



**Great and Little Shelford CE (A) Primary School  
Full Governing Board Meeting  
Thursday 30<sup>th</sup> January 2025 at 7.30pm  
Venue: School**

**MINUTES**

**Governors in attendance:** Douglas Leckie (DL - Chair), Clare Mellor (CM – Vice Chair), Chris Grey (CG/HT - Headteacher), Liz Jenkin (LJ), Polly Stanton (PS), Amy Beck (AB), Peter Ede (PE), Hannah Mohamad (HM); Eleanor Witter (EW), Simon Scott (SS), Jonny Nye (JNy), Alice Walker (AW)

**Also in attendance:** Jen Hefti (JH - Camclerk); Julia Alderson (Deputy Headteacher – attended remotely)

The meeting was quorate.

Item	Minutes	Action
1.	<b>Welcome</b>  The meeting opened in prayer.	n/a
2.	<b>Apologies for absence</b>  Apologies were received and accepted from Julie Norris (JN) and Chris Shore (CS)	n/a
3.	<b>Declarations of interest relating to items on the agenda</b>  None declared.	n/a
4.	<b>Review and acceptance of the minutes of the meeting held on 28<sup>th</sup> November 2024</b>  <i>The minutes of the meeting were accepted as a true record and were signed by the Chair.</i>	n/a

5.	<p><b>Review of actions and matters arising</b></p> <ul style="list-style-type: none"> <li>● FGB0310-04 – Governor Hub declarations – clerk to follow up those outstanding</li> <li>● FGB0310-06 – Safer recruitment training – ongoing</li> <li>● FGB2811-01 – finance audit report – to come to next meeting</li> <li>● FGB2811-02 – staff team meeting dates – ongoing</li> <li>● FGB2811-03 – staff names to governor link role list – on this agenda</li> <li>● FGB2811-04 – HTPM membership – on this agenda</li> <li>● FGB2811-05 – updated link roles list – on this agenda</li> <li>● FGB2811-06 – updates to H&amp;S policy – complete</li> <li>● FGB2811-07 - 2027 admissions policy and timelines to be added to summer 1 agenda – complete</li> <li>● FGB2811-08 – behaviour chart – ongoing</li> </ul>	
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6.	<p><b>Budget/finance update</b></p> <p><u>Report from FPP committee</u></p> <ul style="list-style-type: none"> <li>• The minutes had been circulated in advance of the meeting</li> <li>• The meeting focus had been Rainbow preschool</li> </ul> <p><u>Update on pupil numbers/impact on funding</u></p> <ul style="list-style-type: none"> <li>• 20 Reception applications had been made before the deadline (23 at date of meeting)</li> <li>• This reflects the low application numbers locally</li> <li>• There will be a significant impact on funding if places are not filled by the October 2025 census</li> <li>• Numbers in preschool are similarly low</li> <li>• The budget will be managed to ensure continuation of quality training and learning, and safeguarding</li> </ul> <p><u>Full report from finance audit</u></p> <p>Deferred to next meeting</p> <p><u>Rainbow staff pay rise – for approval</u></p> <ul style="list-style-type: none"> <li>• The document had been circulated in advance of the meeting.</li> <li>• FPP committee proposes an increase of 77p on all salary points to bring them in line with the living wage</li> <li>• A new staff band of Level 2 Practitioner is proposed</li> <li>• The headteacher had written to preschool staff to outline the process</li> </ul> <p><i>The governing body approved this pay increase.</i></p> <p><u>Rainbow charges – for information</u></p> <ul style="list-style-type: none"> <li>• The document had been circulated in advance of the meeting.</li> <li>• Changes to apply from the summer term</li> <li>• Charge increased by 70p per hour</li> <li>• Charges will be made for consumables and registration</li> </ul> <p>It was noted that these measures alone will not resolve the preschool's financial issues.</p>	
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7.	<p><b>Governor Business</b></p> <p><u>Governor development plan (GDP)</u></p> <p>The GDP had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Governors will monitor school improvement priorities alongside the usual curriculum areas</li> <li>• Governors discussed how to best record behaviour observations in their monitoring reports. It was noted that this is a specific development area and will be monitored accordingly. Other observations can be included in the narrative of the report if relevant and dependent on the nature of the visit</li> <li>• It was noted that the SIAMS inspection is not due this academic year</li> <li>• Governors discussed a range of monitoring opportunities for the progress/greater depth improvement priority. It was agreed that this could be completed through the data panel, staff presentations and specific visits, however this may merit further discussion.</li> </ul>	
	<p><b><u>FGB3001-01 – ACTION: DL/CG to discuss monitoring of greater depth</u></b></p>	DL/CG
	<p><u>Headteacher Performance Management (HTPM) membership</u></p> <p><b><i>It was agreed that HM would join the committee.</i></b></p>	
	<p><u>Final link roles list</u></p> <p>The document had been circulated in advance of the meeting, detailing link roles for this academic year and a proposal for the next academic year.</p>	
	<p><b><u>FGB3001-02 – ACTION: Skills audit to be completed. Clerk to send details to Chair</u></b></p>	Clerk/DL
	<p>2025 – 26 proposal</p> <p>Number of curriculum links reduced to manage workload</p> <p>At least one core subject will be a focus annually</p> <p>Foundation subjects will be monitored on a two year cycle</p> <p>The annual school priorities development session will still take place</p>	
	<p><b><u>FGB3001-03 – ACTION: Art and DT to be added to the plan for 24 - 25, alongside wider roles such as EYFS and sustainability</u></b></p>	DL
	<p><b><u>FGB3001-04 – ACTION: AW's roles to be reviewed as currently allocated to more than planned</u></b></p>	DL

