



**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
Thursday 8th May 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), Alice Walker (AW), Amy Beck (AB), Hannah Mohamad (HM); Eleanor Witter (EW), Jonny Nye (JNy), Julie Norris (JN) and Chris Shore (CS)

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

The meeting was quorate.

Item	Minutes	Action
1.	Welcome The meeting opened in prayer.	n/a
2.	Apologies for absence Apologies for absence were received and accepted from Simon Scott (SS) and Peter Ede (PE).	n/a
3.	Declarations of interest relating to items on the agenda None declared.	n/a
4.	Review and acceptance of the minutes of the meeting held on 30th January 2025 <i>The minutes of the meeting were accepted as a true record and will be signed by the chair.</i>	n/a

5.	<p>Review of actions and matters arising</p> <ul style="list-style-type: none"> • FGB0310-04 – governor hub declarations – complete • FGB2811-02 – staff meeting dates – ongoing • FGB2811-08 – behaviour charts – may have to be completed manually – ongoing • FGB3001-02 – skills audit: <ul style="list-style-type: none"> - Some responses had been received - Overall efficacy assessed - Some training needs identified around SEND, safer recruitment and general recruitment - Lack of experience in mediation and law • FGB3001-03 – amendments to link role list – complete • FGB3001-04 – link role review to summer 2 agenda • FGB3001-04 – overspend monitoring thresholds – move to FPP • FGB2703-02 – letter to staff – complete • FGB2703-03 – Diocese support for capital funding – condition survey planned - close 	
6.	<p>Finance</p> <p>Report from FPP committee</p> <ul style="list-style-type: none"> • The minutes had been circulated in advance of the meeting • The final budget cannot be presented as some refinements still required • Governors noted the delay in approving Education, Care and Health Plans (EHCPs) at Local Authority (LA) level resulting in a significant discrepancy between staffing costs and the funds provided to support this <p>7.50pm – JNy joined the meeting</p> <ul style="list-style-type: none"> • Predicted year end deficit for 25 – 26 is £98K • A governor asked whether EHCP funding would be backdated. Governors were advised that any dated and finalised EHCP would have its funding backdated; it is unlikely that backdated funding would be received for applications where the approval timescale had been breached. • More clarity to be provided around preschool staff budget • Further work to be done on budget; an extraordinary FGB meeting to approve the budget will be required • It is likely that a deficit license application will be required – the impact on the budget related to the EHCP delays will be articulated • School and preschool finances will be separated 	

