

## Great and Little Shelford CE (A) Primary School

### Full Governing Board Meeting

Thursday 1<sup>st</sup> February 2024, 19.30 – Y3 classroom

### MINUTES

	<b>Actions from February meeting</b>	<b>Owner(s)</b>	<b>Deadline</b>
1	The Local Authority (LA) will be informed that no changes will be made for the 2025 intake.	Chair	
2	Collective Worship monitoring visit to be scheduled	All	
3	EDI governor role description to be drafted	CM	
4	Induction tab level to be checked (governor or school)	Headteacher	
5	Chair to attend staff meeting to talk about governance	Chair	
6	Staff/link governor list to be added to programme of planned visits	Chair?	
7	Trip and visits and first aid to be added to monitoring plan for finance committee	Committee chair?	
8	Health and Safety governor to consider parking	Link governor	

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date 9.3.24

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Item	Time	Item	Lead	Paper	Action
GOVERNOR BUSINESS					
1.	19.30	<b>Welcome</b> The meeting opened in prayer.	Chair / SS/JN/LJ	n/a	
2.		<b>Apologies for absence</b> In Attendance: Anna Caroe (Chair), Chris Grey (HT), Gwen Casazza, Liz Jenkin, Douglas Leckie, Julie Norris, Polly Stanton, Alice Walker, Eleanor Witter, Amy Beck, Peter Ede The meeting was quorate. Also in attendance: Kate Sheppard (Maths Lead); Jen Hefti (Camclerk)	Chair	n/a	
3.		<b>Declarations of pecuniary interest</b> None Declared	Chair	n/a	
4		<b>Minutes from the Full Governing Board meeting held on 23<sup>rd</sup> November 2023</b> <i>A governor queried whether a decision was reached regarding where to address concerns relating to the chair (see Whistleblowing policy) and should an action be added to the minutes.</i> Minutes approved subject to the addition of the above action.	Chair	Yes	APPROVED
5		<b>Matters arising and review of actions</b> <u>September actions</u> 1. Pecuniary confirmations – governors to check and complete 9. Safeguarding training – two governors to watch training video and email school when complete 10. Circulation of safeguarding question – complete	Chair	Table below	Action:

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		<p><u>November actions</u></p> <ol style="list-style-type: none"> <li>1. Pecuniary forms – complete</li> <li>2. Ofsted training – complete</li> <li>3. Safeguarding training – complete</li> <li>4. Update to mobile devices policy – complete</li> <li>5. Online safety policy – Acceptable Use agreements to be brought to next meeting</li> <li>6. Alignment of language in Online safety and Mobile phones policies – complete</li> <li>7. Safeguarding wheel – complete</li> <li>8. Early Help offer information – complete</li> </ol> <p><u>Whistleblowing policy</u></p> <p>Governors discussed the most appropriate route to escalate concerns regarding the chair (should they occur). It was agreed that such concerns and those regarding any governor should be raised in writing to the clerk and that the clerk’s email address will be added to the policy.</p> <p><b><i>A governor asked who would carry out any resulting investigation.</i></b> Governors were advised that this would be dependent on the situation and that the clerk would be able to source the appropriate personnel.</p> <p><u>Allergy code</u></p> <p>Information was circulated in advance of the meeting. Received and noted. The Headteacher can implement this guidance as necessary.</p>			CG
STRATEGIC DIRECTION					
6		<p><b>Chair’s business</b></p> <p><u>Exclusion Appeal information</u></p> <p>Governors were advised that parents appealed against a recent suspension; a panel was established as a result who found in support of the school’s decision.</p>	Chair		

