



**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
Thursday 27th March 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), Peter Ede (PE), Hannah Mohamad (HM); Eleanor Witter (EW), Simon Scott (SS), Jonny Nye (JNy), Julie Norris (JN) and Chris Shore (CS)

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

The meeting was quorate.

Item	Minutes	Action
1.	Welcome The meeting opened in prayer.	n/a
2.	Apologies for absence There were no apologies for absence.	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 Item 8 – it was clarified that a question was asked around oversight of potential overspend on budget lines and the process to ensure that expenditure is stopped when necessary. Action FGB3001-05 updated. <i>The minutes of the meeting were accepted as a true record and were 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 – ongoing • FGB0310-06 – safer recruitment training – complete • FGB2811-01 – sharing of finance audit report – complete • FGB2811-02 – group meeting dates – JA will share in summer term • FGB2811-08 – behaviour charts – summaries for each half term will be shared • FGB3001-01 – greater depth – presentations to be given in summer term – closed • FGB3001-02 – skills audit – governors to complete the skills audit shared by DL by end of April. DL to share report at next meeting • FGB3001-03 – monitoring plan details. HM to be added to Headteacher Performance Management. Art and DT to be added. Ongoing. • FGB3001-04 - AW to come off data panel. Link roles as a whole to be reviewed in Summer 2 	
6.	<p>Budget/finance update</p> <p><u>Audit report</u></p> <ul style="list-style-type: none"> • Discussed at Finance, Premises and Personnel (FPP) committee • An action plan had been provided • Actions are being addressed by the headteacher and finance officer • A number of new policies were recommended <p><u>Feedback from FPP committee</u></p> <ul style="list-style-type: none"> • £9K year end deficit predicted for 2024 – 25 • The 2025 – 26 budget will be in deficit • A loan will be requested from the Local Authority (LA), subject to governor approval <p><u>SFVS</u></p> <ul style="list-style-type: none"> • The document had been circulated in advance of the meeting • Minor changes had been made • Governors discussed additional staff having knowledge of school finances if the finance officer was not available. It was noted that support can be sought from other schools <p><i>Governors approved the SFVS for submission to the LA.</i></p>	

