

**Great and Little Shelford CE (A) Primary School  
Full Governing Board Meeting  
27 June 2019, 19.30**

**DRAFT MINUTES**

<b>Present</b>	<b>In Attendance</b>
Peter Ede (PE - Chair)	Laura Humphreys (LH – Clerk)
Sarah Bullock (SB)	Maria Lazarus (observer)
Emily Button (EB)	Amy Beck (Item 4)
Anna Caroe (AC)	Nick Cuff (Item 4)
James Doubleday (JD)	
Chris Grey (CG - headteacher)	<b>Apologies</b>
Christopher Hallebro (CH)	Liz Carrothers (LC)
Liz Jenkin (LJ)	Dawn Scott (DS)
Gillian Scahill (GS)	Simon Talbott (ST)
Simon Scott (SS)	
Polly Stanton (PS)	

The meeting opened with a prayer.

**1. Welcome**

PE welcomed Governors to the meeting, together with Nick Cuff and Amy Beck (to report on reading and maths respectively) and Maria Lazarus (recently elected as parent governor, attending as an observer ahead of her term of office due to start on 1<sup>st</sup> September).

**2. Apologies for absence**

Apologies were received, and accepted, from Liz Carrothers, Dawn Scott and Simon Scott.

**3. Declarations of interest**

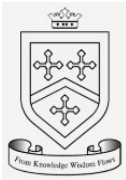
None declared.

**4. Update on approach to reading and maths learning**

Reading

NC attended the meeting and gave an update on the approach to Target 2 of the School Development Plan (*Develop a consistent and high quality for teaching reading to improve outcomes for all learners*), as follows :

- Book audit was undertaken and ideas for new books discussed with the school council and including feedback from classes
- Application for a Foyle Foundation grant (unsuccessful)
- Library refurbishment (funded by the PTA)
- CG and NC monitored reading in classes – a few inconsistencies identified and addressed
- Implementation of a VIPERS approach (Vocabulary, Infer, Predict, Explain, Retrieve, Sequence or Summarise).
- NC is trialling a ‘whole class read’ for year 5, exposing all to same level of reading – one book is read aloud in class by pupils, and weekly activities relate to this book



- Governors queried the condition and quality of the library book collection and NC confirmed that this could be improved.
- Governors questioned whether weaker readers tend to read the easier diary-style books. NC confirmed this can be the case.
- Governors queried how the potentially large range in ability in a class is managed. NC described the whole class read and the goal to expose all pupils to a range of different texts. Also, although children self-select books to read, they will often have one text for reading with an adult and another for reading on their own.

### Maths

AB attended the meeting and gave an update on the approach to Target 2 of the School Development Plan (*Develop a consistent and high quality for teaching maths to improve outcomes for all learners*), as follows:

- AB carried out a Learning Walk with CG – some inconsistencies across classes were identified (e.g. vocabulary used) and have been addressed. Ofsted visited shortly after the learning walk and commented that consistency in maths was good.
- The structure of lessons has been looked at – in particular the use of White Rose resources is working well in KS1 (e.g. use of the online worksheets and lesson plans). AB is now looking at how to implement these resources in KS2.
- Governors queried whether the inconsistencies with vocabulary were due to historic training, examples were discussed e.g. units are now known as 1s, sums are known as equations.
- Governors asked whether classes have sufficient hands-on resources. AB replied that she will be carrying out an audit shortly and that there is a £650 budget for maths resources this year.
- Governors queried whether there is a challenge around parents not being familiar with maths language and methods. All agreed this is probably the case and various ideas were discussed such as putting resources on the school website, running an evening session for parents (the considerable workload associated with this was raised), including maths in parent briefing sessions and providing links to videos.

Governors thanked NC and AB for their updates and they left the meeting.

### **5. Proposal for a co-opted Governor (P. Ede)**

PE left the room. LJ took the chair.

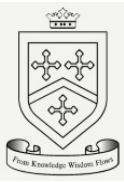
LJ summarised that PE was elected as a parent governor in 2010 and that when his child left the school the governing board agreed that, although there was not a (relevant) vacant position, PE's skills were very valuable. Thus PE was co-opted to the governing board and has retained this status since 2015 (and has been chair since 2013). PE's 4 year term is due to end and he had indicated he is willing to stand for a further term – Governors agreed and it was confirmed that PE's position is renewed for a further 4 years.

PE returned to the meeting.

### **6. Minutes of previous meeting (2.5.19)**

Minutes of the meeting held on 2 May 2019 were approved and signed as such.

