

Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting


Thursday 7th March 2024, 19.30 – Y3 classroom

MINUTES

	Actions from meeting held on 7th March 2024	Owner(s)	Deadline
1	Governor Development Plan/SDP to be added to Summer 1 agenda	Clerk	Summer 1 meeting
2	Behaviour principles to be added to Summer 2 agenda	Clerk	Summer 2 meeting
3	<u>ACTION: Updated Behaviour policy to be added to website</u>	HT	ASAP
4	<u>ACTION: PS to audit statutory information on website.</u>	PS	Next FGB
5	<u>ACTION: Governors to complete Prevent Duty training if not done in last two years. Certificates to be sent to the clerk.</u>	All	ASAP
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Item	Minutes	Action
1.	<p>Welcome</p> <p>The meeting opened in prayer.</p>	n/a
2.	<p>Apologies for absence</p> <p>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)</p> <p>Apologies were received and accepted from Eleanor Witter (EW).</p> <p><i>The meeting was quorate.</i></p> <p>Also in attendance: Jen Hefti (JH - Camclerk) - attended remotely</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 1st February 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>Actions from November meeting</u></p> <ol style="list-style-type: none"> 1. Pecuniary interests declarations – COMPLETE 2. Ofsted training – COMPLETE 3. Safeguarding training – COMPLETE 4. Update to Mobile phone policy – COMPLETE 5. Online Safety policy amendments – on this agenda 6. Policy phrasing re online devices – on this agenda <p><u>Actions from February meeting</u></p>	n/a



	<ol style="list-style-type: none"> 1. Local Authority to be informed that no changes made to admissions criteria – COMPLETE 2. Collective Worship monitoring – governors to focus on curriculum and ethos – CLOSED 3. EDI governor role description – COMPLETE 4. Recording of inductions on Single Central Record (SCR) – advice received that this is not statutory. The LA induction is the priority for governors. CLOSED. 5. Staff meeting – chair to attend after Easter. ONGOING. 6. Staff/link governor list to be added to programme of planned visits - COMPLETE 7. Trips and visits and first aid to be added to monitoring plan for finance committee – ONGOING 8. Parking – delegated to FPP committee – CLOSED for FGB 	
STRATEGIC DIRECTION		
6	<p>Chair’s business</p> <p><u>Ofsted update</u></p> <ul style="list-style-type: none"> • Training had taken place • The summary sheet and associated papers had been collated on Governor Hub • Governors considered holding an additional meeting in preparation for the inspection <p><u>Village News</u></p> <p>Deadlines for submissions noted. Governors were advised that a volunteer is required for the July submission.</p>	n/a
7	<p>Governor Development Plan</p> <p>The plan had been circulated in advance of the meeting. Additions were noted.</p>	n/a
8	<p>Governor workload proposal</p> <p>The workload proposal had been circulated in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • It is proposed that working groups are established in order to develop an efficient, coherent structure for monitoring • The proposal demonstrates a distributive leadership model so that the bulk of responsibilities do not lie with the few • The structure would ideally be in place for the beginning of the new academic year 	

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	<ul style="list-style-type: none"> • The groups would drive school improvement and be closely linked to the School Development Plan (SDP) • The monitoring form will be reviewed to ensure that non-curriculum/subject information can be captured and reported on, such as events/celebrations/successes. It was noted that some more general information of this type is already shared via the Headteacher’s report <p>Governors noted that workload had increased over recent years with a number of additional areas of school life requiring monitoring.</p> <p>Governors considered whether it was appropriate to receive more information from school in the form of presentations and reports which could then be discussed.</p> <p>Governors remain mindful of school leaders’ capacity and as such would seek a balance.</p> <p><i>A governor asked whether the Governor Development Plan could be combined with the SDP.</i> Governors were advised that this was certainly an option.</p> <p><i>A governor queried whether the current monitoring plan serves the same purpose as the Governor Development and workload plans.</i> Governors were advised that the plan for monitoring and driving school improvement needs to be expanded beyond the curriculum.</p> <p>Governors noted that the Behaviour Group monitoring plan provides an effective template for this approach to monitoring.</p> <p>It was noted that the Governor Development Plan would clearly demonstrate what governors wish to scrutinise.</p> <p><i>It was agreed that the plan would be explored further at the first summer term meeting, in conjunction with the SDP.</i> It would then be presented at the stakeholder meeting.</p> <p><u>Action: Governor Development Plan/SDP to be added to Summer 1 agenda</u></p>	Clerk
9	<p>Admissions</p> <p><u>September 2026 entry</u></p> <p>Governors noted that the criteria were reviewed two years ago when some changes relating to the wording around church attendance were made.</p>	

