

Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
1 July 2021, 19.30

DRAFT MINUTES

Present	In Attendance
Anna Caroe (AC – Chair)	Laura Humphreys (LH – Clerk)
Liz Jenkin (LJ – Vice-Chair)	
Stephanie Bachewich (SB)	
Emily Button (EB)	
Frances Dye (FD)	Apologies
Chris Grey (CG - headteacher)	Liz Carrothers (LC)
Christopher Hallebro (CH)	Peter Ede (PE)
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

Apologies were received and accepted from LC and PE.

3. Declarations of Interest

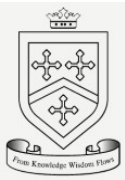
There were no declarations of interest.

4. Minutes of the previous meeting

Minutes of the previous meeting (29 April 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. Pending - note that an onsite visit has been postponed to Autumn term.
- 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. Refer to Item 13.
- AC to discuss process for policy approval with LJ, CG and LH. Pending.
- AC to follow up GDP and report back at next meeting (including collective worship) – see item 6a.



- Where applicable, Governors to provide any feedback to AC on Chair role description, induction documents, Governance at Shelford document. Complete.
- DBS checks for parent volunteers to be discussed at future FGB meeting. Pending.
- CG to arrange for new communications webpage (under the Parents tab). Complete.
- AC to follow up on Looked-after Children (LAC) link Governor. Complete - FD will take on this role and will complete the training.
- ML to follow up with SB re staff wellbeing survey results. Complete.

6. Chair's Business

a) Governor Development Plan

AC thanked those involved in a recent meeting and referred to the Governor Development Plan (GDP) which had been circulated. CG thanked AC for her work on the GDP.

b) Annual Governance Statement 20-21

AC referred to this new statutory requirement and thanked Governors for their input. The document was approved and AC will return to the Local Authority.

Action: AC to return Annual Governance Statement to the Local Authority

c) Governor Monitoring Activity Log

AC reminded Governors to continue adding any activity e.g. (emails, visits, reports) and thanked Governors for their continuing contributions.

d) Admissions code update

AC referred Governors to the updated Department for Education School Admissions Code and highlighted minor modifications to wording of the admissions policy oversubscription criteria.

Governors approved this update and AC agreed to amend and return the oversubscription criteria to the Local Authority.

Action: AC to amend oversubscription criteria and return to LA

e) Staff leavers

It was noted that 3 members of staff will be leaving this term and AC agreed to set up an e-greeting card. CG confirmed there is a school collection for departing staff and he will circulate the details to Governors.

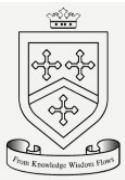
Action: AC and CG to circulate details of staff leaving cards and collections

f) Format of meetings next year

It was discussed and agreed that the first meeting will be in person (socially distanced in the School Hall) and second meeting will via Zoom. Meeting format for the rest of the year will then be evaluated.

g) Local Authority Governor Nomination (L Jenkin)

LJ left the meeting. AC confirmed that LJ has been nominated for re-appointment as a local authority governor. Governors considered this nomination and agreed that LJ should be re-appointed. LJ re-joined the meeting.



Action: LH to write to LJ to confirm re-appointment

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:

- A new pupil has recently joined in year 4
- Reception intake 2021 – currently 30 offers made with 4 pupils on the waiting list
- Staffing updates – noted that support staff is tentative at the moment as it is currently unknown whether a pupil who currently requires 1:1 support will leave to attend a specialist setting
- Attendance is overall very high
- Staff sickness absence is generally fine
- One member of year 5 team had to self-isolate due to Covid
- Safeguarding – there is a particular repeated concern with one pupil and the Designated Safeguarding Leads are working with the family, outside agencies and specialists are involved.
- SCR training has been completed
- Next year Julia Alderson will be Deputy DSL
- The school received a congratulatory letter from Rosemarie Sadler, Head of Service for School Improvement, around the phonics screening results for the Year 2 cohort. 93% of Shelford pupils achieved the expected standard, placing us amongst the top 10 maintained schools in Cambridgeshire and the top 20 of all schools in Cambridgeshire.
- In June, pupils in year 6 took part in assessments using 2018 materials. Reading progress was particularly strong, but maths and writing were also strong, reflecting the hard work of staff throughout the school and culminating in year 6. It was noted these are internal assessment that have been fairly administered and marked. Results have been shared with the staff team and will be shared with parents in due course.
- Curriculum monitoring was noted
- Update to building work and LCVAP bid was noted
- Community and enrichment events were noted

Governors expressed their appreciation to CG and colleagues for a magnificent term and year. SB agreed to pass this message on to the staff.

