



Great and Little Shelford CE (A) Primary School

Full Governing Board Meeting

Thursday 25th April 2024, 19.30 – Y3 classroom

MINUTES

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), Simon Scott (SS), Eleanor Witter (EW)

The meeting was quorate.

Also in attendance: Jen Hefti (JH - Camclerk) - attended remotely. Ufeli Ani (observer – Camclerk) – attended remotely; Kate Sheppard (Class teacher)

	Actions from meeting held on 25 th April 2024	Owner(s)	Deadline
1	AC to take advice re use of clerk's email address and report back at next meeting.	AC	June FGB

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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>No apologies were received.</p>	n/a
3.	<p>Declarations of interest relating to items on the agenda</p> <p>AC declared an interest in the provision of clerking services in relation to her role as Lead Area Governance Adviser.</p>	n/a
4	<p>Review and approval on the minutes of the Full Governing Body meeting held on 7th March 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>March meeting</u></p> <ol style="list-style-type: none"> 1. Governor development plan to agenda - complete 2. Behaviour policy to be added to website - complete. 3. Website – governors discussed appointing a link governor for the website. Subject links to review relevant areas of the website periodically. Closed 4. Prevent – Jen to follow up outstanding certificates. Ongoing <p><u>February meeting</u></p> <ol style="list-style-type: none"> 1. Staff meeting – Anna attended. Closed 2. Trips and first aid –First Aid records have been reviewed, no discernible patterns. Close for FGB. 3. Parking - closed for FGB <p><u>Matters arising</u></p>	

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	<p>Governors discussed the format of the behaviour/Therapeutic Thinking survey and considered the methods used to gain data from all staff.</p> <p>A governor noted the process of monitoring via learning walks and whether staff should be more aware of what areas are being monitored.</p> <p>Governors discussed reinstating the clerk’s email account, noting there should be one available for i.e. complaints correspondence from families. Governors noted that the address should be kept up to date on relevant documentation so a consistent address would be more efficient.</p> <p><u>ACTION: AC to take advice and report back at next meeting.</u></p>	AC
STRATEGIC DIRECTION		
6	<p>Governor business</p> <p><u>Succession planning</u></p> <ul style="list-style-type: none"> • Governors were advised that DL is willing to stand as the incoming chair once AC steps down at the end of the academic year, subject to voting. • AC had advised Diocese that she is stepping down at end of summer term • Governors noted that there would technically be no Chair in place over the summer; it was decided that AC would nominally continue until September • Governors are welcome to self nominate for the role which will not be confirmed until a vote is taken. Early nominations are preferable • CM and GC will stand for the positions of Co-Vice Chairs • Governors discussed renewing the Service Level Agreement (SLA) with Governor Services to engage a Camclerk. A decision will be made once the revised SLA has been received by the school. <p>Governors noted the new governance guides and the summary of changes.</p> <p><u>Village news</u></p> <ul style="list-style-type: none"> • Governors noted the submission dates • AC will submit the entry for the July issue <p><u>3-year strategy review/stakeholder meeting/next 3-year plan</u></p> <ul style="list-style-type: none"> • 3rd July 2024 • Opportunity for stakeholder input into future planning • The meet the teacher event will be combined with this session. 	n/a

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	<ul style="list-style-type: none"> • This information will also inform the Governor Development Plan (GDP) • Governors to meet with subject leaders at 4.15pm followed by work on the GDP <p><u>Recruitment and retention of governors</u></p> <p>Governors were advised that the LA is setting up a working group to look at this issue, all are welcome to contribute.</p>	
7	<p>Governance</p> <p><u>Governor Development Plan</u></p> <p>Governors were reminded to update the plan in relation to recent monitoring activities.</p> <p><u>Governor work plan 24/25 proposal</u></p> <p>The plan had been circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Intention is that development targets are taken forward by working groups • Focus to change annually • Clear timelines to be established in order to bring focus and pace to governance work • Provides opportunities to work together offline • Take advantage of skillset in a more coherent way • Structure will assist in making the most efficient use of limited governor capacity • Some targets will start to be identified at the July session • Behaviour monitoring group's work was used as a basis for this plan <p>A governor noted that the plan is a positive development but that governors should remain mindful to distribute school level responsibilities amongst a number of staff, so that the Senior Leadership Team (SLT) time is not impacted adversely.</p> <p>Governors noted that the chosen foci should not shape school improvement activities but work with the School Development Plan (SDP). It was confirmed that the plan would align with the SDP.</p> <p><i>A governor queried whether the work undertaken by the working groups would replace subject monitoring?</i> Governors were advised that it would be beneficial to consult staff regarding this, in regards to whether monitoring was best use of time and provided meaningful insight.</p>	n/a

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It was noted that RE and church school should remain a discrete focus.

