



**Great and Little Shelford CE (A) Primary School  
Full Governing Board Meeting  
29 April 2021, 19.30**

**DRAFT MINUTES**

<b>Present</b>	<b>In Attendance</b>
Anna Caroe (AC – Chair)	Laura Humphreys (LH – Clerk)
Liz Jenkin (LJ – Vice-Chair)	
Stephanie Bachewich (SB)	
Emily Button (EB)	
Liz Carrothers (LC)	
Frances Dye (FD)	
Peter Ede (PE)	
Chris Grey (CG - headteacher)	
Christopher Hallebro (CH)	
Maria Lazarus (ML)	
Gillian Scahill (GS)	
Simon Scott (SS)	
Polly Stanton (PS)	
Simon Talbott (ST)	

**1. Welcome**

Simon Talbott opened the meeting with a prayer.

**2. Apologies for absence**

There were no apologies.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the previous meeting**

Minutes of the previous meeting (11 March 2021) were approved as an accurate record of the meeting, these will be signed electronically.

**5. Matters arising – update on action list**

- LJ to coordinate Accessibility Plan site visit – LJ reported that she met with the SENDCO recently and have scheduled a visit to school for July. GS and ML will also attend.

**Action: LJ to report back in due course.**

- AC to set up meeting of Strategic Plan Working Group (AC, CG, LC, FD, ML and ST) – see item 11.



- LJ/FD to arrange meeting of sub group to discuss Equality Objectives – LJ reported that she, CG, PS, FD and the SENDCO have met and CG is discussing draft objectives and success criteria with staff. **Action: CG to report back in due course.**
- AC to discuss process for policy approval with LJ, CG and LH. Pending.
- PS and LJ to follow up on retirement gift for Alison West - AC updated that the electronic card has been signed and a John Lewis voucher will be purchased.

## 6. Chair's Business

### a) Governor Development Plan (GDP)

AC referred to the Governor Development Plan which had been circulated. AC requested volunteers to review what has been achieved and to think about plans for next year, the group will meet before the next FGB. AC updated Governors that Pupil Views on Collective Worship will be discussed at the next FGB

**Action: AC to follow up GDP and report back at next meeting (including collective worship)**

### b) Governor Monitoring Log

AC thanked Governors for their updates to the log and requested that Governors make contact with their link teachers, if this has not yet taken place. It was noted that this is good practice rather than statutory. The impact statement was briefly discussed.

### c) Chair and Vice Chair role descriptions

AC updated that the vice Chair role description has been finalised following feedback. She is now inviting feedback on the Chair role description.

### d) Induction documents

AC referred members to the draft induction documents and invited feedback. She confirmed that she will add the process for Foundation Governors (and link to Diocese website). It was noted that the incumbents welcome knowledge about who would be interested to volunteer for Foundation Governor vacancies.

### e) Governance at Shelford

AC's document aims to capture the culture and ethos of the Board and the intention is that it will be circulated as part of induction processes as well as being useful for existing Board members. AC invited feedback on the document.

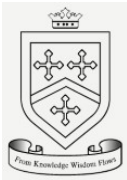
**Action: Where applicable, Governors to provide any feedback to AC on Chair role description, induction documents, Governance at Shelford document.**

## 7. Headteacher's Business

### a) Headteacher's Report

CG summarised his report which had been circulated in advance. He highlighted the following points in particular:

- 30 offers were made for reception intake 2021
- A family with children in year 1 and year 4 have relocated and places have been offered. A further family relocation is anticipated (children in reception and year 3).



- Staffing changes were highlighted - interviews have taken place today and further interviews will take place tomorrow
- Pupil attendance rate is very high
- Staff sickness absence was noted, including due to side effects from COVID vaccines
- Safeguarding information remains the same but one additional pupil is being monitored
- The Designated Safeguarding Lead will change to CG when Nick Cuff is away for 12 months and Julia Alderson will be Deputy DSL.
- Summary of attainment provided
- Curriculum monitoring noted
- Swimming pool boiler – 2 contractors have visited to give quotes, the issue is ongoing however a suggestion was made to join forces with a local swimming lesson provider.
- Community links were noted

b) School development plan

CG referred Governors to the School Development Plan, which had been circulated in advance, and impact reviews were highlighted in purple.

Governors noted the updates and progress which has been made.

c) Website Compliance

CG referred to the Compliance Tracker which had been circulated. Governors noted that the Accessibility Plan needs review and that year 6 swimming competency will need to be dealt with given the current closure of the school pool.

d) CPD and Monitoring Schedule

CG referred Governors to this document for information.

## 8. Finance and Premises

GS referred Governors to the Minutes from the meeting held on 25.3.21, which primarily focussed on premises improvements. The Committee also looked at the Schools Financial Value Standard (SFVS) which has been submitted. The budget for 2021-22 was also discussed.