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	<p><b><i>A governor asked whether the deadline for further appeal had passed.</i></b> Governors were advised that there was no further recourse in this instance as it was a fixed term exclusion amounting to fewer than five days in one term.</p> <p>It was noted that this exclusion would remain on the pupil's file.</p> <p><u>Ofsted training</u> Governors noted the date and confirmed attendance.</p> <p><u>Ofsted information – update</u> Resources had been collated and made available via Governor Hub. It was agreed that this was a useful source of information.</p> <p>Governors were advised that the impending inspection is likely to be a two-day graded inspection. Inspectors will wish to meet governors on the second day; an in person meeting is preferable.</p> <p>Governors noted the additional support that is available to headteachers and staff during an inspection.</p> <p>The School Improvement Adviser (SIA) also has access to the Ofsted Information pack.</p> <p><u>Website link governor</u> Governors discussed the need to regularly audit the website and the best approach. It was suggested that governors could review pertinent sections of the website as part of their preparation for monitoring visits, with a more complete audit being undertaken on a less frequent basis.</p> <p><b><i>This approach was agreed.</i></b></p> <p><u>Admissions criteria</u> The deadline had passed for any changes to the criteria for the 2025 intake; for entry in September 2025, the</p>			
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		<p>consultation should have run between 1 October 2023 and 31 January 2024 (the determination year).</p> <p><b><u>ACTION: The Local Authority (LA) will be informed that no changes will be made for the 2025 intake.</u></b></p> <p>Governors were asked to consider whether to consult on admissions arrangements for the 2026/27 academic year. A consultation would go out to local schools, parents and other relevant stakeholders. Guidance states that for entry in September 2026, the consultation must run between 1 October 2024 and 31 January 2025 (the determination year).</p> <p>It was noted that the arrangements had not been reviewed for at least two years.</p> <p>Governors discussed the challenges presented to both families and the school by changing and limited catchment areas, population density and the potential for siblings to have to attend different settings. It was noted that is it made clear in the Admissions policy that having a sibling at school does not guarantee a place.</p> <p><b><i>Governors agreed to consider the option to consult before the next meeting when a decision will be made.</i></b></p> <p><b><i>EW to join admissions panel.</i></b></p> <p><u>Village News</u> Governors noted the submission dates for the newsletter.</p>			Chair
7		<p><b>Governor Development Plan</b></p> <p>Governors were thanked for their contribution to the plan. Governors were reminded that this is a working document and can be updated as needed.</p> <p>Behaviour group feedback was included under this item. The report had been circulated in advance of the meeting. The following points were noted:</p>	Chair		

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		<ul style="list-style-type: none"> <li>• The report gives an overview of the discussion with the Headteacher</li> <li>• A clear focus for future monitoring had been established</li> <li>• A survey will be issued to staff who joined the school since September 2023 regarding training, implementation of the Therapeutic Thinking approach. The group will analyse the feedback to inform next steps.</li> <li>• Feedback will be obtained from parents at the next parents' consultation evening. A survey is being drafted.</li> <li>• A parent workshop on Therapeutic Thinking is planned.</li> </ul> <p><b><u>ACTION: Collective Worship monitoring visit to be scheduled</u></b></p>			Link governor
8		<p>Equality, Diversity and Inclusion (EDI)</p> <p>Governors discussed whether to change the title of the EDI link governor to Diversity, Equity and Inclusion (DEI).</p> <p>It was noted that the school and governing board have statutory duties in relation to equality which should be expressed in the role title.</p> <p><b><u>ACTION: EDI governor role description to be drafted</u></b></p> <p><u>Annual Statement</u></p> <p>Governors were advised that the updated report is available to view on the school website and contains details of progress towards objectives since the previous report.</p>	Chair		CM
9		<p><b>Governor professional development</b></p> <p>Attendance at recent training events was noted. All safeguarding training has been completed. Inductions completed for new governors.</p> <p>A governor queried whether the induction tab on the single central record (SCR) relates to governor induction or school level induction.</p>			

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		<p><b><u>ACTION: Induction tab level to be checked (governor or school)</u></b></p> <p>Governors were asked to contact the Headteacher if they have not had a school-level induction.</p>			CG
HOLDING LEADERS TO ACCOUNT					
10		<p>Policies</p> <p>Policies had been circulated in advance of the meeting.</p> <p><u>Online safety policy</u> Deferred to next meeting as amendments pending.</p> <p><u>Instrument of Government</u> <b><i>Governors agreed that no changes are required.</i></b></p> <p><u>Equality policy</u> It was noted that the policy does not specify the updated protected characteristics. It was agreed that a statement would be added to read 'all protected characteristics as defined by legislation'. Two hyperlinks within the policy need to be updated. <b><i>The governing board approved the policy for use by the school subject to the above amendments.</i></b></p> <p><u>Admissions policy</u> <b><i>The governing board approved the policy for use by the school.</i></b> Certain statements in the policy will be revisited when admissions criteria are discussed.</p>	CG HT		

