

Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting

Held on Thursday 6th October 2022 at 1930 hours

Governors:	Anna Caroe (AC - Chair), Liz Jenkin (LJ – Vice Chair), Polly Stanton (PS), Chris Grey (CG – Head), Amy Beck (AB), Liz Carrothers (LC), Maria Lazarus (ML), Frances Dye (FD), Gillian Scahill (GS), Simon Scott (SS), Peter Ede (PE)
In attendance:	Douglas Leckie (DL), Alice Walker (AW) – prospective foundation governors
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome The Chair welcomed all to the meeting. Including the two prospective foundation governors. The GB was quorate based on the number of governors in post.</p>	
2.	<p>Elections (chaired by the Clerk)</p> <ul style="list-style-type: none"> - Chair of the Governing Board - Anna Caroe proposed by LJ and seconded PE, formally accepted by GB. - Vice Chair of the Governing Board – Liz Jenkin proposed by AC and seconded by CG, formally accepted by GB. - Treasurer of the Governing Board Polly Stanton proposed by PE and seconded by AC, formally accepted by GB. 	
3 i. ii	<p>Apologies for Absence Receive apologies for absence: Julie Norris Consent/Non-consent to absence: Consent given.</p>	Consent to absence was given for Julie Norris given by the Chair.
4	Declaration of interest in any of the following items	No declarations for items on this agenda were made.
5	<p>Affirmation of Acceptance of Corporate Responsibilities</p> <ul style="list-style-type: none"> - Code of Conduct – CG will be responsible for uploading the pecuniary interests onto SCR. - round table introductions – governors made their introductions to the rest of the FGB. - Thanks given to GS, LC and ML for their contribution to the GB and welcomed the new members. 	<i>003 Head to ensure that Governor Hub report on pecuniary interests uploaded on to SCR.</i>

6 i	<p>Minutes of last FGB meeting(s): 30th June 2022 To approve the minutes of the FGB meeting 30th June 2022</p>	Minutes of FGB meetings 30 th June 2022 were APPROVED by the Chair.
7	<p>Matters Arising Agreed Actions Update Actions from meeting March 2022 001 Feedback on staff/pupil time for reflection following wellbeing activities.</p> <p>Actions from meeting April 2022</p> <p>002 GB meeting to discuss learnings from Ofsted training (LJ and Head have undertaken training). Meeting to be agreed by Doodlepoll.</p> <p>Actions arising from Meeting on 6th October 2022 See table at end of minutes for actions 01 – 015</p>	
8 a) b) c) d)	<p>Chair's Business</p> <p>Governor Hub discussion AC opened a discussion around the use of Governor Hub. Governors discussed aspects of Governor Hub and how it compared with the current Google Drive system, including some potential benefits and some potential drawbacks. The Chair and Headteacher shared their positive experiences of using Governor Hub at a different school. It was agreed that the GB would run Governor Hub as a trial until the first meeting of the Spring Term It was noted that persons could still submit documents using paper if they did not have access</p> <p>Register of Pecuniary Interests – agreed that this would be completed on Governor Hub</p> <p>Attendance record 2021-22 Agreed that the governor attendance record for previous academic year was accurate.</p> <p>Membership of Committees (uploaded on to G drive) amendments as below; PE Chair of Finance & Premises - PE will run as Chair CG, PS, AC, FD, Buildings Sub Committee – remains unchanged Admissions – PS, AC, one vacancy Head Teacher Appraisal – added DL</p>	<p><i>004 To ensure that all governors complete pecuniary interests on Governor Hub by 18th October 2022</i></p> <p><i>005 H & S committee member to be put in place 01 December 2022</i></p>