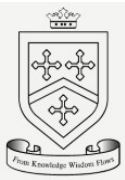
Action: SB to pass on thanks to the staff on behalf of all Governors

b) School development plan

CG referred to the School Development Plan document which had been circulated in advance. He summarised that the vast majority of items have been completed and with marked impact. One or two areas have not been started but these are mostly small items and this is related to the challenging year due to the impact of Covid.

c) Draft 3 year strategy

CG updated that he, AC, LC, ML and SB had reviewed the survey results and a draft 3 year strategy had been produced and circulated to Governors. CG highlighted that the strategy contains 5 golden threads: Behaviours for Learning, Wellbeing, Pedagogy, Inclusion and Equality and Partnership and contains a register of the starting point, intended outcomes,



evidence and processes. This document will now be finalised and disseminated as appropriate.

AC thanked CG for leadership, commenting on the open and transparent collaborative working of the SLT and Governors.

Action: CG to finalise 3 year strategy

d) Wellbeing offers – (i) pupils (ii) staff

CG referred Governors to the draft documents which had been shared in advance. Governors noted the wellbeing offers available and asked whether these are being accessed. SB commented that CG has discussed wellbeing with staff and highlighted available resources and sought feedback on whether these meet requirements. All agreed that looking after wellbeing is an ongoing endeavour, formal documents are just a part of this process.

e) Draft Cultural capital offer

CG referred Governors to the Cultural Capital Offer document which had been circulated in advance, and which outlines the ways in which the school enables pupils to develop their own Cultural Capital.

f) School Self evaluation form

CG referred Governors to the draft School Self Evaluation document which had been shared in advance. It was noted that CG will work in partnership with local school leaders to informally validate some of the evidence contained within.

g) Website compliance

The school website is compliant with the exception of: (i) Accessibility plan (refer Item 5 – matters arising) and (ii) swimming competency (CG will be asking parents of year 6 pupils to complete a form regarding swimming competency).

h) 2021-22 meeting dates

The dates for 2021-22 meetings were noted and there was a query over 7th July 2022.

Action: CG/AC to finalise Governors meeting dates in 2022-23

i) Shelford term dates 2022-23

It was noted that the school sets its own dates, due to its VA status. In order to do this CG has liaised with the local schools cluster, the proposed dates were circulated in advance of the meeting and were approved.

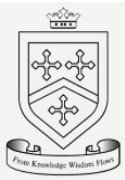
8. Finance and Premises

GS referred Governors to the minutes from 17.6.21. The main item was regarding the school swimming pool and consideration is being given to working with Elite Swimming Association.

The minutes were approved.

It was noted that donations to the Shelford School Support Fund are not currently able to be made online and PS agreed to investigate this option.

Action: PS to investigate online payments to the SSSF



9. Communications working group

EB updated Governors that school continues to work hard to ensure good communication with the parents, for example the new newsletter format is much more accessible via mobile phone and class pages on the school website are currently being reviewed. There is a new communications section under the Parents tab on the website and content will be added as appropriate.

The Communications working group will meet with CG in the autumn term to review progress and agree next steps.

Action: EB to set date for communications working group meeting with CG

10. Standing item – safeguarding

LJ confirmed that there had been training on the Single Central Record and that this is being kept up to date. LJ referred Governors to the Annual Safeguarding Report (which had been circulated in advance). Governors noted the report and a point of information was clarified.

11. Standing item – policy update and policies for approval

- a) Online Safety Policy – the policy had been circulated in advance of the meeting. It was noted that the Governor who oversees online safety is the Named Safeguarding Governor (LJ). Governors approved the online safety policy.
- b) Relationship Education Policy – including Sex Education - CG updated Governors that this policy had been drafted by the PSHE lead and takes account of views of Governors and parents that had been sought via a survey. The policy also takes into account discussions with the Diocese and local schools cluster. In response to a question, CG confirmed that there were small tweaks to non-statutory elements which provided a logical continuum of content by year group. Governors approved the Relationship Education Policy.

12. Standing item – Governor Professional Development

LJ highlighted that it is extremely valuable to have a log of training that has taken place throughout the year. The average number of courses attended this year is three per Governor. Priority areas for training are – improving outcomes for children in care and preparing for Ofsted.

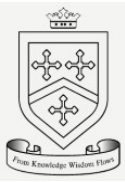
13. Equality Objectives

CG reported that a group of Governors (FD, PS, LC and CG) and the SENDCO had met to discuss the Equality Objectives, and a draft had been circulated ahead of the meeting. The next step will be for CG to discuss with staff and to add specific actions to the document.

Action: CG to finalise Equality Objectives

14. Standing item – teacher and head teacher wellbeing

SB updated that she, CG and deputy head Nick Cuff had discussed the outcomes of the staff survey and there has been additional follow up by ML and AC.



Governors noted that there has been a lot of uncertainty and constant change this year in response to the pandemic and changing guidance from Government. CG confirmed that he is able to benefit from a supportive colleagues including the Church Schools Network. Governors made clear that they were available to help if required and CG will raise this if the opportunity arises.

