



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Full Governing Body held at 6.30 p.m. on Thursday 6th December 2018 at Shirley Primary School

Present: Mark Broadbent (MB), John Cattermole (JC - Headteacher), Phil Henderson (PH), Sarah Joomun (SJ), Mark Lewis (ML - Vice Chair), Louisa Meynell (LM), Caoimhe Murton (CM), Iain Smith (IS - Chair), Jennifer Thomas (JT), Nicole Went (NW) Jo Bouttell (JB – School Business Manager and Acting Clerk).

The meeting was quorate.

Visiting (non-voting): Suzanne Wernham (SW), (Deputy Headteachers)

The co-option of Mark Broadbent, which would have been discussed under **agenda item 12**, was brought to the beginning of the meeting. Iain Smith proposed that Mark Broadbent be appointed as a Co-opted governor. This was seconded by John Cattermole and agreed unanimously. Mark was welcomed to the governing body.

Actions

1 Standing Items

1.1 Apologies for absence

Apologies were received and accepted from Mark Abbas (MA) and Ruth Adams (RA). The governing body also agreed to accept the absence of Martin Campbell (MC), whose school was currently undergoing an Ofsted inspection. Proposed LM, seconded ML.

1.2 Declaration of interests

There were no declarations of interests pertaining to items on the agenda for this meeting.

1.3 Register of Pecuniary Interests

An updated register was presented to governors. CM requested that an interest be added for her. JB to do this with the updated document being represented at the next meeting.

CM/JB

2 Minutes of the last meeting (20th September 2018)

The minutes of the full Governing Body meeting held on 20th September 2018 were considered and approved as being a true and correct record. Proposed JT, Seconded CM and agreed unanimously.

2.1 Matters Arising

2.1.1 **Appointment of Named Governors** - PH was confirmed as Data Governor.

2.1.2 **Governor Monitoring Groups** – MB was confirmed as serving on the Maths Monitoring Group.

2.1.3 **Membership of Governor Committees** – MB's appointment to the Resources Committee was confirmed.

2.1.4 **12 Membership of the Governing Body** – There remained two vacancies for co-opted governors. JC had not yet contacted the neighbouring medical practice regarding possible governor recruitment. It was noted that the terms of office

JC

for IS, LM and RA would expire on 5th January 2019. ML proposed that IS and LM be reappointed (RA to be asked if she wished to do so). This was seconded by NW and agreed unanimously. CM to contact Di Bryant, formerly of CREDS, regarding advice about approaching members of the Traveller community with regard to joining the governing body.

CM

3 Headteacher's Report

JC talked through his report. The following points were noted:

Staffing

- Cover for Claire Fonseka (CF) – Suzanne Wernham is teaching in Year 5 for two days per week. The days may change in January in order to ensure adequate Designated Person (DP) cover is maintained.
- Two Level 3 TAs were to be appointed which would allow the development of the Inclusion Officer and DP role currently undertaken by Fiona Willis.
- The savings achieved by not appointing a replacement for CF whilst she is on maternity leave could facilitate the release of phase leaders for additional time.
- Hannah Kidney may work some extra days during CF's maternity leave.

Safeguarding

- JC reported that families for whom TAFs applied received support from the school as well as family workers and other agencies in establishing family plans working together to achieve desired outcomes.
- The SLT and school managers had met to work on an internal safeguarding audit.
- It is hoped that governor training on the wider safeguarding agenda can be arranged to take place during the summer term and also that the postponed e-safety training can be rearranged to take place in June.

Behaviour – An updated Anti-bullying policy had been approved by the Standards Committee. A system of restorative response has been introduced whereby the school works with children and parents to tackle incidents of bullying behaviour. The effectiveness of this will be assessed in the longer term. An anti-bullying week had taken place and there would be further regular follow-ups to revisit the issue each term. Governors questioned what mechanisms existed for children to report incidents of bullying? JC explained that methods included having trusted adults with whom children were encouraged to talk, with some children having specific go to adults. Some children had communication books where they could record their feelings and worries to share with an adult. There were also worry boxes in classrooms, where children could post their concerns. Governors also questioned how the school reacted to children's concerns? JC explained that initially staff would talk to the child and other children to establish the facts surrounding any allegations of bullying. Teachers would also talk to one another to discuss any cross class issues.

