

Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
8 October 2020, 19.30

MINUTES

Present	In Attendance
Peter Ede (PE – outgoing Chair)	Laura Humphreys (LH – Clerk)
Emily Button (EB)	
Anna Caroe (AC – newly elected Chair)	
Liz Carrothers (LC)	
Frances Dye (FD)	
Chris Grey (CG - headteacher)	Apologies
Christopher Hallebro (CH)	Simon Talbott (ST)
Liz Jenkin (LJ)	
Maria Lazarus (ML)	
Gillian Scahill (GS)	
Simon Scott (SS)	
Dawn Scott (DS)	
Polly Stanton (PS)	

1. Welcome

PE welcomed Governors to the meeting which was held via videoconference, due to the coronavirus pandemic.

2. Elections

Elections were chaired by the Clerk, and outcomes were as follows:

- Chair of the Governing Board – AC was nominated by PE, seconded by LJ. AC was elected unanimously.
- Vice Chair of the Governing Board – LJ was nominated by PE and seconded by AC. LJ was elected unanimously.
- Treasurer of the Governing Board – PS was nominated by PE and seconded by AC. PS was elected unanimously.

Newly elected Chair AC passed on the Board’s thanks to PE for his stewardship over the last seven years. PE confirmed he was looking forward to continuing to support the Board and the school.

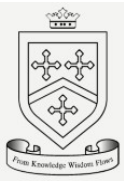
AC confirmed housekeeping rules for video meetings – muting microphones when not speaking, indicating when you wish to speak, keeping video on if at all possible and recommending the ‘gallery’ view.

3. Apologies for absence

Apologies were received, and accepted, from Simon Talbott.

4. Declarations of interest

None declared.



5. Affirmation of Acceptance of Corporate Responsibilities

AC reminded the Board that it acts as a cohesive unified team not as individuals. Members may have different opinions but it is important to come to a consensus and once a decision is made this must be supported publically, with no public discussion about individuals' views.

AC referred Governors to the newly drafted Code of Conduct. Governors are asked to read and send signed copies to the Clerk.

Action: All to read and sign Code of Conduct and return to LH.

6. Minutes of the previous meeting

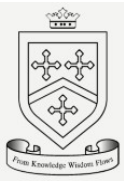
Minutes of the previous meeting (2 July 2020) were approved as an accurate record of the meeting, these will be signed electronically via PDF.

7. Matters arising – update on action list

- CG to invite RE Leader to attend FGB meeting in autumn term to provide update. *Mrs Alderson will attend the November FGB to feedback on Collective Worship and RE.*
- CG to ask subject leaders to forward reports to link governors (where possible and they already exist). *CG updated that some subject leaders have shared reports, AC commented it would be useful to have a light touch tracking mechanism, CG confirmed that usually end of autumn term would be appropriate time to share reports, but unlikely to happen under current (Covid) circumstances.*
- LH to circulate confirmed 2020-21 meeting dates. DONE.
- PS to update SSSF online account to allow payments, and add AC as signatory. DONE
- ML to coordinate a thank you card from Governors to all staff. DONE.

8. Chair's Business

- a) Register of Pecuniary Interests – AC thanked members for completing the register.
- b) Attendance record 2019-20 – noted. High level of attendance was appreciated.
- c) Membership of Committees – noted.
- d) Meeting dates 2020-21 – noted.
- e) Village News rota – noted. AC suggested Governors check the school newsletter and calendar for ideas and also refer to previous articles (saved on the googledrive) to ensure cohesive messaging to the community.
- f) Feedback on recent staff survey – AC updated members on her short survey to assess how staff were feeling about returning to school (the survey results had been circulated in advance). Overall the responses were encouraging. There were some comments on social distancing challenges particularly for the lower year groups and also outside of school. CG commented that the main priority is for staff to socially distance as the greatest risk is staff-to-staff transmission. It was agreed it would be useful to repeat the survey in the New Year.