Governors thanked CG for his hard work and leadership this year.

15. Rainbow / Wacky Liaison

ST referred Governors to minutes from the meeting on 15.6.21, which had been circulated in advance. There were no questions. Governors noted the strong interface between Governors, the head teacher, the Wacky club and Rainbow preschool.

16. PTA

EB updated that the PTA is continuing to fundraise as much as possible under the current circumstances, for example subject specific fundraising via a JustGiving page. There will be a virtual Camp Out on 16th July. Tickets are on sale for a summer hamper raffle.

CG thanked the PTA on behalf of the staff and Governors for the creative approaches to fundraising during the pandemic.

17. School Council

CG updated that the School Council have undertaken a few new projects, for example developing the grass area outside of reception, designing playground markings, book choices for classrooms. Liz C has been seeking feedback on collective workshop and will work to capture pupil voice in the Governor Development Plan.

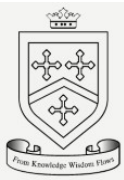
18. AOB

- End of year gifts – it was agreed that Governors will fund a small gift for each member of staff – **Action: AC & ML to arrange gifts for teachers**
- Date of next meeting – 7th October 2021 – School Hall

The meeting closed with prayer at 21.30.

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

Chair



ANNEX 1 Governor training and impact – since previous meeting (29.04.21)

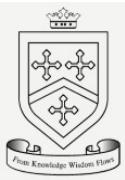
Emily Button	April 21	Summer Term Governor Briefing
<p>This was a useful update from the LA including information given on children in care, safeguarding, data protection, cybersecurity, DBS and the current Covid-19 risk. A few points discussed that I need to note +/- check at the next FGB including: Do we have a named governor allocated for Children in Care who attends virtual training? Ensure we are keeping mental well-being on the agenda and aware can signpost to adult mental health first aid courses. Covid-19 numbers in the schools in the region are increasing, now is not the time to relax measures in schools. Covid Catch up funds - how is the school using this money, are we focusing on the vulnerable children and are we being transparent with parents about this?</p>		

Gillian Scahill	10 Mar 21	Link Governor and Monitoring Visits
<p>See previous comments. It was very useful. In the breakout discussions I was in a group which included teachers who were governors in a different school. It was very interesting hearing their views about the support they found that monitoring visits gave as well as the critical friend aspect.</p>		

Gillian Scahill	March 21	A Governor's role in Health and Safety
<p>This was helpful although not all the slides were sent to me afterwards. I followed up but received no reply. A change of personnel was about to happen and the presenter was moving to a different area which might account for this. Much of the information was aimed at secondary schools but nevertheless it will be helpful once walks inside and around the site are permitted.</p>		

Liz Jenkin	April 21	Summer Term Governor Briefing
<p>Reassuring presentation on Safeguarding Culture; Shelford is well placed in this aspect. SCR training for governors to come later this term. Helpful clarification on governors' DBS status post-Covid. Checked and discovered we do not currently have a CIC (LAC) governor, and we should have. Other areas to check are Cybersecurity and GDPR: neither are 'my' areas but assurance is needed that other governors are up to speed on these.</p>		

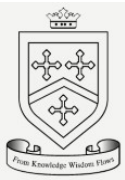
Liz Carrothers	April 21	Summer Term Governor Briefing
<p>Termly briefing including; update on the Covid situation in schools in Cambridgeshire including statistics on infections and importance of bubble system, safeguarding updates and very useful reminders on this topic of areas to be aware of, including PSHE/RSE provision. Also PE and sports premium updates were discussed and mental health awareness and staff wellbeing, importance highlighted particularly this year and should be an item to be discussed at each FGB. IT, GDPR and cybersecurity also discussed. Thought provoking discussion on what to do in a cyber attack situation.</p>		



Maria Lazarus	12 May 21	Safeguarding - A Governor's Role
<p>3 hour LA course led by Jackie Cannell. Excellent, up-to-date training and resources (available in the Safeguarding folder and named SG1- SG8). Really well delivered and lots of checklists for governance to establish evidence of effective Safeguarding. I would strongly recommend this to all Govs, even as an annual refresher given how current the slides are kept and the fundamental importance of Safeguarding.</p> <p>Key takeaways:</p> <ul style="list-style-type: none"> • Reminders: Safeguarding is an umbrella term and culture covering all areas and procedures to keep everyone safe at school. Child protection is one arm of Safeguarding. Always be aware that any Safeguarding issue could happen at our School. • Presentation slides (file SG1) cover latest expectations to guide Governors in what School should be aware of/have in place over different Safeguarding areas e.g. slide 36 website compliance list. • Consider any trends in the types (not just severity) of Safeguarding concerns raised each month, review impacts of lockdown, how are these trends being addressed with the children e.g. new educational content in PSHE • Everyone's Invited - this term OFSTED will be reviewing these testimonies to identify any actions schools could or should have taken. Are there any disclosures for our school/do we meet the expectations? • OFSTED inspections restarted 4th May and will prioritise visiting schools with safeguarding complaints. See slides 54-55 for more info but it is changing rapidly so ask CG for latest guidance. Slide 59 is essentially the key Safeguarding checklist for Govs and OFSTED. • New KCSiE report due before Sept 2021. Strongly advised Govs to be aware of full scope of report, not just the mandated sections/Appendices. • Dianne Stygal/Phil Nash offer whole GB training on the Single Central Record (usually an hour) plus a review of the school's SCR. 		

