



**Great and Little Shelford CE (A) Primary School**  
**Full Governing Board Meeting**  
**Thursday 28<sup>th</sup> November 2024, 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) (joined remotely), Amy Beck (AB), Peter Ede (PE), Hannah Mohamad (HM); Eleanor Witter (EW)

**Also in attendance:** Jen Hefti (JH - Camclerk); Julia Alderson (Class teacher)

The meeting was quorate. The minutes reflect the order in which items were discussed.

Item	Minutes	Action
1.	<b>Welcome</b>  The meeting opened in prayer.	n/a
2.	<b>Apologies for absence</b>  Apologies were received and accepted from Julie Norris (JN) and Simon Scott (SS),	n/a
3.	<b>Declarations of interest relating to items on the agenda</b>  None declared.	n/a
5.	<b>Review and acceptance of the minutes of the meeting held on 3<sup>rd</sup> October 2024</b>  <i>The minutes of the meeting were accepted as a true record and were signed by the Chair.</i>	n/a
6.	<b>Review of actions and matters arising</b> <ul style="list-style-type: none"><li>• FGB0310-01 – ECT information to headteacher’s report – COMPLETE</li><li>• FGB0310-02 – cost savings document – action moved to FPP committee – CLOSED</li><li>• FGB0310-03 – lettings arrangements – FPP to review – CLOSED</li><li>• FGB0310-04 – governors to complete declarations on Governor Hub – ongoing</li></ul>	n/a

	<ul style="list-style-type: none"> <li>• FGB0310-05 – village newsletter rota – complete</li> <li>• FGB0310-06 – JN to complete safer recruitment training. DL will also complete training – ongoing</li> <li>• All other actions complete or on this agenda</li> </ul>	
4.	<p><b>Finance</b></p> <p>The minutes of the Finance, Premises and Personnel (FPP) committee had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Budget issues discussed</li> <li>• An additional meeting will be held in January 2025 to discuss increasing charges for Rainbow to cover consumables, staff salary increases etc.</li> <li>• Rainbow contracts to be aligned with main school contracts. This is taking some time</li> <li>• A donation of £3K had been received from the Shelford Feast.</li> </ul> <p><i>A governor queried whether the monitoring of CPD and overtime costs/claims had resulted in reduced expenditure.</i> Governors were advised that some savings had been evident and claims not approved on some occasions. The cost of staff cover is the main expenditure. A reminder will be sent to staff re using the request form for approving CPD.</p> <p><i>A governor asked about the take up of school lunches.</i> Governors were advised that numbers remain broadly the same. It was noted that the caterers were to receive dates of school events to attend to demonstrate the school lunch offer.</p> <p><u>Terms of reference</u> The terms of reference had been circulated in advance of the meeting. Minor amendments updates to the regulatory framework had been made.</p> <p><i>Governors approved the terms of reference for the FPP committee.</i></p> <p><u>Feedback from finance audit</u></p> <ul style="list-style-type: none"> <li>• The action plan is being addressed</li> <li>• Scheme of delegation being finalised</li> <li>• Internal authorisation processes being refined</li> </ul> <p><b><u>FGB2811-01 – ACTION: Full audit report to FPP then to be brought to FGB</u></b></p> <p><u>Formal approval of pay increases</u> <i>Governors formally approved the recent teacher and support staff pay awards.</i></p>	FPP/HT
7.	<p><b>Governor Business</b></p> <p><u>Sustainability</u> Nothing for this meeting</p> <p><i>8pm – CG joined the meeting</i></p>	