Exclusions – JC explained that whilst the number of exclusions is high, they apply to a total of six children demonstrating particularly high levels of behavioural needs, with exclusion being the last resort action following a process of different interventions and support. Some of these children may have experienced trauma in their lives and staff had recently received CPD focussing on trauma. Two children require specialist school provision.

JC explained that when considering exclusion, attention is paid to the impact of the child's behaviour on other children and its effect on them. There is also a system of internal exclusions, which impacts on staff involved, but which, whilst analysed, is not reported. Governors questioned how staff involved in physical assault are supported? JC explained that incidents will be followed up by a debrief and talk. Staff are given time to reflect and review the situations. Staff are supported by a member of the SLT who will check on their well-being. Incidents and consequences are also discussed within the child's class. Staff are able to use the school's link with Blue Smile to discuss situations and can phone a LA exclusion hotline.

Governors questioned how the process integrated with parents? JC explained that, whilst it is a difficult situation for parents, they are kept informed at each step and are advised of their child's

actions and the school's responses at all stages and are generally supportive. Parents are also included within the reintegration process.

Local Authority Updates – Anne Fisher, Primary Adviser, had visited the school to agree and finalise the school's achievement targets. Anne's visit had included a learning walk and had proved to be a productive meeting at which areas of improvement had been identified.

There had also been a visit from Tom Oakley, LA Maths Advisor. This visit had focussed on looking at maths in greater depth in all year groups to help when teaching mixed ability groups.

Lego League - A team of boys and girls from year five were taking place in this challenge for children aged 9 – 14.

Cross Country – Shirley pupils had performed well with good results at the recent school cross country championships.

Daily Mile – Daniel Zeichner, M.P., had recently joined children taking part in the Daily Mile, whilst being subject to a variety of questions from pupils.

Michael Rosen – This visit from Michael Rosen was very successful and enjoyed by pupils and staff. Staff will attend training with Michael in January about poetry and writing.

4 **Safeguarding**

RA had met with JB to review the School's Single Central Record. Further reviews to follow termly. RA to arrange meeting dates with JC.

5 **School Development and Improvement Plan (SDIP) 2018 – 2019**

The priority of the SDIP was enabling children to achieve better. It had been drawn up taking into consideration priorities identified by Ofsted, data and a review of the school day. The Plan included clear success criteria focussed on the 'Shirley Seven' – 7 key areas for improvement. These will be displayed around the school and will link to future governor monitoring visits. Plan to be broken down into yearly plan with objectives and actions to enable evaluation against success criteria. Governors questioned when Ofsted will expect to see the impact of the plan? JC said that this should be evident termly, and that objectives can be RAG rated to identify progress. Overall success criteria summaries and progress to be updated at Standards Committee meetings. Governors were appointed to monitor particular areas:

Reading and Writing – ML

Pupil Premium – LM

ICT and online safety (linked to Safeguarding) - MB

6 **Update on Plans for Nuffield Road**

The Greater Cambridge City Deal was consulting regarding different schemes to improve cycle links to Cambridge North Station and the Science Park, which would have a direct impact on Nuffield Road and the area outside the school. It was hoped that through consultation a scheme which offered increased safety, reduced pollution and which encouraged walking/cycling to school could be achieved.

Governors had been given a copy of the two GCCD proposals. Governors had a number of questions and comments regarding the plans which included:

- How access to and from the Nuffield Road industrial estate could be improved?
- How to encourage parents to stop bringing children to school by car?
- How to stop car parking in cycle lanes?
- Would there be a drop off facility for those travelling by car? If so, would there be time limits applied?
- How could street lighting in Nuffield Road be improved?
- Would the pedestrian crossing be raised?
- What signage would be installed?

- The setting up of a working party to liaise with GCCD
- Who would be responsible for the possible removal of the Mortlock Avenue wall?
- Is the plan linked to the construction of a new bridge?

JC

JC to draft a letter to the GCCD outlining the GB's points and favouring the option which includes one x two way cycle lane on the school side of Nuffield Road.

7 Sports Premium Report

Governors received the Sports Premium report which reviewed the impact of the spending over the past year and also detailed the allocation of funding for 2018-19, including a narrative of the rationale supporting the plan. Governors noted that pupils had benefitted from having sports provision delivered by coaches with expertise, presenting as good role models, who had worked together with teachers.

