



# Great and Little Shelford CE (A) Primary School

## Full Governing Board Meeting

29<sup>th</sup> September 2023, 19.30 – Y3 classroom

### MINUTES

	<b>Actions from Sept meeting</b>	<b>People responsible</b>	<b>deadline</b>
1	Complete and confirm Pecuniary Interests on Governor hub	All governors	End October
2	EXIT INTERVIEW DATA TO BE ON FPP AGENDA	PE to include on agenda AC to gather data Any interviewing governor to share data	FPP (Nov)
3	Inform Parish Council that the school would like parking boards	GC	
4	Read code of conduct and agree to the declaration on Governor Hub	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	CG?	January
10	Weekly safeguarding question to be circulated to governors	CG	Weekly/regularly
11	Action: AC or CG to share details of EAP with the Board	CG / AC	Complete 1.11.23

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Item	Time	Item	Lead	Paper	Action
<b>GOVERNOR BUSINESS</b>					
1.	19.30	<p><b>Welcome</b></p> <p>JN Opened in prayer</p> <p>Welcome – brief introductions were made</p> <p>Julia Alderson - Deputy Head has open invite to attend board meetings.</p>	Chair / SS/JN/LJ	n/a	
2.		<p><b>Apologies for absence</b></p> <p>In Attendance: Anna Caroe (Chair), Chris Grey (HT), Gwen Casazza, Liz Jenkin, Douglas Leckie, Clare Mellor, Julie Norris, Ian Sanders, Simon Scott, Polly Stanton, Alice Walker, Eleanor Witter, Amy Beck.</p> <p>Observing: Julia Alderson</p> <p>Apologies: Peter Ede</p>	Chair	n/a	
3.		<p><b>Declarations of interest and request to complete pecuniary interests on Governor Hub</b></p> <p>All Staff including HT to step out of meeting regarding Item 12 and decision around Pay</p> <p>Chair requested Governors to complete pecuniary interests on their profile on governor hub.</p>	Chair	n/a	Action: For all to complete and sign their declaration of interest on Governor hub.
4		<p><b>Election of Chair, Vice Chair and Treasurer</b></p> <p>Nomination:</p> <p>Chair: Anna Caroe – elected unanimously</p> <p>Vice-Chair: Douglas Leckie – elected unanimously.</p> <p>Treasurer: Polly Stanton – elected unanimously</p>	Clerk		
5		<p><b>Minutes from previous meeting – 29<sup>th</sup> June 2023</b></p> <p>Approved with a typo edited.</p> <p>Peter wanted to note the minutes are a true record of the meeting, but it was stated in the meeting that the</p>	Chair	Yes	APPROVED

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		consultation with Rainbow had begun when the reality was it hadn't. Therefore, they are accurate minutes but the statement was incorrect.			
6	19.35	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update on Action List (appended to the agenda)</li> </ul> <p>Actions either complete or on the agenda, KCSiE no longer an action as everyone should be up to date.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Village traffic group link</li> </ul> <p>Traffic working group from Parish council, looking at big national infrastructure issues, real desire to create a link with the school as Church Street is a real hot point for traffic flow and safety. Parish council sees the school as a stake holder. Effort to create links and ongoing progress is being made and Governors will be updated. Work to build an evidence base around what the issues are. Offer if the school does want to participate in these discussions. An initiative has begun outside Tesco to address parking issues. Parish Council would like to start discussion about reciprocal arrangements with the school. Student council discussed courageous advocacy and where the pupils could be linked into this. A governor noted that in one school Y6's were doing traffic enforcement.</p> <p>HT stated Y6's would not be doing traffic enforcement but may look at what they could do to support this.</p> <p>Governors approved accepting Sandwich boards and the caretaker would look at putting them out.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Exit interview information.</b></li> </ul> <p>To be brought to FPP, instead of FGB</p>	Chair  GC-traffic	See below agenda	<p><b>ACTION:</b> EXIT INTERVIEW DATA TO BE ON FPP AGENDA</p> <p><b>ACTION:</b> GC to inform Parish Council that the school would like parking boards</p>
CURRICULUM PRESENTATION – and questions if time					
7	19.40	Therapeutic Thinking (STEPS) – approaches to behaviour	Claire P		

