



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL
Minutes of a Virtual Meeting of the Full Governing Board held at 18:30hrs
on Wednesday, 14 July 2021

Governors Present: Mark Broadbent (Chair) (MB)
 Ghislaine Dunn (GD)
 Louisa Meynell (LM)
 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 Marie-Anne Crawley, Mark Lewis and Rhiannon Evans and their absence was recorded as authorised.

Apologies had not been received from Iman Ibn Tahaikt, Andy Atkins, and Sally Birse and their absence was recorded as not authorised.

2. Declarations of interests

None declared.

3. Notification of urgent business not on current agenda

None notified

4. Minutes of FGB on 05/05/21

The minutes of the FGB held on 5 May 2021 were agreed without amendment.

5. Matters arising not on current agenda.

None identified.

6. Updates from other committees

i) Standards Committee 15/06/21

LM updated Governors on matters discussed by the above Committee. These had included a very encouraging report from representatives of Anglia Ruskin University and the charity Cambridge Curiosity and Imagination, on an art project recently run with Y4 pupils and which had proved to be a considerable success.

There were no questions in respect of LM's update.

7. Headteacher's report

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

i) Staffing

Governors were pleased to note that the school had arrived at a stable staffing structure. They noted also that at forty-one, the new intake numbers currently projected for September were four below the number upon which the budget is based; but that the number is likely to rise towards the budgeted for forty-five, as September approaches. JC confirmed that the above situation would allow the school to continue to operate two-form entry next year.

Governors noted the current position in respect of vacancies at the school and the steps being taken to fill these.

Governors had no questions in respect of this aspect of the HT's report.

ii) Covid-19 update

Governors noted that a small number of Covid-19 related events had taken place in recent months which had required individual members of staff to isolate and/or the closure of classes/bubbles. The main pressure on the school at present remains the possible enforced closure of a class or bubble, due to the additional pressure this can place on staffing, which can already be stretched at times.

Governors were advised that the release of many restrictions on 19 July notwithstanding, current precautions at the school would remain in place through to the end of the current term, on the advice of CCC. The situation from September

was as yet unknown and it was expected that fresh guidance would be issued by CCC to address this.

Governors had no questions in respect of this aspect of the HT's report.

iii) Safeguarding

Governors noted the current position in respect of safeguarding and the action the school in conjunction with other agencies is taking to address these. They noted also that pressures on Social Services had, on occasion, caused the school some concern when requests for urgent assistance had been made.

Governors were updated on the safeguarding audit undertaken with CCC on 8 July. This had gone well with the auditor expressing their satisfaction with the quality of record keeping and follow-up.

JC confirmed that a full report on this audit will be presented to Governors at the first FGB of the 2021/22 school year.

Action: JC/CK to place report on safeguarding audit on agenda for FGB on 07/10/21

Governors asked a number of questions as follows:

Q. You have recorded 471 logs of concern. What might a typical log involve?

A. Governors were advised of the range of scenarios that might give rise to the creation of a log of concern. They noted that many of these concerns can be resolved quickly and straightforwardly. Governors were further advised that logs of concern also include high level behaviour incidents.

Q. Might it be more helpful to the school and to Governors if behaviour related logs were split out from the global total reported separately?

A. This differentiation would indeed offer a better picture.

Action: Reporting of logs of concern to Governors to separate behaviour related logs from all other logs, with effect from September 2021.

iv) School Recovery Plan

Governors noted that delivery of all elements of this Plan is on track, with no outstanding areas of concern.

Governors asked the following question:

Q. Does the school expect to be able to resume hiring out its facilities from the autumn term and how can we encourage more lettings?

A. The school has already received five expressions of interest from potential new hirers and a number of existing hirers have indicated their intention to return. The situation in respect of lettings from September therefore looks encouraging.

v) Behaviour

Governors were concerned to note the increased number of behaviour concerns and exclusions detailed in the HT's report. Possible reasons for this were discussed and Governors asked the following question:

Q. Is it the case that the end of term can be particularly stressful for some pupils, when their normal routine is possibly disrupted?

