



Great and Little Shelford CE (A) Primary School Governing Board

SUBJECT TO RATIFICATION FULL GOVERNING BOARD MEETING

Thursday 29th June at 7.30pm

ACTION GRID

Item	Action	Deadline	Responsibility
	Actions from 29th June 2023:		
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
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
9	Policy schedule to be shared on GovernorHub		CG
14	All governors to read the new version of KCSIE by 1 st September and complete the declaration on GovernorHub to confirm.	1 st September 2023	All governors

SUBJECT TO RATIFICATION FULL GOVERNING BOARD MEETING

Thursday 29th June 2023 at 7.30pm

MINUTES

Present: Amy Beck (AB), Anna Caroe (AC - Chair), Frances Dye (FD), Peter Ede (PE), Chris Grey (CG - Headteacher), Liz Jenkin (LJ - Vice Chair), Clare Mellor (CM), Polly Stanton (PS), Alice Walker (AW), Julie Norris (JN), Douglas Leckie (DL)

Apologies: Ian Sanders (IS), Simon Scott (SS)

Also Present: Gwen Casazza (GC), Eleanor Witter (EW)

Clerk: Katie Tween (KT)

	Item	Action
1.	Welcome	

	<p>The Chair welcomed everyone to the meeting and introductions were made. It was noted that GC and EW were attending as observers, as their terms of office had not yet begun. JN led the governors in an opening prayer.</p> <p>The Clerk confirmed that the meeting was quorate.</p>	
2.	<p>Apologies</p> <p>Apologies had been received and were accepted from IS and SS.</p>	
3.	<p>Declarations of Interest</p> <p>None.</p>	
4.	<p>Minutes from the Previous Meeting</p> <p>The Minutes of the Meeting of 27th April 2023 were accepted and signed as a true and accurate record.</p>	Agreed
5.	<p>Matters Arising</p> <ul style="list-style-type: none"> Item 6 – The Headteacher explained that the school had now ordered a “pay as you go” mobile phone which would be held by the caretaker, with an automatic re-direct to the Headteacher. The number would be shared with local residents. It was confirmed that this would be in place before the summer holidays. Item 11 – Governors discussed the EDI training, noting that the fourth module had now been released. Some governors had already completed it and reported that it was a reflection module and did not include new content. It was agreed that it would be useful to reflect as a Board. The Clerk advised the Board on the latest DfE guidance around collecting and reporting diversity data. Action: AC to include time to discuss at the next FGB. All governors to have completed the first three modules by the next meeting, with the fourth as an optional module. <p>All other actions were agreed as completed, ongoing or were listed elsewhere on the agenda.</p>	AC, All
6.	<p>Chair’s Business</p> <p>It was noted that the parent governor appointment process had taken place.</p> <p>The Chair discussed Governor Hub and proposed continuing to expand the use of the noticeboard to share and discuss information, including monitoring reports, subject links and committee membership. This was discussed; some governors expressed concern that using it more may disadvantage those governors who were not able to regularly monitor Governor Hub. It was recognised that some governance work outside of meetings was to be expected, but that this was primarily around preparation for meetings. Some governors were concerned that moving to more regular online discussions may result in unequal contributions and was not what governors had signed up to do. The Clerk advised that decisions could not be made outside of meetings, so any discussions and decisions made via Governor Hub would still need to be formally ratified at a meeting. It was agreed that further consideration was needed.</p>	

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	<p>Action: AC to post about committee membership and subject links. All governors to email AC with their views on the use of Governor Hub.</p> <p>The Chair reported that she and the Headteacher had attended a meeting with the Diocese about future strategy for maintained Church schools. The Diocese has a large academy trust called DEMAT, which is not currently accepting more schools. There is also a newer trust called ACT, which may offer a little more flexibility and creativity to individual schools. There is also the option for schools to work on developing their own local academy, or not work towards academisation at all. At the moment Shelford do not plan to academise but do work closely with other local schools. Ultimately any decisions would be made in the best interests of the pupils.</p> <p>The curriculum presentation schedule for 2023/24 was shared with governors.</p>	<p>AC, All</p>
<p>7.</p>	<p>Governor Development Plan</p> <ul style="list-style-type: none"> • Target 1: It was noted that governors had had a thorough discussion about this target last time and that the governor development plan would be reviewed at the strategy afternoon. • Target 2: Governors referred to the circulated document (7B). The Chair advised that they needed to ensure that everyone had an overview of all subjects, rather than relying on the subject link governors. • Target 3: It was noted that this would be reviewed after the SATs results had been received. These would be a week later than usual due to the additional bank holiday for the Coronation. <p>Governors were reminded that the strategy afternoon would take place on the 6th July. All were asked to look at the development plan and send any comments in advance. CG noted that all of the information from the strategy day would be kept on display for about a week afterwards, so any governors unable to attend would be able to come in and view it if they wished.</p>	
<p>8.</p>	<p>Governor Professional Development</p> <p>The Chair thanked governors for continuing to log their training. After a brief discussion it was agreed that governors no longer needed to write impact statements. The Chair agreed to reflect on the best way of sharing the impact of training going forward.</p>	