	<p><i>A governor asked whether church attendance was a requirement as part of the admissions criteria.</i> Governors were advised that it would be unusual not to include this; advice would need to be sought from the Diocese if this were to be removed.</p> <p><i>A governor challenged the barrier to joining the school if the child was a resident of the village, but non-Christian.</i> The school aims to serve the village however it may be perceived that the criteria preclude this.</p> <p>It was noted that approximately half of admissions are within the catchment/sibling criteria, followed by 'church attendee within catchment' and lastly 'within catchment, non-church attendee'.</p> <p>After further discussion it was decided that a consensus would not be reached within the required timeframe therefore no further amendments would be made.</p>	
10	<p>Governor professional development</p> <p>Recent training activities noted.</p>	n/a

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11	<p>Policies</p> <p>The policies had been circulated in advance of the meeting.</p> <p><u>Online safety</u></p> <p>A governor asked that the Mobile Device policy was referenced in this document. <i>The policy was approved subject to this amendment.</i></p> <p>Freedom of Information – Guide to Information</p> <p>The document was approved.</p> <p><u>Supporting pupils with medical conditions</u></p> <p><i>A governor asked that text be added under paragraph 3.1 to state that the school would be familiar with the particular language that a child may use to describe their health.</i></p> <p>The policy was approved subject to this amendment.</p> <p><u>Behaviour policy and written principles</u></p> <p>It was agreed that this would be taken to the Behaviour Group for a full review and brought back to the FGB in Summer 2.</p> <p><u>ACTION: Updated Behaviour policy to be added to website</u></p>	CG
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Headteacher's report

The report had been circulated in advance of the meeting. The following points were noted:

- Pupil numbers – two leavers, one admission, one admission in process for Reception
- Midday supervisor recruitment underway
- Attendance
 - The school received an FFT attendance award
 - Persistent absence had reduced but remains higher than the school average
 - No suspensions/exclusions since the last meeting

Safeguarding

- Nine My Concern logs had been made since the last meeting
- Governors discussed strengthening safeguarding links with Rainbow
- It was noted that triaging the logs is time consuming. A governor asked whether there was enough capacity within the Designated Safeguarding Leads (DSL) team. Governors were advised that a staff member is about to undertake refresher training and will supplement the team.
- Staff are encouraged to log everything of concern.
- Governors noted that a referral had been escalated to Early Help, however the case had since been marked as no further action required. A governor asked whether school is in a position to support the family in such a case. Governors were advised that the family had been signposted to sources of support by Early Help and school will continue to support.
- The Single Central Record (SCR) had been checked on 29.1.24

School Development Plan (SDP)

The SDP had been circulated in advance of the meeting.

A governor asked how the team staff meetings were structured. Governors were advised that these meetings were the opportunity to work collaboratively on projects.

Areas of Responsibility

Governors were advised that this document provides a snapshot into work completed, ongoing and areas for development.

A governor noted that the information provided on the website for each subject was not consistent. Governors were advised that there was not a substantive subject lead for each subject which may account for the inconsistency.

