



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of a Virtual Meeting of the Full Governing Board held at 18:30hrs on Thursday, 25 March 2021

Governors Present: Mark Broadbent (Chair) (MB)
 Rhiannon Evans (RE)
 Jenn Abecina (JA)
 Andy Atkins (AA)
 Iman Ibn Tahaikt (IIT)
 Marie-Anne Crawley (MAC)
 Ghislaine Dunn (GD)
 Louisa Meynell (LM)
 Sally Birse (SB)
 Dario Ummarino (DU)
 Ian Glover (IG)
 John Cattermole - Headteacher (JC)

Also Present: Suzanne Wernham – Deputy Headteacher (SW)
 Diane Mitchell – Deputy Headteacher (DM)
 Andrew Pulham – Clerk (CK)

The meeting commenced at 18:30 and remained quorate throughout

1. Apologies for absence

Apologies had been received from Mark Lewis and these were recorded as authorised.

2. Declarations of interests

None received.

3. Notification of urgent business

None notified.

4. Minutes of FGB on 10/12/20

- Main minutes
- Confidential extract of minutes
- File note post meeting

The above draft minutes of the FGB on 10/12/20 were agreed without amendment.

5. Matters arising not on current agenda

JC confirmed that following the helpful proposal from IIT at the FGB on 10 December, a number of pupils had still been able to attend the theatre in December.

6. Updates from other committees

- i) Standards – 26/01/21

LM updated Governors on the main points arising from the Standards Committee on 26/01/21. Governors noted and welcomed receipt of a letter from Rosemarie Sadler, CCC's Head of the Schools Intervention Service, which had commended the school on its recent phonics performance.

- ii) Resources – 25/02/21

MB updated Governors on the main points arising from the Resources Committee on 25/02/21.

Governors noted that the school will be setting a deficit budget for 2021/22, with CCC's agreement.

Governors asked the following question:

Q. When is the school likely to receive additional Pupil Premium funding linked to Covid-19?

A. Governors were advised that the school hopes to receive this additional funding by the time the budget is set in May. At present the school stands to receive a reduction in overall funding of around £9,500 due to the decision taken by the DfE to use the October, rather than the usual January census date. In common with many other schools, Shirley is making representations in respect of this through the local MP.

Action: JC to notify Governors when additional funding is due to be received.

7. Headteacher's report

JC took Governors through his report which had been circulated in advance of the meeting.

i) Covid-19 update

JC advised that experience gained during previous lockdowns had helped to improve the school's preparedness this time around and that feedback received from parents, pupils and staff, including in respect of bringing all pupils back into school, had been very positive.

Governors noted the findings of the recent survey of parents, of which they had received a copy and commended the school on the very positive feedback received.

Governors asked the following question:

Q. What were the main points of learning from the survey?

A. This was that the school's aim must be to ensure that every pupil has access to a suitable device and is able to participate in live learning.

ii) School Business Case

Governors received an update on implementation of the School Business Case, which was due to conclude the next day (26/03/21). The professionalism of all staff throughout the process was noted and commended by Governors.

In response to a question tabled in advance of the meeting, JC amended this section of his report which is now to read as follows:

7 TA posts have been removed from the structure, equating to 6.5 FTE positions. This number includes 3 voluntary leavers. The school has now reached the required position and no further reduction in hours is planned.

Governors noted the situation in respect of leavers and joiners at the school. They expressed their particular thanks to MAC for stepping into the School Business Manager role on an interim basis and for offering to aid in the induction of the new SBM.

iii) Budget planning and SFVS

Governors noted arrangements in respect of budget planning and preparation of the Schools Financial Value Statement, both of which will be tabled at Resources on 29 April and FGB on 5 May.

iv) Safeguarding

Governors noted the arrangements in place at the school for monitoring and following up on logs of concern. In response to a question from Governors it was reported that whilst the number of such logs had remained broadly consistent across the last two quarters, some of the circumstances giving rise to their creation had changed over time, often linked to the Covid-19 pandemic.