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	<p>Update to school behaviour policy – staff have retrained under the new version of STEPS. An inclusive approach to behaviour management. Focus on positive contributions rather than deficits. Provide opportunities to utilise strengths. Support young people to work through their issues by providing an environment within which they can thrive. Teach behaviour rather than control or suppress.</p> <p>Therapeutic Approaches are a more thoughtful approach to behaviour management. They should lower the level of behaviour issues school sees over the longer term.</p> <p>Improve staff confidence through 6-hour training followed by a refresher. They aim to reduce exclusions and suspensions (although the school already has very low rates). Implementation will bring further consistency in approach and language used with children and systems used across the school.</p> <p>LINK Governor roles could be adopted in line with steps.</p> <p>Once time has been spent training worthwhile to carry out monitoring round experience and impact of the new therapeutic approach.</p> <p>Questions:</p> <p>How have staff responded to the training?</p> <p>A: Morning training on consistency and structures plus one twilight session with teaching staff. Still in early days of training but will be rolled out further. Positive so far.</p> <p>Q: How do you train the children in this approach? Especially those that already behave.</p> <p>A: Focus on equity and quality that to get to the same point some people need more help than others and this is already well embedded within wider learning. Want to provide consistency in terms of school rules, which have been drafted but currently there is confusion as over covid individual class rules had been set up but not rules sitting across school. Sanctioned based systems can be very complex and it's important to move away from this.</p> <p>Q: Appreciate focus on support staff as on a day to day bases its them left working with the children, so need to ensure buy in from support staff.</p> <p>A: Have good support staff invested in children's wellbeing. They have raised questions but more children</p>	<p>Inclusion Lead</p>		
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		<p>will be engaging with class teachers as well. Toolkit involves everyone around the child.</p> <p>Q: What are you looking for in delivery on the ground?</p> <p>A: Do's and don'ts in policy but taking the longer-term view on individuals' behaviour. Managing expectations and moving away from traditional practice. Most children already feel a high level of shame and embarrassment about their behaviour and encourage reflection.</p> <p>This approach fits well with the Christian faith and sits well with the school's foundation and ethos.</p> <p>Governors to be informed when the training is due to take place. Governors to be informed when Parents are informed. Can be quite different for Parents to engage with the new concepts.</p>			
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**STRATEGIC DIRECTION**

8	20.05	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reminder of corporate responsibility and code of conduct Has not changed for a few years – governros to refresh themselves of this. Needs to be confirmed on governor hub by all governros. Governors have an individual voice within the board but once decisions have been made, must act as a corporate body all members must promote that position.</li> <li><input type="checkbox"/> Agree links and committees. Correct list of governors shared prior to the meeting.</li> </ul> <p>Subject LINK list on Governor hub Committee membership list Vacancy on the pay review committee needs filling. Governors to let Chair know On governor hub - link to the annual training programme requires you to sign-in with Microsoft to access CCC SharePoint. Clerk to raise issue with governor services. All governors are expected to attend at least one termly briefing and one other training per year.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Village news rota</li> </ul>	Chair	no	<p>Action: all governors to read code of conduct and agree to the declaration on Governor Hub</p> <p>Action: Clerk to raise issue with governor services.</p> <p>Action: all governors to sign up on Village</p>
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		<p>Looks quite sparse currently, names will be allocated to the rota unless people sign up. Governors to check dates when they are rotated on.</p> <p>To be saved on governor hub</p>			News rota or contact Chair if process is problematic
9	20.10	<p><b>Governor Development Plan</b> - Standing item</p> <p>Note last year's reviewed plan.</p> <p>Share pre-draft of plan for upcoming year and agree a next step to formulating the 23/24 plan.</p> <p>Reviewed and finished last years.</p> <p>Plan needed for 2023/24 – should be a shared document that everyone has an opportunity to input into. Need to be linked to SDP.</p> <p>Several themes had come from the Stakeholder meeting in July 2023 and were outlined on the draft for further discussion.</p> <p>Working party for the plan: Anna, Liz, Clare, Julie, Alice, Chris</p>	Chair	Yes: GovDP	Action: Working Party to agree meeting dates and feedback to FGB
10	20.20	<p><b>Equality, Diversity and Inclusion</b></p> <p>Indicators - For discussion - <a href="https://www.nga.org.uk/knowledge-centre/governing-board-diversity-indicators-form/">https://www.nga.org.uk/knowledge-centre/governing-board-diversity-indicators-form/</a></p> <p>Training delivered. Discussed whether the board wants a report on who we are. Suggested form link shared. Do we want to do this?</p> <p>Its about identifying blind spots for a GB, is the board representative of the community. Linked to recruitment and decision-making being aware of blind spots.</p> <p>They are a typical set of inclusive groupings that miss some relevant ones, for example, some people become governors because their children have additional needs and that might not be captured in the data.</p> <p>Q: Who collates it and who would it go to?</p>	CM		Action: 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

