

Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting

Held on Thursday 2 February 2023 at 1930 hours

Governors:	Anna Caroe (AC - Chair), Liz Jenkin (LJ – Vice Chair), Polly Stanton (PS), Chris Grey (CG – Head), Amy Beck (AB), Clare Mellor (CM), Frances Dye (FD), Simon Scott (SS), Peter Ede (PE),
In attendance:	Douglas Leckie (DL) Alice Walker (AL) – prospective governors Ros Ashton - Teacher
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome</p> <p>The Chair welcomed all to the meeting. The meeting started at 7:40pm (the GB were waiting for PS and The Head to finish a prior meeting with Rainbow/Wacky Liaison Group)</p> <p>The GB was quorate based on the number of governors in post.</p>	
2.	<p>Apologies for Absence</p> <p>Receive apologies for absence: Julie Norris</p> <p>Consent/Non-consent to absence: Given for JN</p>	
3	<p>Declaration of interest in any of the following items</p> <p>nil</p>	None declared
4	<p>Curriculum Presentation – Active and Healthy Learning – AB & RA</p> <p>PSHE, Outdoor learning, PE, Safeguarding</p> <p>First team meeting had been undertaken in the Autumn Term and focus had been on Outdoor Learning and Safeguarding (focus on embedding the system where children would be able to discuss concerns/worries).</p> <p>During the Spring term meeting, PSHE coverage was the focus of the discussion. It was noted that the challenge with PSHE is that gathering evidence of the children’s learning through discussion and practical work is difficult. It was felt that all staff are now more aware that there needs to be more evidence available as this would be important for an inspection.</p> <p>Outdoor learning - Staff are investigating the provision of Playpods for the use by the classes – although at this time it is an idea that will continue to be investigated fully before being purchased.</p>	

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	<p>PE - links are being made with the cluster schools to ensure a diverse delivery of PE opportunities. This will involve the school hosting sports events and the children being able to visit the cluster schools to take part in offsite sports events.</p> <p>Safeguarding – focus still to be on ensuring that the relational links are available for children to share any concerns that they may have.</p> <p><i>Q./ A governor asked - Are there any particular areas that are not being covered in PSHE?</i></p> <p>A./ RA responded - Under the Cambridge PSHE scheme there are 3 units that need to be taught over the term, which makes it challenging to fit everything in. Ideally there would be 2 units per term to allow for curriculum coverage. However, there are elements of the units that can be tailored to fit the needs of the particular class.</p> <p><i>Q/ A governor asked - Is there a specific amount of minutes that need to be taught each term to cover PSHE?</i></p> <p>A./ RA responded - No there is not an explicit set number of hours that PSHE has to be taught it is left to the discretion of the class teacher. There is only DfE guidance at what areas of the PSHE curriculum that need to be taught by the end of KS2.</p> <p><i>Q./ A governor enquired - Would it be better if this was made clearer as to how much time should be spent teaching PSHE?</i></p> <p>A/ RA replied – This could be helpful but it is up to the class teacher. It would be preferred that it is taught weekly but this is not always the case.</p> <p><i>Q./ A governor asked - Is the difficulty of fitting PSHE into the curriculum to do with other subjects? Does it mean that another subject needs to be dropped in order to find time to teach PSHE?</i></p> <p>A./ RA responded - Not essentially, although there is a lot of content of foundation subjects that need to be taught which makes it difficult with timetabling.</p> <p><i>Q./ A governor asked - Is there any provision for children that are not able to articulate easily due to SEN or other issues, to raise a concern safeguarding issue through a different channel to talking?</i></p> <p>A./ RA responded - There are not specific directions for this but the continued reiteration of how and who to talk to is incorporated into most units, for example with the Safety star and Trusted Adults.</p> <p>The Chair thanked the staff for sharing the presentation and commented that it was clear how much work was being put in and the evidence of professional dialogue around providing high quality teaching and learning.</p>	
5	<p>Minutes of last FGB meeting(s): 1st December 2022 To approve the minutes of the FGB meeting 1st December 2022</p>	<p>Minutes of FGB meetings 1th Dec 2022 were APPROVED by the Chair</p>