7.	<p>Governor Business</p> <p><u>Skills audit</u> Covered earlier</p> <p><u>Visit reports</u></p> <p>Maths learning walk</p> <ul style="list-style-type: none"> • Report circulated in advance • Children had been very articulate about their learning <p>Music</p> <ul style="list-style-type: none"> • Report circulated in advance • Received and noted <p>A governor noted that preschool had asked that governor monitoring extends to the setting.</p>	
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8.	<p>Policies</p> <p>Policies had been circulated in advance of the meeting.</p> <p><u>Asset Management</u></p> <p>Governors approved the policy for use by the school</p> <p><u>Relationships Education policy</u></p> <ul style="list-style-type: none"> • One small change based on parental feedback • A governor asked when the last full consultation was carried out. Governors were advised that this had been two years ago. School had consulted with the secondary school to ensure that teaching aligns and coverage is not repeated and is delivered at an appropriate stage. Timing of delivery is adapted dependent on certain contextual issues, cohort etc. <p>Governors approved the policy for use by the school</p> <p><u>Grievance procedures</u></p> <ul style="list-style-type: none"> • It was noted that consultation with unions had taken place for a previous version of the policy. • A governor asked whether staff can access the policies. Governors were advised that there was not a shared policy area however a digital handbook is being populated to allow access. <p>Governors approved the policy for use by the school.</p> <p>Governors discussed the RockSteady music provision offered and whether access was equitable due to the costs involved. It was noted that this can be subsidised for some children, and other music activities are offered.</p> <p><u>Positive behaviour and anti-bullying</u></p> <ul style="list-style-type: none"> • It was noted that some refinement of the policy is still required • The policy informed the parent leaflet and information session • Case studies are being created to assess what is working well. Improvements in behaviour are evident. • Staff had agreed three behaviours – being positive, consistent and compassionate <p>A governor asked whether the policy extended to visiting teachers (i.e. music tutors). Governors were advised that school covers its approach to behaviour with visitors.</p> <p>A governor asked whether visitors were made aware of children with a high level of need. Governors were advised that this was the case and any such child would receive their usual support.</p>	
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	<p>A governor asked whether the policy applies in after school club. Governors were advised that the setting has its own policy however they do seek advice when needed.</p> <p>A governor noted the different approach during lunchtimes. It was noted that it is in line with the classroom approach, but translated into a different environment.</p>	
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9.	<p>Headteacher's report</p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • Pupil numbers had decreased by two since the report was written, however two spaces had been offered • 24 places offered for Reception September 2025 • A governor asked whether school can meet the needs of the three expected EHCP children joining Reception without the appropriate funding in place. Governors were advised that the children will be provided with 1:1 support regardless of funding. • Governors discussed the position that schools are facing with increased levels of need not being matched by funding. Schools are being forced to be less inclusive in order to protect budgets. Provision can be planned for those children with high level of need transitioning from Rainbow, however plans cannot be put into place for children arriving via other routes who may not have any SEND needs stated. • It was agreed that the GB should challenge the LA regarding deficit budgets being attributable to delays in funding and the expectations around meeting need regardless. <p><u>FGB0805-01 – JNy to draft letter re funding shortfalls/supporting high level of need and circulate</u></p> <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Summary provided • Working with persistent absentees to improve attendance • Governors discussed the impact of attendance on attainment • No suspensions since the last report <p><u>SATS</u></p> <ul style="list-style-type: none"> • Breakfast will be provided • Calm and mindful activities offered before the tests • There will be a celebration at the end of the week <p><i>A governor asked whether KS1 SATS would take place.</i> Governors were advised that they will be administered however they are not statutory and are not reported on.</p> <p><u>School Development Plan</u></p> <ul style="list-style-type: none"> • Circulated in advance • Fewer updates due to short half term • There had been positive feedback from the behaviour information session • The schools' triad is working effectively and collaborating well <p><u>CPD and monitoring schedule</u></p>	
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	Received and noted	
10.	<p>Governor monitoring</p> <p><u>Classroom condition report</u></p> <ul style="list-style-type: none"> • Circulated in advance • It was noted that the suggested classrooms are too small • The report includes a schedule of works to be addressed • A volunteer day was suggested • Grant applications and support from local businesses to be considered 	
11.	<p>Wacky update</p> <ul style="list-style-type: none"> • Liaison meetings going well • Cost of repairing steps/railings to be around £20K • The condition of the building has been flagged to the LA and Diocese 	
12.	<p>Any other business</p> <p><u>Climate action plan</u></p> <ul style="list-style-type: none"> • Working party to be formed • Remain mindful of climate anxiety amongst children • Doing a lot of the work already – evidence required • Possibility to work in partnership with the church 	
13.	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Thursday 3rd July at 7.30pm 	

With no further business the meeting closed at 9.15pm

	Actions	Owner(s)	Deadline
FGB2811-02	CG to circulate dates of meetings once set (Internationalism etc.)	HT	ASAP
FGB2811-08	CG to circulate behaviour chart. Update 30.1.25 - ongoing	HT	ASAP
FGB3001-04	Link roles as a whole to be reviewed in Summer 2	Chair	ASAP
FGB2703-01	CG to add TA deployment to staffing list in headteacher's report	CG	Next report
FGB0805-01	JNy to draft letter re funding shortfalls/supporting high level of need and circulate	JNy	ASAP