Action – AC to repeat the survey later in the New Year

Action – CG to continue to re-inforce social distancing messaging to the parent body

- g) Governor Development Plan (GDP) – A draft GDP had been circulated and AC asked for volunteers to assist with developing this.

Action – any Governors willing to be involved in GDP to contact AC.

LJ reminded Governors that the Governor Effectiveness Audit was carried out in March 2020 and that this should be discussed at the next FGB meeting.

Action – Governor Effective Audit to be agenda item at November FGB meeting.

AC referred to the Governor Briefing where Jonathan Lewis noted the excellent response from all headteachers and staff over the last few months, all of whom had gone above and beyond in the extraordinary circumstances.

9. Headteacher's Business

a) Headteacher's Report

CG referred Governors to the Headteacher's report, which had been circulated in advance. The following points were highlighted:

Admissions and changes in pupil numbers – there had been a few changes due to family circumstances, details were provided in the report. Two new pupils are expected shortly, it was noted that this will be after the October census.

Teaching staff – Pamela Stewart joined the teaching team this year to cover 1 day in year 4 whilst the teacher is on study leave and 1 day in year 5 to cover teacher sick leave. Governors agreed to arrange a card for Mr Paduano.

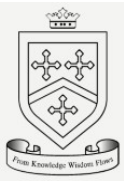
Action: AC to arrange card for Mr Paduano

Attendance – overall attendance was at 97.1% at the time of writing. It was noted that there has been some staff illness and coronavirus testing results had taken several days which had caused some disruption whilst the staff isolated. The tests were subsequently negative.

Safeguarding – There have been no exclusions since the last FGB and there are 13 children currently in the category of 'school concern (active)'. The Safeguarding team remains the same and staff had safeguarding training during the PD day in September.

Attainment - the predicted 2020 attainment summary is on the school website and CG reported early predictions and aspirations for this year to the FGB. He will be focussing closely on KS1 attainment in the coming months.

Curriculum and monitoring – the new curriculum has commenced and, due to the current situation, monitoring activity will shift towards learning walks and scrutiny of the curriculum documents, rather than longer observations or book scrutiny. Lesson study research has been re-formulated into staff bubbles. The Learning Statement has been edited to indicate areas that are challenging in the current situation.



CPD – a member of office staff is currently collating the CPD that has been undertaken e.g. several online courses during school partial closure, and this will be shared at a later date.

Building/environment works – work had taken place over the summer supported by the parent community and through LCVAP. The teachers' office adaptations have been completed and CG is following up on quotes for the swimming pool boiler.

Governors thanked CG for his comprehensive report. A number of queries were raised:

A Governor enquired about the Coronavirus catch-up premium. CG reported that he will prepare a document on plans for how this will be spent so that it can be monitored, tracked and reported on.

A Governor queried whether there had been any monitoring of emotional wellbeing of pupils. CG confirmed that, yes, this is discussed in weekly staff meetings and when concerns are raised the staff are working together to develop and share best practice, also involving the SENDCO.

CG commented that, on the whole, the children are broadly at the same level of achievement as would have been expected. Staff have observed that children are finding the intensity of a whole day of learning hard to sustain.

AC queried whether the school would be trialling the P scales of assessment for SEN pupils. CG confirmed they would trial with some pupils but will also retain the PDJ scales for others.

It was noted that Ofsted may carry out a supportive visit, for example to review what home learning was offered during lockdown, risk assessments, pupil behaviour, attendance, recovery plans.

b) School Development Plan

CG talked through the new School Development Plan for 2020-21. He explained that the SDP is deliberately front loaded, that is, quite ambitious in the autumn term in case of a repeat of the partial closure, whilst also being more focussed than the previous year. He commented that most of the targets are being taken on by senior staff and that if the targets are met early then the SDP can be extended.

CG went through the targets and the rationale and specific objectives. The targets are as follows:

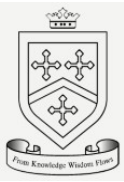
Target 1: Enhance and adapt the measures that promote the uniquely strong community of the school, grounded in its vision and church of England status.