8.	<p>Policies</p> <p>Policies had been circulated in advance of the meeting.</p> <p><u>Governor Allowances</u></p> <p><b>Approved subject to confirmation of hourly rate</b></p> <p><u>Recruitment and selection</u></p> <p><b>Approved</b></p> <p><u>Freedom of Information – guide to published information</u></p> <p><b>Approved</b></p> <p><u>Scheme of financial delegation</u></p> <ul style="list-style-type: none"> <li>● Local Authority (LA) model</li> <li>● Some items amended or clarified after feedback from the finance audit</li> <li>● The HR provider is able to approve payroll should the headteacher be absent</li> </ul> <p><i>A governor asked whether small and repeated areas of expenditure are monitored regularly/within a defined time period, and who this responsibility lies with. The Headteacher gave assurances that small, repeated expenditure is regularly monitored, with responsibility for spotting any suspicious patterns lying with the finance officer.</i></p> <p><b><u>FGB3001-05 – ACTION: CG/finance officer to discuss monitoring of expenditure</u></b></p> <ul style="list-style-type: none"> <li>● Governors briefly discussed debt write offs.</li> <li>● A senior leader will be authorised to approve BACS payments</li> <li>● Approval/amendment of increases/adjustments to staff pay to be reordered</li> </ul> <p><b><i>Governors approved the document subject to the above amendments.</i></b></p> <p><u>Anti-Fraud policy and Asset register</u></p> <p>Deferred to next meeting</p>	CG
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9.	<p><b>Headteacher's business</b></p> <p><u>Headteacher's report (written)</u></p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> <p><i>A governor noted that a number of children with high needs were joining Reception in September 2025 and asked whether applications for Education, Care and Health Plans (EHCPs) were in process.</i> Governors were advised that this was the case. SENCos at preschool and school are liaising to ensure handover of information and an effective transition.</p> <p>The additional EHCPs may tip school over the 4% threshold, triggering additional funding</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Year 4 teacher had taken up post</li> <li>• One teaching assistant is leaving but will support the school if needed during staff absence</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Attendance award for 2023 – 24 received</li> <li>• Attendance was significantly impacted by illness in the last week of the Autumn term with 44 children absent</li> <li>• The East of England Health Protection Team, was contacted for advice however no action was required</li> <li>• Persistent absence rates had increased due to the high level of short term absence</li> </ul> <p><u>Behaviour</u></p> <ul style="list-style-type: none"> <li>• One suspension since the last report</li> <li>• School is working closely with the family and external agencies</li> <li>• There continue to be challenges around the capacity of the Statutory Assessment Team at the LA. The school had been advised there was no route to complain and await further information</li> </ul> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> <li>• No urgent referrals made</li> <li>• One prejudicial incident recorded. Staff implemented their training and applied strategies to support an educational response</li> <li>• Chart of concerns and categories shared</li> <li>• Behaviour concerns had decreased</li> <li>• Spring term safeguarding and single central record monitoring visit was scheduled</li> </ul> <p><u>Attainment and progress</u></p> <ul style="list-style-type: none"> <li>• Pupil progress meetings had been held for Years 1 – 6</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Year 6 Writing is being moderated</li> </ul> <p><b><i>A governor noted that Key Stage 1 had higher attainment than Key Stage 2 when compared to national outcomes (2023 – 24).</i></b> Governors were advised that the related KS2 cohort had a high level of need and high mobility.</p> <p><b><i>A governor asked whether children's outcomes are affected by others in their cohort having high needs and whether they receive less support.</i></b> Governors were advised that this is a possibility. However every effort has been made, and continues to be made, to use resources used effectively to support all children.</p> <p>Year 6 sat mock SATS in the Autumn term and will practice again this term in a slightly more formal setting.</p> <p><b><i>A governor asked whether children with adjustments to access for SATS practised with these adjustments in place.</i></b> Governors were advised that school replicate these arrangements and discuss the adjustments with the children and their families.</p> <p><b><u>Statutory assessments</u></b></p> <ul style="list-style-type: none"> <li>• Reception baselines assessments completed</li> <li>• Other statutory assessments to take place in summer term</li> </ul> <p><b><u>Food</u></b></p> <ul style="list-style-type: none"> <li>• School council had sought feedback from the peers regarding the current food offer</li> <li>• The provider will attend a meeting with the children to receive feedback</li> <li>• An arrangement to provide food to a local school is being considered</li> </ul> <p><b><i>A governor asked whether the provider will present to parents.</i></b> Governors were advised that this had been discussed and agreed, however timings had not previously been suitable.</p> <p><b><u>Inclusion letter</u></b></p> <ul style="list-style-type: none"> <li>• A letter from Mrs Pickard (as Inclusion Leader) to all Shelford parents about inclusivity in the wider school community was sent on Tuesday 28 January.</li> <li>• Workshops are planned to cover the behaviour policy, the Therapeutic Thinking approach and inclusion more generally.</li> <li>• A leaflet summarising the approach to behaviour will be produced.</li> <li>• The revised behaviour policy will be available in March to align with these activities.</li> <li>• There had been a mixed response to the letter. Some parents welcomed it; others reflected that children without additional needs should also be championed.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• A concern was raised regarding parents potentially feeling uncomfortable raising issues relating to a child with additional needs as a result of the letter; school still want parents to approach them with concerns.</li> </ul> <p><i>JN referred to the reference in the letter to 'malicious allegations', in the context of parents being made aware by this letter that such allegations had been made to social services. The governor queried whether the school had confirmation from social services that these allegations had indeed been malicious, given that the school would not want to be seen as discouraging parents from raising legitimate concerns about things they observe through the appropriate channels. CG confirmed that he was aware of two referrals to social services by Shelford parents, one of which had subsequently been described by social services as malicious.</i></p> <p>It was noted that parents and members of community are within their rights to contact social care with genuine concerns. School will also refer concerns raised by parents where appropriate.</p> <p>It was suggested that the school can share the 'What to do if you are worried about a child' guidance again, and are in no way discouraging parents from reporting concerns.</p> <p><u>School Development Plan (SDP) update</u></p> <p>The updated SDP had been shared in advance of the meeting</p> <ul style="list-style-type: none"> <li>• Some timescales had been amended.</li> <li>• Sawston will run Year 5 and 6 online safety/digital wellbeing sessions</li> </ul>	
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10.	<p><b>Governor monitoring reports and/or visits to school</b></p> <p>Reports had been circulated in advance of the meeting.</p> <p><u>Maths</u></p> <ul style="list-style-type: none"> <li>• Definitions of greater depth were discussed and may be shared with governors as part of the wider monitoring approach (see earlier action)</li> <li>• Maths briefing session was successful; children without parents in attendance still felt included and supported</li> </ul> <p><u>Early Years</u></p> <ul style="list-style-type: none"> <li>• Early Years continues to be a well run and rich provision</li> <li>• Positive links being forged with preschool</li> </ul> <p><u>Collective Worship</u></p> <p><i>A governor asked how collective worship was managed over the course of a week, referring to the comment regarding less time for worship due to the celebration aspect of the assembly attended during the visit.</i> Governors were advised that there are a variety of opportunities for collective worship throughout the week, led by different members of the school community and focussing on different areas of faith or reflecting on faith in different contexts, such as current affairs.</p>	
11.	<p><b>Safeguarding</b></p> <p>Covered under headteacher's report.</p> <p>Governors noted the recent PCSO visit, linked to various areas of the PSHE curriculum.</p>	
12.	<p><b>Wacky</b></p> <p>Meeting scheduled for next week.</p>	
13.	<p><b>Any other business</b></p> <p><u>Term dates 2025 – 26</u></p> <p>Received and noted.</p> <ul style="list-style-type: none"> <li>• PTA Quiz – 8.3.25</li> <li>• The PTA had raised funds for the PlayPod which had been well received by children.</li> </ul>	