	<p><u>Website monitoring</u></p> <p><u>ACTION: PS to audit statutory information on website.</u></p>	PS
13	<p>Case studies</p> <p>The documents had been circulated in advance of the meeting.</p> <p><u>Behaviour</u></p> <p>Governors noted the strategies used and progress made</p> <p><u>SEND</u></p> <p>The case study documented the support provided to a child who was then able to access mainstream secondary provision. A focus of support had been emotional regulation which further enabled academic progress.</p> <p><u>Attendance</u></p> <p>The case study documented poor attendance and punctuality of a child with medical needs and the multi-agency approach to support the family to improve this.</p> <p><u>Safeguarding</u></p> <p>The case study documented the referral process and contact with various agencies.</p> <p>Governors thanked school staff for their work on the case studies which were extremely informative.</p>	
14	<p>Report from Behaviour Monitoring Group</p> <p>The group had surveyed staff members who had joined the school since September 2022. Questions were based on the DfE Behaviour for Education document. The responses had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> • Staff expressed gratitude for the support received from the Senior Leadership Team (SLT) • Some staff do not feel equipped to deliver the Therapeutic Thinking strategies but support them. • The group considered how and when outstanding training would be delivered, remaining mindful of SLT capacity. • They reflected on what needed to be done to increase staff confidence in delivering the strategies. 	

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	<p>Governors were advised that staff support each other with the approach and receive regular information and coaching. Confidence had started to improve.</p> <p><i>A governor noted that it would be difficult to implement a consistent approach if the strategy is less effective for some children and asked whether this would improve over time.</i> Governors were advised that this is challenging as some children’s responses to adult support vary at different times due to factors that include, but are not limited to, some pupils’ additional needs.</p> <p>Governors were advised that a small number of children are the source of the majority of behaviour events. Staff need support to manage this behaviour and ensure the safety of other children as well as their ability to learn effectively.</p> <p>Governors discussed the difficulties around managing behaviour at community/whole school events and expressed that they would not wish a child to be excluded from attending such activities.</p> <p>The Behaviour Group had surveyed parents:</p> <ul style="list-style-type: none"> ● New behaviour policies should be circulated to parents and families ● Varied response regarding how well parents understood the approach ● Less positive responses were received regarding how negative behaviour is, or perceived to be, managed ● Parents praised the hard work of staff, the nurturing environment and the celebration of positive choice ● There were concerns around disruption, foul language, bullying, sanctions imposed, communication and safety. <p>Governors were advised that it was clear that there is a desire to understand and engage with the approach; parental engagement could be addressed via workshops, specific newsletter items etc.</p> <p>The group will discuss further at a future meeting. Governors thanked the group for their work thus far.</p>	
15	<p>Visit reports</p> <p>Received and noted.</p>	
16	<p>Safeguarding</p> <p><u>ACTION: Governors to complete Prevent Duty training if not done in last two years. Certificates to be sent to the clerk.</u></p>	
17	<p>Mental Health/Wellbeing</p> <p>A staff survey is planned.</p>	
18	<p>Finance Premises and Personnel - Including lettings and health and safety</p>	

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	<p><u>SFVS</u></p> <p>The committee will review the document and circulate to FGB for approval.</p> <p><u>Year-end budget position</u></p> <p>A variety of issues will be considered by the committee. The 2024 – 25 budget will also be discussed.</p>	
19	<p>Wacky/Rainbow Links</p> <p>There had been no meeting since the previous FGB meeting. No further updates on planning for new building.</p>	
20	<p>PTA</p> <p>Governors were advised that the PTA had applied to be able to claim Gift Aid.</p>	
21	<p>School Council</p> <p>A donation of footballs had been received.</p>	
22	<p>Covenant</p> <p>Governors were advised that the three churches had approved the covenant</p>	
23	<p>Any other business</p> <p>None tabled.</p>	

With no further business the meeting closed at 9.40pm

Actions

	Actions from February meeting	Owner(s)	Deadline
5	Chair to attend staff meeting to talk about governance. Update 7.3.24 – meeting to be held after Easter	Chair	Summer term
7	Trip and visits and first aid to be added to monitoring plan for finance committee	Committee chair?	

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