

**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
7 October 2021, 19.30 (via Zoom)**

DRAFT MINUTES

Present	In Attendance
Anna Caroe (AC – Chair)	Laura Humphreys (LH – Clerk)
Liz Jenkin (LJ – Vice-Chair)	
Julia Alderson (JA, deputy headteacher)	
Stephanie Bachewich (SB)	
Emily Button (EB)	
Liz Carrothers (LC)	Apologies
Peter Ede (PE)	Frances Dye (FD)
Christopher Hallebro (CH)	Chris Grey (CG - headteacher)
Maria Lazarus (ML)	Gillian Scahill (GS)
Polly Stanton (PS)	Simon Scott (SS)
Simon Talbott (ST)	

1. Welcome

Simon Talbott opened the meeting with a prayer.

2. Elections (chaired by the Clerk)

LH confirmed that the meeting is quorate and that JA can vote as she is deputising for CG. LH informed Governors that nominations had been received by email. Two individuals had declined the nomination for Vice-Chair and therefore the positions were uncontested. Governors voted through a show of hands and the following unanimous decisions were made:

- Chair of the Governing Board – AC
- Vice Chair of the Governing Board – LJ
- Treasurer of the Governing Board – PS

3. Apologies for Absence

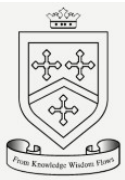
Apologies were received, and accepted, from Frances Dye, Chris Grey, Gillian Scahill and Simon Scott.

4. Declarations of Interest

There were no declarations of interest.

5. Affirmation of Acceptance of Corporate Responsibilities

AC reminded Governors that the Board acts strategically and works towards a common vision. All unique voices will be heard but once the Board has come to a consensus decision Governors are expected to support that decision.



AC referred Governors to the Code of Conduct. The corporate responsibilities were accepted.

Action: Governors to confirm they have read and understood the Code of Conduct to LH

6. Minutes of the previous meeting

Minutes of the previous meeting (1 July 2021) were approved as an accurate record of the meeting, these will be signed electronically.

7. Matters arising – update on action list

Actions from April 2021 meeting

- LJ to coordinate Accessibility Plan site visit – LJ reported that she met with the SENDCO recently and have scheduled a visit to school for July. GS and ML will also attend. Action: LJ to report back in due course. *Update – unfortunately it has not been possible to visit the school, this action is still pending.*
- AC to discuss process for policy approval with LJ, CG and LH. *Pending.*
- AC to follow up GDP and report back at next meeting (including collective worship) - DONE
- DBS checks for parent volunteers to be discussed at future FGB meeting. DONE - *all parents will be re-checked by the school and this record will be kept on SCR*

Actions from July 2021 meeting

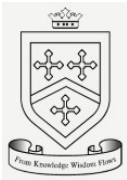
- _____ AC to return Annual Governance Statement to the Local Authority - DONE
- _____ AC to amend oversubscription criteria and return to LA - DONE
- _____ AC and CG to circulate details of staff leaving cards and collections - DONE
- _____ LH to write to LJ to confirm re-appointment - DONE
- _____ SB to pass on thanks to the staff on behalf of all Governors - DONE
- _____ CG to finalise 3 year strategy – DONE
- _____ CG/AC to finalise Governors meeting dates in 2022-23 - DONE
- PS to investigate online payments to the SSSF – PS updated that the school website allows standard payment (e.g. dinner money) but it is not straightforward to set up payment through PayPal or similar. Instead the visibility of the SSSF on the website has been increased. ST mentioned that the Feast Bunch have 20 card readers that can be loaned to other village charities and that the Bunch will cover any transaction costs.

Action: Polly to follow up with ST re Feast card readers

- _____ EB to set date for communications working group meeting with CG. *EB confirmed this meeting will happen after half term, date TBC (pending).*
- _____ CG to finalise Equality Objectives – LH provided an update on behalf of CG – *there will be a teacher session in November (refer to HT report), pending.*
- _____ AC & ML to arrange gifts for teachers - DONE

8. Chair's Business

AC updated the Board as follows:



- a) Register of Pecuniary Interests – majority of Governors have responded but any outstanding Pecuniary Interests forms to be sent to LH.