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	<p>CG reported that he and Mrs Claire Pickard had completed three days of training on the STEPs approach; this would lead into the planned work on behaviour. Mrs Pickard would present to the FGB in autumn about that.</p> <p>It was also noted that the governors' termly briefing was coming up.</p>	
<p>9.</p>	<p>Policy Approval</p> <p>The Intimate Care policy had been shared and agreed via GovernorHub and was formally approved.</p> <p>The Safeguarding and Child Protection policy had been approved via Chair's Action twice, due to two updates: in May the name of the Designated Safeguarding Lead (DSL) was updated and in June, the policy was amended to reflect the implementation of the MyConcern system. The policy was formally approved.</p> <p><i>Q./ How will governors be trained on MyConcern?</i> A./ The Headteacher could show the system at the next safeguarding visit.</p> <p><i>Q./ Does the name of the DSL have to be specified in the policy, or would it be better to just name the role?</i> A./ The Safeguarding policy needed to include the names of the key people.</p> <p>Governors requested that the policy schedule be shared on GovernorHub.</p>	<p>CG</p>
<p>10.</p>	<p>Headteacher's Business</p> <p>a) The Headteacher's Report had been circulated via Governor Hub for review prior to the meeting. CG made the following points verbally:</p> <ul style="list-style-type: none"> ➤ There had been no changes to pupil characteristics. ➤ Reception was over-subscribed for September and the school was aware that two appeals had been made. ➤ Class structures for next year had now been agreed. The school would be welcoming an Early Career Teacher (ECT) to the Year 2 team. In Year 4, Mrs Michelle Davison would be working Thursday and Friday until the end of this school year. ➤ The recruitment priorities were the Office Manager, Deputy Headteacher and a TA for three days a week. ➤ The pastoral TA role would regrettably not be viable; the need for hours was constantly increasing but budget challenges meant that the pastoral role could not be supported. ➤ The level of persistent absence was currently at 5.2%. There were year on year fluctuations and the school was currently sitting a little lower than normal for attendance. However, they had received a Fisher Family Trust (FFT) certificate for attendance, as they were in the top 10% of all FFT schools for attendance. The figures were green against the national average except for one specific case. ➤ There had been no suspensions since the last FGB. ➤ A safeguarding summary had been included in the report. The annual safeguarding report to governors was also due to be completed. The new leaflet for adult induction was now at the sign-in desk. Governors thanked the school office team for their work on 	

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	<p>improving the signing in and out procedures; they had noticed the improvements on governor visits.</p> <ul style="list-style-type: none"> ➤ MyConcern had been successfully used for the behaviour logs; it was easier to analyse now. ➤ Attainment and progress information had been updated. The Year 2 assessments had been moderated and moderators had fed back positively. The Year 1 phonics check had had 100% pass rate; this was a whole school effort led by the Year 1 teacher. Governors congratulated and thanked the staff involved. For the re-check, there remained some children unable to access the check and support continued for those children. In Early Years, the aspirational target for GLD had been reached. ➤ The term had been packed with events to enrich the curriculum. <p><i>Q./ What had the times tables check results been?</i> A./ There was no threshold for it, so it was hard to know where to say a pass was.</p> <p><i>Q./ You mentioned a financial pressure affecting staffing; should this be taken into account when considering the possibility of academisation?</i> A./ Initially there would be a big financial change, but to benefit from the economies of scale factor may mean joining a larger MAT than might be wanted. The funding for Cambridgeshire maintained schools was also starting to be a bit fairer. It was something to consider though.</p> <p>b) The final review of the School Development Plan would be circulated to governors by the end of the school year.</p> <p>c) Details of the strategy day had already been discussed.</p> <p>d) The Headteacher had shared a document outlining the staff appraisal process. He recognised that governors needed to be reassured that the process was robust and effective. It was noted that the process did not currently include Rainbow staff, but that they would be added to the flowchart. It was also noted that ECTs were not subject to the same process, but that governors would be made aware of whether an ECT was making successful progress.</p>	
<p>11.</p>	<p>Sports Premium/ Pupil Premium (including ‘recovery premium’ update).</p> <p>The Headteacher had provided a report in advance. He explained that it was based on the DfE format, but tailored slightly to tie it in with the school’s vision. The full strategy document was available on the website.</p> <p>Governors noted that the Shelford School Support Fund may be able to help with further assistance, particularly for pupils who did not quite meet the threshold for pupil premium. Governors were keen that finances were not a barrier to anyone accessing things and noted that sometimes a subsidy was better than fully-funded.</p> <p><i>Q./ Have you given any consideration to using the National Tutoring Programme?</i> A./ We have chosen the school-led tutoring route and have someone who comes in to work with selected pupils.</p>	

