



## SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

### Minutes of the meeting of the Full Governing Body held at 6.30 p.m. on 21st March 2019 at Shirley Primary School

**Present:** Mark Abbas (MA), Ruth Adams (RA), Martin Campbell (MC), John Cattermole (JC – Headteacher), Sarah Joomun (SJ), Mark Lewis (ML), Louisa Meynell (LM), Caoimhe Murton (CM), Iain Smith (IS – Chair), Nicole Went (NW), Jo Bouttell (JB – School Business Manager and Acting Clerk)

The meeting was quorate.

Visiting (non-voting): Jennifer Abecina (JA - prospective governor)

#### Actions

#### 1 Standing Items

##### 1.1 Apologies for absence

Apologies were received and accepted from Phil Henderson (PH), Andrew Pulham (AP – Clerk), Jenny Thomas (JT) and Suzanne Wernham (SW).  
Absent, no apologies received – Mark Broadbent (MB)

##### 1.2 Declarations of interests

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

#### 2 Minutes of the last Full Governing Body Meeting (14th February 2019)

The minutes of the full Governing Body meeting held on 14th February 2019 were considered and approved as being a true and correct record. Proposed LM, seconded NW, agreed unanimously.

#### 3 Matters Arising

There were no matters arising that did not appear elsewhere on the agenda.

#### 4 Membership of the Governing Body

- **Appointment of Co-opted Governor** – There had been a delay in processing the pre-appointment checks for Jen Abecina whilst Jen obtained an additional necessary document. As soon as the document is received the checks will be processed.
- **Expression of Interest – Co-opted Governor** – The clerk had sent a second email to the prospective Co-opted Governor from Chesterton Community College. Do date no response had been received. JC offered to contact the Headteacher of Chesterton Community College to establish if the person were still interested in this appointment?

JC

#### 5 Constitution of Standards and Resources Committees

In order to address an imbalance in the number of governors serving on the Resources and Standards Committees, governors who were members of the Standards Committee were asked to consider moving. RA offered to change from Standards to the Resources Committee.

RA

#### 6 Governor with Health and Safety Responsibilities

Since the retirement of Heather Cook, there remained a vacancy for a governor with responsibility for Health and Safety. The Resources Committee had asked that this be raised at a FGB meeting in order that an appointment to the post may be made. It was noted that this was a role best suited to a governor who would be available to visit during the school day. JA offered to take on this role, once her appointment to the governing body were confirmed, along with ML.

JA/ML

#### 7 Headteacher's Report

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JC commented on his written report:

### Teachers

- Supply cover had been arranged for Joshua Crossman's year 5 class for the summer term via a supply agency teacher, Olivia Welch, with a permanent appointment made with effect from September 2019 which included the ICT Leader responsibilities.
- Interviews for a class teacher appointment from September 2019 had resulted in a strong field of candidates and an appointment to the role. There was the possibility of a further class teacher vacancy from September and a second candidate would be interested in this role.
- Interview for an Early Years Teaching Assistant had taken place and the position had been offered to one of the candidates.
- It was planned to advertise in April for the new Family Inclusion Worker post.

JC

### School Budget

Numbers of children on roll on the two census days had effected funding for 2019/2020, as these were lower than in previous years. Numbers had subsequently increased and were continuing to do so, however this would not mean an increase in funding for the forthcoming year. There had been high number of children leaving the school during this academic year, for a variety of unrelated and family based reasons. The effect of two experienced administrators, who in previous years handled admissions, leaving at the end of the summer term had meant that a new team had to learn the process in September and this may have led to some delays in managing summer holiday admission applications. Looking forward, it was hoped that with 29 children transferring from pre-school to reception in September 2019, admission numbers for 2019/20 would be higher. Governors questioned the marketing of the school and noted its positive reputation, particularly with regard to internationalism and provision for children with EAL. Also, the popularity of the breakfast and after school clubs (although it was noted that these were operating at capacity and therefore using them as marketing tools may lead to disappointment for some families). It was agreed that better use could be made of the school website in promoting the school as well as reports in local newsletters and participation (and associated profile raising) in local community events and festivals, with a view to increasing applications.

A healthy carryforward meant that the school, unlike some others, was on a sound financial base for the forthcoming year, however measures to reduce expenditure and plan for reductions in funding in future years were being considered to ensure long term viability.

### Safeguarding

JC noted that the issue of the sighting of an individual known to be a previously convicted paedophile in the vicinity of the school had proved challenging to manage. The information had been obtained via a parent of a child attending the school. The school, in liaison with and taking advice from the LA, had acted swiftly to reassure parents and engage police patrol support. Police presence at the school had also, coincidentally at the same time, increased at the request of the school to help manage parking issues and safety and drop-off and pick up times. Unfortunately this had led to anxiety for some parents and it was noted that work was needed to improve/build positive relationships between the police and parents.

