



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

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)	
Christopher Hallebro (CH)	
Liz Jenkin (LJ)	
Maria Lazarus (ML)	
Gillian Scahill (GS)	
Simon Scott (SS)	
Dawn Scott (DS)	
Polly Stanton (PS)	
Simon Talbott (ST)	

The meeting opened with a prayer.

1. Welcome

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

2. Apologies for absence

There were no apologies.

3. Declarations of interest

None declared.

4. Minutes of the previous meeting

Minutes of the previous meeting (30 April 2020) were approved as an accurate record of the meeting, these will be signed at the next face to face meeting.

5. Matters arising – update on action list

- CW to check policy and make necessary alterations. NC to alter date and upload to website [charging and remissions]. CG confirmed that this policy is due for review in 2021
- CG to submit the 2020/21 Budget to the Local Authority - COMPLETE
- CG to bring Conduct and Discipline policy to next FGB meeting. See Item 11.
- CG to discuss Amazon book wish list with Mr Cuff and report back to PTA. COMPLETE.



6. Chair's Business

Governor development Plan

AC reminded Governors that the Governor Development Plan (GDP) is available to all for reference. It was noted that there is a lot of evidence of impact, particularly given partial school closure due to the coronavirus pandemic. Next year's GDP will closely align with the School Development Plan and some of the activities outlined in the current GDP will be continued in 2020-21, for example collective worship, which will look very different under social distancing guidelines.

Action: CG to invite RE Leader to attend FGB meeting in autumn term to provide update

It was agreed that AC will discuss with members of the communications working group whether their activities should be incorporated into the GDP now that the initial phase of work is complete (or whether to continue separately).

AC reported that a face-to-face interactive meeting between link governors and subject leads had had to be cancelled, but the intention is to have a virtual version of this meeting at a later date.

In other business PE reminded DS that her second term as staff representative is due to end in November 2020.

7. Headteacher's Business

a) Headteacher's Report

CG referred to his written report which had been circulated in advance of the meeting. In particular the following points were mentioned:

- For reception intake in 2020, there were 31 first choice applications, including 5 out of catchment. Governors discussed the lower than normal applications this year and it was confirmed that this is due to the local birth rate for this year, nevertheless Governors agreed to monitor this and to mention reception places in the village newsletters in October and November.
- There are two children leaving reception at the end of this year and two families on the waiting list have been contacted.
- Two additional children are entitled to Free School Meals.
- No staff are currently isolating due to COVID-19.
- There are now 2 bubbles for key worker families.
- Curriculum planning has been ongoing during the lockdown period.
- LCVAP money will be used to replace doors and patch the driveway; the playground will be resurfaced during the summer holidays. A further bid has been submitted for 2020-21.

CG confirmed that there has been a good uptake of home learning from parents. Governors thanked CG and staff for the huge amount of work that has gone on over the last weeks.

b) School Development Plan

CG referred to the School Development Plan (SDP) document which had been circulated in advance. Governors agreed that overall substantial progress had been completed in what



has essentially been half an academic year. Some elements of the SDP will be carried over into next year. Particular updates were as follows:

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

The greatest evidence of development in this area has been the classification of RE as 'excellent' in the recent SIAMS inspection.

Target 2: Continue to enhance the school's approach to mental health and wellbeing for all.
This has been continuing during lockdown and will be carried forward to the SDP 2020-21.

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.

A cross-phase triad approach took place in the autumn term but has not been possible since due to the lockdown.

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

Staff have been reviewing within their year group, and in their capacity as subject leaders, have looked school-wide to ensure the breadth of curriculum is offered across the school.

Target 5: Develop leadership skills of all staff.

CG commented that it is unclear how staff release for training will be possible from September as year groups will be in bubbles and it will not be possible for other teachers to provide cover.

A Governor enquired about how gaps in SRE curriculum will be filled. CG updated that nearly all current year 6 children are attending school and any gaps in other year groups will be covered in the autumn term.

c) Curriculum thread definitions

CG referred to the document outlining 6 threads will outline all topics across all year groups. Governors welcomed this approach.

A governor requested that subject leader reports (if available) could be shared with link governors, particularly in cases where a visit had not been possible due to the lockdown. CG replied that this would be possible (excluding the data element, which is not reliable due to the lockdown).

