



**Great and Little Shelford CE (A) Primary School
Full Governing Board Meeting
30 April 2020, 19.30**

DRAFT 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

Subject to a minor amendment requested by PS, minutes of the previous meeting (30 Jan 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

- LJ to circulate the NGA skills audit for governors to fill in – DONE.
- LJ to ask Clare Ward to check policy – PENDING.
- FD to investigate policies for: capability of staff, staff discipline, conduct and grievance to compare with old ones from staffshare. *FD and CG had discussed, Refer Item 11.*
- CW to check policy and make necessary alterations. NC to alter date and upload to website [charging and remissions]. PENDING - **CG to check and report back.**



- CG to contact other schools for feedback re: Cambridge Kids Co. CG reported that he had contacted two local schools but this was close to the coronavirus lockdown and no response had been received.

6. Chair's Business

Governor development Plan

AC reported that she will be updating the Governor Development Plan after the July FGB meeting and requested that Governors provide updates at that meeting.

7. Headteacher's Business

a) Headteacher's Report

CG referred to his report, which had been circulated in advance with important points highlighted. In particular, CG raised the following:

Applications for entry to Reception in September 2020 were lower than typical, however 30 places have been offered. In response to a question, CG confirmed that timeframes for final confirmation of places by the LA are currently unclear.

It was noted that a new pupil has joined year 4 (during the lockdown).

The operation of the school under partial closure was discussed. Governors queried the impact of home working on the teaching staff. CG reported that he is holding weekly meetings with staff who are monitoring home learning and other issues. Staff are reporting a high overall rate of submitted work. CG commented that the school had been very clear on its expectations on families since the start. There were many positive comments from the beginning and minor amendments were made after feedback from the first week. The approach has not changed since.

It was noted that assessment of progress is very hard/impossible as levels of parental input and time taken on tasks is unknown. The summer term report for parents will be slimmed down and the predominant content will be the first two terms of this year.

A governor queried whether all families have internet access and CG confirmed that they do and that all families are in regular contact with teachers.

ST reminded CG that there are parochial charity grants available (eligibility limited to Great Shelford) and that the charity is keen to support families as much as possible during this time.

b) School Development Plan

CG referred to his report, which had been circulated in advance, with highlights indicated in the document.

In particular it was noted that there had been significant progress in Target 1 (*Continue to embed school's already strong approach to Anglican teaching in the school*).



CG reported that the staff will be carrying out curriculum planning next week (and noted that pupils will be required to submit less work next week to allow this planning to take place).

PE questioned whether some of the elements of the 2019/20 Development Plan could, or should, be rolled over into 2020/21. CG replied that he is aiming to complete the curriculum work (*Target 4: Align the school's curriculum and provision with the school's new vision*) this year but that some other items (e.g. around inclusion) may need to roll forward due to operational limitations during the lockdown.

LJ questioned the status of the Sex and Relationship Education (SRE) materials. CG reported that the PHSE service in Cambridge are developing this material and it is expected to be available towards the end of the summer term.

Governors commended CG and staff on the number of 'started' and 'complete' objectives in the Development Plan, noting that a lot had been achieved this year.

c) Website compliance

All noted that the website is compliant.

d) Summary of operation during partial closure

CG referred to his summary document which had been circulated in advance. In addition to the discussion under Item 7(a), CG updated that mid-year staff reviews are currently taking place, face to face (if the weekly rota allows) or via videoconference.

Governors noted that a large number of staff are required to be on site for a small number of pupils (3-8 pupils per day). CG responded that one class teacher plus one TA per Key Stage are required, in addition to one member of the SLT, one office staff, cleaning, catering and caretaking staff. The main challenge is in teaching children across different year groups.

Governors all appreciated the work of the SLT and all school staff, and noted that a lot has been achieved in a small space of time.

8. Approval of budget 2020/21

CG updated that he and Clare Ward had been drafting the budget with advice from Ray Byford. Income has increased by £42k, but of this £36k is allocated to pay increases including pension contributions. It was noted that applications for EHCP are ongoing for two pupils who are currently receiving 1:1 support paid for by the school budget. Some savings will be made due to the partial closure but these are not substantial (e.g. photocopying, utilities).

Governors queried whether any children in the Reception 2020 intake have additional needs, CG replied that one pupil has an EHCP but there may be unidentified needs that the school is unaware of. Staff would usually visit and get information from the Early Years Provider, and these visits would usually take place in June/July and at the current time it is unclear if this will be possible in the usual way.

CG updated that the teachers' office area will be converted into a medical area for a specific child starting Reception in September 2020 (replace flooring, insert sink and water heater). This will be funded through the LA and EHCP allocation. Governors queried what replacement provision there would be for teachers and CG reported that an existing meeting



room will be re-purposed for teachers to work in, and other areas of the school will also be adapted where possible.

A Governor questioned whether furloughing had been considered for any member of staff. CG replied that this was not an option for state schools unless they are employing staff directly (and although this does apply to cleaning and caretaking staff, these individuals are key to the partial opening of the school and are working at capacity).