### **7. Matters arising – update on action list**



### Actions from May 2019 meeting

- 1) Action: LH to revise letter to parents/carers about Governor vacancies. DONE.
- 2) Action: Governors to encourage individuals to put themselves forward. DONE.
- 3) Action: LH to follow up renewal of PE as a co-opted member of the FGB. DONE.
- 4) Action: PS to forward a '55 ways to help' booklet to CG. DONE.
- 5) Action: PE to carry out science monitoring visit during the summer term – THIS WILL TAKE PLACE IN THE AUTUMN TERM.
- 6) Action: LJ to forward policy document to LH, LH to ensure policies are added to appropriate FGB agendas. ONGOING (REMOVE FROM ACTION LIST)
- 7) Action: PS to confirm details of safer recruitment training (what level training is required for members of recruitment panels) – PENDING.
- 8) Action: CG to confirm budget for forest school resources – CG CONFIRMED THIS WILL COME FROM THE SPORTS PREMIUM AND SHELFORD FEAST DONATION.
  - Action: CG agreed to confirm meeting dates – DONE.

### 8. Chair's Business

#### Update on membership / parent governor elections

PE reported that there had been three strong candidates, and confirmed that there were only two vacant positions.

**Action: CH commented that he would feed back to PE regarding induction for new Governors.**

**Action: PE agreed to review membership of all Committees in light of the change in parent governors from September 2019.**

AC led a discussion on improving knowledge amongst the parent body of the membership and skills of members of the Governing Board. It was agreed that all governors will provide a concise biography (50-100 words) for sending out with a school newsletter and putting on the school website.

**Action: All Governors to provide biographies (AC to send guidance, LH to collate)**

PE updated Governors that two TAs will be leaving at the end of the summer term – Carol Kellock and Bev Dasher – a farewell event will take place on 18<sup>th</sup> July.

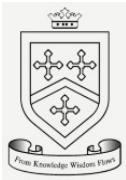
CG reported that it was not possible to fill both vacancies through increasing the hours of existing staff, thus one role will be advertised.

### 9. Headteacher's Business

- a) **Headteacher's Report including Contextual report, attendance, safeguarding, attainment and progress, CPD, Monitoring, community events.**

CG summarised his detailed report which had been circulated in advance. In particular the following was noted:

- Teaching structure will remain the same for 2019/20 and this stability was recognised by governors.
- Sophie Nairac will lead music next year.



- Pupil attendance remains relatively good (97.6%). Governors noted that two penalty notices will be issued by the LA (to two families) – this maintains the consistent approach across cluster schools.
- The safeguarding team remains the same.
- For year 1 phonics, Governors noted that the aspirational target is quite adrift from the prediction. CG described the year 1 cohort and informed governors that there are reasonable explanations for this gap and it reflects individuals' circumstances.
- From next year there will be a statutory times table check in year 4, this online test is being trialled with the current year 4.
- KS2 SATS results are due 9<sup>th</sup> July.
- The CPD budget for the remainder of the year is quite tight, so CG will be looking to resource CPD internally e.g. through peer learning walks.
- LJ and NC will monitor the Single Central Record on 1<sup>st</sup> July.
- The refurbishment of the library is almost complete.
- An active learning trial has been completed and a report is on the school website ([http://www.shelfordschool.org.uk/website/research\\_in\\_school/412260](http://www.shelfordschool.org.uk/website/research_in_school/412260)).
- The substantial number of enrichment events were welcomed.
- It was acknowledged that some of the school computers are very slow, CG reported that it is likely that computing will be a target in the 2019-20 school development plan.

#### **b) Updated School Development Plan with impact review**

Governors noted the update to the School Development Plan and impact review document which had been circulated in advance. In particular the following points were highlighted:

*Target 1: Continue to further enhance the school's already strong identity as an Anglican School.*

Further scrutiny of RE work (for example, comparing RE books to English books to see if the quality, pitch, expectations and marking are consistent) will take place next week. Assessment procedures for RE are being evaluated and Julie McLoughlin has attended a course this term to support this

*Target 2: Develop a consistent and high quality approach for teaching reading to improve outcomes for all learners*

Refer to Item 4, above.

*Target 3: develop a consistent and high quality approach to maths teaching to improve outcomes for all learners.*

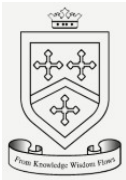
Refer to Item 4, above.

*Target 4: develop the school's physical environment, both internal and external, along with the way in which the external environment can be used to support pupils' mental health, progress and attainment.*

Year 6 will commence their forest school sessions shortly. CG is investigating the option of all teaching staff teaching outdoor learning next year.

