



Great and Little Shelford CE (A) Primary School Governing Board

FULL GOVERNING BOARD MEETING

Thursday 23rd March 2023 at 7.30pm

MINUTES

ACTION GRID

Item	Action	Deadline	Responsibility
6	Update the FGB on the School alarm protocol at the FGB meeting on 29 th June 2023.	As appropriate	CG
7	Check the start date of the new prospective Foundation Governors DL and AW with the Diocese.	ASAP	AC
8	Consider the question ' <i>How does the school's theologically rooted Christian vision enable pupils and adults to flourish?</i> ' with the School Council.	As appropriate	CG/CM
9	All governors to complete the NGA Learning Link training course for Equality, Diversity, and Inclusion by the second FGB Meeting of the Summer term on 29 th June 2023.	By 29/06/23	All
	CM to share the NGA Learning Link URL via the GovernorHub Noticeboard.	ASAP	CM
11	Update the table of end-of-year assessment results, predictions, and aspirations in the Headteacher's Report with 2022 EYFS and Key Stage 1 National data.	ASAP	CG
12	Share Governor Monitoring Reports for science and English, and Link Governor Visit Reports for ICT and mathematics on the GovernorHub Noticeboard for comments and questions.	ASAP	AC
17	Meet to agree arrangements for remuneration of the school staff member who will take on management responsibility for Rainbow staff and the pay scales for the Headteacher and Deputy Head.	As appropriate	FP&P Committee

SUBJECT TO RATIFICATION
FULL GOVERNING BOARD MEETING

Thursday 23rd March 2023 at 7.30pm

MINUTES

Present: Amy Beck (AB), Anna Caroe (AC - Chair), Frances Dye (FD), Peter Ede (PE), Chris Grey (CG - Headteacher), Liz Jenkin (LJ - Vice Chair), Douglas Leckie (DL), Clare Mellor (CM), Julie Norris (JN), Simon Scott (SS), Polly Stanton (PS), Alice Walker (AW).

Also Present: Claire Pickard (CP - Inclusion Leader), Richard Walmsley (Locum Clerk)

	Item	Action
1.	Welcome The Chair welcomed all to the meeting. JN gave an opening prayer. The Clerk confirmed that the meeting was quorate.	
2.	Apologies None.	
3.	Declarations of Interest None.	
4.	Minutes from the Previous Meeting The Minutes of the Meeting of 2 nd February 2023 were accepted and signed as a true and accurate record.	Agreed
5.	Curriculum Presentation CP gave a detailed presentation of the proposed SEND and Alternative Provision Improvement Plan (March 2023) which had been written in response to the government's SEND Green Paper: ' <i>Right Support, Right Place, Right Time,</i> ' launched in 2019 and published in March 2022. She gave a summary of the set of National Standards for SEND which will be mandatory for schools from 2025, and which will build on the Ordinarily Available Provision Approach (OAP). CP noted the impact on the school and detailed the key challenges to overcome: <ul style="list-style-type: none">• The school remains in a recovery position after COVID – good practice that may have been set up needs to be reintroduced.• The standard of behaviour in the school needs further development.• Some staff are not adequately trained to implement OAP provision.	

