



**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
27 January 2022, 19.30, via Zoom**

DRAFT MINUTES

Present	In Attendance
Anna Caroe (AC – Chair)	Julia Alderson (JA)
Liz Jenkin (LJ – Vice-Chair)	Laura Humphreys (LH – Clerk)
Stephanie Bachewich (SB)	
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) – Item 6 onwards	
Polly Stanton (PS)	

1. Welcome

Simon Scott opened the meeting with a prayer.

2. Apologies for Absence

There were no apologies.

3. Declarations of Interest

There were no declarations of interest.

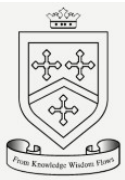
4. Minutes of the previous meeting

Minutes of the previous meeting (2 December 2022) were approved, subject to a minor amendment, as an accurate record of the meeting, these will be signed electronically.

5. Matters arising – update on action list

Actions from October 2021 meeting

1. Governors interested in forest school/outdoor learning link governor position to contact AC – *it was noted that there are governor vacancies and roles will be filled in due course (remove from action list).*
2. Action – AC to draft definition of Governor Monitoring role – *pending.*
3. Action - SB to update the report schedule including music, forest school and EYFS – *DONE - SB updated that music has been added and that forest school and EYFS are not*



required to be part of the monitoring schedule, but that any governor is welcome to observe anytime.

4. Action - CG to oversee website upgrade and compliance. *DONE – CG confirmed that compliance is complete. The website upgrade has been initiated.*
5. Action – LJ to locate SCR audit tool – *DONE - LJ updated that this has been located and a date arranged for LJ and CG to review the tool.*
6. Action: CG to review and update mobile phone policy – *CG updated that the policy is currently under review.*
7. Action - LH to investigate LA training certificates – *pending.*
8. Action – CG to put Equality Objectives on the school website – *DONE*
9. Action - ST to have conversation with colleagues on Parish Council and Parochial charities, and report back to PS. *Ongoing see item 13.*
10. Action – PS to arrange a meeting in early 2022 to discuss the options (including LA, Diocese, Parish Council and Parochial Charities). – *DONE (see item 13).*

6. Chair's Business

a) Governor Development Plan

AC updated that three governors are currently booked onto the Ofsted course and asked others to consider this. AC reminded all Governors that the Development Plan is a live document and members to regularly check the document.

PS asked if CG would provide any safeguarding training for Governors this year. It was noted that training for Governors is required to be regular and this is considered to be every 2 years. The last training had been provided in November 2020. CG agreed to record a safeguarding film, to be adapted from the training he provided for staff.

Action: CG to provide Governors with safeguarding training, via recorded film.

b) Governor monitoring role and activity log

All noted that there were no additions since the last meeting (as expected) but that dates have been arranged for English and Science monitoring visits by LJ and PE respectively. It was confirmed that in person visits could now take place (with lateral flow tests, masks and ventilation).

AC reminded Governors to add the visit to the log and provide a report, including safeguarding context.

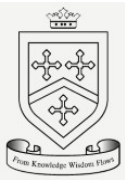
c) Admissions – Supplementary Information Form 2023

AC updated Governors that small tweaks had been made to the Supplementary Information Form (SIF). Governors raised a query about the opening paragraphs and AC will edit this prior to finalising the document.

Action - AC to edit first paragraph of SIF and finalise

d) Link Governors

AC requested volunteers to cover link roles which had become vacant due to 2 Governors recently stepping down. LJ agreed to take the role of link Governor for RE and EYFS and PE



agreed to take the role of link governor for outdoor learning/forest school. These roles may pass on to new/other Governors at the end of the year.

Action – AC to update Link Governor document

e) Governor Conference (12th March)

AC updated Governors that the Governor conference is Saturday 12th March and will be virtual.

7. Headteacher's Business

a) Head teacher's report

Governors noted that there had not been many school weeks since the last meeting in December. CG referred to the report which had been circulated in advance. CG highlighted the following points:

- There had been a few changes to pupil numbers
- Currently it looks as if the school will be over subscribed for admission in September 2023
- An advert is currently out for a SENDCo, there have been 3 expressions of interest and the deadline is tomorrow with interviews expected next week.
- Covid is affecting staffing numbers at the moment.
- The school is facing some challenges with pupil behaviour and staff are focussing on reiterating basic behaviours of manners and respect. These challenges are having a big impact on staff wellbeing (see Item 12).
- There have been two exclusions since last FGB, for physical abuse of staff. Both children have additional needs and have 1:1 support from adults.
- CG highlighted that the school would like to engage a play therapist to work with a pupil for ~10 sessions and CG requested support for 50% of the cost from the Shelford School Support Fund (SSSF). Governors were keen to support this and it was approved.
 - o Governors also suggested several other options (e.g. masters students who are required to complete activities in school as part of their course; Pets As Therapy dogs; approaching the LA for financial support). Both FD and PS had potential contacts that they agreed to share with CG.

Action: CG/PS to arrange for SSSF to pay for 50% of play therapist

Action: FD and PS to share contacts for play therapy with CG

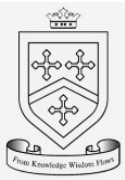
- CG provided an overview of the Behaviour Ladder approach.
- There was no change in the Safeguarding information.
- Monitoring was highlighted and is outlined in the document.

b) School Development Plan

CG referred to the document which had been circulated in advance, with changes highlighted.

c) Website compliance

CG reported that he had reviewed the Accessibility Plan, which will be published on the school website shortly. Regarding swimming competency, CG will decide whether to collect this information via a survey of parents or wait until the pool is open in the summer term.