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		A: Someone on the board would collate it and keep it confidential.			of data. Peter to be informed about this agreed action.
11	20.30	<p><b>Governor professional development</b> - Standing item</p> <p>– NONE TO NOTE</p> <p>New CPD available – please browse and book.</p> <p>Training in your professional or personal life can be logged on governor hub. No need to report to FGB on that.</p> <p>Governors usually received an annual safeguarding update, will look at a date for the update.</p> <p>Weekly safeguarding question to be circulated to be governors as well. Including filtering and monitoring</p>		no	<p>Action: Safeguarding update Training to be booked</p> <p>Action: Weekly safeguarding question to be circulated to governors</p>
12	20.32	<p><b>Policy approval</b></p> <p>Policies had been shared on Governor Hub prior to FGB.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Relationships Policy – Next academic year policy will go to consultation with stakeholders. Policy shared with outside provider. E.g. School Nurse. – <b>Approved with typo edit</b> puberty units delivery - some schools covering it in Y4 now and guidance available if school wanted to explore. Delivery of objectives in single/mixed sex pupil groups: this is done on a cohort by cohort basis, responding to the needs of the class and the content has been the same but delivered in split groups and sometimes it has been delivered together. When it comes to non-binary pupils, the school would consider what’s right for the cohort.</li> <li><input type="checkbox"/> PSHE – Q: How do we fulfil our role and know what progress looks like? AW: to follow up. Effective monitoring. – To note</li> <li><input type="checkbox"/> Safeguarding (Chair’s action) – Approved (Training to address highlighted governor knowledge in the policy)</li> </ul>	CG/AC	<p>Already posted on Gov Hub</p> <p>Now for approval</p>	

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		<input type="checkbox"/> Complaints – <b>Approved</b> <input type="checkbox"/> Serial and Unreasonable Complaints – <b>Approved</b> <input type="checkbox"/> Pay – Discussion Staff left the room. A discussion was held around the impact of accepting the recommended pay rises Q: Can we afford this pay rise. A: It is partially funded by an allowance from government, but part of it remains un-funded and must be found from existing school budgets. Not allowed budget constraints as a reason to consider the pay award. Not accepting pay recommendations would also impact retention and cost money in recruitment, which would also then be more challenging if pay was not comparable with other schools. Q: What are the consequences of increasing pay scales? Not currently in a deficit budget. Budget position remains a concern. Teachers Pay Recommendation - <b>Approved</b> Support Staff Pay recommendation- Approved providing the consultation closes with no changes made to the recommendation.  Staff rejoined the meeting.			
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**HOLDING LEADERS TO ACCOUNT**

