

Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
30 June 2022, 19.30

DRAFT MINUTES

Table with 2 columns: Present, In Attendance. Lists names of attendees and those with apologies.

1. Welcome

SS opened the meeting with a prayer.

2. Apologies for Absence

Apologies were received, and accepted, from CH.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the previous meeting

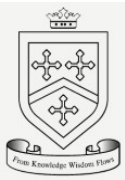
Minutes of the previous meeting (28 April 2022) were approved.

5. Matters arising – update on action list

Actions from March 2022 meeting

- Action: AC and CG to review Leaders’ summary of accountability document – see Item 6d.
Action: PS and GS to coordinate with CG re behaviour monitoring role – in progress.
Action: AC to feedback at next FGB on staff/pupil time for reflection following wellbeing activities.

Actions from April 2022 meeting



- Action: AC/LH to arrange meeting for all Governors in autumn term to discuss learnings from Ofsted training – pending - to be arranged once 2022-23 meeting dates are approved.
- Action: AC to finalise GDP for review at July FGB – done – see Item 7a.
- Action: CG to include reference to Positive Behaviour and Anti Bullying policy in the newsletter – done – the newsletter now contains a fortnightly spotlight on either behaviour or equalities.
- Action: CG to feedback to Clare Ward that the budget is approved and can be submitted – done.
- Action: CG to add column to SCR. Done – a new sheet has been added.
- Action: LH to remind Governors to confirm they have watched the Safeguarding video – done – all Governors have confirmed.

## 6. Chair's Business

### a) Governor Development Plan

AC referred to the 2021-22 GDP which had been circulated in advance and invited any final comments. There were no comments and AC confirmed this document is therefore complete and will be signed off.

AC informed Governors that the 2022-23 GDP will be drafted after the School Development Plan has been written and this will be discussed more at the October meeting. PS made a suggestion for inclusion in the next GDP - 'Governors to gain comprehensive knowledge on the school in accordance with Ofsted guidelines for best practice.'

b) Clerk role – a replacement Clerk had not been found despite significant effort to publicise the vacancy amongst the local community. Governors agreed to pay for a Camclerk for the next 12 months to support the FGB meetings. The FP&P meetings will continue to be supported by members of that Committee.

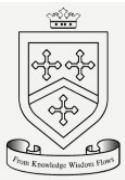
**Action: AC to contact Local Authority re Camclerk SLA.**

c) Committee membership for 2022-23 – AC referred to the summary of committee membership highlighting the new vacancies (FP&P, HT appraisal, pay review, health and safety). AC requested that any Governor with a particular interest in any of these roles to approach her. The membership will be finalised at the October meeting.

AC updated on membership of the FGB - an individual has been approached and agreed to take the Little Shelford Foundation Governor role but there will be two further Foundation Governor vacancies shortly, discussions with one individual are ongoing. It was also noted that the terms of Parent Governors ML and FD will end in July 2023. It was discussed that there will be an election and that existing Parent Governors can stand for re-election. There is also a new vacancy for a Staff Governor and CG and SB have been having discussions with potential staff members.

d) Accountability schedule – this is in progress and will be brought to the October meeting.

e) Meeting format for next year – it was proposed that the first meeting of the year be in person but that virtual meetings via Zoom may be necessary under some circumstances



(e.g. during the winter months). The FP&P Committee will likely remain via Zoom as this works well with the smaller number of people involved.

f) Data group meeting – the Data Committee will be meeting to look at the end of year data and will share this information with Governors via email and at the October meeting.

**Action: Data Committee to review end of year data, share via email and update at October FGB meeting.**

g) Annual governance statement – AC shared a draft version of the Annual Governance Statement. Minor comments from Governors included: updating the remit of F&P committee; explaining that Wacky and Rainbow refer to wrap around care groups; it was also noted that the SSSF is not audited but examined.

## 7. Headteacher's Business

a) Headteacher's Report

CG highlighted the following key points from his report (which had been circulated in advance):

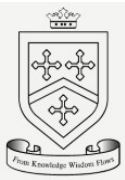
- One child will be joining reception a few days before summer holiday.
- One pupil joined year 5 recently and the final place in year 5 is also expected to be taken.
- There are 3 appeals relating to reception 2023 intake.
- Forecast for 2022-23 – anticipated to be a few spaces in the school but hope these will be filled before the October census.
- A summary of teaching staff was provided, with changes highlighted.
- Attendance summary was noted (Shelford attendance rates are above national and Cambridge average).
- There are currently 2 staff and at least 1 pupil with Covid.
- There is no change in the safeguarding information.
- Nick Cuff will return as DSL and has training booked for autumn.
- CSR has been reviewed today.
- End of year assessment results, predictions and aspirations were shared. Results from KS2 SATS will be available next week.
- A summary of community events was provided.
- New staff have settled in well. Governors noted that the SENCO has been unwell since starting however is working remotely. This has had an impact on support staff performance management reviews which are part of the SENDCO role.

b) School Development Plan

CG referred Governors to the School Development Plan which had been circulated in advance with colour coded updates on progress.

