



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of a Virtual Meeting of the Full Governing Board held at 18:30hrs on Thursday, 10 December 2020

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

Also Present: Jo Bouttell – School Business Manager (JB)
 Andrew Pulham – Clerk (CK)

The meeting commenced at 18:30 and remained quorate throughout

1. Apologies for absence

Apologies had been received from Louisa Meynell. This was agreed as authorised.
 Apologies had also been received from Suzanne Wernham and Diane Mitchell.

2. Welcome to new Governors

Ghislaine Dunn and Sally Birse were welcomed to their first meeting of the FGB and introductions were made.

- Sally Birse was appointed to the Standards Committee.
- Ghislaine Dunn was appointed to the Standards Committee.

Ins _____

3. Declarations of interests

MAC declared a possible pecuniary interest in agenda item 9, as an employee of the school; however this was held not to be the case, thus enabling MAC to speak and vote on these matters.

4. Urgent business not on current agenda

None advised.

5. Minutes of the FGB on 08/10/20

These were agreed unamended, on a unanimous basis.

6. Matters arising not on current agenda

Action	Agenda Item	Lead	Due By
Contact Governors who have yet to respond to CK's email of 16 September in respect of Code of Conduct and Declaration of Interests.	Item 6	CK	ASAP
CK to issue agenda and supporting documents to members of Pay Committee	Item 11	CK	09/10/20
<ul style="list-style-type: none"> • MB to notify Jo Bouttell of some minor corrections to be made to Safeguarding Policy before the document is published. • JB to add the names of the Safeguarding Lead Governors to the policy 	Item 12	MB/JB	ASAP
<ul style="list-style-type: none"> • CK to reconstruct statutory and non-statutory policy review schedules. • CK to allocate policies to individual Governor(s) according to subject matter and their lead/monitoring role. • Policies to be approved by appropriate Committee on the recommendation of the reviewing Governor(s). 	Item 14	CK	In line with committee schedule
MB to send presentation slides from the Ofsted presentation at the Termly Briefing to CK, for dissemination to all Governors.	Item 15	MB/CK	ASAP

CK to issue CCC training schedule to all Governors, once available.	Item 15	CK	Once available
CK to forward details of the GDPR training on 5 November to all Governors	Item 15	CK/MC	ASAP
JC to send CK joining details for meeting on 22 October, for dissemination to Governors	Item 17	JC/CK	ASAP
JA and MB to liaise with JC on delivery of communications initiative as discussed.	Item 17	JC/MB/JA	ASAP

None advised.

7. Updates from Committees

i) Pay Committee 15/10/20

ML advised the FGB that all staff salary recommendations submitted by the HT as well as the recommendation of the HTPM panel in respect of the HT had been agreed by the Pay Committee.

ii) Standards 03/11/20

IG updated the FGB on the principal areas addressed by the Standards Committee. These had centred around a discussion of the effects of Covid-19 on the operation of the school and of the arrangements for the undertaking of Governor visits.

iii) Resources 19/11/20

ML updated the FGB on the principal areas addressed by the Resources Committee. These had centred around discussions of the school's financial position and the expected deficit position at the end of the current financial year. The financial challenges had been exacerbated due to delays in implementing the School Business Case caused by Covid-19. The committee had looked at the school's budgets in depth and had agreed a revised mechanism for the regular monitoring and review of budgets.

In response to questions, the school's financial year was confirmed as operating from April-March and school census days were confirmed as October, January and May each year.

8. Headteacher's report

JC took Governors through his report, which had been circulated ahead of the meeting.

i) Covid-19

Governors noted the areas in which the school had been affected by Covid-19 and were updated on the measures the school had put in place to manage the situation in accordance with guidance published by the DfE and circulated by the LA.

Governors further noted that the school's current attendance level of 91% as being in line with the national figure and that the number of pupils absent for Covid-19 related reasons is now down to an average of three or four a day.

A number of questions were asked as follows:

Q. Will the school be taking up the Government's recent offer by holding an inset day on Friday, 18 December?

A. (JC) No. The offer arrived very late in the day and the school has a full programme of activities arranged for that day, including Christmas dinners.

Q. How did losing members of staff due to Covid-19 affect pupils and in particular the functioning of 'bubbles'?

A. JC explained how these situations and the effect on wider groups of pupils and staff were managed. The school will continue to exercise caution as two additional members of staff not in the bubble had to self-isolate after these events due to them having been in this bubble at that time. Monitoring will continue but volunteering will not, so staff can stay within bubbles as much as possible.

Q. Do we follow up on absences where the reason given is 'getting a test' but the absence perhaps lasts for several days?

A. (JC) We do try to follow up where concerns arise, but it must be borne in mind that pupils may be waiting for a test and/or waiting for the results of that test, which can legitimately add a number of days to their period of absence.

JC drew Governors' attention to the updated Recovery and Improvement Plan, which had been circulated ahead of the meeting.

There were no questions from Governors in respect of this document.

ii) Teaching and Learning Update

Governors noted the school's focus on closing gaps in pupils' learning created due to their protracted periods of absence from school. This includes particular work being undertaken in the areas of reading fluency and phonics with earlier years. Governors noted also the strong performance of the recently appointed NQTs and that the school continues to work with the Faculty of Education to offer placements to trainee teachers.

The following question was asked:

Q. In respect of 'bringing pupils forward', is it the school's aim to create a 'level playing field' situation for all?

A. (JC) The challenge is for the school to accelerate those who have fallen behind, whilst also enabling all pupils to move forwards, including those who have not fallen behind as a result of recent lockdowns. All pupils are entitled to progress.

iii) School Targets

Governors noted the whole school targets that had been agreed in conjunction with the school's Primary Advisor. They noted in particular that the KS2 end of year target for reading, writing and maths had been set at 65%, the national standard, but that achieving this target this year would be challenging, due to the effects of Covid-19.

