



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

**DRAFT MINUTES**

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

The meeting opened with a prayer.

**1. Welcome**

PE welcomed Governors to the meeting.

**2. Apologies for absence**

Apologies were received, and accepted, from Simon Scott and Simon Talbott.

**3. Declarations of interest**

None declared.

**4. Minutes from previous meeting**

The minutes were approved as a true and accurate record of the meeting held on 24<sup>th</sup> January, and signed as such.

**5. Matters arising – update on action list**

**Actions from Nov 2018 meeting**

1. LJ to send draft Grievance Policy to CG, CG to circulate to staff, then LJ to send to unions – it was noted that it should in fact be school (CG) to send this to the unions (in hand). Update: EPM confirmed it hasn't been consulted by unions, a letter has been drafted. Staff have copy with 10 day period to respond. In hand - remove from action list
2. CG to consider school reward system for discussion at a future meeting. This will be brought to a future meeting – probably early summer term. It was noted that the review was prompted, in part, by a letter from a parent that was discussed by governors at an earlier meeting. Agreed this will be discussed next term.



## **Actions from January 2019 meeting**

1. Sports premium strategy – Action: CG to check re Sugar Levy funding. CG reported that he had investigated this funding which appears to have been a one-off during the last school year, the school did not apply.
2. Academies - Action: PE and ST to meet to review the position. See item 8.
3. Action: CH and LC to arrange their Governor Induction training. CH and LC reported that they will book onto the course in the summer term.
4. Action: AC to investigate possible low cost resurfacing. Complete (without success).
5. Action: CG to check with office staff re banking issues. CG reported that the loss of both banks in the village was not adversely affecting office staff.

## **6. Chair's Business**

- Repayment of Gentlemen's Agreements - PE updated Governors that two Gentleman's agreements (anonymous 'loans' to the school) are being re-paid through the PTA. One is paid at £100 per month and repayment will close in 3 years. The other was due to be paid off in May 2020 but the lender has requested full payment this year. PE and PS have checked cash flow and the 'loan' will be paid off in full shortly. PE reported that he had written to the lender to thank them.
- Parish annual meetings – PE requested Governor volunteers to attend these meetings and give brief verbal update on the school.  
**Action: PE to circulate dates of Parish meetings.**
- New Parent Governors – following confirmation that SB and JD will step down at the end of their terms, PE reminded Governors that a process of elections will take place in the first half of the summer term so that the new Governors can attend the second FGB meeting of the summer term as observers.  
**Action: PE to put note in school newsletter regarding parent Governor vacancies and encouraging interested parents to speak to existing Governors.**  
**Action: LH to arrange process for elections (if required)**
- It was noted that the Shelford and Stapleford Youth Initiative 'Big Breakfast' will take place on Saturday 23<sup>rd</sup> March in Little Shelford Memorial Hall.

## **7. Headteacher's Business**

### **a) Headteacher's Report including:**

***Basic Characteristics; Attendance Details; Report on Safeguarding and Child Protection; Attainment and Progress; Monitoring; Community events.***

CG referred to his report which had been circulated in advance. In particular the following was discussed and/or noted:

- A significant anonymous donation had been given by a Shelford family to the Shelford School Support Fund. This will be used to support music activities.
- All classes, except year 6, will be at full numbers shortly.
- Mid year attendance letters have been sent to parents – both those with less than 90% attendance and those with greater than 99% attendance. Governors questioned the recognition of high attendance and queried whether this could be discrimination against children with chronic/recurring health conditions. CG responded that such unique cases would always be taken into account, but that in



general it is about encouraging a positive work ethic (for example attending school with a cold).

- It was noted that there had been no exclusions since the last FGB.
- The Safeguarding team was noted.
- Pupil Progress Meetings have been scheduled for the weeks commencing 18<sup>th</sup> and 25<sup>th</sup> March. Attainment predictions for 2019 were discussed – CG highlighted that the combined scores for year 6 could potentially be lower than the national average, however this is being actively managed (e.g. through mock tests, working on specific learning gaps). CG confirmed that all year 6 pupils will sit the SATs and that, where required, particular access arrangements are being put in place for individuals (e.g. rest breaks, extra time, group working with an adult). Governors welcomed the fact that the school is addressing individuals' needs.
- Training and CPD activities were noted. Governors were pleased to see the wide range of training being undertaken.
- The head teacher and Science Leader will attend a Primary Science Quality Mark training session at the Wellcome Genome Campus.
- There have been several internal and external environment improvement projects, in particular the current project to paint and refurbish the library has had financial support from the PTA and time and labour support from several parents.
- The many community and enrichment activities were noted.

#### **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.*

In particular the Pupil Perspective meetings were noted (pupils in Y5 and Y6 named English, Maths and RE as the most important subjects). The RE Leader has recently attended an Assessment in RE course. The RE Leader and head teacher will attend the St Mary's PCC meeting to discuss ways to continue and enhance the joint work between the school and the parish community.

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

In particular it was noted that pupil premium individuals have been consulted on what books they would like in the school library, along with suggestions gathered by School Council (noted this will be part-funded from commission raised from the recent book fair and part-funded by Pupil Premium). Prediction for the Y1 phonic screen is 80% with a target of 87%, however progress is encouraging.

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

In particular Governors noted that growth mindset in action had been witnessed in maths lessons.