13	20.40	<b>Headteacher’s Business</b>  a) Headteacher’s Report b) School development plan c) CPD and Monitoring schedule  209 children – infant class size limit is 30. LA working with schools over infant class size limit and may request over-admittance. Q: Are there plans to revisit catchment lines? A: Not that school is aware of. Q: If there are too many people can you change catchment? A: Not within school’s power  Staffing: Interim deputy role being finalised. External company to provide agency supply for caretaking.  Attendance:	CG	yes	
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	<p>Q: Are there any pupils we are worried about?  A: One pupil overseas, questions over school place being held. The school has worked with the Admissions Team to review this case.</p> <p>Q: There is a higher persistent absence rate than previous years, is there anything we can do about this?  A: Being informed, aware of the trends and data, continued monitoring. Also it is early in the year, so one day's absence shows up as a large %. Governors were reassured there are no causes for concern.</p> <p>Behaviour:  Data was presented within the report from staff logs on My Concern. The HT shared that it was time consuming to create some of the reports. Large segment of behaviour reports is around physical behaviour. Staff are logging serious behaviour incidents in the three categories: harm caused by physical choice; harm caused by verbal choice; repeated refusal to follow instructions.</p> <p>Q: Will interim Deputy be DDSL?  A: Yes</p> <p>Safeguarding audit 20<sup>th</sup> October</p> <p>SDP  Five targets.</p> <p>Three-year stakeholder review leading into three year plan with monitoring evaluation and triangulation.</p> <p>This is the final year of 3 year strategy with 5 targets</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fostering an inclusive community SEND provision and approach to internationalism to make it more manageable</li> <li><input type="checkbox"/> Wellbeing offers for pupils and staff</li> <li><input type="checkbox"/> Therapeutic thinking.</li> <li><input type="checkbox"/> Curriculum – been on a journey comes from six curriculum threads.</li> <li><input type="checkbox"/> Leadership capacity at the school.</li> </ul>			
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		Monitoring and CPD meeting and plan in focus for the week and routine events. Plan where bigger bits of CPD & monitoring can take place to support the achievement of the objectives.			
14	21.00	<p><b>Governor monitoring reports and/or visits to school</b></p> <p>The following reports had been uploaded to Governor hub and were taken as read:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PE</li> <li><input type="checkbox"/> English</li> <li><input type="checkbox"/> Wellbeing (also see item 16)</li> </ul> <p>New schedule of accountability plotting out where Link Governors can contact and meet with their subject lead. They should receive the annual subject leader report and look at how that subject has developed.</p> <p>Most subjects to be monitored annually but English and Maths are termly.</p> <p>All questions raised around the reports shared have been addressed.</p>	AC	Yes – new schedule	
15	21.05	<p><b>Safeguarding</b> - Standing item</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> KCSiE 23/24 confirmation check</li> <li><input type="checkbox"/> Annual report</li> </ul> <p>Confirmation that it must be read and confirmed, safeguarding annual report is a PDF.</p> <p>Safeguarding governor will join the safeguarding audit from the LA advisor.</p>	LJ		
16	21.10	<p><b>Mental Health and Wellbeing</b> - Standing item</p> <p>Report of meeting from July shared – see item 14</p> <p>Come to next FGB</p>			
<b>FINANCE</b>					
17	21.15	<p><b>Finance Premises and Personnel</b></p> <p>Including lettings and health and safety</p> <p>This item was included on the Agenda in error.</p>	PE	yes	
<b>STAKEHOLDER CONNECTIONS</b>					
18	21.20	<b>Rainbow / Wacky</b>	PS	tbc	

		<p>Regarding the building, the school was 7<sup>th</sup> on the LA list for potential rebuilding. Planning permission says building has to be gone by April 2024. LA have put school in touch with a planning company who have done 40 applications around county.</p> <p>Hopeful LA will fund this but unknown. Parish council will support bid for a new building for pre-school. If the proposal is accepted the proposal could be submitted Dec/Jan to give time to secure the buildings future.</p> <p>Following the school taking over Rainbow, there has been a blending of recruitment policies and liaising on who needs to be contacted by whom. Draft consultation will happen later regarding the pay schedule for Rainbow staff and the terms and conditions of employment. Two staff are to be recruited. A governor explained that the school would ensure someone on the recruitment panel is safer recruitment trained.</p> <p>The role of preparing advertising and booking enquiries should tie in with School office staff jobs. Scope for advertising for 6hrs but possibly more. Office team have looked at options for hours and responsibilities.</p> <p>Q: Where would a rainbow parent report an absence? What's the process?</p> <p>A: Rainbow has procedures in place, but school doesn't need to be notified, as the Rainbow children are not on the school's roll or registers.</p>			
19	21.22	<p><b>PTA</b></p> <p>AGM coming up and chair needed. Current Co-Chairs have asked about funding priorities for the year and Playpods – will need more than what the PTA can fund so looking at grants. Any expertise welcome.</p>	CM	tbc	
20	21.25	<p><b>School Council</b></p> <p><b>There has not yet been a meeting of the school council.</b></p>	CM	tbc	
21	21.27	<p><b>AoB</b></p>	Chair	n/a	Action: AC or CG to share details of

		HT and Chairs briefing led by Jon Lewis featured the CCC employee assistance programme (EAP). Brilliant addition to wellbeing offer. Does include governros			EAP with the Board
Date of next meeting: 30 <sup>th</sup> November 2023 1930					

### Actions

Item	Action	Deadline	Responsibility	
	<b>Actions from 29th June 2023:</b>			
5	AC to include time to discuss EDI at the next FGB. All governors to have completed the first three modules by the next meeting, with the fourth as an optional module.	September 2023	AC, All governors	DONE – see agenda item 10
6	AC to post about committee membership and subject links. All governors to email AC with their views on the use of Governor Hub.		AC, All governors	DONE JULY 2023
9	Policy schedule to be shared on GovernorHub		CG	done
14	All governors to read the new version of KCSIE by 1st September and complete the declaration on GovernorHub to confirm.	1st September 2023	All governors	Remove as complete