Target 2: Continue to enhance the school's approach to mental health and wellbeing for all.

Target 3: Restore and recover, adapting the working of the school to ensure continued excellence.

Target 4: Use research approaches established in the past two years to improve continuously.

Governors welcomed the new School Development Plan and agreed it was very comprehensive especially in the current circumstances.



A Governor queried whether the church leaders could be involved in collective worship and CG confirmed that he was working with ST and SS to see what would be possible.

PS commented that Sawston Village College had set aside a fortnight in November for link Governors to arrange staff meetings so that there is advance notice and meetings all take place within a set period of time. CG agreed this would be a useful approach and will look at the CPD monitoring schedule for suitable weeks to arrange this.

Action: CG to determine if there is a set week/fortnight that can be pre-arranged for monitoring

c) Website compliance

CG confirmed that the website is compliant except the charging and remissions policy (see Item 14).

d) Coronavirus contingency plan

CG referred Governors to the Contingency Plan which is based on a model from The Key (and is different from Home Learning Policy, which will follow). In summary, the school is currently in Tier 1 and there is no substantial change until Tier 4 in which the school would only be open for vulnerable children and children of key workers.

CG is currently working with staff to review successes and challenges of the previous home-learning period including whether in the future this should include an element of on-line teaching (either live or pre-recorded).

A Governor questioned whether any pupils or teachers have personalised risk assessments. CG responded that the guidance from the LA is that if someone is vulnerable they will not need an individual risk assessment and are covered by the overall school risk assessment. It was noted that there were staff and pupils that had shielded during the lockdown and that the procedures around them now are the same as for everyone else.

e) Link Governors

CG updated that minor edits to the list are required. Governors noted the Link Governors for 2020-21. AC proposed that monitoring by Link Governors is tracked. It was agreed a monitoring log will be created so that Governors can self-report.

Action: AC to set up a Link Governor monitoring log and circulate the link to all

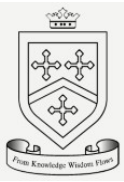
Action: LH to update Link Governor list and circulate

Two minor edits to the school website were also noted (add ML to SEND policy, correction of Liz Jenkin surname).

Action: CG to update school website with minor edits

f) Draft budget consultation

GS updated Governors that Cambridgeshire 2021-22 Budget Consultation is now live - <https://www.smartsurvey.co.uk/s/6NNVSG/> - deadline is 23rd October.



10. Admissions Criteria

PE updated that there had been a query about the admissions criteria as Church attendance had not been possible during the pandemic lockdown. Additionally the Diocese had informed him that the school's wording about Church attendance in the Supplementary Information Form was not currently acceptable as it was not quantifiable. Governors commented that involvement and activity were as important as Church attendance but it was agreed that further clarification of the criteria is required. SS and ST will review the criteria with input from LC and PS and report back to next FGB meeting.

Action: SS, ST, LC and PS to review admissions criteria to clarify the definitions of church attendance and report back to next FGB meeting

11. Pay Award

CG proposed that Governors accept the recommended pay award for teachers, which had been circulated in advance. It was noted that the biggest increase is to the main pay scale, with smaller increases at the higher end of pay scales.

PS proposed that the recommended pay award is accepted, PE seconded. Governors approved unanimously.

12. Communications working group

EB provided some general feedback that parents appreciate access to the class teachers via the classes email address, as they are currently less able to talk with teachers at the school gate. The electronic accident form is also well received.

The communications working group had not met for a while but Governors all agreed that two-way effective communication between the school and the parent body is critical at the moment. It was agreed that the working group will meet with CG to follow up.

Action: communications working group and CG to meet to discuss communication strategies.

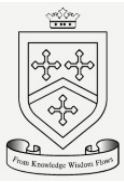
Governors queried whether the class email addresses are being used appropriately. CG and DS commented that generally the use of these emails was appropriate but noted that it did increase workload. It was agreed that CG will re-iterate the purpose of the class and office email addresses in a future newsletter.

