

**Great and Little Shelford CE (A) Primary School  
Full Governing Board Meeting  
2 May 2019, 19.30**

**DRAFT MINUTES**

<b>Present</b>	<b>In Attendance</b>
Peter Ede (PE - Chair)	Laura Humphreys (LH – Clerk)
Sarah Bullock (SB)	
Emily Button (EB)	
Anna Caroe (AC)	
Liz Carrothers (LC)	
James Doubleday (JD)	
Chris Grey (CG - headteacher)	
Christopher Hallebro (CH)	
Liz Jenkin (LJ)	
Gillian Scahill (GS)	
Dawn Scott (DS)	
Simon Scott (SS)	
Polly Stanton (PS)	
Simon Talbott (ST)	

The meeting opened with a prayer.

**1. Welcome**

PE welcomed Governors to the meeting.

**2. Apologies for absence**

There were no apologies.

**3. Declarations of interest**

None declared.

**4. Minutes from previous meeting**

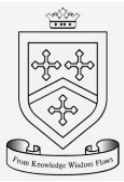
The minutes were approved as a true and accurate record of the meeting held on 14<sup>th</sup> March and signed as such.

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

**Actions from Nov 2018 meeting**

1. CG to consider school reward system for discussion at a future meeting. This will be brought to a future meeting – probably early summer term. It was noted that the review was prompted, in part, by a letter from a parent that was discussed by governors at an earlier meeting. Agreed this will be discussed next term. See Item 8.

**Actions from March 2019 meeting**



1. Action: PE to circulate dates of Parish meetings. Completed.
2. Action: PE to put note in school newsletter regarding parent Governor vacancies and encouraging interested parents to speak to existing Governors. Complete – see Item 7.
3. Action: LH to arrange process for elections (if required). See Item 7.
4. Action: PE to update parents re academisation via the weekly newsletter. Complete.
5. Action: CG to put Behaviour Policy on the school website. Complete.

## 6. Approval of budget 2019 – 2020

PE referred Governors to the draft budget that had been prepared by the head teacher and Clare Ward, with assistance from Financial Advisor Ray Byford. CG reported that there was an approximate £20,000 carry forward from 2018/19 to 2019/20, which included around £11,000 of ring-fenced unspent sports premium money. This left a carry forward of around £9,000. (not counting designated sports premium money). The carry forward for the end of 2019/20 is forecast at £8,400. He reported that the biggest savings for 2018/19 have been in staffing (through low levels of sickness absence and absences being covered by HTLAs and the head and deputy head teacher). The school is looking to make further savings, for example in reprographics.

In response to a question, CG confirmed that the increase in pensions will be covered for one year by a grant to the school, in the future this may need to be included in the school budget.

Governors expressed their thanks to Clare Ward for her hard work on preparing the budget.

Governors approved the budget for 2019-2020.

## 7. Chair's Business

New parent Governors - PE referred Governors to the timetable for recruiting two new parent Governors. The existing skills of Governors were discussed and it was agreed there were no obvious gaps. It was agreed that the letter to parents will also contain a link to the Governor competency framework, information about payment of expenses and clarification around the role of a parent Governor being representative.

**Action: LH to revise letter to parents/carers about Governor vacancies.**

**Action: Governors to encourage individuals to put themselves forward**

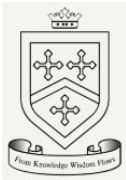
PE term as co-opted member of the FGB – PE reported that his term will end in 2019 and Governors supported renewal for a further four years. LH to follow up.

**Action: LH to follow up renewal of PE as a co-opted member of the FGB.**

## 8. Headteacher's Business

a) Headteacher's Report including:

**Contextual report, attendance, safeguarding, attainment and progress, CPD, Monitoring, community events.**



CG referred to his report which had been circulated in advance. It was noted that there had not been many days in school since the last FGB (due to Easter Holidays). In particular the following was discussed and/or noted:

- Changes to admissions and pupil numbers were noted. A new pupil will shortly start in year 3. One year 5 pupil will move to a private school. Governors noted that the October census determines the budget for the following year.
- Safeguarding figures remain the same as previously reported.
- No exclusions since the last FGB.
- Attainment is the same as reported at the last FGB.
- The Data Committee will meet on 20<sup>th</sup> May 2019
- The breadth of training undertaken by staff was noted.
- Internal and external improvements were noted. The library will be complete by half term.
- Community events were noted, in particular the Lent Challenge.

#### **b) Updated School Development Plan with impact review**

Governors noted the update to the School Development Plan and impact review document which had been circulated in advance. In particular the following points were highlighted:

*Target 1: Continue to further enhance the school's already strong identity as an Anglican School.*

Further scrutiny of RE work (for example, comparing RE books to English books to see if the quality, pitch, expectations and marking are consistent) will take place this term.

**Action: PS to forward a '55 ways to help' booklet to CG.**

*Target 2: Develop a consistent and high quality approach for teaching reading to improve outcomes for all learners and*

*Target 3: develop a consistent and high quality approach to maths teaching to improve outcomes for all learners.*

CG reported that Mr Cuff and Miss Beck will attend next FGB meeting to share the approach to reading and maths learning, respectively.