There are a few outstanding changes to the Governors section on the website. It was suggested that a Governor may wish to be involved in an annual review of website compliance.

Action: Governor volunteer to carry out annual website compliance review to contact AC

AC passed on her thanks on behalf of the Governing Board to CG and the school staff for all their hard work under very challenging circumstances. SB agreed to pass this back to the staff.

8. Communications working Group

LC updated that there hadn't been a meeting of the group since the last FGB. CG updated that, regarding concerns over parent use of class email addresses, he had concluded that these were isolated incidents and that this is not a recurring issue. In response to a question, CG confirmed that the volume of emails to the office is manageable.

9. Standing item – Safeguarding

LJ updated that there is a date set for LJ and CG to look through the Single Central Record and the self-audit tool. They will also carry out some pupil perspectives monitoring and monitor staff awareness and understanding of procedures and protocols.

10. Standing item – policy update and policies for approval

There were no policies for review.

11. Standing item – Governor Professional Development

AC had been to a termly briefly and saved slides in the Training folder. Governors were reminded to complete the training log with any Governor-specific or more general training (e.g. related to their work) that they have completed.

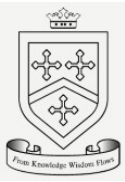
Refer to Annex A for training log since the last FGB meeting.

12. Standing item – teacher and head teacher wellbeing

JA updated that staff morale is very low at the moment, this is primarily due to two factors – staff absence for Covid and non-Covid reasons and pupil behaviour. Staff feel isolated in class, it feels like a Covid bubble (even though this is not the case) but staff are so stretched that there is little/no time to sit in the staff room which is naturally when most peer-to-peer support would occur. The staff are stretched and getting supply teachers is not just an issue of budget, there is additionally an issue of availability. Furthermore issues with pupil behaviours mean ongoing difficulties in class teaching and additional stress for all staff.

AC commented that it is really important for the Board to have an honest report of staff wellbeing, and thanked JA for her update. Governors wish to help and support but it was hard to know what could be done. Governors suggested ideas (e.g. using Covid catch up funds to release staff time or releasing staff time by having a film afternoon, or outside activities requiring less staff to oversee).

ML asked whether staff are individually reaching out to support structures, and JA thought that, yes, this was happening.



13. Rainbow / Wacky Liaison

a) Minutes from meeting 18.1.22

PS commented on the positive open dialogue between the three organisations, issues are being raised early.

b) Management of the Rainbow/Wacky site – update from meeting 25.1.22

A really productive meeting had taken place earlier in the week and there is now a list of actions to take forward e.g. confirming the legal status of land, investigating what the Diocese and LA will help with, the legal status of Rainbow and Wacky. There will be another meeting later in the term to discuss further with Rainbow and Wacky.

Governors noted the urgency - in April 2024 the building will be removed and a replacement needs to be provided.

There was a discussion about whether the school should take on a nursery/preschool under its name. It was agreed that there would be a lot to consider around the responsibilities of the school and CG will discuss with the LA what this would mean. Although it's complicated, this would be a desirable outcome.

14. PTA

SB updated that the Christmas event held in December had raised £2,500 and that the PTA quiz will be held on 5th March.

LJ mentioned that Great Shelford Free Church (GSFC) had enquired about ways the GSFC could support the PTA. SB agreed to pass this on to the PTA chair.

Action: SB to talk to PTA chair re possible support from GSFC

15. School Council

LC updated that a School Council meeting was held just before Christmas where children discussed the international competition 'responsibility of youth to protect the planet'. There is a new project on learning behaviours and the reps will be asking classes about this. Elections for new school councillors will take place soon.

16. AOB

- Date of next meeting – 10th March
- Village news (March edition) - GS

The meeting closed with prayer at 20.45

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

Chair



ANNEX 1 Governor training and impact – since previous meeting (07.10.21)

Anna Caroe	20.1.22	Spring Briefing - online
LA governor Briefing - impact is: being up to date on issues such as Covid-19 measures, RE statutory requirements, PSHE survey results, training and provision for governors.		

Stephanie Bachewich	25.01.22	Spring Briefing - online
<p>Local Authority Briefing Highlights:</p> <p>Amanda Fitton - RE Advisor for Cambridgeshire and Peterborough</p> <ul style="list-style-type: none">● Make sure school is following RE 2018-2023 syllabus● RE content needs to be on the RE page on the website● Parents have the right to withdraw children from Religious Education and Collective Worship (needs to be in writing).● In voluntary controlled schools designated as having a religious character, OFSTED will inspect RE but not Collective Worship.● Have a look at OFSTED research review on Religious Education. Another report is coming in the Spring.● Ensure that the RE curriculum reflects the local community.● Ensure we are reporting back to parents once a year explaining progression and what is being learnt. This is something that we do in the Pupil End of the Year Report. <p>Cathy Murphy - PSHE Lead Advisor Cambridgeshire and Peterborough</p> <p>Health Related Behaviour Survey Summary (Primary Results - Year 5 and 6)</p> <ul style="list-style-type: none">● 41% worried 'quite a lot' or 'a lot' about COVID.● 26% felt happier than before COVID and 46% said it improved their relationships with their family.● 34% of pupils responded that they ate at least 5 portions of fruit and vegetables on the day before the survey.● 75% of pupils said they always follow advice on how to stay safe online.● 32% of pupils responded that they chat with people online who they haven't met in real life.● 68% of pupils think that their school prepares them for when they go to their next school.● 54% of pupils responded that they feel they know enough about how their body changes as they get older.		