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11	<p><b>Attendance</b></p> <p>A letter from Damien Hinds regarding the challenges around attendance nationally had been circulated in advance of the meeting.</p> <p>Governors should be mindful of the changing attitudes of parents towards attendance due in part to the increase in persistent absence.</p> <p>It was noted that attendance at school is higher than the national level, however is lower than average for the school.</p> <p>Attendance levels are predominantly being affected by illness currently.</p> <p>It was suggested that in addition to regular reporting, case studies will be provided to governors outlining how school identifies patterns and concerns around absence and the approach taken to address this and improve attendance. It was noted that the issues surrounding attendance can be complex and that it is important to understand the context for individual cases.</p> <p>Governors were advised that the 'parental threshold' for keeping children at home when ill is lower, possibly due to increased numbers of parents working from home.</p>	CG		
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12	20:50	<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>• Year 6 agency teacher to hopefully be employed by the school imminently.</li> <li>• My Concern/safeguarding <ul style="list-style-type: none"> <li>- <b><i>A governor challenged the significant decrease in the number of concerns logged via My Concern.</i></b> Governors were advised that some training had taken place regarding how to categorise concerns and log them accurately, for example behaviour incidents to be logged differently to safeguarding concerns.</li> <li>- <b><i>It was noted that the 'yellow slip' system is still operational to alert the Senior Leadership Team (SLT) to urgent concerns.</i></b></li> <li>- <b><i>Governors discussed how My Concern organises the information and how levels of need can be allocated.</i></b></li> </ul> </li> <li>• School Development Plan (SDP) – a number of updates had been made.</li> <li>• CPD and monitoring schedule – circulated for information.</li> <li>• Staff/link governor list – circulated for information.</li> </ul> <p><b><u>ACTION: To be added to programme of planned visits</u></b></p> <p><b><u>ACTION: Chair to attend staff meeting to talk about governance</u></b></p> <p><b><i>A governor asked about strategy statements and spending plans.</i></b> Governors were advised that this relates to the Pupil Premium and Sports Premium expenditure reports which are up to date and available on the school website.</p> <p><u>Term dates 2024 – 25</u></p> <p>The proposed term dates had been circulated in advance of the meeting.</p>			Chair
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		<p><b>Governors approved the 2024 – 2025 term dates.</b></p> <p>It was noted that the 2025 – 26 term dates have been released by the LA following consultation.</p>			
13	21.05	<p><b>Curriculum presentation – Maths</b></p> <p>The Maths lead delivered a presentation regarding a Maths intervention.</p> <ul style="list-style-type: none"> <li>• The ‘Success at Arithmetic’ intervention has been introduced for targeted children in Years 5 and 6.</li> <li>• 13, 000 pupils have accessed the intervention nationally, with 91% reporting an increased confidence and interest in Maths and three times the progress against expected levels achieved.</li> <li>• The interventions works to unpick misconceptions around Maths and encourage children to investigate varying approaches to arithmetic.</li> <li>• The intervention comprises 26 sessions of small group work and takes place on three afternoons per week.</li> <li>• Year 6 have been the priority group; Year 5 will start to take part in the summer term.</li> <li>• The ‘Every Child Counts’ intervention is being considered for Years 3 and 4.</li> <li>• Key Stage 1 (KS1) interventions are being researched.</li> <li>• <u>Greater Depth project</u></li> <li>• Explicit teaching and modelling is used and the intervention develops resilience in learners.</li> <li>• Children are enthused by and enjoying the challenges presented.</li> </ul> <p><b>A governor asked if there is capacity to increase the number of children accessing the intervention.</b></p> <p>Governors were advised that this is not possible at present but is planned for next year.</p> <p>Governors will observe a session during the next Maths monitoring visit.</p>	Maths lead		

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14	21.10	<p><b>Governor monitoring reports and visits</b></p> <p>The reports had been circulated in advance of the meeting. Received and noted.</p> <p>It was noted that the Computing and DT visit would be performed in June.</p> <p>Writing to be the focus of the next English visit.</p>	Chair		
15		<p><b>Safeguarding</b></p> <p>The safeguarding link governor had visited the school last week to review the SCR. A number of gaps in the record were reported which relate to Rainbow personnel. Staff files for these personnel have been located in order to complete the record. Some references need to be obtained.</p> <p><b>Safeguarding audit – update on progress</b></p> <ul style="list-style-type: none"> <li>● Filtering and monitoring training – covered under the recent safeguarding training.</li> <li>● Early Help – covered earlier.</li> <li>● Trend and patterns – only flagged if identified.</li> <li>● Safeguarding wheel – has been circulated.</li> </ul> <p>Governors were advised that the Finance committee should schedule monitoring of trips and visits. It was suggested that a sample risk assessment from the Evolve system could be reviewed. First aid records should be reviewed for emerging themes and therefore potential health and safety issues to be addressed.</p> <p><b><u>ACTION: Trip and visits and first aid to be added to monitoring plan for finance committee</u></b></p> <p>Governors discussed issues with parking on site and the blocking of the gates.</p> <p><b><u>ACTION: Health and Safety governor to consider parking</u></b></p>	Safeguarding link		
16		<p><b>Mental Health and Wellbeing</b></p> <p>Deferred to next meeting.</p>			