<p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p>	<p>Head Teachers Appeal – PS Data – remains the same Pay – FD, PE, DL H & S – still vacant Rainbow and Wacky Liaison – PS, LC PTA link – FD Governor Training – Logged onto Governor Hub, governors that have attended training will update the impact log on Governor Hub. LJ to monitor Policies – FD, CG.</p> <p>It was noted that parent elections would need to be run to fill the vacancy left open from the resignation of ML. New parent governor to take up post as soon as the election has been run.</p> <p>Meeting dates 2022-23 (already circulated via G Drive)</p> <p>Village News Rota The Chair had prepared the rota prior to the meeting and shared on Google drive.</p> <p>Governor Development Plan The Chair had made some amendments to the document prior to the meeting. It was noted that the plan was the strategic work of the GB to support the SDP.</p> <p>Accountability summary The document was made available to the governors prior to the meeting. The document outlined the schedule and strategy for the monitoring and accountability work undertaken by the GB.</p> <p>A governor requested that the monitoring for PE be moved to June and that Music moved to November. This was accepted.</p> <p>Website bios/photos All governors to ensure that their governor biographies are updated. Governors asked to send in photos to Head Professional photographer onsite in school on 11th November 2022</p> <p>Recent Survey Summary</p>	<p><i>006 PS and Head to follow up on parent elections</i></p> <p><i>007 Village news dates and contacts to be added to Governor Hub notice board.</i></p> <p>008 Governors to email any further responses to the governor development plan to AC by 15th October 2022</p> <p><i>009 Governors to send bio updates and photos to Head by 18th October 2022</i></p>
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	<p>Surveys – the Chair had shared the findings from the parent governor surveys on the G Drive.</p> <p><i>Q./ A governor asked – Following the findings from the survey is there something that the school had not done that was not transparent.</i></p> <p>A. The Head responded -This was not the case as the findings in the survey have shown.</p>	
<p>9</p> <p>a)</p> <p>b)</p>	<p>Headteacher’s Business</p> <p>Headteacher’s Report – the document has been shared with the GB prior to the meeting. The head gave a brief overview of the document, and the following was noted.</p> <p>Admissions</p> <p><i>Q./ A governor asked - Is the number of 209 what was shown on census day?</i></p> <p>A. The Head responded - Census Day (6/10/22) had 208. It was noted that there are children on the waiting list but being held up by the processing of admissions by County.</p> <p>Noted that Free school meals numbers have increased due to the new children that have joined.</p> <p>Attendance – there has been a knock-on effect from the end of the Summer holiday</p> <p><i>Q./ A governor asked - why would this be the case?</i></p> <p>A. The Head responded - This is due to some families either going on holiday the first week of the academic year or still being on holiday.</p> <p>GDPR – there have been two breaches (both the same) around BCC function on email.</p> <p><i>Q./ A governor asked - Is there something that can be done to eliminate this happening?</i></p> <p>A. The Head responded - There has been further training and reminders.</p> <p><i>Q./ A governor asked - Is there any IT setting that can be implemented to eliminate this?</i></p> <p>A. The Head - responded that this is something that can be investigated.</p> <p>School development plan</p> <p>The Head had made this available to the GB prior to the meeting. The Head gave an overview of the summary.</p> <p><i>Q./ A governor questioned if Nick Cuff (Deputy Head) had had a review of his DBS</i></p> <p>A. The Head responded – all relevant checks had been conducted to be in line with Safeguarding.</p>	<p><i>010 Head to investigate an IT solution to inadvertent sending of BCC emails.</i></p>

<p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p><i>Q./A Governor asked - Will there be up to date training for the new SENCO (i.e. STEPS) and will that shared with the other staff?</i> A. The Head responded – there will be training rolled out once the SENCO is in post.</p> <p><i>Q./ A governor queried - Who suggested the STEPS programme?</i> A. The Head responded - It was brought in from Norfolk and has been adopted by Cambridge and is seen to be a focus on mental health and wellbeing of the child.</p> <p>LINK governors – CG had provided the document prior to the meeting. Additional changes below.</p> <p>EYFS – AW Children in Care - FD Inclusion – LJ, AC Pupil Premium – AC School Council – LC to run until December and then new governor Eco Council – PE Maths – PS RE – JN Music – LJ PSHE – AW (LC to handover) PE – vacant History & Geography – DL Art – FD MFL and internationalism – SS</p> <p>Subject Leadership at GLS</p> <p>CPD and Monitoring Schedule – The Head shared this with the GB prior to the meeting.</p> <p>The Head advised that all governors were able to join any monitoring should they choose.</p> <p>Behaviour Summary – This had been shared with the GB prior to the meeting. The Head explained why behaviour had been selected as a focus for monitoring and how this was being supported moving forward.</p> <p>Nurture Group Summary – This had been shared with the GB prior to the meeting. The Head advised that there was a summary of the new nurture group that has been implemented this academic year. The structure is based on providing a family structure and is having a positive impact.</p> <p><i>Q./ A governor questioned - Is this something that is available for all primary school children?</i></p>	<p>011 PS to share the Hertfordshire slides on STEPS with GB.</p> <p>012 School Council and PE to be passed onto new Parent governor.</p>
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	<p>A. The Head responded - this was across all year groups and ages. The nurture is tailored to provide individual support.</p> <p><i>Q./A governor asked - Have the parents been involved in this process and how has this been received?</i></p> <p>A. The Head replied - The parents/carers have been involved and have given informed consent.</p> <p><i>Q./ A governor asked - How much collaboration is there with parents prior to the interventions in relation to the behaviour policy?</i></p> <p>A. The Head responded - some targeted behaviour interventions had been shared with parents. The Head advised that this was all measured on a case-by-case basis.</p> <p>The Chair thanked the Head and the whole staff for the work in the report that had been produced.</p>	
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<p>10</p> <p>a)</p> <p>b)</p>	<p>Standing Item – Safeguarding</p> <p>Safeguarding update September 2022 – no report produced for this meeting.</p> <p>KCSiE - Annex A - LJ commented on the updates that been made to the KCSiE and encouraged all governors to read the whole policy and not just the amendments page.</p>	<p><i>013 Head to share his video on safeguarding video with new governors.</i></p> <p><i>014 Clerk to share Clerks training on challenge for governors on Safeguarding.</i></p>
<p>11</p>	<p>Data Group Report - the report had been made available to the GB prior to meeting. There were no questions raised.</p>	
<p>12</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p>Standing Item - Policy update and policies for approval:</p> <p>New/revised policies:</p> <p>Safeguarding and Child Protection - Duly ratified and adopted by the FGB.</p> <p>Mobile Phone Policy – Duly ratified and adopted by the FGB.</p> <p>Charging and Remissions - Duly ratified and adopted by the FGB.</p> <p>Complaints Policy – roll over to December 2022</p> <p>Serial Complaints Policy – Duly ratified and adopted by the FGB.</p> <p>Code of Conduct for Adults – duly ratified and accepted by the FGB</p> <p>Staff disciplinary procedures – Duly ratified and adopted by the FGB.</p>	<p><i>015 Complaints Policy to next FGB meeting.</i></p>