Plans for 2018-19 included a new 'Funtrition' initiative for year 6 pupils aimed at educating them in adopting habits to support a healthy lifestyle, including eating, sleeping, drinking and exercise.

8 Report from Data Governor

Carried over to Spring meeting.

9 Policies/documents to be adopted by Governing Body

- **Pay Policy** – This policy had been reviewed by the Resources Committee. ML proposed that the policy be approved and adopted by the full GB. This was seconded by MB and agreed unanimously.
- **Safeguarding and Child Protection Policy** – Governors were made aware of some changes to the policy following a restructure in Children's Services, which led to changes in terminology. IS proposed that the revised policy be adopted. This was seconded by CM and agreed unanimously.

10 Committee Reports

10.1 Standards Committee

Minutes of meetings held on 09/10/2018 and 13/11/2018 had been circulated to governors. The following points were noted:

- Entry level data from reception year is to be recorded for future data comparisons.
- The distinction of 'home grown' children allowed for monitoring and comparison of progress of this particular group and demonstrated the high level of mobility of children attending Shirley.
- Whilst year 6 progress scores were lower than for previous cohorts it was noted that this group had made progress.
- Pupil Premium children were progressing well.
- Shirley was working co-operatively with other schools to share practice and to consider ways to improve attendance.

The date of the next meeting of the Standards Committee was changed from 15th – 22nd January 2019.

10.2 Resources Committee

Minutes of meetings held on 17/10/2018, 21/11/2018 and (for non-staff governors) the confidential meeting held on 01/11/2018 had been circulated. The following points were noted:

- The school was in a sound financial position with end of year carryforward predicted to be as budgeted.
- Teachers pay increases had been agreed and implemented as per recommendations. The impact on the school would be approximately £4,000 after making allowance for the Teachers Pay Grant.

- The ongoing problems with the air source heating pumps had led the school to opt to decommission them and install a second gas fired boiler to provide heating and hot water. Financial assistance with the cost of this was being sought from the LA, however is this is not forthcoming and it has to be met from the school budget this will have an adverse effect of the predicted year end carryforward as there will be insufficient capital funds to cover the costs.
- The committee has discussed the appraisal policy and different approaches to the appraisal process.
- The committee had also discussed the pay policy and ways of introducing more flexibility to the pay structure.

11 Training and Development

Information from Cambridge Governor Services about forthcoming governor training opportunities had been emailed to governors, who were encouraged to book themselves onto any training that they wished to attend.

12 Membership of the Governing Body

Covered at the beginning of the meeting and under item 2.1.4. IS reported that a new Clerk had been appointed, Andrew Pulham. It was hoped that Mr. Pulham would take up post in the new year, pending successful completion of pre-employment checks.

13 Correspondence

No correspondence had been received.

14 Any Other Business – none

15 Date of next meeting

The next meeting was scheduled to take place on Thursday 7th February 2019, however the new Clerk was unable to attend on this day. Therefore governors agreed to change the date of the meeting to Thursday 14th February 2019.

The meeting closed at 8.35 p.m.

Summary of action points

Agenda item	Summary of action	By whom
1.3	CM to add an entry to the Register of Pecuniary Interests.	CM/JB
2.1.4	JC to the neighbouring medical practice regarding possible governor recruitment. CM to contact Di Bryant, formerly of CREDS, regarding advice about approaching members of the Traveller community with regard to joining the governing body.	JC CM
6	JC to draft a letter to the GCCD outlining the GB's points and favouring the option which includes one x two way cycle lane on the school side of Nuffield Road.	JC

Glossary

CPD	Continued Professional Development
CREDS	Culture and Race Equality Service
DP	Designated Personnel (for safeguarding and child protection)
GB	Governing Body
GCCD	Greater Cambridge City Deal
LA	Local Authority
RAG	Red/Amber/Green
SDIP	School Development/Improvement Plan
SLT	Senior Leadership Team
TA	Teaching Assistant
TAF	Team Around the Family

I confirm that at a meeting of the Full Governing body held on _____ these minutes of the Full Governing body meeting held on 6th December 2018 were approved and agreed as being a true and correct record.

Signed _____

Position _____

Date _____