

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

DRAFT MINUTES

Present	In Attendance
Peter Ede (PE - Chair)	
Emily Button (EB)	
Anna Caroe (AC)	
Liz Carrothers (LC)	
Frances Dye (FD)	
Chris Grey (CG - headteacher)	Apologies
Christopher Hallebro (CH)	Laura Humphreys (LH – Clerk)
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.

2. Apologies for absence

Apologies were received, and accepted, from Maria Lazarus and Laura Humphreys. Anna Caroe agreed to take the minutes.

3. Declarations of interest

None declared.

4. Minutes of the previous meeting

Minutes of the previous meeting were approved as an accurate record of the meeting and signed.

5. Matters arising – update on action list

Actions from October 2019 meeting

1. Action: LH to finalise attendance record for 2018-19. LH to arrange upload to school website. Complete.

Actions from November 2019 meeting



1. AC to follow up with relevant individuals re: roles of Link and Foundation Governors, regular FGB updates in the school newsletter, Governor learning log, mechanism for parents to contact the FGB. Complete
2. LJ and FD to carry out skills audit in Spring Term. See Item 6.
3. GS to circulate link to the budget consultation. Complete
4. Communications group to bring final report to next FGB meeting. See Item 8.
5. CG to forward Pay and Charging & Remissions Policies to GS. See Item 10.
6. LH to add email timing etiquette to next meeting agenda. See Item 8.
7. PS to draft ICT visit report. See Item 13.

6. Chair's Business

a) SIAMS update : PE

Overall judgement was Good, with RE Excellent. Governors feel school is excellent and expressed disappointment that formal judgement didn't reflect that. Discussions have been had between CG, PE, ST and AC regarding the SIAMS feedback. PE reported that Governors/CG debated the content of the report with the inspector over a number of weeks. At a late stage the inspector withdrew the report and re-wrote it to clarify reasons for Good rating rather than Excellent. Appeal was considered but decided against. PE has written to Diocese to feed back about our experiences. ST will follow up at Diocese level. CG reported that parent feedback to the report has been positive.

b) Skills audit : LJ

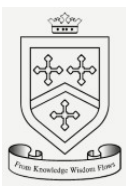
DfE audit uploaded but the plan is to switch to use NGA.
PS questioned the purpose of the audit
FD answered to explain we need it to evidence a balance of skills across the board and ensure people are using their experiences and skills to the benefit of the Board. This information can inform future appointments, training, committee membership etc.

ACTION: LJ to circulate the NGA skills audit for governors to fill in

7. Headteacher's Business

a) Headteacher's Report

- CG presented the report that had been circulated in advance. Areas highlighted:
- County projections show reduction in future Reception intake, but the school expects current levels of interest to continue.
- Absence figures have been affected by illnesses being passed around within classes,
- No specific concerns or patterns in absence data.
- No exclusions or changes to safeguarding data/info.
- Data: panel has met, see summary in report.
- Social needs in younger years a specific focus - CG to speak about this in additional item at end of report section.
- SLT learning walks and book scrutinies have happened - see report.



- CG encouraged governors to look at upcoming monitoring and request to come in if interested. LJ requested that reports are written using the form on Google Drive.
- Hall doors were in progress and visible in Think Tank Room.
- 3 quotes for playground have been obtained. Aim is for resurfacing this academic year.
- See report for details of enrichment having happened and coming up.
- Book day costume themes to go out as soon as possible!

b) School Development Plan

CG summarised the SDP which had been circulated in advance.

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

- Foundation governors are planning visits to observe Collective worship over next 3 half terms. AC, CG, JA met to set this up.
- RE monitoring coming up
- Deputy Head had explored Equalities award and concluded that costs outweighed benefits

Target 2: Continue to enhance the school's approach to mental health and wellbeing for all.

- Staff Training happened in Jan but was not the expected format.
- Church schools-funded HT wellbeing project continues, CG attends and school gets £100 per attendance which means school can re-invest that in wellbeing in school.
- CG and SLT exploring options for staff wellbeing eg: staffroom redecoration, school dog, supervision sessions like in NHS, debrief sessions for staff with challenging classes/pupils.
- Possibilities could be explored for parent and governor wellbeing.
- Staff comms - email mostly used. Following staff discussion it was agreed there are no limits on sending and receiving but no expectation for out-of-hours reply. Staff aiming for fewer emails and more face-to-face where possible. Staffroom board comms improved.

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.

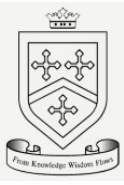
- Research project completed in Y6 around RE: pupil contributions. Valuable insights for staff on class discussion dynamics. Lesson Study scheduled.

