

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

DRAFT MINUTES

Table with 2 columns: Present, In Attendance. Lists names of attendees and those with apologies.

1. Welcome

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

2. Thank you

LJ thanked Dawn Scott for all her hard work and contributions to the Governing Board over the last 8 years as Staff Governor. DS said that she had enjoyed her time on the Board and thanked Governors for their support. DS then left the meeting.

3. Apologies for absence

Apologies were received, and accepted, from Simon Scott.

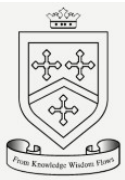
4. Declarations of interest

None declared.

5. RE and Collective Worship – update from Julia Alderson

RE lead, Julia Alderson, joined the meeting and updated Governors on collective worship and RE assessment.

In summary, JA explained how collective worship is structured and how this has been adapted for the current coronavirus restrictions. Currently collective worship is led by different members of staff but will also involve local church leaders and year 6 pupils when allowed.



JA informed Governors that RE assessment had changed a lot over the last two years, particularly around the way exercise books are used, for example explicit learning objectives, cover pictures drawn by the children reflecting what faith means to them.

JA explained that the next step will be to meet with church schools of Cambridge to share and moderate best practice. She will also be working to bring the teaching of other faiths up to the level of the teaching of Christianity.

Governors commented that the school had outstanding practice and suggested that there could be a role for JA in sharing this with other schools, for example through Diocese training sessions. ST thanked JA on behalf of the Foundation, for her hard work on the RE curriculum and collective workshop.

6. Safeguarding priorities – refresher from Nick Cuff

Nick Cuff (Designated Safeguarding Lead) provided a half hour interactive session on Safeguarding priorities. There were several questions around the welfare of families during the coronavirus lockdown.

Governors thanked NC for his presentation and agreed that Safeguarding is a top priority and underpins all that the Governing Board does.

7. Round table introductions

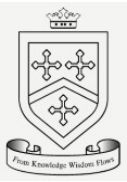
For the benefit of new Staff Governor, Stephanie Bachewich, all Governors briefly introduced themselves.

8. Minutes of the previous meeting

Subject to a minor amendment, minutes of the previous meeting (8 October 2020) were approved as an accurate record of the meeting, these will be signed electronically.

9. Matters arising – update on action list

- All to read and sign Code of Conduct and return to LH. Update: LH to follow up one outstanding signature.
- AC to repeat the survey later in the New Year. Update: keep on list for 2021.
- CG to continue to re-inforce social distancing messaging to the parent body. DONE.
- Any Governors willing to be involved in GDP to contact AC. DONE.
- Governor Skills Audit to be agenda item at November FGB meeting. See Item 10.
- AC to arrange card for Mr Paduano. DONE.
- CG to determine if there is a set week/fortnight that can be pre-arranged for monitoring. Update: AC and CG have discussed and agreed a set week would be a heavy workload for those staff that led more than one subject. It was agreed to hold a staff/governor link meeting in the summer term.
- AC to set up a Link Governor monitoring log and circulate the link to all. See Item 10.
- LH to update Link Governor list and circulate. DONE.
- CG to update school website with minor edits. DONE.
- SS, ST, LC and PS to review admissions criteria to clarify the definitions of church attendance and report back to next FGB meeting. See Item 13.
- Communications working group and CG to meet to discuss communication strategies. See item 14.
- CG to re-iterate the purpose of the class and office email addresses in a future newsletter. DONE.



- CG to provide regular safeguarding training to the FGB. DONE (Item 6).
- FD to follow up policy discussion with CG and Clare Ward. Update: to be discussed.
- FD to circulate link to the training booklet. DONE.

10. Chair's Business

a) Governor Development Plan (GDP)

AC reported that a subset of Governors met to discuss and agree the following statement:

'As governors we are an inclusive, cohesive team who value the individual strengths among the group. We aim to be knowledgeable but continually learning so as to be skilled and effective as we support and challenge school leaders, working alongside them strategically for the benefit of the pupils.'

The GDP has focussed objectives, the majority of which are linked to the School Development Plan. AC reported that she had attended a staff meeting to introduce herself and the FGB and to help develop a shared understanding between staff and Governors.

b) Governor Effectiveness Audit

AC reported that the Skills Audit that was carried out in spring 2020 will facilitate the Effectiveness Audit, however this will require some significant discussion and work. AC referred Governors to the document '20 questions every governing board should ask itself' and requested members to review this list in preparation for discussion at the next FGB meeting in January.