13	<p>Standing Item – Governor professional development</p> <p>Training to booked using Governor Hub.</p>	
14	<p>Standing item – teacher and head teacher wellbeing</p> <p>No formal meeting has taken place this term to date. However, the Head commented that there had been a positive start to year.</p>	
15	<p>Rainbow / Wacky Liaison</p> <p>PE proposed that the school take over the running of Rainbow from 1st January 2023, the transfer being agreed under Section27, Community Powers. Rainbow are holding an extraordinary meeting w/c 10th October 2022 to finalise details of the proposed takeover.</p> <p>The line management is still under discussion and will be finalised prior to take over. Due diligence has been conducted and financial scrutiny taken place.</p> <p>All governors voted in favour for the proposal to move into the next stage of the process in agreement with the above proposal.</p>	
16	<p>PTA</p> <p>No meeting has been taken</p>	
17	<p>School Council</p> <p>Next meeting 18th October 2022</p>	
18	<p>AOB</p> <p>Young Voices Trip</p> <p>Funding from SSSF – ring fenced funds for music can be used to support 30 children to attend the Young Voices event in London 2023 and the PTA have been asked to help with additional fund raising to assist with costs. The governors were happy for this to take place.</p> <p><i>Q./ A governor asked - How can you support, and fund raise for the children that are not going to make it inclusive?</i></p> <p>A. PS responded that this was something that could be looked into.</p>	
	<p>Meeting closed at 9:45pm Date of next meeting: 1st December 2022 at 7:30pm</p>	

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from March 2022			
001	Feedback on staff/pupil time for reflection following wellbeing activities.	AC	01 December 2022 FGB meeting
FGB Actions from April 2022			
002	GB meeting to discuss learnings from Ofsted training (LJ and Head have undertaken training). Meeting to be agreed by Doodlepoll.	LJ, Head plus all other governors.	Information to be shared at FGB 01 December 2022
FGB Actions from 6th October 2022			
003	Head to ensure that Governor Hub report on pecuniary interests uploaded on to SCR.	Head	By 31 st October 2022
004	All governors to completed pecuniary interests on Governor Hub.	all	By 18 th October 2022
005	H & S committee member to be put in place 01 December 2022	Chair and Head	By 1 st December 2022
006	Follow up on parent elections	PS and Head	By 10 th November 2022
007	Village news dates and contacts to be added to Governor Hub notice board.	Clerk	By 7 th October 2022
008	Governors to email any further responses to the governor development plan to AC.	GB and Chair	By 15 th October 2022
009	Governors to send bio updates and photos to Head.	All governors and Head	By 18 th October 2022
010	Investigation into an IT solution to inadvertent sending of BCC emails.	Head	By 20 th December 2022
011	<i>Governors to be provided with Hertfordshire slides on STEPS with GB.</i>	PS	By 11 th November 2022
012	School Council and PE to be passed onto new Parent governor.	Chair and Head	19 th December 2022
013	Sharing of safeguarding video with new governors.	Head	1 st December 2022
014	Clerk to share Clerks training on challenge for governors on Safeguarding.	Clerk	1 st December 2022
015	Complaints Policy to next FGB meeting.	Head	1 st December 2022

Actions from March 2022 meeting

Action: AC to feedback at next FGB on staff/pupil time for reflection following wellbeing activities. In progress, this

~~will be an item at the October meeting. (Now item 1 in Actions Table)~~

~~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. (Now item 2 in Actions Table)~~

~~Actions from FGB meeting 30th June 2022~~

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

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

~~Action: AC / CG to bring summaries of recent surveys to the October FGB meeting.~~

~~Action: CG to bring Staff Discipline Policy to October FGB meeting.~~

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

~~Action: CG to inform CKC that contractors may be on site during August. (Wacky/Rainbow Club)~~