



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Full Governing Body held at 6.30 p.m. on 14th February 2019 at Shirley Primary School

Present: Mark Abbas (MA - arrived at agenda item 5), Mark Broadbent (MB), Martin Campbell (MC), Sarah Joomun (SJ), Mark Lewis (ML), Louisa Meynell (LM), Caoimhe Murton (CM), Iain Smith (IS – Chair), Jenny Thomas (JT), Nicole Went (NW), Jo Bouttell (JB – School Business Manager and Acting Clerk)

The meeting was quorate.

Visiting (non-voting): Jennifer Abecina (prospective governor), Suzanne Wernham (SW –Deputy Headteacher)

Actions

1 Standing Items

1.1 Apologies for absence

Apologies were received and accepted from Ruth Adams (RA), John Cattermole (JC), Phil Henderson (PH), Andrew Pulham (AP – Clerk).

1.2 Declarations of interests

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

2 Membership of the Governing Body

- Governors were introduced to Jennifer Abecina, who wished to stand as a Co-opted Governor. Ms. Abecina was a member of the Friends of Shirley and had four children currently attending Shirley School. Governors were advised that pre-appointment checks needed to be undertaken (as standard) for Ms. Abecina. Proposal – to appoint Jennifer Abecina as a Co-opted Governor, subject to satisfactory outcome of pre-appointment checks, proposed LM, seconded CM, carried unanimously.
- AP had emailed the Headteacher at Chesterton Community College regarding the possible appointment of Mr. Lee Perry as a Co-opted Governor and was awaiting a reply.
- The terms of office for Ruth Adams and Phil Henderson, Co-opted Governors, had expired. Both had confirmed that they wished to continue to serve as Governors. Proposal – to reappoint Ruth Adams and Phil Henderson as Co-opted Governors, proposed IS, seconded MC, carried unanimously.

3 Minutes of the last Full Governing Body Meeting (6th December 2018)

The minutes of the full Governing Body meeting held on 6th December 2018 were considered and approved as being a true and correct record. Proposed IS, seconded ML, agreed unanimously.

4 Matters Arising

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

5 Headteacher's Report

SW spoke to the written report from JC and the following points were noted:

Teachers

- Supply was being organised to cover Joshua Crossman's year 5 class for the summer term, with a permanent appointment to be made with effect from September 2019. Parents to be advised of Mr. Crossman's departure after half term when a replacement has been appointed.

- Over the past term there had been a high level of supply agency teaching staff utilised, for a variety of reasons including staff absence. This was being monitored to ensure that the children experienced as consistent staffing as possible.

Maternity Leave

Louisa Joyce had commenced her maternity leave. Anna Carter would return to work after Easter, working in an early years class providing cover for Louisa Joyce's maternity leave. This was currently being covered by Nici Roe and an agency teacher.

Staffing Moving Forwards

Meetings will soon be held with staff to discuss plans for September.

MA arrived at this point.

School Census, Admissions and new children

There had been a high level of movement of children over the year, for a variety of reasons. Applications for places had been received for two children in receipt of funding through having an EHCP and consideration was being given to how to meet their needs.

Safeguarding

This section of the report also included children with high needs and those receiving support from the SEND service.

- Governors noted that children for whom the status of Child Protection applied, this meant that they were at significant risk of harm. Governors were advised that there was a spread of Designated Personnel (DPs) working through the school including in pre-school and after school club.
- Staff had received training regarding managing safeguarding in respect of visitors.
- No incidents of bullying had been recorded.
- The STEPS training that SW had attended was being rolled out and shared with staff.
- There had been fewer exclusions from school recently which reflected the training received by staff and the deployment of adults and support to these children. The children excluded were in receipt of support from external agencies including SEND Services, and the Emotional Health and Well-Being Team.
- On those occasions where it was necessary to use physical intervention to support a child in school this was logged.

School Closure and Boiler Update

A power cut and associated power surge had caused the boiler controls to blow, leading to the school having no heating or hot water and necessitating the closure of the school for one day. Works had now taken place to remedy this and the cost would be met in part by insurance. The LA had replied to ML's letter stating that they would not provide financial support for the installation of a new boiler. To be further pursued, including the possibility of appealing to the DfE directly. Meanwhile, specifications for the design and installation of a new boiler were being drawn up.

Wider Curriculum Updates

- Governors were encouraged to vote for Shirley in the Sing for your School competition.
- Safety Week had included a sharing assembly to enable children to share their learning. Children had been very engaged with the subjects covered. There had been a focus on the data arising from the PSHE Health Related Behaviour Survey. The Bikeability project had also promoted the wearing of cycle helmets.

6 Safeguarding

Updates had been covered within the Headteacher's Report.

7 Committee Reports

7.1 Resources Committee

Minutes of a meeting held on 23/01/2019 had been circulated.

- Governors noted that the cost of the boiler installation programme would now be more as it was necessary to draw up a full specification for the works via a consultant engineer.
- Finances were in a healthy position with an increased year end carryforward predicted. This was in part a result of additional unpredicted funding being received during the year.
- Demonstrations had taken place of alternative MIS and FAS systems. The school had selected its preferred systems, being Pupil Asset for MIS and Access for FAS. Migration of data and training for staff would commence after half term.

