.</p> <p>The HT explained that it's about having a conversation with parents to keep children in school as much as possible. With sickness looking at evidence rather than sick notes etc.</p> <p>Punctuality has improved and look at pupil progress and attendance at parents evening.</p> <p><b>Governor Question</b> – How do home visits work and how effective are they in boosting attendance?</p> <p>The HT explained that they can be vital in helping overcome obstacles. Capacity for home visits is limited but where there is a safeguarding issue then these have to take place.</p> <p><b>Decision:</b> Governors were happy to approve the attendance policy</p>	Head	Yes	Action:

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		<ul style="list-style-type: none"> <li>• Site Security - <b>Question</b> raised and answered on GovernorHub</li> </ul> <p><b>Decision:</b> Governors were happy to approve the Site security policy</p> <ul style="list-style-type: none"> <li>• Code of conduct for adults</li> </ul> <p><b>Decision:</b> Governors were happy to approve Code of conduct</p> <ul style="list-style-type: none"> <li>• Mobile device – <b>queries raised on GovHub to discuss</b> · Q with regard to section 4 is there a liability issue with both phones and watches? Head explained that we don't yet cover visitors/parents on site. This is about making sure staff make visitors aware that they are not to use mobile phones on site. A governor clarified that they meant whether school could be liable for the cost/a claim for these items if damaged/lost/stolen on site. HT answered that school were clear they cannot be held responsible and this was made clear to families prior to allowing pupils to bring items in.</li> </ul> <p><b>Decision:</b> Governors were happy to approve mobile devices policy after clarification on section 4.1</p> <ul style="list-style-type: none"> <li>• Online Safety – queries raised on GovernorHub to discuss · <b>A governor had raised</b> that SMART posters were not easy for young children to understand/remember and to consider alternatives to these. <b>Q</b> - What steps does the school take with regards to online safety. HT explained that they are looking at an outside company but look at drip feeding parents with information as it becomes available. <b>A governor noted</b> that the policy mentioned appendices but these weren't attached to the policy.</li> </ul>			<p>Action: Update section 4.1 of mobile Devices policy as agreed</p> <p>Action: Update section 6.1 of online safety policy as agreed, check appendices and bring to next FGB</p>
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Signed by the Chair on 2.2.24



		<p><b>Decision:</b> Policy to come back to FGB with appendices and clarification on section 6.1</p> <p>A governor noted phrasing around inappropriate content on mobiles was different between mobile phone and online safety policies. Reporting procedure also needs amending to safeguarding lead instead of head teacher.</p> <ul style="list-style-type: none"> <li>Whistleblowing Procedure – <b>Chair raised question on GovernorHub</b> regarding adding her email to the document to ensure any concerns were received.</li> </ul> <p>A governor queried who should receive any concerns about the Chair of Governors. No agreement was reached.</p> <p><b>Decision:</b> Governors were happy to approve Whistleblowing Procedure</p> <ul style="list-style-type: none"> <li>Charging and Remissions Policy</li> </ul> <p><b>Q</b> - what monies are asked of parents routinely considering financial burden The HT explained that these are being kept under review</p> <p><b>Decision:</b> Governors were happy to approve Charging and Remissions policy</p> <ul style="list-style-type: none"> <li>Recruitment and Selection (NEW)</li> </ul> <p><b>Q</b> – Are we to allowed to ask for a Christian teacher? In a church school we discussed wording in application. The Chair explained that if 2 candidates with similar experience then we can look at faith, but otherwise no.</p> <p><b>A Governor pointed</b> out that section 4.1 mentions salary, but should maybe it should say salary range?</p> <p><b>Governor noted</b> that references should be available at interview, but policy suggests that candidates can request no references before shortlisting.</p> <p><b>Decision:</b> Governors were happy to approve Recruitment and Selection policy</p>			<p>Edit phrasing around inappropriate content on mobiles - mobile phone and online safety policies. Reporting procedure also needs amending to safeguarding lead instead of head teacher.</p> <p>Decide who should receive complaints about CoG – bring to next FGB</p>
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Signed by the Chair on 2.2.24





