



Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
Thursday 3rd October 2024, 8pm
Venue: School

MINUTES

In Attendance: Douglas Leckie (DL - Chair), Chris Grey (CG/HT - Headteacher), Liz Jenkin (LJ), Julie Norris (JN), Polly Stanton (PS), Alice Walker (AW), Amy Beck (AB), Peter Ede (PE), Clare Mellor (CM); Hannah Mohamad (HM); Simon Scott (SS)

Also in attendance: Jen Hefti (JH - Camclerk); Kate Sheppard (Class teacher); Rev Chris Shore (observing)

The meeting was quorate.

Item	Minutes	Action
1.	Welcome The meeting opened in prayer.	n/a
2.	Election of Chair and Vice-Chair of the Governing Board PE nominated DL for the role of Chair of the Governing Board, seconded by PS. <i>Governors voted unanimously to appoint DL to the role of Chair of the Governing Board.</i> LJ nominated CM for the role of Vice Chair of the Governing Board, seconded by AW. <i>Governors voted unanimously to appoint CM to the role of Vice Chair of the Governing Board.</i>	n/a
3.	Apologies for absence Apologies were received and accepted from Eleanor Witter (EW).	n/a

4.	Declarations of interest relating to items on the agenda None declared.	n/a
5.	Budget update Governors were advised of the following: <ul style="list-style-type: none"> • The migration of the finance system still not complete (county wide issue) • No accurate reports could be generated • Recovery plan could not be submitted; a new deadline had been issued of 25.10.24 • Some reduction in the deficit had been made, due in part to savings on support staff and pre-school staff costs and not completing non-essential maintenance/building works (where it was deemed that there was no risk by not doing the work) A financial audit had been carried out by the Local Authority (LA) Recommendations: <ul style="list-style-type: none"> • Update of the scheme of financial delegation • Implement an anti-theft/fraud policy Governors thanked the business manager for their work in ensuring all financial standards had been met. <i>A governor asked whether the audit had been helpful, or whether the LA were looking for specific issues.</i> Governors were advised that the process had been supportive. <i>A governor noted that the LA had recommended training for governing boards under financial intervention and had challenged them on the availability of such training.</i> Governors can contact the governance lead at the local authority for guidance. It was noted that the next Finance, Premises and Personnel (FPP) committee should be in person. Governors noted that the board should receive a budget report six times per year.	n/a
6.	Review and approval on the minutes of the Full Governing Body meeting held on 27th June 2024 The minutes had been circulated in advance of the meeting. It was noted that the Maths visit report had not been referred to in the minutes. <u>FGB0310-01 – ACTION: CG/DL to discuss adding Early Career Teacher updates to headteacher’s report</u>	CG/DL

	<p>Governors were advised that all ECTs access their full entitlement to non contact time. They work as part of the local cluster and observe practice in other schools as well as their own.</p> <p><i>The minutes were accepted as a true record and will be signed by the chair.</i></p>	
7	<p>Review of action list and matters arising</p> <p>All actions complete.</p> <p><u>FGB0310-02 – ACTION: Governors to continue to contribute to cost saving suggestions document. FPP committee to review</u></p> <p><u>FGB0310-03 – ACTION: FPP committee to review lettings policy</u></p>	<p>All/FPP</p> <p>FPP</p>
STRATEGIC DIRECTION		
8.	<p>Governor business</p> <p>Relevant documents had been circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Code of Conduct 2024-25 – <i>governors voted unanimously to adopt the Code of Conduct for 24 – 25</i> • Governors to complete the annual declaration of pecuniary interests on Governor Hub. • Keeping Children Safe in Education 2024 – governors to complete the declaration on Governor Hub <p>It was confirmed that</p> <ul style="list-style-type: none"> - Chair and safeguarding links should read the whole document - New governors should read the whole document - Safer Recruitment trained governors should read the relevant section - All other governors can read part two <p><u>FGB0310-04 – ACTION: Governors to complete KCSiE declaration and declaration of interests by November FGB</u></p> <p>Village newsletter:</p> <p><u>FGB0310-05 – ACTION: Governors to sign up to village newsletter rota</u></p> <p>Election of treasurer:</p> <p>PS to continue in the role. Term ends December 2026</p>	<p>All</p> <p>All</p>
9	<p>Policy approval</p> <p>All policies had been circulated in advance of the meeting</p>	