JC confirmed that KS1 Assessments would be teacher assessed this year and that SPaG tests would not take place in 2021.

The following question was asked:

Q. Does the 65% target ever vary?

A. (JC) The target has remained at 65% for the last two or three years, but yes, there are circumstances under which it can and does move.

iv) Mentoring Meetings

The early, positive outcomes from individual mentoring meetings between pupils and teachers was noted and it was agreed a report on this new initiative would be brought to a forthcoming meeting of the Standards Committee.

v) Mental Health Support Teams Update

Governors noted that this scheme is working well at the school and that the delivery by this team of CPD to Y5/6 teachers and wider staff was proving particularly beneficial.

vi) Remote Learning Update

Governors were updated on the successes and challenges involved in delivering remote learning to pupils, especially in circumstances where they do not have access to suitable devices. JC confirmed the school remains committed to improving its delivery in this area.

The following question was asked:

Q. How much follow-up work is done in respect of pupils who are not accessing the remote learning?

A. (JC) In a remote learning situation, each pupil is spoken with every day by their class teacher.

vii) Safeguarding

Governors were updated on the current situation at the school and in response to a question from Governors JC confirmed that the challenges in this area had been exacerbated by the effects of Covid-19.

The school's role in supporting families in areas such as accessing the Cambridgeshire 'Winter Grant Scheme' and obtaining food parcels was discussed.

Action: Governors to let JC and Natasha Reay know of local sources of assistance in areas such as food parcels that the school might be able to draw upon.

viii) Exclusions

Governors noted this element of the HT's report. There were no questions.

ix) Wider School Updates

Governors noted the additional updates provided in the HT's report. They were advised that, although it had been hoped pupils would be able to attend Covid-secure pantomime performances at the Cambridge Arts Theatre, this would not now be possible due to concerns over the potential risks involved. Governors expressed their understanding and support for this regrettable decision.

In response to a suggestion from Governors, JC suggested that for logistical reasons it would be unlikely that the unused tickets could be offered direct to interested parents, but he undertook to make this inquiry of Cambridge Arts Theatre.

Action: JC to inquire whether theatre tickets can be used in the circumstances discussed.

9. School Business Case

Agenda Item 9 is the subject of a separate, confidential minute

10. Appointment of Lead/Monitoring Governors

The following appointments were confirmed:

- GD to Early Years Foundation Stage
- DU to Health and Safety

It was not possible to appoint a reserve Governor to serve on the HTPR panel and it was agreed this would be re-visited should a need arise.

11. Monitoring Governor reports

This was deferred to the January meeting of the Standards Committee

12. Statutory policies for adoption.

- i) Pay Policy

Governors confirmed that the recommendation for adoption made by the Resources Committee on 17 November 2020 had been endorsed by the FGB through a return of emails and that the Policy had therefore been adopted and was already in place.

- ii) Behaviour Consequences Document

This document, which will form an Appendix to the school's Behaviour Policy, was agreed without amendment, on a unanimous basis.

13. Non-statutory policies for adoption

Governors agreed a request that consideration and adoption of the Debt Recovery Policy be deferred to a later committee.

14. Training and Development

Governors noted the two specified items of training, 'Prevent' and 'Safeguarding' which all Governors are requested to undertake and discussed the preferred arrangements for their delivery.

Governors updated their colleagues in training recently undertaken which had been found to be of a high standard, whether delivered by CCC or by other training bodies such as 'Govern Ed'.

Actions:

- **CK to work with JB to arrange the online 'Prevent' training for Governors.**
- **CK to liaise with CCC to arrange 'in-person' safeguarding training for Governors in the New Year, once this becomes possible.**
- **CK to investigate relevant training opportunities for Governors and Governors to continue to liaise with CK to arrange training.**

15. Correspondence received

Nothing to report.

16. Publication of Committee minutes

Governors were asked to consider whether the school's current practice of publishing all non-confidential committee minutes to its website should continue. They were reminded that there is no statutory requirement for schools to publish their committee minutes in this way and that those who do tend only to publish their FGB minutes. Under all circumstances, an interested party retains the right to inspect non-confidential meeting minutes upon request.

After discussion of the options and mindful of the need to maintain openness and transparency at all times, Governors agreed on a unanimous basis to continue with the current arrangement whereby agreed, non-confidential minutes of the FGB, Standards and Resources Committees are published to the school's website.

17. Items notified under agenda item 4

None notified.

18. Date and time of next meeting

This was confirmed as Thursday, 25 March 2021 at 18:30.

The Chair closed the meeting at 21:30

Minutes Approved (please print): _____

Date: _____

Signature: _____

Ins _____

Summary of agreed actions (not part of minutes)

Action	Agenda Item	Lead	Due By
Governors to let JC and Natasha Reay know of local sources of assistance in areas such as food parcels that the school might be able to draw upon	Item 8	All Governors/JC/NW	ASAP
JC to inquire whether theatre tickets can be used in the circumstances discussed	Item 8	JC	ASAP
CK to work with JB to arrange the online 'Prevent' training for Governors	Item 14	CK	Once available
CK to liaise with CCC to arrange 'in-person' safeguarding training for Governors in the New Year, once this becomes possible	Item 14	CK	Once available
CK to investigate relevant training opportunities for Governors and Governors to continue to liaise with CK to arrange training.	Item 14	CK	Ongoing