		<ul style="list-style-type: none"> <li>Data Protection</li> </ul> <p><b>Decisions:</b> Governors were happy to approve Data Protection policy</p> <ul style="list-style-type: none"> <li>H&amp;S was approved at FPP</li> </ul>			
<b>HOLDING LEADERS TO ACCOUNT</b>					
10		<p><b>Headteacher's Business</b></p> <p>a) Headteacher's Report Down to 207 Children. Other schools in cluster are struggling for numbers especially up to year 2 levels. Office Manager is retiring at end of the year, recruitment so far has been unsuccessful have met with staff to see how we can run a full office with existing staff. In other Staff movements 2 new TAs have joined the team and their hours fill more than the hours than of leaving TA. We also have an admin assistant starting next week. This still leaves us recruiting for an Office Manager, finance Secretary, Caretaker, Rainbow practitioner and midday supervisors.</p> <p>360 report flagged up a big difference in attendance for FSM6 and non-FSM6. Especially in years 2 and 5 as big difference in percentages. There are a couple of children who have medical needs and staff are working with families to provide support as needed to get children into school.</p> <p>2 Pupils suspended on fixed term for 1 day. Working with families to address and have had training with Angry Children. The second pupil has been excluded on 4 separate occasions. Due to age there is a change in needs when behaviour escalates. Working with agencies to try and improve behaviour.</p> <p><b>Q</b> - where we have new staff coming in, how do we induct them to dealing with these high needs pupils. HT – We have a full handover from class teachers and full induction process <b>Q</b> - What about for TA's or new office staff</p>	CG HT	yes	

Signed by the Chair on 2.2.24



		<p>HT- Same type of induction takes place. Using role models and modelling behaviour. Seen improvement in confidence in new staff members and they are happy to come to ask questions.</p> <p><b>Q</b> – Are staff able to access support?  HT - Yes that is all in place, what we need is more in way of support from LA for the child.</p> <p>1 MASH referral for physical abuse – no further action  1 prejudice incident – responded in educational way</p> <p>In trends for behaviour a significant proportion is around physical behaviours. We use three categories:  Intense physical  Intense verbal  Refusal to carry out instruction  Children who have significant number of incidents are rag rated and these are looked at weekly and uploaded.</p> <p>LA safeguarding audit on the 20<sup>th</sup> October. Mentioned gaps in SCR. All pre employment checks had been carried out but not added to spreadsheet so admin error, not anon conformance.</p> <p>KS1 assessments are optional, will not complete in May but later in the year. Baseline for reception has been completed.</p> <p>1 GDPR breach reported</p> <p>b) School development plan – This has been colour coded for items that have been started. The HT invited any questions? None Raised</p> <p>c) CPD and Monitoring schedule – Detailed in HT report, no questions raised.</p>			
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Alison


11		<p><b>Curriculum Presentation – Collective workshop</b></p> <p>The HT shared a summary of collective worship with governors in advance of the meeting. He explained that each session follows the structure of gather, engage, respond and send, and should be Invitational, inclusive and Inspirational.</p> <p>The HT invited governors to book in if they wanted to attend an assembly.</p> <p><b>Q - Did you change the times of collective worship?</b></p> <p>HT -9:30 Monday to Thursday and 14:30 on a Friday</p>	CG	Yes	
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Signed by the Chair on 2.2.24

Alase

12	20:50	<p><b>Governor monitoring reports and/or visits to school</b></p> <p>The following reports were uploaded to Governor hub and taken as read:</p> <ul style="list-style-type: none"> <li>• Art</li> <li>• SEND</li> <li>• Pupil Premium postponed till this coming Monday and data will be shared.</li> </ul> <p>Q. Art - is there a plan in place for a new subject leader.HT – Not yet</p> <p>Q. Music – Some doubt in the report as to the frequency of musical instruments being used in lessons.</p> <p>HT – some children couldn't say when they last used instruments, for some this was because they had forgotten instances, and some hadn't yet used any this year. Staff will ensure that the plans in the music curriculum come through in the classroom.</p> <p>Q. It is noted that the recorder group has not be returned to this year due to lack of funds and classroom space. Governors asked about finding grants for funding.</p> <p>HT – Yes that is possible and we can look at a parental contribution for lessons if we can find a space in the school to host lessons. We have plans on how to get whole school provision for music lessons.</p> <p>Q – The consistency of information that governors have access to was questioned. Some of the subject leader reports are very specific with regards to progress for a number of pupils. Is this info available for us at a click? Or does this involve a lot of work for staff to produce?</p> <p>HT – We can make sure specific data is available for governors wherever possible</p> <p>Governor explained that in one subject lead monitoring report things are very specific, but in others things are much less so would like to see more consistency across the board.</p>	Chair	Yes	
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Signed by the Chair on 2.2.24