	<p><u>Reports from working groups</u></p> <ul style="list-style-type: none"> <li>• Behaviour – later on the agenda</li> <li>• Data panel – had not met</li> </ul> <p><u>Governor Development Plan</u></p> <p>The plan had been circulated in advance of the meeting. The following points were noted:</p> <p>The plan has three main objectives:</p> <ul style="list-style-type: none"> <li>• Finance <ul style="list-style-type: none"> <li>- Delivered/monitored in the main through FPP</li> </ul> </li> <li>• Behaviour <ul style="list-style-type: none"> <li>- Delivered/monitored by the behaviour working group</li> <li>- Governors discussed how/if to capture and record anecdotal evidence</li> </ul> </li> <li>• Pupils making good progress <ul style="list-style-type: none"> <li>- To be monitored and evidence via link governor visits</li> <li>- Governors to review progress data and triangulate with staff dialogue and data panel reports</li> </ul> </li> </ul> <p><u>Link roles – approach from September 2025 for discussion</u></p> <p>The proposed link roles and accountability approach had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The internationalism, STEM, Arts and Healthy Living groups are still active within school. One week of enrichment activities related to each group is planned throughout the school year. Governors can attend the summer term meeting for these groups; this is the review meeting.</li> </ul> <p><b><u>FGB2811-02 – ACTION: CG to circulate dates of meetings once set</u></b></p> <ul style="list-style-type: none"> <li>• Statutory/subject link roles discussed and updated as follows:</li> <li>• Attendance – under safeguarding link</li> <li>• Inclusion/SEND – LJ and CM</li> <li>• Pupil Premium – PS named governor</li> <li>• Children in Care – DL</li> <li>• Collective and pupil led worship – foundation governors (all governors to maintain awareness in this area)</li> <li>• Eco School – HM</li> <li>• School Council – CM</li> <li>• Science – PE</li> <li>• Art – HM</li> </ul> <p><b><u>FGB2811-03 – ACTION: CG to check staff links on this list</u></b></p>	<p>HT</p> <p>HT</p>
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8.	<p><b>Policy approval</b></p> <p>Policies had been circulated in advance of the meeting</p> <p><u>Pay</u>  Governors were advised that the policy follows the requirements of the School Teachers Pay and Conditions Document (STPCD) with reference to the removal of performance related pay. Schools have the discretion to retain this option.</p> <p><i>Governors approved the policy, with the removal of performance related pay, for use by the school.</i></p> <p><u>Health and Safety</u>  A governor queried whether volunteers receive a copy of the policy. Governors were advised that health and safety was covered at induction. A copy can be emailed to volunteers as needed.  It was noted that some names in the policy should be amended/updated.</p> <p><b><u>FGB2811-06 – ACTION: CG to update names in H&amp;S policy</u></b></p> <p><i>Governors approved the policy for use by the school.</i></p> <p><u>Data Protection</u>  Governors discussed the wording of having ‘overall responsibility’ and suggested this was changed to ‘responsibility for monitoring’ for some aspects of the policy.</p> <p><i>Governors approved the policy for use by the school.</i></p> <p><u>Admissions</u></p> <ul style="list-style-type: none"> <li>• The 2027 policy had been circulated – changes should be discussed and made now to allow time for correct procedures around consultation etc. to be followed.</li> <li>• Governors discussed the challenges around siblings not securing a place at school, which on occasion results in all children from the family being moved.</li> <li>• No changes were required for the 2026 policy.</li> </ul> <p><i>Governors approved the policy for use by the school.</i></p>	<p>HT</p>