Action: Governors to send completed pecuniary interests form to LH

- b) Attendance record 2020-21 – AC referred to the attendance record and thanked Governors for their outstanding level of commitment.

- c) Membership of Committees – AC pointed out a few changes to membership and noted there will be a few vacant positions in the future. A new role is a Wellbeing Governor, if anyone is interested in this role or has any other comments on the membership please contact AC.

Action: Interested Governors to contact AC re Wellbeing Governor role

PE updated on the intention to include personnel issues within the remit of the F&P committee, the Terms of Reference will be updated to reflect this.

PE updated that the Diocese now required there to be a nominated individual for building matters and LC has agreed to take this role. LC will convene a subcommittee to review the condition survey, prioritise building matters and liaise with the Diocese. Membership of this subcommittee will be confirmed at a future F&P meeting.

It was raised that the F&P committee membership now included a majority of the FGB members and perhaps this should reduce in size. PE to take forward.

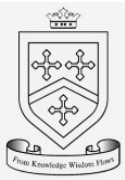
Action: PE to take forward remit and membership of F&P committee

- d) Meeting dates 2020-21 - Meeting dates were noted.
- e) Village News Rota – The rota was noted. LH will send reminders but Governors requested to note dates in their diaries.
- f) Governor Development Plan - AC requested a small group of Governors to meet via Zoom to draft a new GDP for 2021-22.

Action: Governors interested to be involved in the Governor Development Plan to contact AC

- g) Masters Research update
AC updated that the school had facilitated teacher Sophie Nairac (SN) to carry out her Masters last year and SN had reported back to staff about her research project which was around teaching and learning in maths. AC updated that she had also completed her Masters research and will circulate to Governors.

- h) Governor membership
AC updated that EB's term officially ends on 30 Nov. AC expressed her thanks for EB's insightful and wise contributions to the Board and in particular her contribution to the Communications Working Group and as Governor representative on the PTA.



Regarding a new Board member, AC reported that SS has one or two potential candidates. It was noted that the Parochial Church Council (PCC) will decide who will represent the Church and the next PCC meeting is in November. AC will pass the names to PS for PS to discuss with SS.

Action: AC to pass potential Foundation Governor names to PS. PS to discuss with SS

i) Website bios/photos

AC asked members to review their website mini-bios and confirm any changes to LH within the next week. LH will collate and pass to CG. It was also noted that the Governors' notice board in the school office is lacking several photos. If Governors have a photo suitable for this use, please take into the office.

Action: All Governors to review website bios and send any updates to LH (LH to collate and send to CG).

Action: All Governors to consider providing photo for noticeboard in school office

j) 3 Year Strategy document

AC referred to the 3 year strategy document which had been circulated in advance. There were no comments.

k) Staff exit interview

AC updated that she had spent time with SN before she left in July 2021. SN stated that she had received a lot of support from the school and community, she was leaving to progress her career and specialise in maths. She had one or two minor observations which AC has passed on to CG.

l) Clerk

AC updated that LH has handed in her notice, but was willing to stay on for a year whilst a replacement is found and to have a handover period/overlap as required.

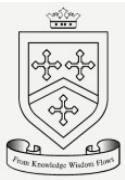
m) Monitoring update

AC noted that the advice from the LA is that monitoring should go back to normal, however it is still not really appropriate for Governors to go into school regularly at the moment. AC directed Governors to the 2021-22 monitoring log on the googledrive which can be found at Governors documents>Monitoring>2021-22. There is a log to complete and a folder in which to save monitoring reports (a proforma is provided).

SB updated that a schedule for subject leader reports will be produced will be shared at the next FGB meeting.

AC also highlighted that school staff remain under significant pressure from a variety of directions including Covid, funding, combining classroom teaching with home learning, and that Governors should be mindful of this when considering monitoring activities.

9. Headteacher's Business



In CG's absence AC recapped that papers had been circulated in advance with a request for questions to be sent to CG and AC in advance. The papers were as follows, and no questions had been received.