CG updated that there had recently been a meeting to look at evidence for targets for this year and ideas for next year's SDP. A Governor asked what happens if a target is not achieved and CG confirmed that it would be embedded into one of the following year's targets or objectives.

A Governor queried whether the outcome of recent surveys [(i) readiness for secondary school and (ii) parental involvement in school] would be reported to Governors. AC and CG confirmed that this would be the case. Members of the Communications Working Group



requested sight of the detailed survey data in order to consider where specific follow up related to communication with the parent body might be required. It was also suggested that the Communications group could be involved in designing future surveys, if practicable.

**Action: AC / CG to bring summaries of recent surveys to the next FGB**

c) Curriculum development

CG circulated the Curriculum Development Report to Governors and summarised as follows: the school curriculum has been developed in partnership with all staff and is based around 6 half termly threads (foci that pull all topics across the curriculum together) which are linked to the school's vision. The six threads are identity; our story so far; our environment: local and global; community – empathy; growth and changes; and curiosity. This term the staff team have been working to review the curriculum and make adaptations; reviewing the coverage of the curriculum; reviewing assessment documentation; developing topic maps for each topic and neuron mapping work for the topics. The plan is to compile all this information and to make it available in one place for staff to access.

A Governor queried about the link between skills and the curriculum and JA confirmed this is part of the review process.

Collective worship

JA updated that the timing of collective worship has moved earlier in the day (09:30 Monday to Thursday) which, although not formally evaluated, generally works better for children and staff. The celebration assembly on Friday remains at its usual time of 15:00. Collective workshop is led by local church leaders, CG or JA. It was noted that EYFS pupils join collective worship on Wednesdays and Fridays only. Governors asked whether parents and carers would be invited to join celebration assemblies, as they had pre-pandemic, and CG confirmed that this was the plan for 2022-23. Year 6 pupils will also be involved in leading collective worship from September 2022.

**8. Finance, Premises & Personnel**

a) Draft minutes meeting 9.6.22.

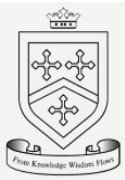
PE referred to the minutes which had been circulated in advance. PE highlighted that Cambridge Kids Club will potentially take over the running of breakfast club, pending further due diligence work. It was noted that this change is not time sensitive and that transition could occur at any point during the school year. Regarding the Rainbow/Wacky building discussions, the team are waiting for information from the LA regarding potential LA involvement in this project.

It was noted that the school swimming pool had been in use all term and was working well.

**9. Monitoring visits**

AC referred to the monitoring reports which had been circulated in advance.

a) Modern and Foreign Languages – CH was absent from the meeting but sent the following comments to be raised at the meeting: *the subject lead is doing her best with limited resources and deploys what she has well. Children have an appetite for language learning but there is a challenge in bringing those who cannot afford clubs, extra lessons and tutoring up to a level playing field which needs addressing e.g. with more funds for clubs. More can be and is planned to be done to use language lessons to learn about culture in a relevant, modern way - moving away from stripy jumpers, onion sellers and curly moustaches*



*to the global, multicultural and diverse francophone world. This is an opportunity not just to learn languages but to broaden horizons and attitudes. Planned integration of French into other subjects and revisions to the syllabus will make for a more useful, holistic subject. If we address the systemic inequality, look at funding, and move away from a focus on viewing French through out of date imagery but instead draw from across the worlds French communities the subject will continue to grow and have impact.*

b) ICT – PS summarised that it has been exciting to see the ICT development over the last few years and that children are very enthusiastic, it was also noted that ICT is being used across other areas of the curriculum.

c) PSHE – LC mentioned that there was not always clear evidence of what topics had been covered and that the subject lead will remind staff about the importance of assessment sheets and teacher feedback in pupils' exercise books.

#### **10. Standing Item – communications working group**

As discussed under Item 8b, the Communications Group will meet to review the recent parent body questionnaires.

#### **11. Standing item – safeguarding**

LJ updated that two forms of safeguarding monitoring had taken place recently:

LJ met with pupils from all classes and staff last week and asked what children would do if they were worried about something and who would they talk to – all provided sensible responses. LJ also discussed what pupils could see in school which kept them safe. There were no concerns raised.

The SCR has been reviewed today and no issues were identified.

It was noted that the KCSIE 2022-23 will be available soon.

#### **12. Standing item – policy update and policies for approval**

a) Policy review schedule – CG referred to the policy review schedule which also highlights which policies require approval from FGB and which can be delegated to other individuals. It was noted that the Accessibility Plan will be finalised by the SENDCO in the autumn term.