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FINANCE				
17		<p><b>Finance Premises and Personnel - Including lettings and health and safety</b></p> <p><u>School Financial Value Standards (SFVS)</u></p> <p>To be agreed at next committee meeting.</p> <p><u>Finance staff – work distribution</u></p> <p>The majority of responsibilities are covered by an existing staff member. Premises are managed in collaboration with the premises management company.</p>		
STAKEHOLDER CONNECTIONS				
18		<p><b>Rainbow / Wacky</b></p> <p>Interviews are taking place for new staff members.</p> <p>School has been in dialogue with EPM regarding the contractual differences between new staff who receive sick pay and staff who were subject to TUPE when school took over the provision who do not receive sick pay. It is proposed to bring all staff contracts in line so that all can access sick pay. There is one specific case where this may not apply depending on advice received.</p> <p><b><i>Governors approved the contractual change.</i></b></p> <p>Planning for the new build remains in process.</p>		
19		<p><b>PTA</b></p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> <li>• £3K approved for smartboards with further fundraising to take place</li> <li>• £400 approved for Geography display</li> <li>• £1500 of Key Stage 2 (KS2) books have been delivered to school</li> </ul> <p>Upcoming fundraising activities:</p> <ul style="list-style-type: none"> <li>• Tea towels</li> <li>• Easter Hunt – 24<sup>th</sup> March</li> <li>• Quiz – 9<sup>th</sup> March</li> <li>• Bingo – 9<sup>th</sup> May</li> </ul>		

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20		<p><b>School Council</b></p> <p>The children have been discussing ways to make impactful change in the community and wider world.</p> <p>A number of lunchtime clubs, run by the children, have been established.</p>			
21		<p><b>Parish – School covenant – update</b></p> <p>The amendments and next steps had been reviewed and accepted. Once the other churches are in agreement, the covenant will be presented to the appropriate forum.</p>			
19	21.27	<p><b>Any other business</b></p> <p>The Headteacher advised governors that there are potential cashflow issues before the end of the financial year. No additional income is expected. The school financial adviser is assisting to map outgoings.</p> <p>Prudent planning will be required for the new financial year to avoid a deficit budget.</p>	Chair	n/a	Action:
<b>Date of next meeting: 7<sup>th</sup> March 2024 at 7.30pm</b>					

**The meeting closed at 9.40pm**

**Actions**

Item	Action	Owner	Deadline
	<b>Actions from 29th September 2023:</b>		
1	Complete and confirm Pecuniary Interests on Governor hub - Ongoing. Amy Beck, Alice Walker, Julie Norris and Simon Scott still to complete for this year – Complete (duplicated in November actions)	AB, AW, JN, SS	ASAP

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2	EXIT INTERVIEW DATA TO BE ON FPP AGENDA - Complete	PE to include on agenda AC to gather data Any interviewing governor to share data	
3	Inform Parish Council that the school would like parking boards - Complete	GC	
4	Read code of conduct and agree to the declaration on Governor Hub - Complete	All governors	End October
5	Clerk to raise issue with governor services. (link to the annual training programme requires you to sign-in with Microsoft to access CCC SharePoint.)	Chris S	Chair has been informed this is complete 1.11.23
6	sign up on Village News rota (or contact Chair if process is problematic)		Complete 1.11.23
7	GovDP working Party to agree meeting dates and feedback to FGB	AC to arrange	End October
8	EDI collation reservations to be raised outside of the meeting with CM  If there are no objections then the board will move ahead with the collection of data.  Peter to be informed about this agreed action.	All governors  CM	End October  Asap - done
9	Safeguarding update Training to be arranged  Date to be confirmed according on numbers who can attend. Training to be conducted online  Update 1.2.24 – two governors to complete training and email the school to confirm – AW and SS	CG?	January

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10	Weekly safeguarding question to be circulated to governors	CG	regularly
11	Action: AC or CG to share details of EAP with the Board	CG / AC	Complete 1.11.23

	Actions from November meeting	Owner	Deadline	Status
1	Complete and confirm Pecuniary Interests on Governor hub .		ASAP	Complete
2	School improvement advisor to provide OFSTED training	CG	January	Complete
3	Safeguarding update Training to be arranged. Date to be confirmed according on numbers who can attend. Training to be conducted online.	CG?	January	Complete
4	Update section 4.1 of mobile Devices policy as agreed	CG	January	Complete
5	Update section 6.1 of online safety policy as agreed, check appendices and bring to next FGB Update 1.2.23 – Acceptable Use Agreement to be brought to next meeting	CG	March	Ongoing
6	Align phrasing around inappropriate content on mobiles - mobile phone and online safety policies. Reporting procedure also needs amending to safeguarding lead instead of head teacher.	CG		Complete
7	Send safeguarding wheel to governors	LJ	January	Complete
8	Governors to follow link on website to view early help offer	All Governors	1 <sup>st</sup> Feb FGB	Complete

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