- a) *Headteacher's Report*
- b) *School development plan*
- c) *Link Governors*
- d) *CPD and Monitoring Schedule*
- e) *Performance Management Flow Chart*
- f) *EPM Pay and Conditions Update*
- g) *Funding Streams Update*

JA provided the following updates: a year 6 pupil has left (due to moving house); two new Teaching Assistants have started; there have been 14 positive Covid cases in year 6 however isolation will end on Tuesday and it is hoped that will be the end of this outbreak (which was connected to the year 6 residential trip).

Governors thanked all staff and expressed their support and encouragement during this particularly challenging time. In particular Governors expressed their gratitude to JA (year 6 teacher) for deputising for the head teacher during a year 6 Covid breakout and to Reception teacher Kirsty Clarke for providing stability whilst another staff member is unwell.

AC discussed Link Governors and it was noted that there is a vacancy for a forest school/outdoor learning link Governor. Anyone interested should contact AC.

Action: Governors interested in forest school/outdoor learning link governor position to contact AC

10. Communications working group

EB updated Governors that the school have been really swift to adjust teaching to a hybrid model of online and in classroom with the current Covid outbreak. The communications around this to the wider school and community had also been appropriate and useful. The weekly school newsletter continues to be informative and access to the class email addresses is useful.

There was a discussion around communications from stakeholders to the staff (teaching staff and office staff). It was agreed that the working group would discuss whether there was any action required in this area. It was commented that if any undesirable communications were experienced then it is important for staff to log these.

The working group is due to meet CG after half term and will have more to report back at the next FGB.

11. Standing item – safeguarding

LJ updated that the school Safeguarding and Child Protection policy has been updated, as it is each year. As usual, it is based on the Cambridgeshire and Peterborough model policy; this comes to us with amendments shown in blue to reflect updates in Keeping Children Safe in Education.



All Governors are required to confirm they have read and understood Annex A of the KCSIE document.

LJ reminded Governors that they need to know the following:

- where to find the Inter–Agency Procedures on the Safeguarding Children Partnership Board website
(<https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/>)
- their role in the early help process
(<https://safeguardingcambspeterborough.org.uk/home/about-the-partnership-board>)
- the process for making referrals to children’s social care
(<https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/procedures/lscb-practice-note-making-a-referral-and-seeking-consent/>)
- the safeguarding response to children who go missing in education
(<https://www.safeguardingcambspeterborough.org.uk/children-board/professionals/missing/>)

Governors also need to help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school leadership staff.

As information about individuals is confidential, CG will provide anonymised case studies of pupils’ safeguarding journey, although there is very little general Social Worker involvement at Shelford. The nature of our school compared to others in more disadvantaged areas could lead to complacency; therefore in the staff updated training on September 2nd, there was a strong emphasis on ‘anything could happen anywhere’.

Action: All Governors to confirm to LH that they have read and understood KCSIE Annex A (if not done already)

12. Standing item – policy update and policies for approval

New/revised policies:

a) Safeguarding and Child Protection

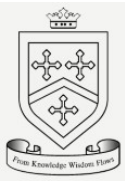
AC reported that she had approved this policy under Chair’s action during the summer holidays, but this is now brought to the FGB for approval. Governors approved the current version but noted there are some planned updates.

For renewal (no changes):

b) Mobile Phone Policy – It was noted that the policy does not include smart watches. Governors agreed that SB and PS will seek advice and bring this policy back for approval at a future FGB.

Action: SB and PS to review Mobile Phone Policy to include smart watches and bring back for approval at future FGB.

c) Charging and Remissions – noted.



- d) Complaints Policy – Governors approved this policy.
- e) Serial Complaints Policy - Governors approved this policy.

It was noted that any complaint should be made via the class teacher in the first instance. It was also highlighted that if a formal complaint is raised then Governors may need to form a complaints committee and an appeals committee and that it was important that Governors did not invalidate themselves from being on a committee through informal discussions with other Governors.

13. Standing item – Governor Professional Development

AC thanked ML who has produced governor professional development log which is shared on the googledrive and reminded Governors that they should aim to attend at least one training session and one briefing per year.

14. Standing item – teacher and head teacher wellbeing

SB and JA updated Governors that generally the staff are tired and busy but pulling together as a team. There has been quite a lot of stress particularly with the current Covid outbreak. The meet-the-teacher afternoon classroom events had been good, however there were one or two incidences of disrespect towards teachers. As noted under Item 10, staff were encouraged to log any incidences and the communications working group will consider if there is any action to be taken in this area.