7.	<p>Governor business</p> <p><u>Standing orders</u></p> <p>The document had been circulated in advance of the meeting. <i>Governors approved the suggested amendments related to the right/permission to attend meetings.</i></p> <p><u>Self-evaluation</u></p> <p>Covered under review of actions</p> <p><u>Link roles</u></p> <ul style="list-style-type: none"> ● A document had been circulated in advance of the meeting. ● CS and JNy had been added to the roles list ● It was noted that CM will carry out a termly data review for Pupil Premium (PP) children ● A summer term English visit will be carried out (not noted on report) ● The visit schedule is allocated over a period of two years to reduce the number of subjects being monitored during one academic year 	
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8.	<p>Policies</p> <p>Policies had been circulated in advance of the meeting.</p> <p><u>Anti-Fraud policy</u> Recommended via the finance audit It was agreed that the reference to CVs would be removed</p> <p><i>Governors approved the policy for use by the school.</i></p> <p><u>Asset register</u> It was noted that guidance for establishing asset management procedures was being sought. The asset register is in place, however procedures relating to roles and responsibilities are required to support this.</p> <p><u>Supporting Pupils with Medical Conditions</u> <i>A governor asked how the board can fulfil its responsibility to ensure that care is delivered given that there are no longer visiting community nurses.</i> Governors were advised that parents attend school to deliver care which falls into the nursing category. If parents cannot attend, arrangements are made by the family for community nursing to attend.</p> <p>A number of staff are trained to deliver the requirements of Individual Health Plans (IHPs).</p> <p><i>A governor asked what the provision was for the frequent and regular medical intervention that takes place in the medical room in the event of a fire alarm.</i> Governors were advised that the equipment used was mobile.</p> <p><i>A governor asked whether it is the school's responsibility to ensure that IHPs are reviewed annually.</i> Governors were advised that this was the case. It was suggested that a more formal procedure is established.</p> <p><u>Positive Behaviour and Antibullying Policy</u> Governors were advised that this policy is under review. A parent meeting is being held to discuss behaviour strategies and policy, governors are welcome to attend.</p> <p><u>Debt Management Policy</u> Deferred to future meeting.</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 remain stable ● Infant class size may be exceeded if appeals are successful ● Staffing and school characteristics summaries noted ● Attendance <ul style="list-style-type: none"> - Unauthorised absence had increased mainly before and after the weekend - Parents are made aware of the thresholds for penalties being imposed - Persistent absence had increased slightly; this is being closely monitored. It was noted that the persistent absence figures do include Reception children - Communications sent to parents regarding low level illness – children can still come in to school if only slightly below par - A governor noted the 17% persistent absence in Year 6. Governors discussed the long term effects of persistent absence ● One suspension since the last report <ul style="list-style-type: none"> - Second suspension for the child - School is working with the family and external agencies - Staffing is being planned to support behaviour - <i>A governor asked what the provision is should those trusted adults not be available.</i> Governors were advised that the headteacher would provide support to the child in this instance - It was noted that permanent exclusion was not being considered – the correct support was being put into place to manage risk - <i>A governor asked whether staff are appropriately trained to protect both the child and themselves from physical harm.</i> Governors were advised that restraint should be used as a last resort. Cambridge Therapeutic Thinking (CTT) included suggested holding techniques. The resources to support this were poor; the SENCo is currently looking into external training. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> ● One Early Help Assessment in place – the case did not meet the threshold for social care referral ● Chart of concerns logs noted ● Single Central record monitoring had been completed for the Spring term. It was noted that records for Rainbow staff are broadly in place <p><u>Catering</u></p> <p>The summer term menu had been developed using the children's feedback. Governors discussed holding events when parents would be able to sample school food</p>	
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	<p><u>School Development Plan</u></p> <ul style="list-style-type: none">• The SDP had been circulated in advance of the meeting• Updates noted	
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10.	<p>Governor visits</p> <p>The reports had been circulated in advance of the meeting.</p> <p><u>English</u></p> <p><i>A governor asked about the junior librarians.</i> Governors were advised that the scheme is currently being reestablished and training delivered.</p> <p><i>A governor asked whether the number of children achieving greater depth in writing was expected to increase this year.</i> Governors were advised that the threshold for achieving GD in writing was very high compared to reading; there is therefore a disparity between the number of children achieving GD in Reading and Writing.</p> <ul style="list-style-type: none"> • GD in Writing is low across the county and nationally • Writing assessment frameworks had been developed to support teacher judgements • Governors discussed the handwriting scheme and the teaching of cursive writing <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • An informative pupil voice session was carried out • This will be used as a basis for the next monitoring visit <p><u>PSHE</u></p> <ul style="list-style-type: none"> • The LA adviser identified next steps for the development of PSHE provision • It was reassuring to see that a number of actions identified had been addressed or were in process <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Single Central Record had been reviewed • More governors are accessing safer recruitment training • Governors noted the different levels of safeguarding checks required for i.e. volunteers • It was noted that different colour lanyards are provided, indicating the permission level granted to visitors – staff and child awareness will be refreshed regarding this <p><u>SEND</u></p> <ul style="list-style-type: none"> • Focus was the learning environment • A governor asked that Teaching Assistant (TA) deployment for each class was shown in the headteacher's report <p><u>FGB2703-01 – CG to add TA deployment to staffing list in headteacher's report</u></p>	
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	<ul style="list-style-type: none"> • Governors discussed the possibility of creating a wishlist for school resources to be purchased by parents • Governors discussed changes to the Year 2 classroom • <i>A governor asked whether capital funding could be used for internal refurbishment or reconfiguration of learning space.</i> Governors noted that redecoration had been done by volunteers in the past when capital funds were not available. The Diocese may provide funding for larger projects. Governors discussed engaging volunteers for upcoming projects. • <i>Governors also considered:</i> <ul style="list-style-type: none"> - provision of small items of equipment/technology - pencil grips, overlays, dictation technology - suitable seating & desks in Year 5 - The Year 2 classroom and Think Tank room - The window safety rail and carpet in Year 3. <p><u>FGB2703-02 – ACTION: DL to write to staff to thank them for coming in during half term to tidy and clean school</u></p> <p>Governors discussed the fire exits and clearing of some items behind the kitchen.</p> <p><u>FGB2703-03 – ACTION: FPP committee to discuss capital spending and engaging LA and Diocese support</u></p> <p>Governors discussed required improvements to make the learning environment fully inclusive, such as providing sensory experiences.</p>	
11.	<p>Safeguarding</p> <p>Covered under headteacher's and visit reports.</p>	
12.	<p>Wacky update</p> <p>The parish council had been advised that there was no LA support for the new build. A working party may be established. Governors discussed the possibility of funding the project at school level.</p>	
13.	<p>Any other business</p> <p><u>Year 6 treat</u></p> <p>Governors discussed subsidising the donation from the PTA to fund the planned activity. It was agreed that children should fundraise for the shortfall.</p>	
14.	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Thursday 8th May at 7.30pm • Thursday 3rd July at 7.30pm 	

With no further business the meeting closed at 9.30pm

	Actions	Owner(s)	Deadline
FGB0310-04	Governors to complete KCSiE declaration and declaration of interests by November FGB. <i>Update 30.1.25 – clerk to follow up</i>	All	Next FGB meeting
FGB2811-02	CG to circulate dates of meetings once set (Internationalism etc.)	HT	ASAP
FGB2811-08	CG to circulate behaviour chart. <i>Update 30.1.25 - ongoing</i>	HT	ASAP
FGB3001-02	Skills audit – <i>update 27.3.25 - governors to complete the skills audit shared by DL by end of April. DL to share report at next meeting</i>	All	End April 2025/next meeting
FGB3001-03	Art and DT to be added to the plan for 24 – 25, alongside wider roles such as EYFS and sustainability. <i>Update 27.3.25 – HM to be added to HTPM</i>	Chair	ASAP
FGB3001-04	AW's roles to be reviewed. <i>Update 27.3.25 – AW to come off data panel. Link roles as a whole to be reviewed in Summer 2</i>	Chair	ASAP
FGB3001-05	CG/finance officer to discuss monitoring of expenditure. <i>Update 27.3.25 – CG to look into thresholds for potential overspend and when to notify governors.</i>	CG	ASAP
FGB2703-01	CG to add TA deployment to staffing list in headteacher's report	CG	Next report
FGB2703-02	DL to write to staff to thank them for coming in during half term to tidy and clean school	DL	ASAP
FGB2703-03	FPP committee to discuss capital spending and engaging LA and Diocese support	FPP	Next meeting