



Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting

Thursday 27th June 2024, 19.30 – Y3 classroom

MINUTES

In Attendance: Anna Caroe (AC - Chair), Chris Grey (CG/HT - Headteacher), Gwen Casazza (GC), Liz Jenkin (LJ), Douglas Leckie (DL), Julie Norris (JN), Polly Stanton (PS), Alice Walker (AW), Amy Beck (AB), Peter Ede (PE), Clare Mellor (CM)

The meeting was quorate.

Also in attendance: Jen Hefti (JH - Camclerk) - attended remotely; Kate Sheppard (Class teacher); Hannah Mohamad (observing – incoming parent governor)

| | Actions | Owner(s) | Deadline |
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| FGB2704-01 | AC/CG/DL to meet to discuss amending dates | AC/CG/DL | ASAP |
| FGB2704-02 | AC to create Google Doc for all to contribute to | AC | ASAP |
| FGB2704-03 | AC to make agreed amendments to standing orders | AC | ASAP |

| Item | Minutes | Action |
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| 1. | <p>Welcome</p> <p>The meeting opened in prayer.</p> | n/a |
| 2. | <p>Apologies for absence</p> <p>Apologies were not received from Simon Scott (SS) however governors noted the valid reason for absence.</p> | n/a |
| 3. | <p>Declarations of interest relating to items on the agenda</p> <p>None declared.</p> | n/a |
| 4 | <p>Review and approval on the minutes of the Full Governing Body meeting held on 25th April 2024 and the Extraordinary Full Governing Body meeting 9th May 2024</p> <p>The minutes had been circulated in advance of the meeting.</p> <p><i>The minutes were accepted as a true record and will be signed by the chair.</i></p> | n/a |
| 5 | <p>Review of action list and matters arising</p> <p><u>April 2024 meeting</u></p> <p>1. AC to take advice re use of clerk’s email address and report back at next meeting. Issue now resolved. CLOSED.</p> | |
| STRATEGIC DIRECTION | | |
| 6 | <p>Governor business</p> <p><u>1. Three year strategy review/stakeholder meeting</u> Governors were reminded of the event on 3.7.24 and the importance of gaining stakeholder feedback to shape future strategy.</p> <p><u>2. Link roles</u></p> <ul style="list-style-type: none"> ● It was agreed that Pupil Premium monitoring would form part of the Data Panel remit for the 2024 – 25 academic year. ● Specific questions relating to Pupil Premium children’s outcomes to be asked. ● Second safeguarding governor – AW ● Mental Health governor – DL ● MFL and Internationalism - SS ● Assessment – PS (as part of Data Panel work) ● Inclusion and SEND – CM (second link governor) ● Designated Teacher for Children in Care link – PS | |

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| | <ul style="list-style-type: none"> ● Collective Worship - foundation governors ● Digital leaders – PE supported by computing curriculum link ● Eco Council – AW ● Subject monitoring – see list attached to these minutes ● Art – potentially HM ● Finance, Premises and Personnel Committee membership to remain as existing ● DL to join Data Panel ● Headteacher Performance Management - AW to join <p>Governors discussed the Foundation Governor vacancy and the steps being taken to fill this.</p> <p><u>3. SLA24/25 - both elements subscribed</u> Governors had discussed via correspondence and had agreed to subscribe to the training/advice and clerking elements of the Local Authority (LA) School Governance offer.</p> <p><u>4. Meeting dates 2024 – 25</u> It was noted that a number of the Full Governing Body (FGB) meeting dates clash with other village activities on site.</p> <p><u>FGB2704-01 – ACTION: AC/CG/DL to meet to discuss amending dates</u></p> <p><u>4. Impact statement</u> Governors discussed the template provided by the LA and other formats for reflecting and reporting on the work of the governing board throughout the year.</p> <p><u>FGB2704-02 – ACTION: AC to create Google Doc for all to contribute to</u></p> | <p>AC/CG/DL</p> <p>AC</p> |
| 7 | <p>Policy approval</p> <p>The policies had been circulated in advance of the meeting.</p> <p><u>Complaints</u> <i>A governor queried whether the new policy better supports the complaints process.</i> Governors were advised that the new version closely aligns with DfE guidance, particularly around the role of the review panel.</p> <p>Governors discussed the workload for the chair with regards to investigating complaints. It was noted that this can now be shared with other governors, however this would reduce the number of impartial members available for any subsequent review. Governors were advised that members of independent governing boards can be asked to form part of any panel.</p> | |

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| | <p><i>Governors approved the policy for use by the school.</i></p> <p><u>Instrument of Government</u> <i>Governors agreed that the current instrument was fit for purpose.</i></p> <p><u>Standing Orders</u></p> <ul style="list-style-type: none"> • Required updates were noted as follows: • Name of clerk • Elections not to be held by secret ballot • Addition of the Diocese’s right to attend meetings • Remote participation allowed with agreement • Minutes to be available on website and on request • Terms of reference for the Finance, Premises and Personnel committee <p><i>Governors approved the Standing Orders for 2024 – 25 subject to the above amendments.</i></p> <p><u>FGB2704-03 – ACTION: AC to make agreed amendments to standing orders</u></p> <p><u>Behaviour Principles</u> Governors agreed that further work was required – to be brought back to future meeting.</p> <p><u>Staff Discipline and Grievance</u> <i>Governors approved the policy for use by the school.</i></p> <p><u>Early Career Teacher (ECT) policy</u> <i>A governor queried whether engagement with the programme had a Full Time Equivalent (FTE) to a part time ECT.</i> Governors were advised that guidance would be sought.</p> <p><i>A governor noted that the policy stated that ECTs should not be presented with situations that are unreasonably challenging and queried how feasible this was given the prevalence of behaviour issues in some cohorts.</i> Governors were advised that ECTs received effective support from their mentors and the Senior Leadership Team (SLT) alongside coaching and modelling.</p> <p>Governors discussed how to maintain their oversight of the ECT programme. IT was agreed that details could be included in the headteacher’s personnel report.</p> <p><i>Governors approved the policy for use by the school.</i></p> | AC |
| 8 | <p>Headteacher’s report</p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> | n/a |