With no further business the meeting closed at 9.30pm

	Actions	Owner(s)	Deadline
FGB0310-04	Governors to complete KCSiE declaration and declaration of interests by November FGB. <b><i>Update 30.1.25 – clerk to follow up</i></b>	All	Next FGB meeting
FGB0310-06	JN to complete Safer Recruitment training. <b><i>Update 28.11.24 - DL will also complete training -</i></b>	JN	TBC
FGB2811-01	Full finance audit report to FPP then to be brought to FGB. <b><i>Update 30.1.25 – to come to next meeting via FPP</i></b>	FPP/HT	Next meeting
FGB2811-02	CG to circulate dates of meetings once set (Internationalism etc.)	HT	ASAP
FGB2811-08	CG to circulate behaviour chart. <b><i>Update 30.1.25 - ongoing</i></b>	HT	ASAP
FGB3001-01	DL/CG to discuss monitoring of greater depth	Chair	ASAP
FGB3001-02	Chair to review options for conducting a board skills audit with a view to reassigning governor link roles. Clerk to send details of possible skills audit tools to Chair	Chair	ASAP
FGB3001-03	Art and DT to be added to the plan for 24 – 25, alongside wider roles such as EYFS and sustainability	Chair	ASAP
FGB3001-04	AW's roles to be reviewed	Chair	ASAP
FGB3001-05	CG/finance officer to discuss monitoring of expenditure	CG	ASAP