### Policies

The Clerk and Business Manager would be working together during the Easter break to produce an accurate and up to date list of school policies and review schedule.

JB/AP

### 'Shirley 7'

Key priorities for the school had been updated.

- 1 - Teachers had been observing each other and it was noted that NQTs in the school were making good progress. Work was taking place to boost Y1 phonics progress.
- 2 - KS2 progress from December showed a 20% increase in reading from 47% to 67%. Attainment for arithmetic was lower and this was a focus for improvement including at booster classes (attended by 24 children). There was a greater depth group focussing on

reasoning. EOY targets are decided in October and are not effected by leavers. Governors questioned whether EOY changes to reflect particular cohorts? JC advised that this does not happen. Governors noted the need for a narrative to explain what end targets would have been if there were further information about particular cohorts at the outset. Governors noted the importance of showing the progress of 'home grown' children (those who had attended Shirley from the outset) when considering achievement/attainment.

- 3 - A wide range of work was taking place with regard to staff training and induction/safeguarding and child protection. A survey would take place in the summer term to establish how confident staff felt in their knowledge in this respect.
- 4 - The school was near its targets with regard to attendance, however it was noted that this traditionally drops over the summer when GRT families travel. The attendance level that the school aims to achieve is 96% across the whole school. JCs written report covers this in more detail.
- 5 - Collecting information from children, 'pupil voice' continues.
- 6 - Work continues to include 'challenge' as part of lesson observations and pupil conversations, as recommended by Ofsted.
- 7 - There has been a focus on finding out how children feel about themselves and how safe they feel at school. Circle time has been introduced as a means of enabling children to talk together about their feelings.

### **Community Use of School**

St. George's Church are to use the community areas of the school as a hub for worship and support to the local community on Sunday afternoons. This will further extend the school's profile as being a local community facility and should offer a 'trusted' location to those it is hoped will attend. This will necessitate the Church being a keyholder to the school and will increase income for the school. Governors questioned if the local community is aware of all that happens at the school and suggested that the community facilities could be further advertised with links to activities via the school website.

### **Governor Meeting Schedule**

JC suggested a review of the schedule of governing body meetings (FGB and committees) with a view to reducing the frequency of meetings (see written report). Governors agreed that the schedule be reviewed. JC and the Clerk to work on a possible schedule. It was noted that it would always be possible to add an extra meeting if the need arose and that it would be necessary to ensure that communication was not compromised by any reduction.

JC/AP

## **8 Committee Reports**

### **8.1 Standards Committee**

Minutes of a meeting held on 26/02/2019 had been circulated.

- PH had been asked to add schools with similar contextual information to those used as comparators for benchmarking purposes. Governors questions whether GRT date was taken out of published data?
- SW had visited the Grove Primary School to gain information about how they processed EHCP plans as they had more plans in place for children with social and communication difficulties. Shirley was working hard to ensure more EHCPs were granted, meaning more support could be offered to those targeted children.
- SW explained that the increase in children in Reception and Y1 with SEND needs in the spring term follows the school getting to know the children during the autumn term and assessing and establishing their needs.
- The school has designated an area for use as a Muslim prayer space (mainly used by year 6 pupils) which is proving successful.

## 8.2 Resources Committee

Minutes of a meeting held on 12/03/2019 had been circulated.

- Benchmarking to take place at Spring B meeting.
- SFVS – ML had met with the Business Manager to go through the SFVS (see item later on agenda).
- There would be a higher than anticipated year end carryforward which will help allay the effects of reduced funding due to a drop in pupil numbers on roll on census days.
- Work to plan and install a new boiler was progressing.
- The new FAS and MIS systems were now up and running with staff gaining experience in using the new systems, having received initial training.

## 9 Governor Monitoring Groups

- **SEND** – CM had met with SW to look at priorities with regards to SEND. It was noted that the group for which there was most concern was those children with Social, Emotional, Mental Health and Behavioural needs (SEMHB), and that this was the most difficult area to be awarded EHCPs. A plan, do review template assessment system to be used and processes reviewed as well as gaining a perspective of the challenges faced by these children in school and by the school in managing and providing for their needs, with a view to providing practical advice and help.
- **Curriculum** – NW had met with Sophie Harris to focus on an action plan/learning walk for years 1, 3 and 5. Year 5 were addressing misconceptions and focussing on differentiation and the use of success criteria. Three year 5 pupils of different abilities had discussed their learning and how the use of success criteria helped them. Staff were championing independent working and new ideas.
- **Maths** – No report
- **Writing** – ML had met with Ama Okai to go through the English plan, which presented as being very ambitious. ML was pleased to report that half of the targets had already been achieved. Children were being encouraged to read more at home, make their own corrections, think independently and improve their writing stamina. ML noted that there were a number of tools available which had been shared with teachers at a training session. There was an emphasis on encouraging writing amongst boys, using motivation and with progress thus far proving positive.