Governors received a report on the recent virtual CCC safeguarding audit, which had been very positive. This will be followed up by an in-person visit when possible, when areas such as the Single Central Record and the school's safer recruitment procedures are likely to be examined.

v) Wider school updates

Governors noted the summary findings of a Health-related Behaviour Survey undertaken in November 2020. Measures the school is taking to address areas and behaviours where improvement is seen as necessary were discussed.

Actions:

- **Full report plus action plan to be tabled for discussion at Standards Committee on 15 June.**
- **Comparisons with previous years' findings to be incorporated in report to Standards Committee on 15 June.**

vi) Relationships and sex education (RSE)

Governors noted the challenges that can arise in this area and in particular the requirement for effective and accurate communication with parents. They commended the work the school is doing to progress work in this area.

Governors asked questions concerning this item as follows:

Q. Does the school regard itself as under any pressure to deliver on this commitment?

A. There is no particular pressure, due in part to the January lockdown.

Q. How can particular communities/cohorts be brought on board?

A. Speaking with people on a personal basis can help. 'Drop-in' sessions will be offered to all year groups, to enable those interested to see the resources that are used in the teaching of this subject and to talk with staff if required. It must be borne in mind that the vast majority of pupils do participate in RSE, but the school will continue to inform and break down barriers where there is reluctance.

Action: JA to assist with the ongoing communication and engagement process as circumstances permit.

vii) Term dates

Governors noted and endorsed the 2021/22 term dates as proposed.

viii) Website

Governors noted the decisions taken towards the procurement of a new website for the school, with work to start in June 2021. In response to a question from Governors it was confirmed that the new website will be secure and, in contrast to the current website, it will be compatible with a range of devices, including mobile phones and will also support a 'Shirley app' on parents' phones.

Action: Governors to use the link provided to view the work of the chosen contractor, 'Webanywhere'.

ix) School motto and logo design

Governors noted the process the school had followed to commission a new logo and motto for the school and welcomed the involvement of the whole school community in that process.

Actions:

- **Final design for new school logo to be brought to Standards on 15 June.**
- **Early demonstration of new website to be given to Standards on 15 June.**

8. Monitoring Governors' Reports

i) Safeguarding

MAC updated Governors in respect of her safeguarding monitoring activities which had been summarised in her report issued ahead of this meeting. She echoed the point made in the HTs' report that the school had received positive feedback from CCC following its virtual safeguarding inspection. Good assurance had been established through her own inspections, which this external process of validation had confirmed. This outcome was again commended by Governors.

In response to a question from Governors, JC confirmed that the Action Plan would be circulated among Governors, once it had been completed following the in-person visit from CCC mentioned earlier in the HT's report.

ii) Pupil Premium

LM updated Governors in respect of her recent attendance at the CCC Governor Conference and also her Pupil Premium monitoring activities, both of which had which had been discussed in reports issued ahead of this meeting.

In respect of LM's monitoring report and in response to a question from Governors it was confirmed that use of a cycle helmet is a prerequisite for participation in the 'Bikeability' scheme. Governors discussed possible routes to the procurement of helmets for pupils who may not possess one.

Actions:

- **School to look into the possibility of the PTA assisting with the procurement of cycle helmets and to also explore other possibilities such as 'Camcycle', 'Bikeability, Halfords etc.**
- **LM and DM to bring a report on the 'Making the difference for disadvantaged children' course they are currently attending, to Standards in June.**

In response to a further question from Governors the role of the 'academic tutor' was explained. Governors noted that the scheme is proving very beneficial and working well with a considerable number of pupils. It was hoped that additional

Government funding would be made available to enable the tutors to be retained for longer.

At the suggestion of Governors, it was agreed the school would explore the possibility of using Student Community Action, which is linked with the University, also assisting with the mentoring programme.

Action: JC to explore this as and when circumstances permit.

9. Statutory policies for review

- The amended Safeguarding and Child Protection (Covid-19) Annex 1 was agreed by Governors.
- The amended Behaviour Policy (Covid-19) Annex 1 was agreed by Governors.

10. Non-statutory policies for review

- The Debt Management Policy as adopted by Resources on 25/02/21 was ratified by Governors.