*Target 4: develop the school's physical environment, both internal and external, along with the way in which the external environment can be used to support pupils' mental health, progress and attainment.*

Forest school sessions continue to be implemented and successful (refer Item 13). The 'take 5' approach to improve mental health is being used in collective worship.

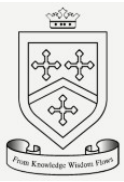
*Target 5 - Develop leadership skills in all staff.*

There is now a specific budget line for each subject area (responsibility for this is an important leadership skill).

CG is looking to track foundation subjects on Target Tracker so that subject leaders can find data on attainment and progress across the school in a single place.

Pairings for peer-learning walks have been confirmed and these will take place after half term.

#### **c) Appendix to School Development Plan**



CG referred Governors to the new Target on the School Development plan (*'To raise the profile of science as a subject in the school, through enriching and broadening the curriculum and related learning experiences'*). Governors supported the range of initiatives planned including that the school is hoping to achieve the Primary Science Quality Mark.

ST mentioned that The Faraday Institute is also a good resource.

It was agreed that PE (Science Governor) will liaise with the Science Lead (Mrs Clark) regarding a monitoring visit during the summer term.

**Action: PE to carry out science monitoring visit during the summer term**

#### **d) School reward system**

CG reported that he is reviewing the school reward system in-line with the school's further work on growth mindset and had sought feedback from the School Council and will continue to seek feedback from the wider pupil body and staff before decisions are made. The reward system may be streamlined, for example some awards may be issued in class rather than at the weekly celebration assembly, and some awards may be merged.

#### **e) Office 365 update**

It was noted that most Governors were still experiencing access/password issues. It was agreed that all issues will need to be resolved prior to Governors switching from the google system to the Office 365 system.

### **9. Standing Item – Safeguarding**

LJ reported that she and Mr Cuff had recently reviewed the single central record and talked to a teacher, teaching assistant and member of office staff to ensure individuals know the designated person, who to contact if there is a concern. A few minor issues were raised and then addressed.

### **10. Standing item – update on policies**

LJ reported that she and SB have finalised a summary of all policies and a timetable for review/approval. It was agreed that policies should be stored electronically, with staff aware where to access them. LJ confirmed she will continue to maintain oversight of policies.

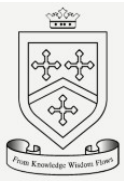
**Action: LJ to forward policy document to LH, LH to ensure policies are added to appropriate FGB agendas.**

### **11. Draft minutes from Finance and Premises meeting (28<sup>th</sup> March 2019)**

Governors noted the minutes which had been circulated in advance. The significant item was the 2019-2020 budget (refer to Item 6).

The Terms of Reference of the Finance and Premises Committee were approved by Governors.

### **12. Standing Item – Governor training**



LJ reminded Governors that details of the Governor Briefing and Governor Conference had been previously circulated. LC and CH confirmed that they will attend training for new Governors in June.

PS updated Governors that safer recruitment level 1 training is available via an EPM webinar. She agreed to confirm what level training is required for members of recruitment panels.

**Action: PS to confirm details of safer recruitment training**

### **13. Governor visits**

Forest school – EB and LJ had visited a year 4 forest school session in March 2019. EB gave an overview of her report which had been circulated in advance. Overall the introduction of forest school is going very well, next year it is intended the class teachers will lead sessions with support from Mrs Clarke. Feedback from parents has been positive and benefits for children have been observed.

EB reported that pupils could benefit from purchase of more resources for forest school. It was suggested that money given to the school by the Village News would be appropriate to fund this.

**Action: CG to confirm budget for forest school resources**

SEND – SB outlined her visit which focused on reviewing whether there is evidence of reasonable adjustment being made for SEN children throughout the school environment, and also whether the learning environment meeting the needs of pupils. SB reported that a 'pupil passport' is being trialled (in comparison with the existing Additional Learning Plans') and is working well – the passports are discretely stored in the classroom and are accessible to all staff. A formal review will take place before the end of term to determine which approach to continue. The learning walls and resources were found to be accessible to all.

### **14. School Council**

SB summarised the recent work of the School Council which included discussion on the school reward system, ideas for outdoor lunchtime activities and discussion around science teaching. The children are enjoying the new outdoor resources and requested that the white lines are painted on the playing field.

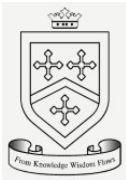
### **15. PTA**

EB updated Governors on recent PTA activities – library refurbishment (PTA had contributed £6,500), forthcoming Coast to Cambridge challenge (19<sup>th</sup> May), school fair (15<sup>th</sup> June) and stall at the Shelford Feast (14<sup>th</sup> July). Volunteers from the FGB for all events were encouraged.

### **16. Rainbow /Wacky Liaison Committee**

ST reported that the Committee had met on 12<sup>th</sup> March, minutes had been circulated to Governors and there were no specific issues to report.

### **17. AOB**



There was discussion on dates of future meetings involving Governors. **CG agreed to confirm the following:**

- Meeting dates for 2019/20 (to be included in papers for FGB on 27<sup>th</sup> June)
- Date of new parents meeting (20<sup>th</sup> June?)
- Date of meet the teacher evening in September

Next meeting –27<sup>th</sup> June 2019

The meeting closed with the grace at 21.10

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

Chair