Future meetings to be scheduled and initiated by lead teachers.

## 10 School Financial Value Standard (SFVS)

Consideration and submission of the SFVS are an annual requirement.

ML had met with the Business Manager to go through the report, based on last year's submission. Some amendments were noted and the report edited accordingly before being presented to governors for approval (with these amendments made clear – see items 1, 14, 15, 18, 19 and 24). These were not issues which it was felt in any way compromised the effectiveness of the GB in terms of financial management. Three items for action were noted – The updating of the school's Disaster Recovery Plan, additional transparency between the SDIP and budget reports, and a review of the Resources Committee's Terms of Reference in October 2019. ML proposed acceptance of the 2019 SFVS audit, this was seconded by MC and agreed unanimously.

## 11 Update on plans for Nuffield Road

A letter had been drafted to send to local businesses requesting that they refrain from driving large commercial vehicles past the school at drop off and pick up times. The Greater Cambridgeshire Partnership public meeting due to take place at the school had been postponed until a later date.

JC

## 12 Training and Development

Governors were encouraged to look out for and attend termly governor briefings and training opportunities, and were reminded that the annual subscription charge covers governors' attendance at these events. The Clerk had attended a recent briefing and shared the following

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information:

- A new CCC Governor Guidance Note has been issued on Governing Body Training and Development (No. 43)
- The CCC Governor Guidance Note on GDPR has been updated (No. 24)
- A new OFSTED Education Inspection Framework (EIF) is currently being consulted on and will be confirmed in the summer term, to take effect 1st September 2019. Key proposals being consulted on include:
  - A new 'quality of education' judgement, with the curriculum at its heart
  - Looking at outcomes in context and whether they are the result of a coherently planned curriculum, delivered well
  - No longer using schools' internal performance data as inspection evidence, to ensure inspection does not cause unnecessary work for teachers
  - Separate judgements about learners' 'personal development' and 'behaviour and attitudes'.
  - Extending on-site time for short inspections of good schools up to two days, to ensure inspectors have sufficient opportunity to gather evidence that a school remains good.

### 13 Policies/documents to be adopted by the Full Governing body

As previously noted, the Clerk and Business Manager are to work together over the Easter break to undertake a comprehensive re-organisation of the policy filing systems, and draw together an up to date and prioritised policy review schedule.

JB / AP

### 14 Correspondence

No correspondence to report

### 15 Any Other Business

There was no other business

### 16 Date and Time of Next Meeting

6.30 p.m. on Thursday 9th May 2019.

Summary of action points

4	JC to contact the Headteacher of Chesterton Community College to establish if the person who had expressed an interested in the co-opted governor vacancy is still interested in this appointment?	JC
5	RA offered to change from Standards to the Resources Committee.	RA
6	JA offered to take on this role of Health and Safety Governor, along with ML, once her appointment to the governing body were confirmed.	JA/ML
7	The new Family Inclusion Worker post to be advertised in April.	JC
7/13	The Clerk and Business Manager to work together during the Easter break to produce an accurate and up to date list of school policies and review schedule.	JB/AP
7	JC and the Clerk to work on a possible new schedule of reduced FGB meetings for 2019/2020.	JC/AP
11	A letter to be finalised and sent to local businesses requesting that they refrain from driving large commercial vehicles past the school at drop off and pick up times.	JC

## Glossary (as appearing in minutes)

ICT	-	Information and Communication Technology
EAL	-	English as an Additional Language
NQT	-	Newly Qualified Teacher
EOY	-	End Of Year
GRT	-	Gypsy, Romany (Roma), Traveller
FGB	-	Full Governing Body
EHCP	-	Education, Health and Care Plan
SEND	-	Special Educational Needs and Disabilities
SFVS	-	Schools Financial Value Standard
FAS	-	Financial Accounting System
MIS	-	Management Information System
SEMHB	-	Social, Emotional, Mental Health and Behaviour
CCC	-	Cambridgeshire County Council
GDPR	-	General Data Protection Regulations
OFSTED	-	Office for Standards in Education

I confirm that at a meeting of the Full Governing Body on \_\_\_\_\_  
These minutes of the Full Governing Body meeting held on 21st March 2019 were approved and agreed as being a true and correct record.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_