Signed: Alice

Date: 29.4.23

	<ul style="list-style-type: none"> Staffing cuts and changes have led to a fragmented support offer for SEN support pupils. There is a limited Universal Offer or standardisation of approaches for SEND assessment or provision at the SEN support level. <p>CP noted that the school's inclusive approach is based on excellence through creating engaging environments, compelling relationships and an irresistible curriculum and shared her views on how the governors could enable each of these key aspects:</p> <ul style="list-style-type: none"> <u>Developing the environment</u>, through capital investment via a three- year capital development plan to enable the school to create therapeutic spaces in the school which support a calm and engaging learning environment, <u>Developing relationships</u>, through a recovery CPD budget to enable the school to enable the school to increase staff expertise in identifying SEND and implement universal approaches, <u>Developing the curriculum</u>, by providing a recovery CPD budget and escalating the programme for SEND policy updates to enable the school to design and implement a coherent whole school SEND and behaviour strategy to raise standards of provision, <u>Developing leadership</u>, through agreeing a standard approach to TA contracts, increasing the budget for lunchtime support, and ensuring 'fair pay' approaches for TA staff working at lunchtime to enable the school to restructure TA time and standardise TA practice to maximise impact. <p>She suggested means by which the governors could raise finance to increase capacity by focusing on income rather than expenditure and considering income streams including lettings, national support programmes, fund raising and grant bids.</p> <p><i>Q – Does the school engage in shared training with other schools?</i></p> <p><i>A – Yes, including shared training with Duxford Primary School.</i></p> <p>The governors thanked CP for her informative presentation and informed her that her suggestions would be considered at the appropriate committee meetings.</p>	
6.	<p>Matters Arising</p> <ul style="list-style-type: none"> Item 020 (from 01/12/2022) – AC confirmed that the complaints flowchart had been updated. Item 022 (from 02/02/2023) – CG gave an interim update on the School Alarm Protocol. The governors asked for a further update at the FGB meeting on 29th June 2023. Item 023 (from 02/02/2023) – AC confirmed that the Statutory Inspection of Anglican and Methodist Schools (SIAMS) monitoring was in progress. 	<p>Done</p> <p>CG</p> <p>In progress</p>
7.	<p>Chair's Business</p>	

Signed: Alaose

	<p>The Chair proposed further use of Governor Hub for policy approval, monitoring reports and school visits to allow more time in meetings for discussion/ reduced time overall. This was agreed.</p> <p>The Chair proposed that an 'Equality and Diversity Champion' role to be agreed by the board and then filled by CM. This was agreed.</p> <p>New prospective Foundation Governors DL and AW were proposed for Summer term meeting having been appointed at the Spring term Diocesan Board meeting. Their terms of office would run from the first necessary date after appointment, i.e., from 23rd March 2023 to 22nd March 2027. This was agreed.</p> <p>Eleanor Witter and Ian Sanders had been approved by the Parochial Church Councils for appointment at the Summer term meeting.</p> <p>AC confirmed that her reapplication also went to the Board at the Spring term meeting and had been approved for a further term.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
8.	<p>Governor Development Plan</p> <p><u>Target 1:</u> Following SIAMS training and changes to the framework, the governors considered the question, '<i>How does the school's theologically rooted Christian vision enable pupils and adults to flourish?</i>' There followed discussion, including how 'flourishing' could be measured. Governors noted that the theological underpinning of a definition of 'flourishing' needed to be comfortable to children and families of all faiths or none, and which allows all to flourish.</p> <p>Governors agreed that the question would be put to the School Council and further considered at the FGB Meeting of 27th April.</p> <p><u>Target 2:</u> This was deferred to the FGB Meeting of 27th April.</p> <p><u>Target 3:</u> This was deferred to the FGB Meeting of 27th April.</p>	<p>CG/CM</p> <p>Deferred</p> <p>Deferred</p>
9.	<p>Governor Professional Development</p> <p>LJ advised that feedback on the governor professional development Impact Log and Summary on GovernorHub should be on notable items only and that any questions can be put to governors who attended training.</p> <p>SIAMS training for all governors is recommended.</p> <p>All governors were requested to complete the NGA Learning Link training course for Equality, Diversity, and Inclusion by the second FGB Meeting of the Summer term on 29th June 2023. CM offered to share the URL link to these via the GovernorHub Noticeboard.</p>	<p>All</p> <p>CM</p>
10.	<p>Policy Approval</p> <p>There were no policies to approve. Policies for the current half term will be uploaded to GovernorHub and noted at the next FGB Meeting, (see Item 7 above).</p>	
11.	<p>Headteacher's Business</p> <p>a) Headteacher's Report</p> <p>The Headteacher's Report had been circulated prior to the start of the meeting.</p>	

Signed: Alaice

Governors noted that the number of pupils with persistent absence at 10% (less than 90%) and the percentage of persistent absence at 10% for 2022-23 so far had increased over that for 2021-22.