A. This can be the case. Whilst the school seeks to keep things as normal as possible, the end of terms – and in particular the summer term – can change aspects of school life and some pupils can find this unsettling.

vi) Wider school updates

Governors noted the extensive training that had been delivered in respect of the curriculum. They noted also that the school's Primary Advisor, Anne Fisher, would be retiring at the end of this term and requested that their thanks for all she had done to support the school over a number of years be minuted.

The following question was asked in respect of the school's delivery of the curriculum:

Q. Do all key stages link on subjects from EYFS through to Y6?

A. Yes. Subject leads are increasingly ensuring that proper progression and linkages are maintained throughout the school.

Governors were pleased to note the success of the 'themed weeks' that had been held during May and June.

Governors again noted the success of the Y4 art project referred to by LM under agenda item 4. The hope was expressed that it would be possible to mount further such projects involving the same organisations.

In respect of the new school uniform and logo, Governors were pleased to note that pupils had found the transition exciting and that it had met with the approval of a great majority of parents.

Governors noted that work on the new website had been deferred to September, with an October launch, on the recommendation of the appointed website developer.

Governors noted that the school plans to commence work on the 'Building Learning Power' programme from January 2022. They were encouraged to use the link offered in JC's report and were invited to attend the initial training scheduled for 1 September. The request for a Governor to be assigned to this process was also noted.

Governors asked the following question:

Q. Does engagement with this programme require a one-off payment or will this be ongoing?

A. The school actually made full payment for this programme two years ago; however circumstances have meant that it cannot start until January 2022 and the provider has kindly agreed to honour the original arrangement. It will take up to five years to fully embed this new approach to learning throughout the school.

Actions:

- **Governors to acquaint themselves with this programme using the link supplied in the HT's report.**
- **Governors to notify JC if they are able to attend the initial training session scheduled for January 2022.**
- **Governors to consider if they could join this programme in an oversight capacity and advise JC accordingly.**

Governors received an oral update on school achievement data, with particular emphasis on performance in Y2 and Y6. Governors noted this report and the lessons learned and how the findings will be used to inform the school's approach moving forward.

Action: Full report on data to be brought to Standards Committee on 02/11/21.

The following question was asked in respect of the above matter:

Q. The data are perhaps not surprising considering the current position vis a vis Covid-19 and is it not likely that all schools are experiencing similar challenges?

A. It is very much the case that all schools are experiencing similar challenges. The school is, however aware of those pupils who might require extra help and support to catch up and aims to hit the ground running from September.

8. Governor visit updates

i) Maths

Governors noted IG's report on his maths visit, which had been circulated in advance of this meeting.

ii) EYFS

Governors noted Jenn Abecina's report on her EYFS visit, which had been circulated in advance of this meeting.

iii) Pupil Premium

Governors agreed that as Governors had received an update on this visit from LM at Standards on 15/06/21, no additional discussion was necessary.

iv) Curriculum

Governors noted that a curriculum visit had recently taken place; however the relevant Governor had not yet had the opportunity to prepare her written report and discuss it with the relevant staff.

v) Safeguarding

Governors noted that a curriculum visit had recently taken place; however the relevant Governor had not yet had the opportunity to prepare her written report and discuss it with the relevant staff.

Action: The curriculum and safeguarding visit reports to be placed on the agenda for discussion at a future committee.

9. Statutory policies for review

i) Inclusion

The policy as presented was approved without amendment.

ii) Behaviour

The policy as presented was approved without amendment.

iii) GDPR

Governors agreed that this policy would be brought forward in the autumn term, to enable it to be first considered by the Scrutiny Committee.

iv) Whistleblowing

The policy as presented was approved without amendment.

v) Grievance

The policy as presented was agreed without amendment.

10. Governance matters

i) Governor recruitment

MB advised his fellow Governors of his intention to stand down as CoG at the end of this school year, due to pressures of work. Members were also reminded that the current Chair of Standards, LM, would be standing down and that LM asked for it to be recorded in the minutes that it was her view that a member of staff should not also chair the Standards Committee. Governors further noted that the Vice-Chair and Chair of Resources, ML, had resigned as a Governor. Accordingly, it would be necessary for new Governors to be elected to all four positions at the first FGB of 2021/22.

Governors were encouraged to use the summer to consider whether they would be prepared to offer their services in one of these roles. MB confirmed that he would be

happy to do a handover to an incoming CoG and to offer his services as a mentor during the early stage of their chairmanship.