Action: CG to re-iterate the purpose of the class and office email addresses in a future newsletter.

13. Standing item – safeguarding

It was noted that all Governors have confirmed they had read the KCSIE document. All noted that Safeguarding training has been updated for all staff and took place in September. In response to a question, CG confirmed that Nick Cuff had not had significant additional safeguarding work since the return to school in September.

A Governor questioned whether DBS approvals are still valid. CG reported that he is taking advice on this from the LA and will confirm in due course.



A Governor asked whether any Governor input or support is needed for the Single Central Record. LJ confirmed that Governors should not scrutinise the SCR but should check that it has been scrutinised. CG confirmed this is usually done in 2nd half of the term.

A Governor questioned whether there should be some basic safeguarding training for the FGB. CG confirmed that this should be regular and offered to deliver some training online.

Action: CG to provide regular safeguarding training to the FGB

14. Standing item – policy update

LJ reminded Governors that there are a huge number of policies and responsibility for monitoring these would lie with different individuals/committees (FD – personnel policies; F&P committee – financial policies; LJ - safeguarding and LA-related policies).

FD agreed to meet with Clare Ward to understand the current situation with policies, it was noted that they are saved on Staff Share.

Action: FD to follow up policy discussion with CG and Clare Ward.

- a) Safeguarding Policy – this was drafted from the LA model policy and adapted for the school. This was approved.
- b) Mobile Phone Policy – approved.
- c) SEND Information Report Updated – noted, minor edit required to add ML name
- d) Looked After Children Policy – approved.
- e) Charging and Remissions – a Governor queried the wording around ‘early years provision’ (page 4 – section 6.1). CG agreed to amend to say ‘early years provision... beyond basic offer’. Approved subject to this edit.

15. Standing item – training

The link to the Governor training log was circulated and it was noted that it was encouraging that Governors had taken opportunities during lockdown to undertake several training opportunities. LJ encouraged Governors to look at the training programme.

Action: FD to circulate link to the training booklet.

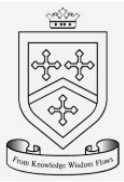
16. Standing item - Teacher and Headteacher wellbeing

CG reported that he had carried out a staff survey and overall results were overwhelmingly positive and staff reported an overall atmosphere of wellbeing and professional and personal support. CG has discussed the survey with staff and is talking through outcomes and priorities with the senior team.

AC asked CG what the Board can do to support CG. CG did not have any requests at this time.

A Governor queried whether the LA can provide the flu vaccine to staff. CG reported that this is not centrally available but he will look into encouraging staff to receive a flu vaccine and whether there is any option for reimbursement.

17. Rainbow / Wacky



CG reported that Wacky and Rainbow are both currently open and operating a bubble system under current government guidelines. Cambridge Kids Club is running Wacky under a Memorandum of Understanding. The breakfast club is also operating a bubble system.

LC updated that the building does not technically have planning permission as they still have not received an outcome. This is being followed up.

18. PTA

EB updated that the PTA AGM was held on Tuesday. The Chair and Treasurer are continuing and a new Secretary had been elected.

The PTA Justgiving page has almost reached its target of £3000 helping to fund new lap tops for the school. The Amazon wish list has provided the school with approximately 200 new books. Overall the PTA had raised just under £10,000 last year which was good, although it was noted that finances are not as good as usual due to be unable to hold the big fundraising events (summer fair, PTA challenge). The PTA is aware that fundraising will continue to be a challenge and inventive ways to raise money will be discussed at the next PTA meeting.

ML reminded Governors of the Easy fundraising and Amazon Smile fundraising options.

19. School Council

The School Council has not managed to meet in person due to the current coronavirus bubble restrictions however CG looking to set up a virtual or socially distanced meeting, membership from 2019-20 had been extended until Christmas.

20. AOB

- AC thanked members for the support and reminded them she is always available for discussion.
- Date of next meeting: Thursday 26th November 2020.

The meeting closed with a prayer at 21.30.

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

Chair