*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.*

The success of the Forest School sessions was noted in particular. Year 1 have weekly sessions, Years 2 and 3 have had a 6 week block of sessions and Years 4 – 6 are due to start a



6 week block. There are plans to rejuvenate the garden outside the back of the school hall. The School Council members are reviewing the content of the outdoor sheds. A new shed funded by the PTA will improve storage facilities. The current library refurbishment project was highlighted. CG confirmed that this project is a trial and will be reviewed to determine whether parent helpers could assist with redecorating classrooms. CG reported that he is doing guided meditation on Tuesdays at the end of collective worship ('Relax Kids').

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

Governors noted that this is also an Ofsted 'next step'. It was noted that CG has delegated authority for subject leaders to approve orders for curriculum materials, thereby developing a key leadership skill. Peer to peer coaching is going very well. CPD opportunities are being identified for all staff.

**c) Expectation and Overview Documents: Learning Environments; Learning Statement; Environment projects**

CG referred to the Internal and External Environment Projects document which had been circulated in advance, and which highlighted the many activities in this area.

CG also referred to the Learning Statement which had been developed by teachers. Governors commended the document and noted that it will support the learning walks due to take place in the summer term.

**d) Website Compliance**

Governors noted that the school website is compliant in all areas, pending approval of the Behaviour Policy (see Item 10).

Governors thanked CG for his thorough written reports and his informative summaries at the meeting.

**8. Update on Academies**

PE referred Governors to his paper which had been circulated in advance. Governors agreed the following:

- A significant part of the rationale for the 2018 decision to join the DEMAT was that there seemed to be little realistic alternative, however with the current LA setup this is no longer the case.
- Governors do not wish to pursue academisation at this time, but will keep in touch with developments.
- The FGB will review the position on an annual basis, the review to include the following:
  - Range and quality of services provided by the LA over the previous year (and particularly any sign of change from previously)
  - Developments regarding DEMAT, and academies more generally
  - National developments in educational policy
  - The capability and capacity of the Governing Board to continue with the greater responsibilities of managing the school in the LA setting as opposed to being part of a MAT.
  - Any other relevant matters with regard to the best interests of the school and the education of its pupils.



- The review will take place at the first meeting of the summer term (planning/the content of the review will take place at the second meeting of the spring term). Therefore the first review will be in summer term 2020.

**Action: PE to update parents via the weekly newsletter**

## **9. Standing Item – Safeguarding**

LJ reported that the next monitoring meeting will take place on 18<sup>th</sup> March, and an update will be provided at the next meeting.

## **10. Policy update and policies for approval**

### a) Review of Equality Objectives

The policy was reviewed and several ways in which objectives have been met were discussed. In particular opportunities for continuing to communicate with all parents and carers (in particular those not often present at the school) were highlighted. The policy will be reviewed again in 2021.

### b) Behaviour and Anti-Bullying Policy

The new Positive Behaviour and Anti-Bullying Policy was commended and supported by Governors who in particular noted the growth mindset approach.

**Action: CG to put Behaviour Policy on the school website**

## **11. GDPR update**

AC updated Governors that the Data Protection Officer had visited the school in January and met Clare Ward and herself. Feedback is that the school is compliant with GDPR other than a couple of minor points which have already been addressed.

AC highlighted that Governors should take particular care not store school paperwork at home either in hard copy or electronic format (for example deleting emails that are no longer required and shredding paperwork in the school office. Any paperwork that needs to be kept can be stored at the school). General advice is that if you don't need to store something then don't.

It was noted that any data breach (lost USB stick or stolen phone for example) must be reported and logged, and a decision made on steps to be taken.

CG updated that Office 365 email addresses have been set up for all Governors.

## **12. Standing Item – Governor training**

### a) Reducing staff workload / staff wellbeing

Governors asked CG for his opinion on the biggest issues for staff work load. CG reported that the main challenges for staff time are around communication, curriculum planning, tracking pupil data and marking. Many changes have been made to reduce work load (such as removing one of the weekly staff briefings, trialling Office 365 to allow remote working, school diary on outlook, shared curriculum resources, documentation for Parent/Teacher/Pupil meetings takes place during the meetings, mentoring, peer learning walks and coaching). It was noted that some teaching habits are labour intensive and that the aim is to focus teaching on being high impact / low workload.



**13. School Council**

SB summarised the recent work of the School Council around developing the pupil voice part of the new School Vision (pupil voice within this), and the refurbishment of the library and class libraries.

**14. PTA**

EB updated Governors on the recent successful PTA events (quiz night, bike sale, dinner dance). The PTA have paid for a new PE shed and the current library refurbishment.

Future events include a 'Coast to Cambridge Challenge' on 19<sup>th</sup> May, a Summer Fair on 14<sup>th</sup> June and a Camp Out on 19<sup>th</sup> July.

**15. Rainbow /Wacky Liaison Committee**

PE reported that the Committee had met this week (minutes will be available for the next FGB meeting). Wacky are considering extending the age group down to include younger children.

Regarding planning permission for the building, LC updated that the Wacky/Rainbow team are getting quotes (including from the company that built the Reception classroom) and that they will be seeking an extension from the planning department once likely period of fund raising is better understood.

**16. AOB**

There was no other business.

Next meeting –2<sup>nd</sup> May 2019

The meeting closed with the grace at 21.30

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

Chair