A governor expressed concern that there was a risk that some areas could be overlooked if a broader approach was taken.

Governors noted that it would be important to ensure what is monitored is a good use of time and strategically significant

It was suggested that this plan should not form a replacement for subject links.

It was proposed that GDP targets would be defined, but subject monitoring would not be entirely lost. It was suggested that subjects could be monitored when curriculum was changed or developed.

Further work will be done to shape this plan to be ready for September by GC and CM.

Behaviour monitoring framework and plan

The following points were noted:

- Learning walks took place across all year groups
- Lots of evidence of the Therapeutic Thinking approach being applied by staff was seen
- A variance in the effectiveness was noted
- Support for less experienced staff – HT has planned peer learning walks and formal support for ECTs
- Staff valued the opportunity to share their views and recognised the work the Governing Body are doing to support the school.
- There had been some issues around communications, mainly misconceptions amongst staff and parents about how and whether incidents had been dealt with
- Reminders to be sent to staff and parents to advise that information regarding specific incidents is not always shared, but incidents are always dealt with
- Teaching Assistants (TAs) were bearing the brunt of the poor behaviour
- All staff could give examples of when the approach had worked.
- Certain behaviours have become more challenging and extreme.



	<p><i>A governor queried whether a process sheet that can be shared with governors and families.</i> Governors were advised that this can be read in the behaviour policy.</p> <p><i>A governor asked whether children who normally behave well were less inclined to do so under this approach?</i> Governors were advised that it is a complex and nuanced practice. Children in the most part were trying to do the right thing. Children were consistently able to talk about what good choices were, a level of understanding which is being engendered by the school.</p> <p>Children were also able to articulate how they encounter and solve emotional problems and difficulties they face, finding strategies to deal with poor behaviour from others.</p> <p>Next steps - children will continue to be recognised for making good choices. Further monitoring will also take place this term.</p>	
8	<p>Policy approval</p> <p>The policy had been circulated in advance of the meeting.</p> <p><u>Complaints</u></p> <p>Governors were advised that the model policy issued to the school was missing a number of appendices. Governors to send comments via email and the full document will be brought back to the June meeting for formal approval.</p> <p>Governors were signposted to the LA policy tracker and model policy platform.</p>	
9	<p>Headteacher's report</p> <p>The report had been circulated in advance of the meeting.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> ● Reception is oversubscribed for September ● 1 child in catchment did not get a place ● 2 out of catchment siblings did not get places ● This may be resolved after the first round of offers has gone out ● Class structure and staffing remain the same ● One Education Care and Health Plan (EHCP) is in progress. ● Attendance 	



	<ul style="list-style-type: none"> - Persistent absence – a governor noted that the percentage of persistent absence was significant in Years 2 and 5. Governors were advised that school is supporting the families to improve attendance. • No suspensions since last report • One referral to MASH • 1 prejudicial incident – on threshold but was recorded as such. • Safeguarding and behaviour concerns log noted • Attainment and progress noted. • Enrichment events noted. • SDP – progress is slightly behind schedule hence no significant changes since the last report • Ofsted – the draft report had been received and the accuracy check completed. A disappointing number of typographical errors and grammatical mistakes were identified. A number of contradictory statements were evident; Ofsted’s quality assurance may not release the report in its current form. • CPD monitoring scheduled - noted 	
10	<p>English presentation – KS and AB</p> <p><u>Phonics</u></p> <ul style="list-style-type: none"> • Daily phonics lessons are delivered in Reception and Year 1 • Year 2 take part in Little Wandle spelling lessons • Regular assessment takes place, at least each half term • Additional input is provided daily to children requiring extra support • Three group reading sessions take place each week. Book are matched to where children are secure in their phonics • Year 2 have catch up phonics input as needed • 100% pass rate in the phonics screening last year <p><u>Reading KS2</u></p> <ul style="list-style-type: none"> • The whole class reading approach is now well established following training • Age-appropriate texts and activities are used • Children answer questions specific to the genre of the class text • A variety of genres are covered <p><u>Library</u></p> <ul style="list-style-type: none"> • Significant improvements had been made to the school and class libraries 	n/a

