

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

DRAFT MINUTES

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

The meeting opened with a prayer.

1. Welcome

PE welcomed Governors to the meeting, in particular the new parent Governors FD and ML.

2. Elections

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

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

PE thanked LJ for her time and commitment as Vice Chair and welcome AC to the role.

3. Apologies for absence

Apologies were received, and accepted from Gillian Scahill and Simon Talbott.

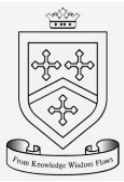
4. Declarations of interest

None declared.

5. Affirmation of Acceptance of Corporate Responsibilities

PE reminded members that the Governing Board acts as a corporate body, that is, once a decision is made this is to be supported by all Governors following the meeting.

PE also reminded members about the importance of confidentiality, confidence must not be broken and discussion must not be compromised by knowledge of an individual or issue.



6. Minutes of the previous meeting

Minutes of the previous meeting were approved as an accurate record of the meeting and signed.

LJ commented that the Eco festival had taken place at the Free Church on 29th September and had been very successful, it was suggested that eco issues could potentially be a part of a future School Development Plan. CG commented that there are plans in place to set up a school Eco Council.

7. Matters arising – update on action list

Actions from May 2019 meeting

- 1) PE to carry out science monitoring visit during the summer term. *This will take place 15th October 2019.*
- 2) PS to confirm details of safer recruitment training (what level training is required for members of recruitment panels). *PS updated that one individual per recruitment panel must have completed the safer recruitment training. LJ reported that she will do a refresher course in November 2019. PS, ST and SS have also completed the training.*

Actions from July 2019 meeting

- 1) CH commented that he would feed back to PE regarding induction for new Governors. *DONE – CH has spoken to PE. A buddy system has been set up for new Governors.*
- 2) PE agreed to review membership of all Committees in light of the change in parent governors from September 2019. *See item 8c.*
- 3) All Governors to provide biographies (AC to send guidance, LH to collate). *DONE – website has been updated accordingly.*
- 4) EB to establish new working party on communications – *See Item 17.*
- 5) It was agreed that wellbeing will be a standing item on future FGB meetings (LH) – *See Item 13.*
- 6) Re complaints procedure: CG to investigate changes and required updates. *See Item 11.*

8. Chair's Business

a) Register of Pecuniary Interests

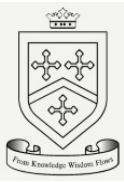
LH thanked members for completing the 2019-20 register of pecuniary interests.

b) Attendance record 2018-19

LH agreed to check attendance where there were queries. The final version will go on the school website.

Action: LH to finalise attendance record for 2018-19

c) Membership of Committees



Membership of committees for 2019-20 was discussed and agreed. LH to circulate final list.

Action: LH to circulate committee membership

d) Meeting dates 2019-20

Meeting dates had been circulated previously and were re-confirmed.

e) Village News Rota

The rota for 2019-20 was agreed, all noted that photos are encouraged by the editors.

f) Website

AC reported that all Governor biographies had been received and are now on the school's website. It was suggested that the Governor page could be raised a level to the home page. It was also suggested that the link is shared in the school newsletter. Some technical issues to be addressed were noted.

g) Photos

PE mentioned that pupil individual photos will be taken on 31st October and that Governors without a current photo on the school noticeboard may also have a photo taken on this date.

Finally, PE expressed Governors' appreciation for the work the parents did over the summer in the year 2, 4 and 5 classrooms and the reflection garden (planning, fund raising, painting and decorating). PE agreed to draft a message from the Governors for the school weekly newsletter.

Action: PE to draft thank you message for school newsletter, including link to Governor page on website

9. Headteacher's Business

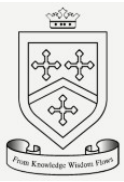
a) Teacher pay award

CG recommended 2.75% to each of the pay scale points. Governors approved the recommendation and noted it will be backdated to 1st September 2019.

b) Headteacher's Report

Governors thanked CG for his detailed report which had been circulated in advance. CG summarised key points as follows:

- There were successful admissions appeals and thus there were 210 pupils in school on census day.
- The school is over PAN in reception, year 3 and year 5. Governors noted these decisions are made by the LA admissions department.
- Class teacher structure remains the same as last year.
- Attendance for 2018-19 was good.
- No exclusions since last FGB.
- 1 child has a Child in Need plan.
- 16 children are under active school monitoring.
- The designated safeguarding team remains the same.
- Year 6 SATs results were stronger than anticipated.