	<p>Amendments agreed as follows Item 9a) absence figures recorded clearly as percentage Item 11d) remove the word 'the' Noted – Douglas Leckie to be referred to as Douglas or DL not Doug</p>	
6 i	<p>Matters Arising Agreed Actions Update Actions from meeting on 1st December 2023 Items 016 – 019 completed, 021 completed.</p>	
7 a) b) c)	<p>Chair's Business</p> <p>Governor Development No major changes to the document. Also see monitoring item for action on Target 1.</p> <p>Governor Skills Audit Completed in the majority – only a couple of outstanding audits. PS mentioned that there was an audit around the skills that the governors have outside the school and that these should be looked at to see what skills would be required in new governors. The Chair agreed that this was something that could be looked at in the future.</p> <p>Alarm Protocol It was noted over the Christmas period the school alarm had gone off. It has been discussed that the site caretaker would be issued with a work telephone for contacting in the event of the alarm going off. The number would be made available to the close neighbours and also made available on the school signage. A governor raised the point that the terms of employment would need to be amended for the caretaker to ensure that encompasses the use of the telephone and out of hours call outs.</p> <p>Governors discussed whether it would be a good idea to look at the bigger picture for the alarm protocol which should include things like suspicious activity on the grounds. It was agreed that more work around the alarm protocol would be needed, and it would be brought back to the next FGB meeting.</p>	<p>022 Alarm protocol to be brought back to the FGB in March 2023</p>

Headteacher's Business

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.

- There are 38 children who have selected the school as first choice for the September intake.
- It was noted that the school's attendance is in the top 10% for the country and in relation to similar schools.
- The Head reported that there has been one internal exclusion since the report was produced. The school is seeking advice from external agencies with regards to securing the external fire door near Y3 to limit egress from the school building.
- It was noted that there is still CPD being carried out around the Behaviour Policy to ensure that all staff are reporting incidents in the same way.
- It was noted that the CPD schedule and the SLT monitoring schedule have been added to Governor Hub.

Q/ A governor asked why there has been a significant level of mobility among females in year 5.

A/ *The Head responded - There are a number of factors – low level of girls in the cohort making it quite difficult for friendship groups etc, a number of children have moved onto private schools. There had been no concerns raised by the families of the children that have left.*

Q/ A governor asked - Is there a provision being put into place for those girls that are remaining in the cohort to support them?

A/ *The Head - All things are assessed on an individual basis. Friendship and relationships would be brought into the PSHE and Collective Worship. The Head noted that in the past RSE has been adapted to fit the characteristics of the cohort.*

Q/ A governor asked – Is there anything that is being done to support children with low attendance?

A/ *The Head responded that the schools works closely with the families to support them to improve attendance. It has seen improvements for some children and all cases are treated on an individual basis. It was noted that some of the persistent nonattendance has been through unauthorised absence leave taken over the Christmas period.*

School Development Plan

The SDP has been updated to include some amendments to Growth Mindset. There has been updates to Collective Worship.

Strike Update

On the advice from Jonathan Lewis, the Head gathered the information of the numbers of the staff that would be taking strike action prior to the 1st February 2023. It was noted that all staff were in school teaching and that there was no impact to families.

	<p>Pupil Premium Strategy The DofE requirements are that the school produces a long-term plan for pupil premium. The strategy shows a review of the previous year's provision as well as the projection for future spend.</p> <p>Subject Leadership Roles It was noted that there had been a few staff changes - Karina Hunt is MFL lead, Jenny Unwin is now Art Lead. The Chair advised the GB that the governor links are in the monitoring folder on Governor Hub.</p> <p>Term Dates It was noted that the school follows the recommended term dates from County with the addition of professional development days, <i>The GB agreed the term dates.</i></p> <p>Academisation – Diocesan update The diocese wanted to make the GB aware that they are thinking about forming two more multi-academy trusts but the geographical parameters would be carefully assessed.</p> <p>The Chair thanked the Head for the clarity of the reports and information provided, and acknowledged the work done to prepare them.</p>	
9	<p>Safeguarding</p> <p>Meeting to be conducted next ½ term – nothing to report at the moment.</p>	
10	<p>Standing Item - Policy update and policies for approval:</p> <p>New/Revised policies):</p> <p>a) Freedom of Information Publication Scheme – It was noted the Head has made a webpage to show the Freedom of Information Publication Scheme as per the Information Commission Report. The GB noted that this had completed.</p> <p>b) For renewal (no changes)</p> <p>Instrument of Government – The governors were happy with the Instrument of Government as it stands.</p>	