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	<ul style="list-style-type: none"> • Updated texts and books reflecting diversity had ben purchased • The PTA had funded book corners and some library improvements <p><u>Writing</u></p> <ul style="list-style-type: none"> • A learning walk and book scrutiny had taken place recently • School employs the Jane Considine approach • Progress was seen across the school • Some in house training will be delivered to cover areas such as: • Layout in books • Modelling • Handwriting • Grammar teaching • Topic books will be reviewed to assess the opportunities for children to write across the curriculum <p><u>Spelling</u></p> <ul style="list-style-type: none"> • Reception and Year 1 are taught spelling through phonics sessions • Year 2 use Little Wandle • Key Stage 2 use the Jane Considine spelling book. The resource ensures coverage of spellings for each year group and common exception words. <p>Governors discussed the prevalence of technology in children’s lives and whether spelling would eventually become irrelevant due to assistance from i.e. spellcheck. Governors agreed that spelling should remain an integral part of children’s learning.</p>	
11	<p>Behaviour monitoring group</p> <p>Covered under item 7.</p>	
12	<p>Monitoring reports</p> <p>Received and noted.</p>	
13	<p>Safeguarding</p> <p>Next visit to be rescheduled.</p> <p>The Single Central Record had been reviewed – all Rainbow references now received.</p>	
14	<p>Mental Health/Wellbeing</p>	

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	<p>Governors noted a renewed focus on wellbeing in the Governance guides.</p> <p>Allocation of budget/offer for Headteacher wellbeing via the LA was discussed.</p>	
15	<p>Finance</p> <p><i>Governors were asked to vote to approve the addition of DL as a signatory on the bank account. Governors voted unanimously in favour.</i></p> <p><u>Budget forecast</u></p> <p>The budget report was shared.</p> <ul style="list-style-type: none"> • Budget for school (not including Rainbow Preschool) showed a £30K deficit at year end • Significant area of overspend related to staff training, supply staff and agency fees • Rainbow – income difficult to predict but £70K was estimated. • Reductions for 2024 – 25 budget: <ul style="list-style-type: none"> - Additional/overtime hours to be monitored more closely - Training budget reduced, more in house training to be delivered - Supply staff – as much as possible to be covered in house - Colour printing to be reduced - A deficit license will be applied for <p><i>A governor asked what would happen if the deficit increased in year? Governors were advised that there were few areas where further savings could be made.</i></p> <p><i>A governor asked whether school would be charged interest on the deficit? Governors were advised that this was not clear at this stage.</i></p> <p><i>The Governing Body was asked to vote to apply for deficit license. Governors voted unanimously in favour.</i></p> <p>A Doodle poll will be issued to fix a date for an extraordinary Full Governing Body meeting to approve the budget before the submission deadline.</p> <p><u>Rainbow staff payments</u></p> <p>Governors were advised that due to the minimum wage increase, the differential between pay for unqualified and qualified staff is now minimal. This will be addressed over time.</p>	
17	Wacky/Rainbow	

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	Planning committee – await response from planning authority regarding the preschool.	
18	<p>PTA</p> <ul style="list-style-type: none"> • Funded three new whiteboards • Dates • Feast 7th July family day – 2 stalls run by PTA • Summer fair – 22nd June 1-4 • Bingo night next week • Governors welcome at all events 	
19	<p>School Council</p> <p>Pupil voice will be sought regarding catering provision.</p>	
20	<p>Covenant</p> <p>Ongoing</p>	
21	<p>Any other business</p> <p>Governors agreed to draft a communications statement regarding contacting governors and when/how is reasonable to do so.</p> <p>Governors acknowledged the incredible efforts of the staff throughout the inspection – thank you.</p>	

With no further business the meeting closed at 9.35pm

Actions

	Actions from meeting held on 7th March 2024	Owner(s)	Deadline
5	Governors to complete Prevent Duty training if not done in last two years. Certificates to be sent to the clerk. 25.4.24 – clerk to follow up outstanding certificates	All	ASAP



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