Action: CG to ask subject leaders to forward reports to link governors (where possible they already exist)

d) Website compliance

All noted that the website is compliant, apart from details of year 6 swimming competency, CG will email current year 6 parents to gather this information.

e) Approval for type 2 visits

CG updated that the year 5 trip to Burwell House had been moved from September 2020 to May 2021, the year 6 trip to Grafham Water is still currently scheduled for the autumn term. CG reported that he will take advice from the Local Authority regarding risk assessments for these trips and will report back.



Governors approved the visits, subject to advice from the LA.

f) Update on partial re-opening

CG referred to his document which had been circulated in advance. He updated that there are currently 8 bubbles for key worker children and that from September they are planning class-based bubbles. A meeting with the LA will take place on 6 July to provide more details on the recent Government announcement.

g) 2020-21 meeting dates

CG had surveyed governors for their preferred day and confirmed that Thursday is the consensus. The meeting in July will be bought forward to avoid the Shelford Feast week.

Action: LH to circulate confirmed 2020-21 meeting dates

8. Finance and Premises meeting 18.6.20

GS referred to the draft minutes which had been circulated in advance, Governors approved the minutes and had no further comments.

SSSF online authorisation of payments – PS reported that she has online access to the SSSF account but currently without permission to make payments. She requested approval to update the account to allow online payments, noting that there were two other signatories (PE and GS) and that two e-signatories are required to make a payment. It was also proposed that AC is made a signatory on the account.

Governors approved the proposals.

Action: PS to update SSSF online account to allow payments, and add AC as signatory.

9. Communications working group

EM updated Governors; overall feedback from parents is that communication had been good during the lockdown period with weekly updates from class teachers, children submitting 2 pieces of work per week and receiving written feedback on this. Other communication routes are via the weekly 60-second newsletter and celebration assembly videos. Governors commended the flexible approach to communication during this period.

Further actions for the working group have been identified and will be discussed with AC in the context of the Governor Development Plan.

10. Standing item – safeguarding

Safeguarding Q&A June 2020

LJ updated that she had requested the safeguarding team to complete a questionnaire, and this had been circulated to all Governors. There were no specific points to raise, however in particular Governors recognised the substantial work that Heather Patterson has been carrying out since the lock down.

Safeguarding monitoring grid

LJ referred Governors to the grid which had been circulated, LJ updated that Governors are not required to monitor the Single Central Record, rather to check that it is being monitored.



11. Standing item – policy update

CG referred Governors to two policies which are both based on EPM model policies with appropriate adaptation.

Governors approved the (i) Code of conduct for all adults and (ii) Staff discipline procedures policies, subject to correction of (EPM) typos on (i).

Governors were asked to note that they could be required for an appeals committee or disciplinary committee which are formed if required. Any governor with prior involvement related to a particular case would not be able to be part of such a committee, so it is important that Governors retain independence of any potential issues.

12. Standing item – training

No formal training has taken place since the last meeting, however a number of relevant training opportunities have been made use of and are recorded in the informal log.

13. Teacher and Headteacher wellbeing

CG reported that he is very aware to limit impact of the current situation on staff and PE reiterated the importance of CG also protecting his own wellbeing. CG reflected that the current circumstances have proven the level of resilience that staff have, but that it has been incredible challenging and that a sense of security about what September will look like is important so that staff can rest over the summer.

Action: ML to coordinate a thank you card from Governors to all staff.

14. Rainbow / Wacky

Minutes from two meetings have been circulated in advance. It was noted that Wacky is moving forward with the external provider (CKC) and there were no further questions.

15. PTA

EB reported that there have been two virtual meetings recently and an 'at-home' PTA camp out will take place on 11th July.

The Amazon wish list for books has been very successful, EB enquired whether the school would consider broadening the wish list beyond books. The PTA will highlight the wish list in the village newsletters and also plans to set up a JustGiving page for donations.

EB reported that there is just under £7,000 raised by the PTA and that the PTA is happy to support the school priorities, including its response to the coronavirus pandemic, e.g. with online learning subscriptions.

Governors asked EB to feed back that the work of the PTA is much appreciated, in particular during this period, and contributes to the overall feeling of the school as a unit.

16. School Council

LC reported that there have been no School Council meetings since February. CG updated that the current School Council membership will be extended into the autumn term.

17. AOB



- ST reminded Governors that the Parochial Charities are able to provide financial assistance for those in need, and if a need is identified the first step is to contact the Clerk via the John Huntingdon's charity.
- CG mentioned that staff are considering what year 6 leavers events can be delivered under the current circumstances.
- LJ reminded Governors that there will be a prayer meeting via zoom on Thursday 9th July.
- Date of next meeting: Thursday 8th October.

The meeting closed with the grace at 21.00

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