11. Governance matters

i) Governor Skills Audit

CK advised Governors of the findings of the skills audit as set out in his report circulated ahead of the meeting.

Governors noted the broad balance and range of experience found to be possessed by the Governing Board. They noted also areas where recruitment might usefully be focussed and additional training might prove beneficial.

Governors agreed the findings and recommendations contained in the report.

Action: Skills audit to be conducted annually, with the next to take place in autumn term 2021.

ii) Recruitment Strategy

Governors were reminded that the school currently has two vacancies for a Co-opted Governor, with a third likely to arise by the end of the school year. It was expected that a member of staff from North Cambridge Academy would fill one of these vacancies. In respect of the remaining vacancies, Governors agreed to focus their recruitment on the areas identified in the Skills Audit.

iii) Meetings Arrangements

Governors were advised that, on the recommendation of CCC, all Governor meetings will remain 'virtual' until the end of the 2020/21 academic year.

iv) Training and Development

- Governors were reminded of the requirement for them all to receive the online 'Prevent' training.
- Governors agreed to postpone the bespoke Safeguarding training, to be commissioned from CCC, until September 2021 in the hope that by then it would be possible for it to be delivered in person.

Actions:

- **JC/CK to re-send link to 'Prevent' course.**
- **CK to arrange Safeguarding training for September, as soon as circumstances permit in person training.**

v) Communications Strategy

Governors agreed they should each pen a short biography of themselves, to be accompanied by a head and shoulders portrait, for inclusion on the new website for when work starts in June.

Action: Governors to prepare paragraph and photograph (in JPEG format) and send to CK early in the Summer term.

vi) Update from Governor Conference

LM updated Governors on the virtual CCC Annual Conference which she had attended along with MB. Summary notes and copies of the Powerpoint presentations had been circulated in advance of this meeting.

12. Updates from CCC

These had been addressed earlier in the meeting.

13. Urgent items accepted under agenda item 3

None advised.

14. Date and time of next meeting

This was confirmed as 5 May 2021, for the agreement of the SFVS and 2021/22 budget.

The Chair closed the meeting at 20:20

I confirm that at a meeting of the Full Governing Board held on _____ these minutes were approved and signed as being a true and fair record.

Signed -----

Position -----

Date -----

Summary of Agreed Actions (not part of minutes)

Action	Agenda Item	Lead	Due By
Notify Governors when additional Pupil Premium funding is due to be received.	Item 6	JC	As available
<ul style="list-style-type: none"> Full Health-related Behaviour Survey report plus Action Plan to be tabled for discussion at Standards Committee on 15/06/21. Comparisons with previous years' findings to be incorporated in report. 	Item 7	JC	Agenda despatch
Governor to assist with the ongoing communication and engagement process as circumstances permit	Item 7	JA/JC	As circumstances permit
Governors to use the link provided to view the work of the chosen website contractor, 'Webanywhere'	Item 7	All Governors	N/A
Final design for new school logo to be brought to Standards on 15 June.	Item 7	JC	Agenda despatch
Early demonstration of new website to be given to Standards on 15 June.	Item 7	JC	15 June 2021
School to look into the possibility of the PTA assisting with the procurement of cycle helmets and to also explore other possibilities such as 'Camcycle', 'Bikeability, Halfords etc.	Item 8	JC	N/A
LM and DM to bring a report on the 'Making the difference for disadvantaged children' course they are currently attending, to Standards in June	Item 8	LM/DM	Agenda despatch
Explore potential for 'Student Community Action' to participate in mentoring scheme.	Item 8	JC	As circumstances permit
Re-run Governor Skills Audit in Autumn term 2021.	Item 11	CK	Autumn 2021
Re-send link to 'Prevent' course to all Governors	Item 11	JC/CK	ASAP
Book CCC delivery of Safeguarding training for all Governors when this can be given in person.	Item 11	CK	September 2021
Governors to prepare paragraph and photograph (in JPEG format) and send to CK early in the Summer term	Item 11	All Governors/CK	June 2021