11	<p>Governor Monitoring Reports – all uploaded onto Gov Hub prior to the meeting.</p> <ul style="list-style-type: none"> • No reports since last meeting • Visits to be undertaken this term: <p>January – English/science :</p> <p>LJ monitored English/Phonics this week (report to come to next FGB)</p> <p>PE will be monitoring science in February 2023</p> <p>Feb – RE: JN to arrange a visit</p> <p>March – Computing/maths – PS will meeting in Spring 2 for both.</p> <p>It was agreed that the subject lead reports were to be added into the relevant subject folders on Governor Hub.</p> <p>Spring 2 – Wellbeing and Pupil Premium visits are in process of being booked</p> <p>SEND had happened this week – report to follow at next FGB</p> <p>Meeting to be arranged between CG, JA and Foundation governors to create a monitoring plan for Anglican Identity</p> <p>Data Panel members and Head to meet in Spring 2 with regards to the Autumn data.</p>	023 Collective Worship/SIAMS monitoring plan to be arranged.
12	<p>Standing Item – Governor professional development</p> <p>All governors had been supplied with the current available training through CGS by the clerk.</p>	
13	<p>Rainbow / Wacky Liaison</p> <p>Back in October the agreement had been made for the school to take over Rainbow Pre-school. Two consultation meetings were held on 2nd February 2023 with the staff to conclude the consultation process. The meeting was on balance positive. All bar one staff member were in attendance and one union member was also in attendance. It was noted that the transfer would look to take place on 1st April 2023 (nearest working date).</p> <p>PS informed the GB that the governors would need to meet post consultation period to confirm the details.</p>	
14	<p>PTA</p> <p>Verbal update – lots of events taking place including bike sale, cake at the gates,</p> <p>It was noted that the PTA had given £7051 over the last year for</p>	The Chair asked for the thanks to be passed onto all members of the PTA for their hard work.

	different projects.	
15	<p>School Council</p> <p>It was suggested that a science award could be given in honour of Mr Paduano.</p> <p>The phone box in the village will be up and running shortly.</p>	
16	<p>AOB</p> <p>AC be added as a signatory to the governors' CCLA account, joining existing governor signatories PS and PE.</p> <p><i>The governors were in full agreement for AC to be a signatory.</i></p> <p>The Chair informed the GB that she had received a reworked version of the Parish School Covenant. This was an item that has been passed to the school in 2020 and had not been taken up by the school at that point. The governors were asked if they would like to participate in the pilot of the new covenant. The Chair felt that the governors' input would be quite useful in the pilot programme. The Chair agreed to attend the next meeting about it.</p> <p>Admissions – the admissions data will come out before the diocese meeting approving AW as a governor, so she will only be able to observe the admissions ranking process. The Chair, PS and FD will need to meet to do the ranking at the end of February 2023.</p>	
	<p>Meeting closed at 9:36pm</p> <p>Date of next meeting: 23rd March 2023 at 7:30pm</p>	

No.	Action	Owner	Timescale
FGB Actions from 1st December 2022			
016	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	Head	To be completed by 19 th December 2022

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	school website. All volunteers to be issue the H & S policy.		
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 28 th Feb 2023
021	Coffee morning in January for SEND families to attend.	Head and Inclusion Leader	31/01/2023

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No.	Action	Owner	Timescale
FGB Actions from 2nd February 2023			
022	Alarm protocol to be brought back to the FGB	Head	23 rd March 2023
023	Collective Worship/SIAMS monitoring plan to be arranged.	Head/Julia Alderson/ Foundation governors	By 10 th March 2023

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Duly Approved by the FGB and signed by the Chair *Alison* 23rd March 2023