The following policies were circulated in advance and approved:

- b) Grievance – approved.
- c) Relationships and sex education – approved.
- d) Data protection and privacy notices – approved.
- e) Early career teachers – approved subject to correction of typo in Section 5.1.

**Action: CG to bring Staff Discipline Policy to next FGB.**

During discussion the following points were raised:

A Governor requested that the FGB is made aware of any data breaches. CG confirmed that this will be included in future HT reports.

**Action: CG to include data breaches in HT report**



A Governor queried whether any pupils do not attend Sex and Relationship Education, and CG confirmed that letters are sent to parents to inform them of the intended topics and that, to date, no children have withdrawn from the lessons.

Regarding early career teachers (ECTs), a Governor questioned whether there are plans for ECTs to move around cluster schools. CG replied that this is not currently happening but it could be useful. Governors asked if they could be kept aware of ECT general progress, CG confirmed this is usually discussed at the Pay Committee but it was agreed that a termly report to FP&P would be beneficial. It was noted that a 'confidential minute' can be used if necessary.

### **13. Standing item – Governor Professional Development**

LJ mentioned that the most recent LA briefings had been cancelled.

Refer to Annex 1 for training undertaken since the last FGB.

### **14. Standing item – teacher and head teacher wellbeing**

AC reported that she had been unable to meet with JA this week as planned due to an Ofsted inspection at the school where AC is a teacher. This will be rescheduled for as soon as possible.

JA reported that she had recently attended a training session on mental health and wellbeing, which provided a chance to connect with colleagues and discuss similar issues. She has also met with Nick Cuff (soon to return from sabbatical) to pass on relevant information. PAT dogs in school continues to be well received by pupils and staff. Data from the recent staff wellbeing survey will be reviewed but there is no plan to survey pupils at the present time. Each member of staff had also received one 'late start/early finish' as part of the wellbeing offer and this had been well received.

### **15. Rainbow / Wacky Liaison**

a) Liaison meeting minutes 28.6.22

PS reported that the plans for a new building are going well, the due diligence has been submitted by Rainbow and Wacky and no substantial issues have been identified.

Governors noted that there will be a CKC family summer event in August, a Governor commented that there may be contractors on site during August and CG will raise this with CKC.

**Action: CG to inform CKC that contractors may be on site during August.**

Governors noted that Wacky after school club is currently full and has a long waiting list, and, although there is no obligation for school to provide after school care, the school is supportive of the club and would like to understand the reasons behind the constraints, for example recruitment of staff or size of building, this information should feed into the design of the new building.

### **16. PTA**

SB updated that there will be a non-uniform day on 15<sup>th</sup> July followed by the summer fair and camp out on 16<sup>th</sup> July.



**17. School Council**

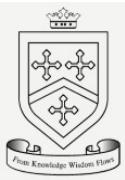
LC summarised that there will be a meeting of the School Council next week, a display will be created to enforce the key school messages around effective learning, positive choices and the school rules.

**18. AOB**

- Date of next meeting – dates for 2022-23 had been circulated and were noted. The next meeting will be 6<sup>th</sup> October.
- Governors thanked staff for the recent year 5 and 6 production of Peter Pan which had been impressive and thoroughly enjoyable. It was suggested that all Governors are invited to these in the future.
- Village News – the update from the school will be written by ML.
- Farewells and thank yous – all Governors thanked SB, CH and LH for their hard work and commitment as Staff Governor, Foundation Governor and Clerk, respectively.

The meeting closed at 21.30

Signed as a true record Alase .Date...8.10.22.....  
Chair



**ANNEX 1 Governor training and impact – since previous meeting (April 2022)**

<b>Chris Grey</b>	<b>Date 28.03.22</b>	<b>Getting OFSTED Ready</b>
<b>Comments.</b> A helpful summary of priorities for governors in preparing for OFSTED, including additions to the SCR (Governor Monitoring Dates); ensuring website information is up-to-date; and circulating the ISDR to governors (inspection dashboard that highlights the meaningful trends of data).		

<b>Liz Carrothers</b>	<b>23.06.22</b>	<b>Energy Audits</b>
<b>Comments.</b> Diocese training event as part of their Leadership Conference - Aiming for carbon neutrality and looking at proactive measures to ensure efficiency in energy use in Church Schools. With Gas and electricity prices doubling schools need to cut costs as well as looking at environmental concerns. Discussion on Display Energy Certificates, Shelford unfortunately rated poorly. School kitchens usually a large energy consumer, tips on energy saving discussed, (do we turn off fridges in summer hols?). Quick energy saving wins looked at, insulating pipe work, roof and cavity wall insulation, double glazed windows and PV panels also discussed. Following the training I will discuss our energy usage with Chris and Clare and look at measures we can take to ensure efficient use.		