	<p><b><u>FGB2811-07 – ACTION: 2027 admissions policy and timelines to be added to summer 1 agenda</u></b></p> <p><u>Appraisal</u>  <i>Governors approved the policy for use by the school.</i></p> <p><u>Capability</u>  <i>Governors approved the policy for use by the school.</i></p>	Clerk
9.	<p><b>Headteacher’s report</b></p> <p>The report had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• One in year admission had taken place since the report was written</li> <li>• Tours had taken place for prospective 2025 Reception families</li> <li>• There had been fewer first choice Reception places compared to last year. This may be attributed to fewer siblings applying for places and reduced numbers in preschool</li> <li>• JA was welcomed back to school</li> <li>• Attendance <ul style="list-style-type: none"> <li>- Families receive a penalty notice after five consecutive days of unauthorised absence</li> <li>- <i>A governor asked whether the Local Authority (LA) manage the penalty process.</i> Governors were advised that this was the case; school makes the referral to the LA</li> <li>- Attendance currently 97%</li> <li>- <i>A governor asked whether the increased threshold for fines was a disincentive for good attendance.</i> Governors were advised that there was not enough data at this point in the school year but that this will be monitored</li> </ul> </li> <li>• Safeguarding <ul style="list-style-type: none"> <li>- No suspensions since the previous report</li> <li>- No social care referrals since the previous report</li> <li>- One child under a Child in Need plan</li> </ul> </li> </ul> <p><b><u>FGB2811-08 – ACTION: CG to circulate behaviour chart</u></b></p> <ul style="list-style-type: none"> <li>• Attainment summary – end KS2 <ul style="list-style-type: none"> <li>- Report evidenced number of children achieving at or below the scaled score</li> <li>- Vulnerable groups’ attainment detailed</li> <li>- One child late to join school remains in the data</li> <li>- Data was below national and local averages however the contextual information regarding the cohort, additional needs etc. provides useful narrative</li> </ul> </li> <li>• Reception baseline assessments had been completed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Diocesan spiritual adviser had visited school</li> <li>• School is leading on a number of Early Career Teacher (ECT) initiatives and CPD sessions in the cluster</li> <li>• Catering <ul style="list-style-type: none"> <li>- The agency chef had provided more consistency</li> <li>- The original offer is being reviewed with the provider in light of what is actually being delivered</li> </ul> </li> </ul> <p><u>School Development Plan (SDP)</u></p> <p>The detailed SDP had been circulated in advance of the meeting. Updates on progress had been made.</p> <p><i>A governor asked what 'inward, outward, upward' referred to.</i> Governors were advised that this was related to spiritual development and how to express spirituality. This is distinct from religion or faith.</p> <p>This had been discussed in collective worship and CPD provided for staff</p> <p><i>A governor asked how or if this is measured.</i> It was noted that it cannot and is not measured as it relates to an individual's own spiritual response.</p> <p><u>Broadband</u></p> <p>Governors noted that new broadband providers are being researched due to the LA provider no longer offering services from Easter 2025.</p>	
10.	<p><b>Visit reports</b></p> <p>Visit reports had been circulated in advance of the meeting.</p> <p><u>Safeguarding</u></p> <p>It was noted that the safeguarding wheel was being used.</p> <p>Received and noted.</p> <p><u>Behaviour</u></p> <ul style="list-style-type: none"> <li>• The behaviour approach is being applied consistently</li> <li>• Teaching Assistants (TAs) expressed that they found the recent training helpful</li> <li>• Governors discussed inclusion and attitudes sometimes expressed by members of the school community towards families/children whose behaviour does not meet expectations. This had led to some families feeling ostracised from the school community.</li> <li>• A group is being set up to allow space for families to seek support and discuss what they would wish other families to understand about having a child with additional needs – subsequent events would take place to communicate this to other parents</li> </ul>	

	<ul style="list-style-type: none"> <li>• A significant proportion of children with behavioural needs require Social, Emotional and Mental Health (SEMH) support</li> <li>• It was noted that a number of children who were being educated outside the classroom are now able to access lessons with their peers. The approach to behaviour management is starting to have an impact</li> </ul> <p><i>9.30pm – CM left the meeting</i></p>	
11.	<b>Safeguarding</b>  Covered under headteacher's report.	
12.	<b>Wacky update</b>  A meeting is scheduled for December to discuss building works.	
13.	<b>Any other business</b>  None tabled	

With no further business the meeting closed at 9.40pm

	Actions	Owner(s)	Deadline
FGB0310-04	Governors to complete KCSiE declaration and declaration of interests by November FGB	All	Next FGB meeting
FGB0310-06	JN to complete Safer Recruitment training. <i>Update 28.11.24 - DL will also complete training -</i>	JN	TBC
FGB2811-01	Full finance audit report to FPP then to be brought to FGB	FPP/HT	Next meeting
FGB2811-02	CG to circulate dates of meetings once set (Internationalism etc.)	HT	ASAP
FGB2811-03	CG to check staff links on link roles list	HT	Next meeting
FGB2811-04	HTPM membership to next agenda	Clerk	Next meeting
FGB2811-05	Updated link roles list to be brought to future meeting	Chair	Next meeting
FGB2811-06	CG to update names in H&S policy	HT	Next meeting
FGB2811-07	2027 admissions policy and timelines to be added to summer 1 agenda	Clerk	Summer 1

FGB2811-08	CG to circulate behaviour chart	HT	ASAP
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