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	Governors thanked CG for all of the reports he had provided for the meeting.	
12.	<p>Governor Monitoring Reports and/or Visits to the School</p> <p>It was noted that lots of visits had been happening. Reports on the Data Panel and Well-being visits had been shared on GovernorHub and were taken as read. It was noted that the English visit report had also been uploaded and would be listed on the next FGB agenda.</p> <p>Volunteers were needed to carry out visits for Art and Design and Technology. Any governors able to help were asked to contact AC.</p> <p>Governors discussed the subject leadership reports; it was noted that these had not been produced specifically for governors, but were still useful to read and to share with the whole Board. They helped build the wider picture and having a bank of evidence also helped with transition if subject leaders or governor links changed.</p> <p>The monitoring form had been edited. A document with suggested safeguarding questions had also been shared; it was noted that this was not finalised but should be added to.</p>	
13.	<p>Collective Worship Update</p> <p>Notes had been shared on GovernorHub in advance. Governors noted that the change of time for collective worship had had a big impact; it now had a very different feeling. The Headteacher agreed that it had been a successful change. The Headteacher reported that the school continued to be very well-supported by the three churches.</p> <p><i>Q./ To welcome the whole school community, has there ever been consideration to inviting or including parents in assemblies and if it has been done before, was it successful?</i></p> <p><i>A./</i> It did used to happen and it was successful; it was hoped that it could be brought back. It was recognised that this was something the parents wanted and would be the next step in getting back to normal, but it was also noted that new staff would need to settle in first.</p> <p>Governors noted that pupils used to be involved in evaluating collective worship and that that could be added as a target.</p>	
14.	<p>Safeguarding</p> <p>It was noted that a safeguarding link governor meeting was booked to take place and would be covering: early help; MyConcern; building entry and exit security and whistleblowing.</p> <p>Action: All governors to read the new version of KCSIE by 1st September and complete the declaration on GovernorHub to confirm.</p>	All
15.	<p>Wellbeing</p> <p>Governors discussed staff well-being in the context of recent staffing changes. Governors wished to support the remaining staff and acknowledged that many of them had taken on additional responsibilities and tasks. They also noted that the demands on SLT had been high without a Deputy Headteacher in place. Governors also agreed that the number of leavers was not reflective of any issues at the school and that there were specific individual reasons and circumstances behind each</p>	

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	<p>decision. However, they agreed that it may be helpful to review some recruitment and retention reports to understand the wider context in more detail.</p>	
16.	<p>Finance, Premises and Personnel</p> <p>The minutes of the most recent meeting had been shared. PE explained that there were a few issues cropping up as a result of Rainbow being incorporated, but these were being dealt with. Staff were currently being consulted on moving to the same pay system; this would make the administration much easier and should not have any impact on the staff themselves.</p> <p><i>Q./ What are the succession plans for the finance officer?</i> A./ The risk of her leaving had already been identified in the SFVS. It was recognised that in future it may be beneficial to have another member of staff sharing some of the financial knowledge. It would be a smooth transition as Mrs Ward was not planning on leaving immediately, so there was time for recruitment and a proper handover.</p>	
17.	<p>Lettings</p> <p>The Headteacher explained that he had been exploring with CKC the possibility of expanding the after school provision into the Thinktank. The costs would need to be reviewed taking into account wear and tear of the space.</p> <p>Governors discussed lettings further and noted that although Lane Academy Dance and Premier Sport were not charged to let the space, this was off-set by some of the other provision that they offered.</p> <p>Governors noted that there may be other funding streams or grants available. They also discussed the potential for external hall bookings. Action: CG to investigate further and report back.</p>	
18.	<p>Rainbow/Wacky</p> <p>There was nothing to report except to note that Wacky committee was not yet closed. It was hoped to be fully closed by the end of August. It was agreed that this should stay as a standing item.</p>	
19.	<p>Parent Teacher Association (PTA)</p> <p>The PTA passed on thanks to everyone who had helped at the summer fair; approximately £3000 had been raised.</p>	
20.	<p>School Council</p> <p>The School Council had met to discuss the Mike Paduano Science Prize. It had been agreed that the prize would be awarded to one student in each year. The prize would be a book related to science and the School Council would be voting to choose the books for each year group. The Cambridge Science Centre had also donated some interactive prizes to promote ongoing interest in science. It was noted that there was enough money in the fund to continue to run the prize for a number of years.</p> <p>It was noted that the PTA would be represented at the Feast. A disco was being run joint with Stapleford school.</p>	

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21.	Any Other Business It was noted that it was Frances Dye's final meeting as a governor. The Chair thanked her on behalf of all of the governors and presented her with a bouquet of flowers.	
	Date of the next meeting 28 th September at 7.30pm.	

The meeting closed at 9.30pm with The Grace.

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