	<p><u>Safeguarding & Child Protection</u></p> <p>Governors noted that the LA model had been updated to reflect changes to the KCSiE and the local context.</p> <p><i>Governors approved the policy for use by the school.</i></p> <p><u>FGB0310-06 – ACTION: JN to complete Safer Recruitment training</u></p> <p><u>Charging & Remissions</u></p> <p><i>A governor suggested that school could review what is categorised as enrichment, with a view to increasing income via voluntary contributions.</i></p> <p><i>A governor queried the two adults in a car transporting children requirement.</i></p> <p>Governors were advised that there would always be at least one staff member and a volunteer driver.</p> <p><u>Mobile Phones</u></p> <p><i>A governor asked that an exception to mobile phone access for children with certain i.e. medical requirements was added to the policy. It was agreed that this change would be made.</i></p> <p><u>FGB0310-06a – ACTION: Change to mobile phone policy to be made re appropriate exceptions</u></p> <p><i>Governors approved the policy for use by the school, subject to the above amendment.</i></p> <p><u>Code of Conduct for Adults in School and Whistleblowing</u></p> <p><i>Governors approved these policies for use by the school.</i></p>	JN
10.	<p>Headteacher business</p> <p>The headteacher’s report had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ● Pupil numbers <ul style="list-style-type: none"> - 206 on roll - Four spaces in Year 3 - One in year admission in Year 1 - Ten appeals in process currently for Reception places ● Staffing <ul style="list-style-type: none"> - One part time teacher role advertised ● Attendance percentages noted. ● Behaviour chart noted <ul style="list-style-type: none"> - <i>A governor queried what period the chart covered.</i> Governors were advised that it covered the period from the beginning of term 	n/a

	<ul style="list-style-type: none"> - <i>A governor asked whether there was a threshold in terms of logging events.</i> Governors were advised that all relevant events are logged as they may contribute to a larger overall concern over time. Some incidents are logged under multiple categories. - <i>A governor asked whether there was a risk that the same incident could be logged by multiple staff members.</i> Governors were advised that all logs are reviewed, and duplicate logs are not categorised, so they will not appear in reports. <ul style="list-style-type: none"> • Pre-school <ul style="list-style-type: none"> - 12 children in Sunbeams - 17 children in Rainbows - Governors briefly discussed the long term illness amongst pre-school staff. FPP committee to review in more detail • Catering <ul style="list-style-type: none"> - New catering provider appointed from September - There had been some issues around dietary requirements, portion control and staffing. School is working with the provider to resolve these issues. • Enrichment activities noted <p>Governors discussed the content of the headteacher's report and noted that it is important that all statutory information was received regularly.</p> <p>A governor noted that the school's contribution to the Shelford feast was much appreciated.</p> <p><u>School Development Plan (SDP)</u></p> <p>A summary plan had been circulated in advance of the meeting. The targets had been developed in line with the three year strategy.</p> <p><i>A governor noted that there was a target around embedding wellbeing into worship and asked whether the Collective Worship link governors had a role to play.</i> Governors were advised that SIAMS would recommend that training was provided to Collective Worship links/visiting clergy and that this can be investigated.</p> <p>A governor referred to a 'Five Ways of Wellbeing' resource which would be shared with the headteacher.</p> <p><u>CPD and monitoring schedule</u></p> <p>Received and noted. Governors were advised that they can join monitoring walks.</p> <p><u>Three year strategy</u></p>	
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	<p>The document had been circulated in advance of the meeting. The document informs the SDP, however some areas of the strategy do not have their own distinct target.</p> <p><i>A governor referred to the inclusion and equity aspect of the plan and asked about the reference to 'understanding'.</i> Governors were advised that this relates to developing children's understanding of others' emotional development, behaviours and needs.</p>	
11	<p>Behaviour Monitoring group</p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> • The group are keen to continue to monitor behaviour • A monitoring framework had been drafted including reporting dates. • Lines of enquiry will be: <ul style="list-style-type: none"> - How to support children to reach the expected standards of behaviour - How staff ensure consistency of approach - Engaging families with the approach • Evidence will be collected through: <ul style="list-style-type: none"> - Class visits - Dialogue with stakeholders - My Concern logs • Governors should note any behaviour observations during monitoring visits • HM to join the behaviour group <p><i>A governor asked how parental engagement would be monitored and evidenced.</i> Governors were advised that information sent to parents would be reviewed and information sought around how the approach is perceived.</p> <p>Governors discussed how/whether to communicate the financial position to parents in terms of lack of 1:1 provision for children with a high level of need.</p> <p><i>A governor queried whether the approach was operational in nature.</i> Governors noted that evidence could be triangulated in the usual way through speaking to staff members and children, and reporting back to governors via monitoring reports. The approach fulfils the requirement to hold leaders to account.</p>	n/a
12.	<p>Visit reports</p> <p>Reports had been circulated in advance of the meeting.</p> <p><u>SEND</u></p> <p>Governors discussed families having direct access to the SENCo rather than via the office or class teacher. Governors noted that this arrangement had become established over time. The Headteacher will ascertain whether this is still appropriate for the SENCo.</p>	

