

Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting

Held on Thursday 1st December 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), Clare Mellor (CM), Frances Dye (FD), Simon Scott (SS), Peter Ede (PE), Julie Norris (JN)
In attendance:	Alice Walker (AW), Douglas Leckie (DL) (prospective governors – applications submitted)
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome The Chair welcomed all to the meeting.</p> <p>The GB was quorate based on the number of governors in post.</p>	
2.	<p>New Parent Governor Welcome and introduction to newly elected staff governor Clare Mellor. The Chair formally welcomed Julie Norris (Foundation Ex Officio Governor) to the governing body.</p>	<i>016 Clerk to notify CGS</i>
3 i. ii	<p>Apologies for Absence Receive apologies for absence: Nil Consent/Non-consent to absence: Nil</p>	
4	<p>Declaration of interest in any of the following items Pay Policy – Staff member Amy Beck and Chris Grey</p>	Staff interest in the Pay Policy.
5	<p>Curriculum Presentation – STEM leadership Cancelled and will be rescheduled</p>	
6 i	<p>Minutes of last FGB meeting(s): 6th Oct 2022 To approve the minutes of the FGB meeting 6th Oct 2022</p>	Minutes of FGB meetings 6 th Oct 2022 were APPROVED by the Chair.
7	<p>Matters Arising Agreed Actions Update Actions from meeting March 2022 001 Wellbeing meeting had been conducted on 16th November 2022.</p> <p>Actions from meeting April 2022 002 Ofsted training meeting to discuss conducted on 23rd November 2022</p>	

FGB Great and Little Shelford CE Primary School Date: 1st December 2022

Duly Approved by the FGB and Signed by the Chair.....*Alarose*.....Date: 2 Feb 2023

	<p>Actions arising from Meeting on 6th October 2022</p> <p>003 Head to update SCR once remaining interests have been completed (as item 004)</p> <p>004 Pecuniary interests logged onto Governor Hub – outstanding; Douglas Leckie, Alice Walker</p> <p>005 Health and Safety committee member – Peter Ede</p> <p>006 New parent governor C Mellor</p> <p>010 Inadvertent sending of emails to multiple person and IT solution for limiting the number of CC's. This was explored with IT and there is no solution. Persons will be reminded to be vigilant.</p> <p>012 School Council and PE link Governor - Clare Mellor</p>	
<p>8</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Chair's Business</p> <p>Governor Hub Update</p> <p>AC opened a discussion around the use of Governor Hub and how the governors are finding it to use. The main consensus is that the system is quite intuitive to use. If any governors require support for Governor Hub the clerk will record short tutorial videos to assist.</p> <ul style="list-style-type: none"> • Learning link safeguarding module that has been set on Gov Hub <p>Governor Development Plan Update</p> <p>The Chair had made some amendments to the document prior to the meeting adding a short sentence to each target.</p> <p>Governor Skills Audit</p> <p>The document is on Governor Hub filed under Skills Audit and all governors are to complete before the next FGB meeting. The Clerk will coordinate the data once it has all been completed.</p>	<p>017 Online Safeguarding module to be completed by 2/2/2023</p> <p>018 to be completed by all governors 2/2/2023</p>

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Headteacher's Business

a)

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.

Staffing

New inclusion Leader - Claire Pickard will take up role from January 2023.

K Hunt - 0.4 year 4 teacher has been recruited and will be in post from 1st January 2023.

Attendance

Overall authorised absence – 4.2%

Overall unauthorised absence – 0.15%

Q./A governor asked - is the recorded absence pattern used to follow up on pupil absence?

A./ The Head responded that the information enables the school to identify areas where support for families could be given. It can then trigger the intervention of support from the EWO and other external agencies.

A governor noted that the reminders that were included in the newsletters were helpful in reminding parents of start times for the school day.

Behaviour

The Head informed the GB that there had been an increase in the number of behaviour incidents due to the CPD that staff had been involved in which had clarified the threshold for recording incidents.

Q./ A governor asked if the 24 incidents were all from separate individuals or repeats from a smaller number of pupils.

A./ The Head answered - There were a number of incidents that involved the same pupil/s.

Q./ A governor asked - How are staff members supported after a difficult incident?

A./ The head responded that there is a document available to guide staff on how to gain support. There is provision for the SLT to work with the class on ensuring that behaviour management is embedded. There is also a way of tracking if the pupils involved in the incident are members of vulnerable groups.

Q./ A governor asked – is there a way of breaking down the number of children involved in the number of incidents i.e. 6 incidents and 2 pupils involved.

A./ The Head answered that this is something that could be brought in for the next Head's report.

It was agreed the Wellbeing would be added to the agenda as a standing item.