7.2 Standards Committee

Minutes of a meeting held on 29/01/2019 had been circulated.

- Transition visits for year 6 pupils to North Cambridge Academy and Chesterton Community College at the beginning of July had been arranged. Date for visits to Impington Village College to be advised.
- The school would be taking actions to address the issues raised by the Cambridgeshire Health Related Behaviour Survey.
- Take up of free school meals had dropped and the school would be looking at the broader provision of school meals to evaluate quality.
- The school was working hard to improve attendance levels. The EWO had advised applying stricter rules and imposing more fines, however the school preferred to work on supporting and developing relationships with families and addressing the needs of the children. Governors noted that the school will challenge the legitimacy of 'travelling' to ensure that travelling families are doing so in line with true definitions and rules. Governors noted that where poor attendance results in a court case, judges can impose orders to work to improve attendance, rather than fines, in which case the LA would handle the process. It was agreed that any approaches to managing and improving attendance must be contextually appropriate for Shirley and be applied consistently.
- LM and PH to undertake a governor monitoring visit re. Pupil Premium.

LM / PH

8 Governor Monitoring Groups

Governors felt that there was an uneven approach to monitoring and that a more co-ordinated timetable would help. This should be drawn up by staff, with lead teachers prompting governors when monitoring was due. A new system to be introduced from September 2019.

- **SEND** – CM and SW to arrange a date for a visit.
- **Curriculum** – Report received from NW. Report and visit focussed on the curriculum action plan. Points noted were that gathering pupil voice is a new initiative this year and Miss Harris will be evaluating this. A reciprocal visit from a teacher at St. Laurence's school focussing on IPC will take place in April. Climate change is to be introduced into the curriculum. Staff have been asked to contribute ideas for curriculum enrichment activities and topics. A new framework is to be introduced in September which will focus on ensuring that the curriculum meets the needs of children.
- **Maths** – Report received from JT. Visit focus was to review the SIP for maths. Points noted included that regular assessments will be used more and will link to Target Tracker. 'Misconception books' to be introduced to log pupils' misconceptions in order that they may be addressed and support given to pupils for whom logs are recorded. The profile of maths is to be raised with parents. Attendance at parent workshops has been low especially in later year groups, consideration is to be given as to how this can be improved including when they take place, content and delivery, notice to parents, provision of crèche facilities. Booster groups to take place to support children with their maths learning prior to SATS tests.
- **Writing** – no report

Future monitoring visit to be arranged:

ICT and Online Safety – MB
Pupil Premium, Equality and Diversity – tba

MB

Health and Safety – ML	ML
Data – PH	PH
Safeguarding – RA and MC	RA / MC

9 Update on plans for Nuffield Road

Latest news from the Greater Cambridgeshire Partnership indicated that plans were on hold pending resolution of disagreements relating to the positioning of the layby and the removal of the wall and a review of funding. Moving forward JC felt that the school should liaise with GCP to endeavour to ensure that any further plans are in the best interests of the school in terms of improving safety and encouraging cycling to school. This may mean sacrificing the layby and introducing alternative parking for coaches within the school car park. It was noted that Sustrans may be able to produce mock scenarios to assess the effects/impact of different schemes. There are other broader measures which could improve safety, e.g. restricting the times that lorries from the industrial park are allowed to travel on Nuffield Road to ensure they do not coincide with school drop-off/pick up times. JC would welcome governors' thoughts, ideas and support in campaigning for improvements.

10 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.

11 Policies/documents to be adopted by the Full Governing body

Governors considered a revised **Governor Visit Policy**. It was noted that an annually agreed schedule of visits (one per term) should be drawn up with lead staff initiating/prompting governors when a visit is due. CM proposed that the revised policy be adopted, this was seconded by NW and unanimously agreed.

12 Report from Data Governor

Item deferred

13 Correspondence

No correspondence to report

14 Any Other Business

There was no other business

15 Date and Time of Next Meeting

6.30 p.m. on Thursday 21st March 2019.

Summary of action points

7	7.2	LM and PH to undertake a governor monitoring visit re. Pupil Premium.	LM / PH
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8	Future monitoring visit to be arranged:	
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ICT and Online Safety – MB	MB
Pupil Premium, Equality and Diversity – tba	
Health and Safety – ML	ML
Data – PH	PH
Safeguarding – RA and MC	RA / MC

Glossary (as appearing in minutes)

EHCP	-	Education, Health and Care Plan
SEND	-	Special Educational Needs and Disabilities
DP	-	Designated Person/Personnel
LA	-	Local Authority
PSHE	-	Personal, Social and Health Education

MIS	-	Management Information System
FAS	-	Financial Accounting System
EWO	-	Education Welfare Officer
IPC	-	International Primary Curriculum
SIP	-	School Improvement Plan
SATs	-	Standard Attainment Tests
GCP	-	Greater Cambridge Partnership

I confirm that at a meeting of the Full Governing Body held on _____
these minutes of the Full Governing Body meeting held on 14th February 2019 were approved and agreed as being a
true and correct record.

Signed: _____

Name: _____

Position: _____

Date: _____