	<p><u>English</u> Received and noted.</p> <p><u>FGB0310-07 – ACTION: Governor visit reflection to next agenda</u></p> <p><u>FGB0310-08 – ACTION: DL/CG/Clerk to continue to work on link roles</u></p> <p><u>FGB0310-09 – ACTION: Monitoring timetable to be updated</u></p>	<p>Clerk</p> <p>DL/CG/Clerk</p> <p>DL</p>
13.	<p>Safeguarding</p> <p>Visit report – received and noted.</p>	n/a
14.	<p>Wacky</p> <p>Governors were advised that one pupil had been excluded from the provision. There had also been complaints that preschool equipment had been damaged. Now that staffing levels have improved, issues are being resolved.</p> <p>Planning decision to be reached by March 2025.</p>	n/a
15.	<p>Parish – School covenant – update</p> <p>Report to be brought to next meeting.</p>	n/a
16.	<p>Any other business</p> <p><u>Green Governor</u> – HM appointed to role.</p> <p><u>Support staff holiday allowance</u> Governors were advised that a number of support staff who had been in post for over five years had not been allocated the correct amount of holiday allowance/pay; this should be 5.6 weeks rather than the current 5.3 weeks.</p> <p><u>FGB0310-10 – ACTION: Information to be sent to governors for approval</u></p> <p><u>Governor Development Plan</u> <u>FGB0310-11 – ACTION: CM/DL to prepare draft GDP and circulate for comment. To be adopted at November meeting</u></p>	<p>CG</p> <p>CM/DL</p>

With no further business the meeting closed at 9.35pm

ACTIONS

Ref	Action	Owner	Status
FGB0310-01	CG/DL to discuss adding Early Career Teacher updates to headteacher's report	CG/DL	Open

FGB0310-02	Governors to continue to contribute to cost saving suggestions document. FPP committee to review	All	Open
FGB0310-03	FPP committee to review lettings policy	FPP	Open
FGB0310-04	Governors to complete KCSiE declaration and declaration of interests by November FGB	All	Open
FGB0310-05	Governors to sign up to village newsletter rota	All	Open
FGB0310-06	JN to complete Safer Recruitment training	JN	Open
FGB0310-06a	Change to mobile phone policy to be made re appropriate exceptions	CG	Open
FGB0310-07	Governor visit reflection to next agenda	Clerk	Open
FGB0310-08	DL/CG/Clerk to continue to work on link roles	DL/CG/Clerk	Open
FGB0310-09	Monitoring timetable to be updated	DL	Open
FGB0310-10	Support staff holiday allowance - Information to be sent to governors for approval	CG	Open
FGB0310-11	CM/DL to prepare draft GDP and circulate for comment. To be adopted at November meeting	CM/DL	Open