A Governor asked about the COVID catch up premium. CG reported that the majority of the funding had been allocated to 'support for great teaching' and there will also be some specific tutoring sessions from September. This year the focus has been to look at trends across age groups, and there will be more targeted work for current and future year 6 pupils. It was noted that full details are on the school website.

In response to a query CG summarised the general effect of COVID and home schooling – in the short term the effect is related to academics (e.g. KS2 maths) and longer term effects relate to social aspects (e.g. anxiety around parents returning to work). A Governor enquired whether there is mental health and wellbeing support available (and funding for this) – CG confirmed that support is primarily accessed through the John Huntingdon's Charity.

2021-22 budget – CG referred to the budget document and highlighted that there is an in year deficit of around £2.5k but still a carry forward of £38 at the end of the year; sports funding, UIFSM and COVID catch up all balance with income and expenditure (including the



assigned amounts from last year); for Pupil Premium the seeming unassigned balance of £18,830 covers targeted TA costs for classroom support.

Governors approved the budget for 2021-22.

PS mentioned that the Shelford School Support Fund could potentially be used for one-off or extra staff time, but not for regular staff costs.

## 9. DBS certificates

PE referred Governors to his paper summarising DBS requirements in the current climate. He confirmed that attendance at a virtual meeting (e.g. FGB) is comparable to attending a meeting on-site, therefore there has been no 'break in service'. Additionally it was noted that there was no statutory duty to re-do a DBS check if an individual had not been on site for 3 months (rather it is advice). Therefore Governors will not need to obtain new DBS certificates in order to visit the school (once pandemic restrictions are lifted to allow this).

It was noted that with the DBS Update Service there is a search for conviction information on a weekly basis, and for other information every nine months, thus this is an efficient way to keep up to date records.

It was agreed that new Governors should be strongly encouraged to register for the Update Service and that existing Governors should undergo a new Enhanced DBS check if re-appointed for an additional term (and register for the Update Service at this point).

In regards to parent volunteers who have not attended school for over 12 months, it was agreed this would be discussed at a future FGB meeting.

***Action: DBS checks for parent volunteers to be discussed at future FGB meeting***

## 10. Governor Effectiveness Audit

LJ referred Governors to the '20 questions document' and Governors were separated into breakout groups to discuss the following:

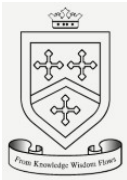
### **Accountability of the executive: do we hold the school leaders to account?**

- How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account?
- Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy?
- How well does our policy review schedule work and how do we ensure compliance?
- Do we know how effective performance management of all staff is within the school?
- Are our financial management systems robust so we can ensure best value for money?

### **Impact: are we having an impact on outcomes for pupils?**

- How much has the school improved over the last three years, and what has the governing board's contribution been to this?

In feedback the following points were raised:



- Governors do understand school's performance data and noted the importance of remembering that every number is a pupil and a story. Governors feel reassured that staff are using the data correctly and that data is reported to the FGB appropriately.
- Regarding visits and implementation of school strategy – Governors agreed this is happening (despite COVID), and Governors are being sensitive to requesting information from staff.
- Policy review schedule – it was agreed that it is important to be pragmatic e.g. ensure statutory policies come to the FGB. It was also noted that internal school procedures are not within the FGB's remit.
- Performance management of staff within the school – it was noted that Governors hold executive leaders to account for the performance management of staff and are therefore not involved with the process of staff appraisal, therefore Governors felt they did not have a strong enough understanding of the process. There is an assumption that the Chair of Governors will be involved as required and that the FGB would also receive updates where appropriate. It was noted that anonymised data on progression is shared as part of the Pay Review Committee. A question was raised regarding a Personnel Committee (as part of F&P or Pay Committee)
- Financial systems were agreed to be robust. However noted that it will be important to identify an individual to shadow Clare Ward.
- Impact – it was discussed that the school has improved over the last 3 years (for example impact of new head teacher) and that Governors had contributed to this, including the detailed documentation which is discussed at the FGB meetings. Additionally it was agreed there was also plenty of anecdotal evidence of improvement.

#### **11. Strategy Planning update**

AC and CG updated on recent activities regarding Strategic Planning. A meeting will take place to discuss the 3-5 year strategic plan. There will be a survey for adult stakeholder groups including specific questions around the continuously improving school, leadership, mental health and wellbeing, inclusivity and Anglican identity to gain data on what areas the school should focus on for development over the next 3 years.

The group will meet to take this data forward. It will also feed into the School Development Plan and the Governors Development Plan.

#### **12. Communications working group**

EB updated Governors that there had been a suggestion to have a new section on the school website for communication, this would include, for example, the flow chart highlighting different methods of contact.

***Action: CG to arrange for new communications webpage (under the Parents tab)***

#### **13. Standing item – safeguarding**

LJ referred Governors to Phil Nash's presentation on Safeguarding which had taken place at the Governor Briefing (slides have been made available). CG updated that he will lead a staff session on the Single Central Record.

#### **14. Standing item – policy update and policies for approval**

- Site Security Policy – F&P have previously reviewed this policy. There were no further comments. This was approved.