The HT and Governors asked to be placed on record their thanks to LM for serving as Chair of Standards, ML for his service as Vice-Chair and Chair of Resources and MB for his service as CoG. The HT in particular noted the immense help and support that MB had provided to him and the wider school community over a number of years.

Governors noted the increased number of vacancies on the Governing Board due to recent resignations and agreed to approach their known contacts to inquire whether they might be willing to serve as a Governor. CK advised also that he had been in touch with Governor Services at CCC who would seek to match any expressions of interest they had received with current vacancies at the school. Governors were advised that, according to the finding of the recent Skills Audit, there is a particular need to appoint Governors with experience in finance and HR.

Actions:

- **All Governors to consider offering their services in one of the vacant chairmanship roles, from September.**
- **All Governors to make inquiries among their contacts to see whether they might be willing to offer their services as a Governor.**
- **CK to liaise with the known 'matchmaking' services, which attempt to match those offering their services with schools seeking to appoint new Governors**

ii) Governance arrangements 2021/22

Governors expressed their desire to revert to 'in person' meetings as soon as circumstances permit and expected CCC to issue Guidance on this matter in due course. Governors also supported the holding of 'hybrid' meetings on occasion, whereby some attendees, such as staff members presenting reports, could attend by video link. CK confirmed that the school's Standing Orders permit such an approach.

iii) Term dates 2021/22

Governors noted the 2021/22 term dates.

iv) Committee dates 2021/22

Whilst the proposed committee dates matched those adopted for 2020/22, Governors emphasised their desire to ensure that the frequency and sequencing of committees matched the cycle of key events and activities at the school to best effect. Accordingly, the proposed dates were not adopted.

Action: CK, HT and CoG to revisit 2021/22 committee dates to ensure the optimum programme of committees is proposed.

v) Annual Governance Report

MB explained the nature and purpose of this report, which he had completed and which will now become an annual requirement for schools. He confirmed that the report will need to be submitted to CCC by this Friday, 16 July.

Governors approved the report as presented, subject to the minor 'tidying up' requirements identified by MB. Governors agreed also to place the completed report on the school's website in line with CCC recommendations.

Actions:

- **CoG to finalise report and send to CCC in line with the deadline of 16 July.**
- **CoG to also send report to CK, for inclusion on the school's website.**

vi) Governor safeguarding training

Governors were reminded that this has been scheduled for 6pm on Monday, 27 September, at the school.

11. Updates from CCC

None received.

12. Urgent items accepted under agenda item 3

None notified.

13. Date and time of next meeting

This was confirmed as the first FGB of the 2021/22 school year, which is currently scheduled for Thursday, 7 October 2021.

The Chair closed the meeting at 20:15

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
Place report on safeguarding audit on agenda for FGB on 07/10/21	7	HT/CK	Agenda despatch
Separate logs of concern to relating to behaviour from all other logs when reporting to Governors, with effect from September 2021	7	SLT	September 2021
Governors to acquaint themselves with the 'Building Learning Power' programme using the link supplied in the HT's report.	7	All Governors	ASAP
Governors to notify JC if they are able to attend the initial training session on 'Building Learning Power' scheduled for January 2022.	7	All Governors	ASAP
Governors to consider if they could join the 'Building Learning Power' programme in an oversight capacity and advise JC accordingly	7	All Governors	ASAP
Curriculum and safeguarding visit reports to be placed on the agenda for discussion at a future committee.	8	Relevant lead Governors	Agenda despatch
All Governors to consider offering their services in one of the vacant chairmanship roles, from September	10	All Governors	First FGB – 07/10/21
All Governors to make inquiries among their contacts to see whether they might be willing to offer their services as a Governor.	10	All Governors	ASAP
School to liaise with the known 'matchmaking' services, which attempt to match those offering their services with schools seeking to appoint new Governors	10	Clerk	ASAP
CK, HT and CoG to revisit 2021/22 committee dates to ensure the optimum programme of committees is proposed.	10	CK/HT/CoG	ASAP
Annual Governance Report to be finalised and sent to CCC in line with the deadline of 16 July.	10	MB	16/07/21
Annual Governance report to be forwarded to CK, for inclusion on the school's website	10	MB/CK	ASAP