- Year 1 phonics remains at 73.3 which is lower than national average.
- Progress in KS2 was overall good.
- There are substantial opportunities for staff CPD
- A list of completed and planned curriculum monitoring was circulated. CG encouraged any Governor who would like to be involved in monitoring to contact him. CH mentioned he will carry out a Modern Foreign Languages visit in November.
- The remaining LCVAP funding (£17,000) will be used for several building work modifications
- The new round of LCVAP funding will be for playground resurfacing and driveway repairs and this work will be carried out within 2019-20

c) School Development Plan 2019-20

CG provided an overview of the School Development Plan, which had been circulated to all Governors in advance. Targets for this year are as follows:

Target 1: Continue to embed school's already strong approach to Anglican teaching in the school.

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

Target 3: Develop a high quality approach to the use of research in school in order to safeguard the school's future as a continuously improving school

Target 4: Align the school's curriculum and provision with the school's new vision

Target 5: Develop leadership skills of all staff

Governors welcomed the targets for 2019-20.

A Governor queried what resources the school will use for RSE (Relationships and Sex Education). CG responded that the school is currently using the Cambridgeshire County Council material and agreed to investigate other resources, including those available from the Diocese.

Action: CG to investigate RSE resources including from Diocese

Action: LJ to send the Governor training slides to LH, LH to circulate to Governors

d) CPD and Monitoring Schedule for Autumn

Governors noted that this is produced termly. CG encouraged Governors to contact him if they wish to discuss the monitoring focus.

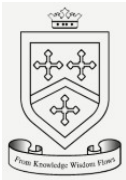
e) Pupil Premium Strategy and Review – refer website for latest reports

These were circulated to Governors following the meeting.

f) Sports Premium Strategy and Review – refer website for latest reports

These were circulated to Governors following the meeting.

A Governor queried the proportion of the budget spent on forest school and CG confirmed this had been spent on staffing, enabling training and equipment.



Action: LH to circulate 2019-20 Pupil Premium and Sports Premium reports via email

g) Website compliance

CG reported that two areas of the website require review i) Complaints procedure statement (refer Item 11) and SEND information report and policy (refer Item 10).

h) Link Governors

The draft list was discussed and finalised.

CG confirmed that the role of a link governor typically involves one visit per year and may include reading subject leader reports, looking at data on children’s progress, sharing ideas, carrying out a learning walk, looking at examples of work and/or observing a lesson.

Action: LH to circulate Link Governor list

i) SIAMS inspection

CG reported that a SIAMS inspection is expected during 2019-20, and 5 days notice will be given. There are seven strands to the evaluation assessment areas. AC and LJ reported that they will attend a SIAMS training course this term.

Governors thanked CG for his comprehensive update.

10. Standing Item – Safeguarding

CG provided a 20 minute presentation to update Governors on current safeguarding best practice. All Governors signed to confirm they had read Part 1 of Keeping Children Safe in Education (Sep 2019).

The SEND information report had been circulated, and was noted. This can now go on the school website.

11. Policy update

Governors approved the following policies which had been circulated in advance:

- a) Collective worship
- b) Complaints Policy (subject to minor amendment in section 1.5)
- c) Serial and Unreasonable Complaints Policy

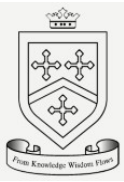
12. Standing Item – Governor training

LJ encouraged all Governors to attend one training per year, and reminded Governors that several webinars are available.

Governor	Course	Impact
LJ, FD, ML	Governors termly briefing	Useful information, relevant issues raised at FGB meeting
AC (now chair of HT appraisal panel)	Head teacher appraisal	A clear understanding of the procedures for reviewing and setting targets for the headteacher, the role of the LA advisor and an awareness of best practice

13. Teacher and Headteacher wellbeing

All noted that this is now a standing item on the FGB agenda. PE requested Governors to consider how teacher and headteacher wellbeing should be monitored and discussed at



future meetings. It was agreed that teacher attendance statistics will be included in future headteacher reports.

PE described an unsolicited email he had received from a staff member about the positive atmosphere for staff that CG had created in his first year.

Action: All to consider how best to monitor teacher and headteacher wellbeing

Action: CG to include teacher attendance statistics in his report(s)

14. Rainbow / Wacky

It was noted that the Rainbow / Wacky Liaison Committee had not met yet this term. Regarding planning permission for the site, there is ongoing work to secure extension to the planning permission.

Governors noted that Stapleford Primary school will open a nursery on site.

15. PTA

EB reported that the 2019-20 PTA Committee has been elected and that the outgoing Chair and Secretary will remain on the PTA Committee. The following dates were noted: bike sale – 12th October, Christmas light switch on – 1st December.

16. School Council

LC reported that the first School Council meeting with the new members had taken place. The main item of discussion was design of the school hall door.

17. AOB

- EB reported on the Communications Working Group (EV, LC, ML, CH) had met with CG and had designed a survey for the parent body. This will be shared with Governors for feedback shortly, and will be sent to the parent body after half term. A focus group will review and follow up on survey results.
- Date of next meeting: Thursday 28th November.

The meeting closed with the grace at 21.30

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

Chair