Action: All to review the '20 questions' document for discussion at the next FGB

c) Governor Monitoring Log

AC thanked Governors for their monitoring activities and for logging these. It was noted that the monitoring role is one of a 'critical friend'. CG also thanked Governors for their activities and for evidencing the partnership between staff and Governors.

d) Invitation for expressions of interest for Vice Chair 2021/22

AC reminded Governors that LJ has taken the Vice Chair role this year in particular to support AC in her first year as chair, but that it is important to build leadership capacity in the Board team. AC requested that anyone interested to take the Vice Chair role in 2021-22 to discuss with LJ or AC. AC agreed to circulate The Key article on the role.

Action: AC to circulate The Key article on the Vice Chair role

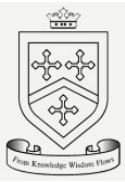
e) Gifts for staff

AC summarised that Christmas gifts donated by local businesses and cards signed by FGB members have been arranged for all staff on the payroll to thank them for going above and beyond in 2020.

f) Review of induction materials

AC updated that she will review induction materials for Governors and requested anyone who would like to contribute to contact her.

Action: Any member wishing to help with review of induction materials to contact AC



11. Headteacher's Business

a) Headteacher's Report

CG referred to his report which had been circulated in advance. He highlighted that attendance is currently very high (and better than usual for the time of year); safeguarding information remains unchanged; progress and attainment information remains unchanged; the active programme of staff monitoring; the long list of staff CPD reflecting hard work of staff during lockdown; the building and snagging work and the community and enrichment events.

b) School development plan

CG summarised that relatively good progress has been made in a short space of time, some areas have been completed and notes on impact against targets are set out in the document (which had been circulated in advance).

A Governor asked about progress in phonics. CG reported that a recent assessment of year 2 pupils showed 93.3% of pupils were at the required level as a result of a lot of hard work from the staff team.

c) Website compliance

The website is compliant with the exception of the behaviour policy which requires review, this will be postponed to 2021 (as the teachers are currently carrying out monitoring and there will be training in January).

d) COVID monitoring and Evaluation

CG referred to the diagram which had been circulated in advance. Anything indicated in red is not currently taking place (e.g. governor involvement visits).

e) Insurance / Risk Protection Arrangements for 2021/22

CG updated that the LA requested that he share that the school proposes to retain the current LA insurance arrangements. Governors confirmed this sounded appropriate.

f) Natwest online payments and authorisation

CG updated that he would like to move to online banking in order improve efficiency. He and Clare Ward would act as authorisers. Governors approved the move to online banking.

12. Finance and Premises

a) Updated terms of reference

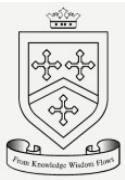
Subject to an addendum regarding online banking (Item 11f) Governors approved the Terms of Reference.

b) F&P draft minutes 3.11.20

EB raised a query on behalf of the PTA about how the use of SSSF funds differs from the use of PTA donations. It was agreed that an explanation, including examples of how money is spent, will be included in a future newsletter.

Action: CG to include information about SSSF/PTA use of funds in newsletter

c) Pay review – Governors noted that the Pay Review Committee had accepted the Headteacher's pay recommendations.



13. Review of admissions criteria

ST updated Governors that, following feedback from the Schools Adjudicator, he, SS, PS and LC had met to thoroughly review the admissions criteria. Governors welcomed and approved the adjusted wording which retained flexibility but also met the requirements of the adjudicator. AC thanked all those who had contributed to discussions.

Action: AC to arrange consultation on new admissions criteria and submit to the Diocese for adjudication

14. Communications working group

EB updated that the Communications Working Group had met with CG, class reps and the PTA to discuss streamlining communication across the school community. The report and recommendations were circulated to Governors. All welcomed the report and it was agreed that the recommendations will be shared with parents and carers.

Action: CG to share communications routes with school community

15. Standing item – safeguarding

LJ updated that Dianne O'Brian in the office will now be responsible for updating the Single Central Record. LJ also updated that a reciprocal arrangement had been made with a local school in the event that all Designated Safeguarding Leads were unavailable due to Covid.

16. Standing item – policy update

- a) Remote Education Policy – Governors noted.
- b) Pay Policy – Governors approved.
- c) Equality Policy – Governors approved. It was noted that the Equality Objectives are due to be updated in 2021.

Action: LJ, FD and CG to review Equality Objectives

- d) CCTV Policy – Governors noted.
- e) Health and Safety Policy – Governors noted
- f) Data Protection Policy – Governors approved (subject to correction of typos).