The external environment is being improved, for example evaluating and updating the subject area sheds. Internally, the library has been refurbished and there is a plan to begin refurbishing the classrooms, involving parent/PTA support.

*Target 5 - Develop leadership skills in all staff.*



CG updated Governors that he is leading a culture of distributed leadership, through increasing autonomy and a culture of professional trust and upskilling all subject leaders. Governors commended this approach and welcomed the fact that maths and English subject leaders attended the FGB meeting.

SLT team were interviewed by Alison West – with strong positive feedback, in particular that there is strong team cohesion which allows everyone to become a leader, sure of the co-operation and support of the others. Alison explained that each leader was clear on the impact they were having, along with the priorities for developing their specific areas next year. There are ideas to develop the strategic thinking of the team going forward, including the key strategic planning tasks at this time of the academic year.

**c) Website Compliance**

CG confirmed that the website is 100% compliant.

**d) Dates of 2019/2020 meetings**

CG referred to the circulated dates of the meetings which were noted by Governors.

**10. Proposal for new working party on communication**

EB updated that she and LC would like to set up a working party focussing on communication between parents and the school. All agreed this would be useful and that it was important to involve a cross section of parents, thus it might be necessary to approach individuals directly (e.g. those not regularly at the school gates). EB agreed to set up and chair the group.

**Action: EB to establish new working party on communications**

**11. Standing Item – Safeguarding**

LJ and NC will meet on 1<sup>st</sup> July to carry out a safeguarding audit. It was noted that there will be a new version of ‘Keeping Children Safe in Education’ in September 2019, which Governors will need to read.

**12. Policy update**

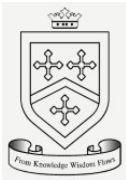
LJ reported that she and CG had agreed that it was not necessary to have paper copies of all policies and that they are now saved on the school server with all staff being aware of how to access these. LJ and SB will be meeting with LH to handover the policy review timetable.

**13. Draft Minutes from Finance & Premises (13.06.19)**

GS referred members to the draft minutes which had been circulated, there were no questions.

**14. Standing Item – Governor training**

Governor	Course	Impact
LC and CH	Governors induction	Very useful and provided plenty of background information. Agreed it was best to attend a few FGB meetings before doing this training.
AC and LJ	Governor briefing	Useful information
LJ	Annual Governors	Useful information, summarised at this



	Conference	meeting by LJ
EB	Foundation Governor training	Very useful, interesting for SIAMS

LJ attended the recent Governors Conference, she circulated slides and highlighted a few key points:

- SEND issues continue to be a high priority and face funding pressures
- The importance of head teacher wellbeing, and Governors role in this
  - **Action: It was agreed that wellbeing will be a standing item on future FGB meetings (LH)**
- A new OFSTED framework will reduce the focus on data
- LJ explained that the Local Authority gave advice with respect to specific details that can and cannot be contained in the complaints procedure.

**Action: CG to investigate changes and required updates.**

**15. School Council**

SB reported that the school council had been discussing ideas for the area of the playground between the Rainbow building and the Reception classroom – there will be zones with equipment including reading, lego, daily equipment challenge and table tennis.

Regarding a piece of work that CG is doing around rewards and celebration assembly, the school council members have discussed this and are seeking feedback from class members about what to continue and what to drop.

**16. PTA**

EB reported that the summer fair raised £5,500, bringing the PTA fundraising total so far this year to £20,000. There are two more fundraising activities planned – disco and camp out.

EB requested volunteers to help at the PTA/Governors stall at the Shelford Feast.

EB reported that the PTA will give funds to each class teacher to use at their discretion on class activities. In response to a question, CG confirmed that PTA funds can't be used for core school costs, but any additional enrichment activities that benefit all children are very much welcomed (e.g. recent library refurbishment).

EB reported that there will be 3 vacancies on the PTA committee after September (Chair, Secretary, Treasurer).

**17. Rainbow /Wacky Liaison Committee minutes (04.06.19)**

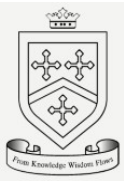
The minutes from the recent meeting were noted, and there were no questions.

PE updated that the rent review had been finalised and agreed by Rainbow and Wacky.

**18. AOB**

- Eco issues – LJ reported that there will be an eco festival at the Free Church on 29-30<sup>th</sup> September and asked the school to consider if it would like to be involved in some way.

- Date of next meeting: Thursday 3<sup>rd</sup> October



- PE thanked retiring parent governors SB and JD for all their hard work and contributions to the school.

The meeting closed with the grace at 21.35

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

Chair