In response to a query, JA confirmed that the two new teaching assistants were settling in well and that she has been checking in with them daily since they started this week. They have had a formal induction from a senior TA.

It was noted that JA is the wellbeing lead in school this year, this applies to both staff and pupil wellbeing. There are also two mental health champions (CG and Heather Paterson). JA will undertake training before the end of term.

15. Rainbow / Wacky Liaison

ST referred Governors to minutes from the meeting on 27.9.21, which had been circulated in advance. He reported that the Committee had decided to continue to meet twice per term. LC enquired about the planning permission and replacement building. ST reported it had not been discussed.

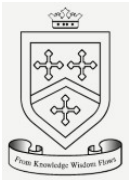
Action: LC to check whether Rainbow/Wacky planning permission has been granted

16. PTA

EB updated that the PTA were holding their meeting at the same time as the FGB and it was anticipated that a new Chair and Secretary would be appointed. The PTA had raised over £5,000 in a recent fundraiser for the school curriculum. There will be a house t-shirts and second hand uniform sale organised for later this term.

There is now a vacancy for a Governor PTA representative.

Actions: Governors interested in the PTA role to contact AC



17. School Council

LC reported that there had been no meetings so far this term. Current members will run until Christmas and then there will be elections in January. It was noted that the playground markings had all been laid out during summer holidays (this had been voted for by pupils in July).

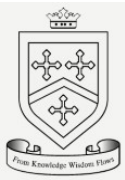
18. AOB

- AC reported that Anglian Learning were winners of a National Governance Award, and the CEO had highlighted governance at local levels. AC congratulated PS (Chair at Sawston Village College)
- Final call for contributions to collection for CG baby
- Date of next meeting – 2nd December 2021 (online)

The meeting closed with prayer at 21.00.

Signed as a true record.....Date.....

Chair



ANNEX 1 Governor training and impact – since previous meeting (July 2021)

Liz Jenkin	June 2021	DEMAT Conference
<p>SEND session of DEMAT conference. Presentation stressed that, like safeguarding, SEND is everyone’s responsibility. ‘Reasonable’ is a legal term but does not have a definition</p> <p>In breakout rooms, I posed a question concerning how we help other parents understand inclusivity, when they hear from their children of classrooms being disrupted, other children being ‘rewarded’ for doing things that they do all the time etc. It was suggested that we frequently put quotes from our inclusivity statement on newsletter</p>		

Anna Caroe	10.9.21 and 24.9.21	Child Protection in Education - online course Prevent Duty - online course Equality and Diversity - online course
<p>Three online CPD courses from EduCare (7 CPD credits in total). Child Protection - up to date training in light of KCSIE 2021 - a helpful refresher. Prevent - the legal duty of schools and educators to report potential radicalisation. Equality and Diversity - a summary of the law and the expectations on schools as public bodies (as employers and employees)</p>		

Anna Caroe	22.9.21	Autumn Briefing - online
<p>LA governor Briefing - impact is: being up to date on issues such as Covid-19 measures, changes to KCSIE, provision and policies for ECTs, training and provision for governors, changes to SEND sector.</p>		

Stephanie Bachewich	22.9.21	Autumn Briefing - online
<p>Local Authority Briefing Highlights:</p> <ul style="list-style-type: none"> ● All schools are receiving carbon dioxide monitors which will be used to monitor CO2 and will highlight which classes are not properly ventilated. ● It was highlighted that each FGB should have a well-being governor to monitor staff well-being. ● The property briefing highlighted that we need to follow property compliance to protect the school from any legal action and ensure statutory maintenance. ● Monitoring should remain virtual for Autumn Term 1. ● All governor training will take place virtually until October Half Term. A decision about Autumn Term 2 will be communicated to Clerks. ● Updates to Keeping Children Safe in Education which will be important for everyone to read. ● SEND Transformation Programme <ul style="list-style-type: none"> o Core Principles: Investing in early years and earlier prevention, embedding a focus on outcomes, developing a system-wide view and working with partners to shape and deliver change and measuring and sharing impact. 		