13	21.05	<p><b>Safeguarding</b> - Standing item</p> <ul style="list-style-type: none"> <li>• KCSIE 23/24 confirmation checks complete</li> <li>• LA Safeguarding Audit – very comprehensive report. The main takeaway was asking for trends. When we train staff we talk about all aspects but also the local picture. We often see low level abuse and cases of domestic violence, but don't want to fall into the problem where we think only about the trends and don't have the view that this could happen here for any type of abuse</li> </ul> <p>LJ talked about a safeguarding wheel which she will forward to governors and may be useful for governor monitoring.</p> <p>HT – we have an early help offer on our website about what we can do. Early help can be very hard to access.</p> <p>Governors should follow link for early help and visit page on the website.</p> <p>Online training for filtering and monitoring will be available for governors</p>	LJ	Yes	<p>Action: Send safeguarding wheel to governors</p> <p>Action: Governors to follow link on website to view early help offer</p>
14	21.10	<p><b>Mental Health and Wellbeing</b> - Standing item</p> <p>HT and Wellbeing Governor had had an initial meeting to invite a broader understanding. Will have a visit next term.</p> <p>Chair – Government have announced schools can apply for a second round of funding if the MH Lead teacher has left and a second member of staff needs to be trained.</p>	DL	No	
FINANCE					
15	21.15	<p><b>Finance Premises and Personnel</b></p> <p>Including lettings and health and safety</p> <ul style="list-style-type: none"> <li>• Minutes for information</li> <li>• TOR</li> <li>• EDI data update</li> <li>• Exit interview update</li> </ul>	PE	yes	
STAKEHOLDER CONNECTIONS					

Signed by the Chair on 2.2.24



16	21.20	<b>Rainbow / Wacky</b> Waiting for company to look at application for building. Had a meeting this week and there are some teething issues that have cropped up.	PS		
17	21.22	<b>PTA</b> Shared that company have offered to do the rebranding. Any thoughts or feedback please email and use GovernorHub.  Raffle tickets are currently on sale	CM		
18	21.25	<b>School Council</b>  <b>Meeting to be held on Friday</b>	CM		
19	21.27	<b>AoB</b>  None Raised	Chair	n/a	Action:
Date of next meeting: 1 <sup>st</sup> February 2024 1930					

#### Actions

Item	Action	Deadline	Responsibility	
	<b>Actions from 29th September 2023:</b>			
1	Complete and confirm Pecuniary Interests on Governor hub - Ongoing. Amy Beck, Alice Walker, Julie Norris and Simon Scott still to complete for this year	AB, AW, JN, SS	ASAP	
2	EXIT INTERVIEW DATA TO BE ON FPP AGENDA - Complete	PE to include on agenda  AC to gather data		

Signed by the Chair on 2.2.24



		Any interviewing governor to share data		
3	Inform Parish Council that the school would like parking boards - Complete	GC		
4	Read code of conduct and agree to the declaration on Governor Hub - Complete	All governors	End October	
5	Clerk to raise issue with governor services. (link to the annual training programme requires you to sign-in with Microsoft to access CCC SharePoint.)	Chris S	Chair has been informed this is complete 1.11.23	
6	sign up on Village News rota (or contact Chair if process is problematic)		Complete 1.11.23	
7	GovDP working Party to agree meeting dates and feedback to FGB	AC to arrange	End October	
8	EDI collation reservations to be raised outside of the meeting with CM  If there are no objections then the board will move ahead with the collection of data.  Peter to be informed about this agreed action.	All governors  CM	End October  Asap - done	
9	Safeguarding update Training to be arranged  Date to be confirmed according on numbers who can attend. Training to be conducted online	CG?	January	
10	Weekly safeguarding question to be circulated to governors	CG	regularly	
11	Action: AC or CG to share details of EAP with the Board	CG / AC	Complete 1.11.23	

Meeting closed at 21:36

Signed by the Chair on 2.2.24