17. Standing item – training

LJ summarised the importance of making time to do training and that a reasonable expectation is that each governor would attend one governor briefing and one course per year. LJ referred to the new training log to record courses that Governors are booked on to or have completed. This log will be archived annually so that collective and personal development can be reviewed.

Action: LH to circulate link to training log.

Refer to Annex 1 for training has taken place since the last FGB meeting (October 2020).

18. Standing item - Teacher and Headteacher wellbeing

Governors acknowledged that this is particularly difficult time of year, and even more so this year. SB confirmed it is stressful for staff, for example additional handwashing measures and



increased focus on PHSE are taking time away from teaching time; however CG and the whole community had been very supportive.

19. Rainbow / Wacky

ST referred to minutes which had been circulated in advance. There were no questions.

20. PTA

EB summarised future fundraising plans – rainbow hamper raffle (tickets on sale until 9th Dec) and a virtual quiz in January.

21. School Council

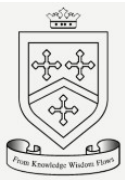
LC reported that two meetings have been held in the last month and a third is booked for December and all participants had been very enthusiastic. There will be elections for new School Councillors in January.

22. AOB

- Governors collectively passed their thanks to CG and the team for all their hard work during 2020.
- DBS – CG reported that he is waiting for Jonathan Lewis to confirm. ST offered to write to Andrew Read for further clarification
Action: CG to draft letter for ST re DBS
- Date of next meeting: Thursday 28th January 2021

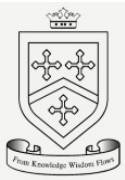
The meeting closed with a prayer at 22.00.

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



ANNEX 1 Governor training and impact

Anna Caroe	1-3.9.20	World Education Leadership Symposium online conference 2020
<p>Day 1 : COVID-19 – Crisis in Society and Impact on Education around the World Day 2: Practices of Education Leadership around the World Day 3: Research on Education Leadership around the World</p> <p>Short presentations, discussions and analysis of research around the above themes.</p> <p>This was an interesting and challenging conference. Although I was unable to engage in the interactive aspects due to still having my children at home, I was able to hear from the international speakers who shared about the impact of Covid-19 on the education systems in their countries, and the leadership issues that arise from the crisis. A strong theme was equity and inclusion, as well as teacher and leader wellbeing, especially while under pressure and in a crisis - this is a crucial issue as there will always be crises to deal with, so we must establish systems of support that work in crisis situations.</p>		
Anna Caroe	30.9.20	Governor Briefing - online
<p>It was informative and comprehensive, providing a summary of the current situation for schools with regards to Covid 19. I am now added to the daily briefing email Jonathan Lewis sends out. We also heard presentations about ofsted, safeguarding, assessment and some governor update notices.</p>		
Emily Button	13/10/20	Headteachers Performance Management Review
<p>A very helpful training session in preparation for joining the panel this academic year. The session also discussed the impact of Covid-19/school closures may have on the process this year.</p>		
Liz Jenkin	14/10/20	Key Webinar on Virtual Engagement with Parents
<p>A helpful webinar with tips and advice on Parent Consultations, School Tours, Christmas events, Fundraising, plus general Q&A about how various schools are managing pickup and drop off. Shared main points with CG. Many ideas, unfortunately, impact on staff workload, e.g. allowing extra time for parent consultations. Webinar link:</p> <p>https://www.youtube.com/watch?v=25lodBMXkml&utm_source=SFMC&utm_medium=email&utm_campaign=</p>		
Liz Jenkin Maria Lazarus	21/10/20	SEND: What Governors Need to Know (virtual)

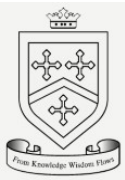


A webinar presented by the county's SEND Leadership Adviser. The main 'takeaway' for me was the requirement for us to gauge parents' perspectives; difficult when by definition governors do not know the names of the parents of children with SEND, and those without such children often do not have an opinion either way as they do not feel they know much about the school's provision. However, given the GB's discussions about Inclusion, and communicating our position on this to the parent body, this is an area it would be beneficial to address.