b)	<p>Safeguarding arising from Head's report discussion;</p> <p>A governor noted that it would be beneficial for all parent volunteers to be kept up to date with the safeguarding protocols within the school.</p> <p>The Head confirmed that there was an ongoing programme to ensure that all volunteers were up to date with their safeguarding.</p> <p>School development plan</p> <p>The Head had made this available to the GB prior to the meeting. The impact section for the current point in the term is updated prior to each FGB meeting.</p> <p>The Head opened the document for discussion. There were no questions raised by the FGB.</p> <p>The governors noted the high level of work that the staff had put into the SDP and relayed their thanks to all involved.</p>	
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10	<p>Standing Item – Safeguarding</p> <p>Several governors have watched the Ofsted webinar. It was noted that it is not mandatory for the Safeguarding governor to monitor the SCR but agreed that it was a practice that the governing body would continue to implement.</p> <p>It was noted the governors need to ensure that they have read the KCSiE and sign this off their profile on Governor Hub.</p> <p>Governors should upload certificates from safeguarding training into the appropriate folder on GovHub.</p>	
11	<p>Standing Item - Policy update and policies for approval:</p> <p>For Renewal (no changes):</p> <p>a) Admissions Arrangements (2024) - Duly ratified and adopted by the FGB.</p> <p><i>Q./ A governor queried how the policy worked for families that were not of the school faith but in catchment. The policy can be seen as discriminatory against non-faith families.</i></p> <p><i>A./The Head responded that this is the same for all faith schools and our policy is set in line with the Diocese of Ely guidance.</i></p> <p>b) Teachers' Pay Policy – Duly ratified and adopted by the FGB.</p>	

<p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p>	<p>Health and Safety Policy and First Aid Policy - Duly ratified and adopted by the FGB on the understanding that the header and vision statement are updated and that the Head uploads it onto the website.</p> <p>Governors' Allowances – edits - 45p per mile for car travel, claims from governors to go to the treasurer for approval. Claims from the treasurer to go to the Chair of governors for approval. Duly ratified and adopted by the FGB with the amendments.</p> <p>Teacher Appraisal Policy and Capability of Staff Policy NQT should be changed to ECT (on page 2) Duly ratified by the FGB with the noted amendment</p> <p>Complaints Policy – Duly ratified and adopted by the FGB.</p> <p>EYFS Policy – Duly ratified and adopted by the FGB</p> <p>SEND Policy – Duly ratified and adopted by the FGB</p>	<p>019 Head to ensure that the H & S policy, header and vision statement to be updated and the new version uploaded onto the school website. All volunteers to be issue the H & S policy.</p> <p>020 The Head agreed to add the Complaints Policy flow chart periodically to the school newsletter and make available in certain areas of the school, visible to parents.</p> <p>021 Head and Inclusion leader to arrange coffee morning in January for SEND families</p>
<p>12</p>	<p>Governor Monitoring Reports – all uploaded onto Gov Hub prior to the meeting.</p> <ul style="list-style-type: none"> • SEND • Music • Wellbeing – a discussion around the contents of the report was had by the governors. <p>Q./ A governor asked if there were any plans to support TA wellbeing in light of any challenging pupil incidents.</p> <p>A./ The Head responded that this is linked with the work that is being done in ensuring that the behaviour policy is embedded and that the incidents are logged. The Head said that this is something that is being discussed across several of the cluster schools (where some members of staff perceive that behaviour in their school is poor) and there would hopefully be the</p>	

	<p>opportunity for staff to visit other schools in the cluster to observe behaviour and how behaviour management plans are enforced.</p> <p>Q./ A governor asked who is the line manager for the TA's. A./ The Head said that this is be split between the SLT and the Inclusion Leader.</p> <ul style="list-style-type: none"> • Pupil Premium 	
13	<p>Standing Item – Governor professional development</p> <p>The slides from the Autumn Governor Briefing were uploaded onto Gov Hub by LJ . Some other training had been undertaken by some governors. A summary of this will be produced from Governor Hub next time.</p> <p>It was noted that there was a wealth of training for governors to sign up for on both Governor Hub and through the NGA,</p>	
14	<p>Rainbow / Wacky Liaison</p> <p>Meeting held on Tuesday 29th November 2022 – a discussion was undertaken about the next stages of the take over of Rainbow/Wacky. Everything is looking in hand for the transfer to take place on 1/1/2023.</p> <p>PE and PS will be having a meeting on 5th December with County to discuss the funding available for the development of the school building.</p>	
15	<p>PTA – A very successful Christmas event undertaken. CM now the PTA governor link.</p> <p>At the PTA meeting funding was approved for phonics reading and for the upper end of the school (just waiting on book lists from the class teachers)</p>	
16	<p>School Council – pupils have been collating feedback about lunchtimes.</p> <p>They have been discussing a phone box project within the village.</p> <p>The friendship bench has been finished and it is awaiting a location.</p>	
17	<p>FPP</p> <p>Terms of Reference were duly ratified and approved by the FGB.</p>	
17	<p>AOB</p> <ul style="list-style-type: none"> • PS and PE suggested that DL is added as a banking signatory – the governors agreed • Governor vacancies 1x Foundation governor Little Shelford 1 x Foundation governor Great Shelford <p>The governors gave their thanks and appreciation to Liz Carrothers for her term of office.</p>	

Meeting closed at 9:30pm
Date of next meeting: 2nd February 2023 at 7:30pm

No.	Action	Owner	Timescale
FGB Actions from 1st December 2022			
016 ACTIONS:	Notify CGS of changes to the governing body.	Clerk	5 th December 2022
017	Learning link safeguarding module that has been set on Gov Hub	All	to be completed by 2/2/2023
018	Skills Audit to be completed	All	to be completed by 2/2/2023
019	H & S policy - Header and Vision statement to be updated and the new version uploaded onto the school website. All volunteers to be issue the H & S policy.	Head	To be completed by 19 th December 2022
020	Complaints policy flow chart to be periodically included to the school newsletter and make available in certain areas of the school, visible to parents.	Head	To be completed by 19 th December 2022
021	Coffee morning in January for SEND families to attend.	Head and Inclusion Leader	31/01/2023

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