Q – Have parental attitudes to attendance changed since the Covid pandemic?

A – It is possible that there is a lower threshold to illness and attendance.

Q – Is there any trend in absence for non-health reasons?

A – Not that we have seen in the school.

Q – Has there been any increase in other schools?

A – An increase in pupils' anxiety in crossing the threshold has been seen.

Q – Have you talked with the pupils collectively about attendance?

A – We have not done this. It would be difficult to approach. Out attendance has traditionally been strong.

The Meeting commented favourably on the clear presentation of data in the Headteacher's Report.

Q – What is FFT?

A – It is the Fischer Family Trust, a charity which presents schools with a synchronised data system to enable progress, target setting and benchmarking. It can also present individual pupil alerts, a facility which we have not used much but is useful for tracking attendance.

CG gave an overview of staffing updates noting that there had been two expressions of interest in forthcoming staff vacancies.

Q – Has there been any discussion within the SLT on the impact of the DHT transferring parental leave during May, June, and July?

A – Yes there has, but no final decision has been made.

Q – How is the school supporting the staff who now have a job share?

A – There has been release time allocated for the handover of information and other matters.

Governors noted that the 2022 EYFS and Key Stage 1 National data had not been included in the table of end-of-year assessment results, predictions, and aspirations. CG confirmed that the table would be updated with these.

CG

b) School Development Plan

The School Development Plan had been circulated prior to the start of the meeting. Governors noted that Impact Review comments for March 2023 had been added to the Plan.

c) Behaviour Survey Summary Report

Signed: _____

Alaose

	<p>The Behaviour Survey Summary Report had been circulated prior to the start of the meeting. CG explained that the questions used for the survey had been taken from Ofsted's 'Parent View.'</p> <p><i>Q – The questionnaire return is from only 54 respondents. Is this normal?</i></p> <p><i>A – Yes, it is comparable with the response to ParentView at the last Ofsted inspection.</i></p> <p><i>Q – We see that 7.4% of parents who responded disagree that the school makes sure its pupils are well-behaved.</i></p> <p><i>A – This could be published with the thoughts of the children on this matter.</i></p> <p>The governors thanked CG for his reports.</p>	
<p>12.</p>	<p>Governor Monitoring Reports and/or Visits to the School</p> <p>Governor Monitoring Reports for science and English, and Link Governor Visit Reports for ICT and mathematics had been circulated prior to the start of the meeting. AC confirmed that, due to time constraints, discussion, and question on these was not possible at the meeting and that she would share each of them on the GovernorHub noticeboard to provide an opportunity for comment and questions.</p> <p>A Pupil Premium Visit Report would be included on the agenda for the next FGB Meeting.</p> <p>Governors noted that the correct School Governors' Visit Monitoring Report (posted on GovernorHub) contained a space for a safeguarding question and its response. Suitable questions were considered by the Meeting.</p>	<p>AC</p>
<p>13.</p>	<p>Safeguarding</p> <p>The Safeguarding Report to Governing Board had been circulated prior to the Meeting as part of the Headteacher's Report (see Document 11a in the bundle) and governors noted the following:</p> <ul style="list-style-type: none"> • There are nine children in the 'Concern' category and one child 'In Need.' There are no children on roll who are children Looked After (LAC), at Early Help Assessment (EHA), Team around the Family (TAF) or on the Child Protection Register. • One urgent referral to Prevent to seek advice has been made since the last FGB meeting. • Since the last report there had been eight logs of concern, 10 serious behaviour incident logs, and one prejudicial incident form (re. sexual orientation) had been received. • Since the last report there was one fixed-term exclusion for physical assault against a member of staff. Governors were informed of the actions which had been taken in respect of the incident. • All Designated Safeguarding Leads (DSLs) have received up-to-date DSL training. A Deputy Designated Safeguarding Lead 	