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

- Curriculum work about to begin
- Sensory needs assessment has begun and is ongoing
- Focus on maths, writing and computing. Calculation policy work coming up.
- Laptop purchase is underway as current ones are not upgradable. 23 ipads bought by PTA.
- Phonics monitoring happening throughout the year

Target 5: Develop leadership skills of all staff.

- Distributed leadership supported by new subject leadership reports, resulting in leading CPD, workshops, monitoring etc.
- SLT now taking on parts of SDP beyond their remit



PE thanked CG for a thorough and clear report.

c) Website compliance

Compliance was noted. LJ noted one policy needs reviewing as has changed from 3-yearly to annual review

ACTION LJ to ask Clare Ward to check policy

d) Term dates 2020/21

Board approved dates of PD days.

Extra item re: inclusion as requested by AC

CG shared a handout and talked through the school's policy for Inclusion/inclusive culture so that all stakeholders have a clear understanding of policy and practice especially regarding social development.

Also outlined current needs in school in the early/younger classes. Governors were reminded that needs are more noticeable in Y1/R but that the practices in place are effective because children further up the school show successful outcomes.

CG reminded Board that social development is like any other development eg maths - children progress at different rates so some will be more or less developed.

Evidence was provided to show some of what is currently in place for particular pupils in YR/1 and the huge amount of work by staff was acknowledged by CG and governors.

ST asked how this links with parental engagement for the specific children and the wider parent body.

CG spoke of open and honest comms with parents of specific pupils. It is more challenging to balance communicating these issues with the wider parent body because confidentiality is a consideration. CG sent a reminder this week on how to raise concerns with school.

Governors supported info being sent to parents about inclusion being part of our vision.

CG reminded governors that the level of detail in the document is confidential; he has added the document to the Drive.

Governors thanked CG for such a clear outline and supported his actions and ethos.

8. Communications

a) Update from working group

Some delays in analysing data due to Christmas and illness so details still to come.

b) Email etiquette

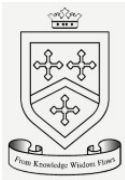
LJ raising the issue of emails coming in constantly. Challenges of people needing to work at different times so people need to protect their own mental health, consider email send times, and not expect answers in specific time frames.

9. Standing item – safeguarding

Nothing to report.

10. Standing item – policy update

a) General update



LJ met with CW following EPM updates. A few policies are outstanding: capability of staff, staff discipline, conduct and grievance; and need ratifying.

ACTION: FD to investigate policies for: capability of staff, staff discipline, conduct and grievance to compare with old ones from staffshare.

b) Pay policy

FGB approved new policy belatedly. Only changes to EPM policy are in Annexe D and E which are salary figures. The rest of the document is the same.

In future, the new pay policy should be circulated to F&P governors for agreement by email, with confirmation at the FGB in late Sept/early Oct.

c) Charging and remissions policy

ACTION: CW to check policy and make necessary alterations. NC to alter date and upload to website

11. Standing item – training

The following courses had been undertaken since the last FGB:

Governor	Course	Impact
FD	Induction 28.1.20	some useful guidance on statute and responsibilities of governance

12. Teacher and Headteacher wellbeing

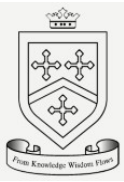
PE queried whether impact of staff absence has been negative on other staff. CG said not too bad, but it's unavoidable due to budget. It was noted that CG is covering PPA in Y4. Governors expressed concern as to CG wellbeing and health. CG explained finances are very constraining.

13. Governor monitoring visits

ICT visit - PS - expressed thanks to SB (ICT lead) for her work on the profile of the subject and supporting engagement through the school and curriculum. Purple Mash seems to be a valuable tool. There is still progress to be made in computer literacy across the school. Learning walk scheduled for March.

14. Rainbow / Wacky

PS - Cambridge Klds presentation yesterday attended by PS, ST and LC. Wacky Committee in need of support with running the organisation and the new build project. Proposal seemed well received but some aspects had not been discussed (eg TOCA). Concern that no representation from Rainbow present. Potential issues regarding activities being compatible with church school ethos. Conversations with schools where the company currently work would be helpful. ST has unanswered questions on behalf of school as landlord, and on behalf of wellbeing and best interests of pupils.



Conversations have been had regarding school running an after school club but timescales don't match with Wacky requirements. CG is happy to re-open those conversations in future.

LC updated on Wacky premises application for 3 year extension to permission for current building.

ACTION: CG to contact other schools for feedback re: Cambridge Kids Co

15. PTA

Successful fundraising at Christmas fair and quiz. Other events scheduled. Noted that funds are running lower than normal due to purchase of a number of curriculum resources for staff. Request was approved for SSSF to fund Art Day.

16. School Council

LC - Reception pupils now joined. Discussing reward schemes.

17. AOB

Date of next meeting: Thursday 19th March.

The meeting closed with the grace at 21.29

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

Chair