- Toilet and Changing Policy – noted that the school is required to have this policy due to the swimming pool (and it is also related to the Safeguarding Policy). This will be communicated to parent volunteers if/when the swimming pool is up and running. This policy was approved.

**15. Standing item – Governor Professional Development**

LJ highlighted that many Governors had attended the Governor briefing this week. The requirement for a Children in Care Governor link Governor was noted. This role would start with immediate effect and interested Governors should get in touch with AC.

***Action: AC to follow up on Looked-after Children (LAC) link Governor***

**16. Standing item – teacher and head teacher wellbeing**

Wellbeing survey – SB summarised the survey results. Responses were overall very positive, however it was agreed it would be useful to scrutinise some of the data to identify if any staff members need any additional support. ML agreed to follow up with SB.

***Action: ML to follow up with SB re staff wellbeing survey results***

End of year gifts for staff – LC and ML confirmed they will arrange gifts. It was confirmed that gifts would not be funded through the SSSF and it was also noted that this would likely be the last time Governors arrange gifts in this way as the school is expected to return to normal.

**17. Rainbow / Wacky Liaison**

ST referred to minutes from the meeting on 27.4.21, which had been circulated in advance. There were no questions.

**18. PTA**

EB updated that the PTA quiz and raffle raised approximately £1,200 and the Readathon raised a similar amount. There are plans for a JustGiving page to help fundraise for specific subjects. There is also agreement that the PTA will pay for equipment outside the year 2 classroom.

**19. School Council**

LC reported that there has not been a meeting since before Christmas however elections have been held and there will be a meeting of the new councillors soon.

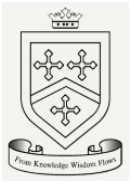
**20. AOB**

- Date of next meeting – Thursday 1<sup>st</sup> July

The meeting closed with prayer at 21.40.

Signed as a true record.....Date.....

Chair



Draft for comment



**ANNEX 1 Governor training and impact – since previous meeting (11.03.21)**

<b>Maria Lazarus</b>	<b>Mar/Apr 21</b>	<b>Psychological First Aid</b>
<p><a href="#">PHE course via Future Learn</a>          See Anna's comments above (Feb 21). This course reinforced my understanding of key skills in identifying and communicating with children and young people who need support. It provided a very useful overview of the services available to signpost to for different needs. I have added the resource pack to the wellbeing section of our shared drive and the course link to the <a href="#">wellbeing resources padlet</a>.</p>		

<b>Maria Lazarus</b>	<b>April 2021</b>	<b>LA Safer Recruitment training course</b>
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Two 3 hr sessions and an assessment led by the Safer Recruitment Consortium on behalf of the LA. Workbook and Activity books plus an editable questionnaire we could use to review our procedures are all available in the Safeguarding folder of the shared drive.

I developed my understanding of safer recruitment procedures, from job adverts through to monitoring and support after appointments. Understanding these principles will help me to support best practice in the recruitment interviews later this week plus in future recruitment and monitoring activities during my tenure.

<b>Anna Caroe</b>	<b>27 April</b>	<b>Summer Term Briefing</b>
<p>Updates from the LA, including Safeguarding, cyber security, GDPR, children in care, Covid. I am reassured that our safeguarding culture is strong, embedded and continually high profile. I have a few questions to follow up around children in care and GDPR. The most relevant and informative section was the Covid update from JL which indicates that we should continue to stick to our risk assessment and not allow things to relax... rates are rising again in schools and new variants are more contagious for children. We should also be mindful of how the Covid funds are being spent and ensure we are focussed on helping vulnerable pupils achieve. The impact of this session is that the information supports the Board in thinking and acting wisely in current circumstances to ensure the safety and wellbeing of all stakeholders, with the end view of making sure all children achieve the best outcomes.</p>		

<b>Chris H</b>	<b>26 April</b>	<b>Summer term briefing</b>
<p>Useful overviews and updates on key topics including safeguarding, COVID guidelines, and data (including data and online security). Important reminders that COVID remains a serious issue and we should minimise non-key contact, and information about the need for LAC governor monitoring even in schools where it not seen as a regular issue. The session will help steer informed discussion about these core issues in a data and fact driven way, providing an evidential basis for discussion</p>		

<b>Chris H</b>	<b>24 March</b>	<b>Session:</b> Your confidence is like a muscle – learn how to build it in your development work
<p>Professional development sessions focussed on how positive psychology can help increase confidence, exploring a range of different coaching approaches to building confidence as</p>		





well as practical ideas. Useful in helping reaffirm the importance of dealing confidently with issues and individuals in order to achieve the best possible results for the institution.

**Maria Lazarus**

**April 21**

**Summer Term Briefing**

As per reports from Anna and Chris. Also noted the references to the importance of staff wellbeing on Governing Board agendas, particularly with the ongoing extreme pressures of the current pandemic, and the suggestion to consider appointing a Link Governor for Wellbeing.