Signed: Alaose

	<p>(DDSL) had attended the Child Protection Network Meeting on 1st February 2023.</p> <ul style="list-style-type: none"> Prevent training has been completed by staff with certificates of completion being monitored. DSLs have also completed the referrals training. The Headteacher and DDSL has also completed a refresher Safer Recruitment course. The DSL and office team is finalising the implementation of MyConcern. DSLs have completed two out of three DSL CPD sessions. Termly Single Central Record (SCR) Monitoring and Pupils Perspectives on Online Safety was completed last term by the Named Safeguarding Governor and DSL. The DSL and Named Safeguarding Governor will conduct Spring Monitoring on Friday 24th March 2023. Safeguarding audits, previously done with Phil Nash, the Senior Leadership Adviser, are to be repeated as the school adopts MyConcern. 	
14.	<p>Wellbeing</p> <p>A monitoring meeting had been booked for 28th April with the Deputy Head.</p>	
15.	<p>Finance, Premises and Personnel</p> <p>PE gave an overview of the Finance, Premises and Personnel Committee Meeting of the 9th March 2023, noting that the consultation period for the takeover of Rainbow Pre-School had ended on 13th March and that the takeover will require final approval by FGB, (see Item 18 below). If agreed, the date set for the Transfer of Undertakings (Protection of Employment) regulations (TUPE) would take place on 1st April.</p>	
16.	<p>School Financial Value Standard (SFVS)</p> <p>The School Financial Value Standard (SFVS) Checklist Return had been completed by the Finance, Premises and Personnel Committee and circulated prior to the start of the meeting. The governors agreed the Checklist Return.</p> <p>The governors noted the plans for the Finance Secretary to reduce her hours with the intention to leave the school at the end of the year and agreed to the proposed job share.</p>	<p>Agreed</p> <p>Agreed</p>
17.	<p>Pay Review</p> <p>Governors noted that an extra Pay Review Committee meeting will be required to agree arrangements for remuneration of the school staff member who will take on management responsibility for Rainbow staff and the pay scales for the Headteacher and Deputy Head.</p>	<p>FP&P Committee</p>
18.	<p>Rainbow/Wacky</p> <p>Governors noted the feedback from the Finance, Premises and Personnel Committee (see Item 15 above) and, following completion of the</p>	

Signed: Alaose

	<p>consultation, approved the agreement to proceed with the takeover of the Rainbow Pre-School.</p> <p><i>Q – Has any discussion taken place with Cambridge Kids Club (CKC)?</i></p> <p><i>A – This is ongoing.</i></p> <p><i>What about communication with the parents regarding Rainbow?</i></p> <p><i>A – This will take place tomorrow.</i></p>	Approved
19.	<p>Parent Teacher Association (PTA)</p> <p>CM advised that several events had been planned, including an Easter egg hunt, a quiz, and the Summer Fair.</p>	
20.	<p>School Council</p> <p>CM informed the Meeting that the School Council discussed ideas for a memorial Prize in memory of former teacher, Mike Paduano, who taught at Shelford for 25 years and decided that they wanted to do something that honoured his creative and enthusiastic approach to science teaching. The prize will be awarded to a pupil for progress in science and will be given out in the summer term each year, alongside the Philippa Pearce Prize for English and the new Ada Lovelace Prize for Mathematics.</p> <p>Information about this would be sent out on the school newsletter and the Shelford Village News.</p>	
21.	<p>Any Other Business</p> <p>Governors expressed their sympathies on the news of the death of Ruth Perry, Headteacher of Caversham Primary School, Reading.</p>	
	<p>Date of the next meeting</p> <p>Thursday 27th April at 7.30pm.</p>	

Signed: Alaice