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| | <ul style="list-style-type: none"> ● Number of children on roll continues to fluctuate slightly, will school remaining broadly full ● Little change in staffing arrangements. Year 6 teaching arrangements being finalised ● Head Boys and Girls to be appointed ● Attendance currently 96% ● Two suspensions since the last report. A variety of strategies had been implemented to support the children ● Safeguarding <ul style="list-style-type: none"> - One disclosure met the threshold for referral and there is now social care involvement - Governors discussed the response to a recent abscondment from the school site and were assured that this had been addressed - Governors asked that the My Concern charts show more detail regarding behaviour incidents. It was noted that the same event may be logged under a number of categories. ● Attainment and progress <ul style="list-style-type: none"> - Good Level of Development (GLD) – 80% - Phonics screening check – 97% - Key Stage 2 results not yet released. Moderation for Writing ongoing. Data Panel to meet 11th July to examine end of year data. <p><u>School Development Plan (SDP)</u></p> <p>The plan had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> ● Timescales had been somewhat ambitious. <i>A governor asked which of the priorities still need progressing for the current academic year.</i> Governors were advised that there was still some work to do around behaviour and wellbeing. ● Curriculum target – governors noted the external validation received regarding curriculum development via Ofsted. This was a credit to the hard work of staff. Next steps are to make more connections between prior and future learning. ● Wellbeing and behaviour – <i>a governor challenged the placing of children in the school office when internally excluded, asking whether that was appropriate for staff and children.</i> Governors were advised that office staff had been trained in the behaviour strategy and had been allocated extra time for such supervision. The lack of capacity in school meant that there was little other option. | |
| 9 | <p>Behaviour Monitoring group – report to FGB</p> <p>The reports had been circulated in advance of the meeting.</p> | n/a |

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| | <ul style="list-style-type: none"> • Video had been shared with parents explaining the Therapeutic Thinking (TT) approach – little feedback had been received. • Children understand the approach and the consequences of positive and negative choices. • There was some inconsistency in reward systems. • Strategies to support staff were ongoing • ECTs receive support through their mentors. • TT was covered at new Reception parent events, promoting early engagement. • Governors noted that the approach aligns with the receiving secondary school. <p>Governors noted that the reports were informative and demonstrated progress made by the school over the course of the 2023 – 24 academic year. Those involved were thanked for their commitment and input into monitoring and reporting to the governing board.</p> | |
| 10 | <p>Visit reports</p> <ul style="list-style-type: none"> • PE • Pupil Premium • Data Panel • PSHE • Computing/DT <p>Received and noted.</p> <p>Governors briefly discussed the available funding for intervention work given the current budgetary constraints.</p> <p>It was noted that subject leader reports had not been consistently presented on the school website.</p> | n/a |
| 11 | <p>Safeguarding</p> <p>Single Central Record (SCR) check for the term to be completed. See Headteacher report for further safeguarding information.</p> | n/a |

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| 12 | <p>Finance Premises and Personnel - Including lettings and health and safety</p> <p>Minutes of the meeting had been circulated in advance. The following points were noted:</p> <ul style="list-style-type: none"> • The financial position remains challenging • Interviews for the catering contract taking place w/c 1.7.24. GC was thanked for her work on this project. • Health and safety – a premises walk had been carried out with no issues highlighted. Problem in school hall had been addressed. • Planning permission for preschool had been extended to August 2029. The building subcommittee was thanked for their work on maintaining momentum on this project. | n/a |
| 13 | <p>Wacky/Rainbow Links</p> <p>Governors agreed that the Headteacher’s report would contain updates on the provision, staffing and curriculum at the Pre-school. This item will continue to cover brief updates from any liaison meetings for the 2024 – 25 academic year.</p> <p>It was noted that numbers were low in Rainbow for the Autumn term. This will be monitored.</p> | n/a |
| 14 | <p>PTA</p> <ul style="list-style-type: none"> • £15,900 raised this academic year • Summer fair had been very successful • Forty different projects had been funded by the PTA • Governors asked that their thanks were passed on to the PTA. | n/a |
| 15 | <p>School Council</p> <ul style="list-style-type: none"> • School council members will be involved in the catering contract interviews. • End of year prizegiving being organised. | n/a |
| 16 | <p>Parish – School covenant – update</p> <p>No updates. To be removed as standing item,</p> | n/a |
| 17 | <p>Any other business</p> <p>PS was thanked for the thorough website compliance audit.</p> <p>GC was thanked for her impact during her term as a parent governor.</p> | n/a |

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| | AC was thanked by all governors for her work on the governing board over the years and her commitment to improving and informing good governance over many years. This was AC's final meeting as chair and governor. | |
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With no further business the meeting closed at 9.15pm