PE proposed that the school budget for 2020/21 was accepted, all Governors agreed. The budget was approved.

Action: CG to submit the 2020/21 Budget to the Local Authority

PE drew Governors attention to the summary of email discussions from the 'virtual/email' F&P meeting held on 26 March.

9. Communications working group

EB updated that, given current circumstances, there had been little progress on this item, however she conveyed that communication between the staff and parents during the partial closure seemed to be working well. All agreed that new methods of communication had been required during the partial closure of the school and that it will be beneficial to consider which of these methods may be useful to continue once school re-opens.

The potential for safeguarding issues was highlighted e.g. internet safety and the potential for direct communications between school staff and children. CG reported that it had been decided that there would not be virtual contact between staff and pupils at this point in time. Governors queried whether there were individual cases where 1:1 support might be beneficial and CG reported that this would happen via telephone if required and will be under regular review. CG confirmed that musical instrument lessons are taking place virtually and for each case there is a written agreement between the parent and the music teacher.

10. Standing item – safeguarding

LJ raised three points of information – firstly that an addendum relating to coronavirus had been added to the safeguarding policy; secondly that there is a Named Safeguarding person in school at all times during the partial closure and finally that Shelford School is in a blessed position during the partial closure, having minimal safeguarding issues in general.

11. Standing item – policy update

a) Grievance procedure

CG reported that a lengthy consultation process with unions and staff had been completed and that no concerns had been raised. Governors approved the policy.

b) Conduct and discipline

The policy is due for review – CG to bring back to next meeting.

Action: CG to bring Conduct and Discipline policy to next FGB meeting

12. Standing item – training

The following courses had been undertaken since the last FGB:



Governor	Course/learning	Impact
Liz Jenkin	Online Q & A session with Dr. Michelle Ellefson (Reader in Education at the Faculty who provides input to trainees on the course)	The new Initial Teacher Education Core Criteria place a huge focus on cognitive approaches to learning, so we used her presentation on “Understanding Learning - Neuroscience and Cognitive Theory’ to explore her research further. It had particular implications for whether children were taught in ‘blocks’ (e.g. a history topic on The Greeks) or an ‘interleaved’ way (e.g. multiplication, which is repeated many times.)
Liz Jenkin	Podcast - Curriculum design	Food for thought given the new OFSTED framework, and also of personal interest given that there was no National Curriculum at the beginning of my career.
Liz Jenkin	Powerpoint on Whole Class Talk.	Given the frequent use of Talk Partners and similar strategies in the classroom, useful to be reminded that working in a group is not the same as working as a group.
Liz Carrothers	ISBL Webinar -Principles of Effective Financial Governance	General overview of financial Governance achieved.
Liz Carrothers	ISBL Webinar - Financial Planning & Value for Money	Discussed in detail 10 checks that should be applied to annual budget planning and forecasting for 3 to 5 years. These checks included staff pay percentages of annual budgets, teaching costs (including TAs), pupil to teacher ratios, class sizes and spend per pupil for non-pay expenditure. The importance of benchmarking with similar schools was constantly highlighted throughout
Emily Button	The strategic role of governing body in using performance data	A really helpful session, giving me a far greater understanding of the data that is presented at FGB and will help me to ‘hold the school to account for the educational performance of the school and its pupils’. I better appreciate the importance placed on ‘progress’ rather than ‘attainment’. Overall, I feel much better equipped to go to my first Data Panel meeting.

13. Teacher and Headteacher wellbeing

CG reported that he is getting a sense of staff wellbeing through virtual weekly team meetings which all staff are invited to attend. More focussed meetings will be taking place



next week to develop the curriculum and there are also opportunities for virtual coffee breaks. CG updated that the 'take 5' approach to wellbeing is being used. All noted that CG is aware of individual staff circumstance and does not currently have any concerns.

When questioned, CG reported that he is personally managing well with the current circumstances and has a good support network.

A Governor raised the point that that staff can be reminded to self-identify if they are finding things difficult or feeling more strain than they are showing.

14. Rainbow / Wacky

ST reported that there were no updates to report since the last meeting, the next liaison meeting is scheduled for 4th June, via videoconference. All noted that Rainbow is still receiving funding from the DfE and that Wacky will have lost income from the Easter holidays.

LC updated that a meeting will take place next week to discuss the planning permission (which runs out in September 2020). The planning process is expected to be very slow, but it was noted that as long as the application is submitted that will be sufficient.

15. PTA

EB updated that all fundraising events are on hold. One question to Governors from the PTA was whether parents could/should be approached about the Amazon curriculum book wish list. GC agreed to follow up with Mr Cuff and report back to the PTA.

Several fund raising suggestions were raised (including virtual summer fair, home based PTA challenge) and EB agreed to report back to the PTA.

Action: CG to discuss Amazon book wish list with Mr Cuff and report back to PTA

16. School Council

There were no updates to report.

17. AOB

- It was noted that no date for opening the school fully was known at present.
- Date of next meeting: Thursday 2nd July.

The meeting closed at 21.10

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

Chair