Stephanie Bachewich	20 May 21	Governor Statutory EHCP Training
<p>This session was really informative and especially as a staff governor. The session was led by Michelle Milner, Rachel D'Angelo and Elizabeth Sullivan Ash from SAMS who are the transition officers responsible for delivering SEND training in Peterborough. The session discussed the responsibilities concerning EHC plans, particularly annual reviews and the timelines. They went through the role of SAMS (Statutory Assessment and Monitoring Service) and clarified the statutory process around EHC plans. Here are some statistics we discussed that I found interesting:</p> <ul style="list-style-type: none"> • 3.3% of pupils in schools in England have an EHC plan and that number is growing. • 12.1% of pupils have SEN support without an EHC plan. • The most common type of need for pupils with an EHC plan is ASD. • The most common type of need for SEN support is speech, communication and language needs. 		

Stephanie Bachewich	22 May 21	New Governance Induction
<p>A very helpful and informative session led by Anna-Marie Cooper. This session really helped me to better understand the role and responsibilities of a governor and I feel better equipped to be effective in my role.</p>		



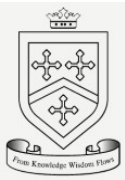
Some takeaways from the training:

- Having an impact moment at the end of the meeting. Think about three decisions or discussions that have occurred during the meeting and discuss what impact this will have.
- Understanding of how many EAL, FSM, etc pupils we have and a thorough breakdown of how funding is being spent.
- Ensuring that our website is updated with attendance and committee/board membership.

Maria Lazarus	24/05/21	Managing Complaints and Allegations
<p>LA training session led by Phil Nash. Resources available in gov shared drive training folder.</p> <p>Another excellent overview of a key area of challenge for Governors (see presentation file for step by step guide). Good resources and well managed breakout rooms generating helpful discussions. Reflection activities and questions for Governors to ask could be very useful for us to discuss in FGB breakout (see revised notes and reflection activities file).</p> <p>I feel better informed to support any management of complaints and allegations as needed and progress them to effective outcomes for complainants and school.</p>		

Liz Jenkin	08/06/21	Headteacher's Performance Management
<p>LA training session . Resources available in gov shared drive training folder.</p> <p>Main points: Ensure committee appointed and external adviser booked in good time. National Standards of Excellence for HTs have been updated</p> <p>Pay and PM Policies must be reviewed annually - not sure who should do this. Has been done in FGB in past, and cannot find record in F&P minutes. We do not have a Personnel Committee as such - has the HTPM committee undertaken this?</p> <p>Our recent Self-Evaluation noted that governors did not feel sufficiently able to confidently judge how effective performance management of all staff is within the school: addressing the point above would help with this.</p> <p>COVID issues need to be taken into account when reviewing last year's objectives, e.g - lack of data, HT workload</p> <p>Mid term review(s) must happen termly.</p> <p>Succession planning should be in place - this is why I attended training as I am not currently on committee.</p>		

Liz Jenkin	17/06/21	Single Central Record Training
<p>LA Zoom session with Phil Nash, also attended by CG, DO'B, NC, JA (new deputy DSL) .</p>		



Main points: This was largely a training session for the member of office staff new to her role in managing the SCR and the new interim Deputy Safeguarding Lead. It was a refresher for the rest of the team.

A self-evaluation tool was shared which will be worked through in conjunction with safeguarding team. Clarity was sought re. the role of the safeguarding governor in monitoring the SCR, as we had previously been advised that governors should only ensure that it is done, not monitor it themselves. Following advice, we will revert to our previous method of monitoring it together, once restrictions are eased.

Chris Hallebro	30 June 2021	Wellbeing for Young People
A useful session discussing techniques for assessing the wellbeing state of young people and a series of suggested ways to vocalise this with young people and create a discussion about wellbeing and needs; slides provided.		

Chris Hallebro	20 May 2021	Governor Statutory EHCP Training
A useful session detailing current processes, developments and responses, specifically focussed on pupil outcomes and how governors can specifically monitor the direct impact on individuals. Included information on EHCPs and how they were applied to a real world context, as well as what metrics can be used to help determine success.		