Maria Lazarus	03/11/20	New Governor Induction (virtual)
<p>Very helpful training led by Holly Crofts exploring the role of Governors collectively and individually. Good networking and learning opportunities from splitting into smaller breakout groups for the 'who does what' and 'SWOT case study' activities.</p> <p>Of note, the three courses the LA recommend for new Govs are: Safeguarding, Safer Recruitment and the New Governor Induction. This would be helpful to include in future new Governor induction information, especially since some of these sessions sold out before the LA course brochure was released.</p>		

Anna Caroe	Nov 2020	Finished reading 'The Governance Core', Fullan and Campbell
<p>Comments. This is an excellent book by experienced, leading voices in educational leadership. It outlines essential principles and core values of a governance mindset with practical advice on how to enact them too. The main challenge in reading it is that it is speaking into the American school system where trustees and governors are appointed and function in different ways from the UK (they are publicly voted onto School Boards and represent a local area, and oversee a group of schools). I find the USA public school system tricky to understand myself, but setting those aspects aside, there are still huge insights here that will benefit anyone in governance in the UK.</p>		

Maria Lazarus	19/11/2020	LA training: Getting OFSTED Ready (virtual)
<p>Comments. A presentation from Jason Howard, an OFSTED Lead Inspector, of what to expect with an OFSTED inspection.</p> <p>Of note: Covid-19</p> <ul style="list-style-type: none"> an inspection is likely to be later than we would expect due to the impact of Covid-19 and the lifting of the 'outstanding' exemption. It is unlikely that the school's Covid-19 recovery would be interrogated, but there may be questions about how catch up funding has been used. <p>Inspector prep steps</p> <ul style="list-style-type: none"> Before arriving at school Inspector will...read previous Ofsted report, look at Safeguarding, review complaints, read Parentview, look for school in the media, review curriculum plans and performance data, check key documents on the 		



website are in date (e.g. Safeguarding and Child Protection, PP spending plan and evaluation of impact).

- “The website is the window to the school. It is hugely, hugely important.”

Inspector visit

- There was a strong focus on Inspectors liking to establish how teachers help their pupils to remember xyz (often asking pupils) and seeing that teachers check which pieces of knowledge pupils didn’t understand or cannot remember. Importance of clear components and sequencing “are we playing the right notes (components) in the right order (sequencing)?”
- Have as many people (within reason) as you like in the meetings and feel free to bring notes if needed. Inspectors are interested in the collective knowledge and wisdom of the Leadership team and GB, not individual extent of knowledge.

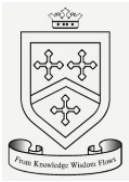
Key areas for Governors

- “As a Governor, the Inspector does not expect you to know everything about everything, but you each DO need to know about Safeguarding.”
- Gobs should know some of the ultimate outcomes for subjects on the curriculum and why they were chosen.
- “I salute you if you do Governor visits for subjects or review the school curriculum because most GBs don’t do it.”
- GB needs to demonstrate that it is strategic, supports and challenges leaders, has supplementary ways of finding out about school (i.e. doesn’t just rely on what it is told). Any key/recurring areas will be interrogated - how do you know that there has been progress/not? If you do GB visits (not compulsory) that’s interesting - what questions do you ask?... Essentially, what systems do we have to monitor the work of the school, what evidence do we use and from where?
- ***Remember that Inspectors need to hear answers that ultimately relate to the pupils - it raises alarm bells when the children are not mentioned.***

And finally

- Should we ever wish to request an inspection, contact paul.brooker@ofsted.gov.uk. This type of inspection has not been costed under the new framework but previously cost approx £20k.
- All Governors were thanked for our hard work and dedication supporting our schools.

Anna Caroe	23.11.20	Safer Recruitment Refresher 2.5hrs virtual
<p>Comments. Up to date info on child protection, minimising risk to children, increasing the robustness of our recruitment procedures, reminder not to be complacent or think it couldn’t happen here. I feel that the emphasis on healthy, open cultures is really important, making sure policies are enacted and embedded, that reporting is easy and knowledge is kept at the top of people’s minds. This course reinforced that my knowledge was still accurate and our practices and policies represent best practice. I feel confident in our recruitment procedures.</p>		



Liz Jenkin	23.11.20	Welcome To The Key webinar
<p>This was an introduction to The Key as it has recently partnered with Cambridgeshire County Council. I specifically asked for a demonstration of the capabilities of Compliance Tracker to see how it could help us 'herd cats' but it didn't really work. Clarified that it is a tool for School Leaders not School Governors (the two parts of the site). It was also helpful to be reminded about personalising one's profile, so email alerts are targeted to specific responsibilities and interests. I expect all governors use it, but if not, I really recommend spending some time exploring what is on there to save re-inventing wheels. There is also the opportunity to ask any question relating to schools and if the answer isn't already on there, a researcher responds, usually within three days.</p>		