

Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 17 July 2014 at 7pm

Present: Revd Adams, Mrs Cook, Mr Ferguson, Mrs Gale, Ms Kesteven, Mrs Leach (Head), Ms Meynell, Mr Saunders, Mr Smith (Chair), Mr Spencer, Ms Winsemann-Falghera.

Visiting: Mrs Kidney (Deputy Head). In attendance: Miss Owen (Clerk)

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding vacancies, was present.

Standing items

1.1 Apologies for absence

Mr Grenz (not in Cambridge); Mrs Simoes (family commitment).

Ms Winsemann-Falghera proposed, Ms Meynell seconded the apologies should be accepted. Agreed by the meeting.

1.2 Declaration of Interests (standing item)

There were no declarations of direct or indirect pecuniary interest by members of the GB in respect of any item on the agenda.

1.3 The Register of Pecuniary Interests 2013 - 2014

The Register was presented: all present have signed.

2. Appointment of a Local Authority Governor – nomination received for Hannah Fox

The Clerk confirmed she had submitted Ms Fox's name to the Local Authority as requested by the Governing Body. The LA had now nominated Ms Fox to the GB as a Local Authority Governor.

Mr Saunders proposed, Ms Winsemann-Falghera seconded that Ms Fox be appointed. All agreed.

The Governing Body appointed Ms Fox as a Local Authority Governor and asked the Clerk to send an appointment letter.

Ms Fox was invited to join the meeting at this point. The Chair welcomed Ms Fox and introductions were made.

3. Election of a Vice Chair

The Chair said a Vice Chair must be elected, following Mrs Fawcett's end of office. This will be for an interim period until the first GB meeting of the new academic year, on 9 October 2014, at which annual elections are held for the offices for Chair and Vice Chair. The Clerk noted that Mr Grenz has self-nominated. The Chair asked if any other Governors wished to nominate themselves or another Governor. There were no other nominations.

Revd Adams proposed, Mr Spencer seconded that Mr Grenz be elected Vice Chair. Agreed by all.

4. Minutes of the last meeting (8 May 2014)

Ms Winsemann-Falghera proposed, Mrs Cook seconded the minutes be approved as a correct record. Agreed by all.

4.1 Matters Arising

- There are still some contributions to come from Governors for the website (outstanding).
- The Chair reported that Mrs Simoes is willing to participate in the Headteacher's Performance Management process.
- Following agreement at a previous GB meeting, the Chair reported Mrs Simoes is willing to join the IPC monitoring group.
- As Ms Kesteven is leaving the GB on 31 August 2014, a Safeguarding Governor will need to be appointed for an interim period from 1 September 2014 until the first GB meeting of the new academic year, on 9 October 2014, at which Governors with named responsibilities are elected. This is a later agenda item.
- The Chair has talked with Carol Peel at CGS about data dashboards, using the Data Governor's exemplar exercise (anonymised), as CGS may find it of interest. Mrs Peel said she would discuss this with her senior manager. The Chair has not heard anything further to date.

5. Headteacher's Update

The Head noted her report contains updates to her latest reports to Committees. The staffing profile is complete for the autumn term, following the recent recruitment to two teaching posts: one a 60% teaching post, covering NQT and teacher release time and the second appointment is a 60% post to class share with Miss Fonseka (40%) and 20% PPA cover. Two TAs were appointed today. The Head said the school is very pleased with this year's SATs results. Gains in KS1 and KS2 SATs results have been made despite considerable movement within the cohorts. The SATs results reflect the accuracy of projected updates given to Governors throughout the year, since the projected targets were set last September. KS1 SATs results show pleasing gains that underpin the drive to secure good progress and attainment. In KS1, 70% achieved Level 2B+ in Reading, Writing and Maths. Whilst KS1 are not given 'floor targets', the results are a good indication of the expected attainment of this cohort when they take KS2 SATs.

The threshold for the Phonics screening check remained the same in 2014 as in 2013, at 32 out of 40. In 2012, 51% of Year 1 pupils achieved the threshold; in 2013 this rose to 76%; in 2014 the results were 82%.

There is an 11% gap in attainment between FSM and non-FSM pupils. The school will monitor this closely and will continue its drive to close this gap by focusing on improving attainment in the key areas of reading, writing and maths.

The KS2 SATs results were made available to the school on 8 July. This year, 78 % achieved Level 4+ in reading, writing and mathematics combined, compared with 65 % last year. This is above the government's floor target of 65% and above the 2013 Cambridgeshire and national figures.

Attainment KS2 (2014)

2013 2014	% L4+ Reading	% L4+ Writing	% L 4+ Maths	SPaG L4+	% L5+ Reading	% L5+ Writing	% L%5+ Maths	SPaG	% achieving Level 4+ in reading, writing and mathematics combined
School (43 pupils) 2014 in red (46 pupils)	88 87	67 80	79 85	40 70	40 28	14 26	30 26	28 43	65 78
Cambridgeshire 2013	85	81	82		46	27	39		72
National 2013	86	83	85	74	45	30	39	47	76

The meeting discussed the attainment of this year's cohort against the 2013 Year 6 cohort. The Head said the 2014 results demonstrate the school's commitment to raising attainment. The 'headline' figures show very pleasing gains have been made in all areas. Attainment spelling, punctuation and grammar (SPaG) has particularly improved, moving to 78% from 40% last year. The Head said this year rigorous attention had been given to this area. Level 5 results in Reading and Maths are lower than last year; however, results have risen at Level 5 in Writing. In answer to a Governor's question, the Head said some children had missed gaining Level 5 by only a few marks.

Progress KS2 (2014)

Progress is also very pleasing. The Head explained the expected progress from the end of Key Stage 1 (Year 2) to the end of Key Stage 2 (Year 6) is two national curriculum levels. Therefore, if a pupil achieves Level 2B in maths at the end of KS1, that pupil should then attain Level 4 in maths at the end of KS2. The Year 6 cohort had 46 pupils, of which three pupils did not have KS1 data. Therefore, out of 43 pupils, 98% made expected progress or better in reading; 100% made expected progress or better in writing; 95% made expected progress in maths. In answer to a Governor's question, the Head noted the 2013 national validated data for KS2 came out in February on Raiseonline. When the 2014 validated data is released, one child will have been removed from the data set, which will increase the overall results set. All children made expected progress or better in writing; only one pupil, out of 43 pupils with KS1 data, did not do so in reading.

2013 2014	% making expected progress or better in reading	% making expected progress or better in writing	% making expected progress in maths
School (43 pupils) School 2014 (43 pupils with data) 2014 in red	90 98	93 100	88 95
National 2013	88	91	88

The Head said these are a very pleasing set of results and credit should be given to the children and staff for this achievement. Governors agreed the Year 6 results demonstrate the year on year improvement coming through the school.

The Head said the school would continue to work to identify and support vulnerable groups at all stages throughout the school, monitoring progress and attainment in all groups of pupils, across all year groups, to ensure children make progress. The Head said the effectiveness of interventions are demonstrated in data and good steps are being made towards achieving outstanding progress. **Mrs Kidney will meet with Mr Spencer in September to analyse the data more closely.** In answer to a Governor's question, Mrs Kidney said each cohort will be given targets for attainment and then progress would be scrutinised. Target setting will take place with teachers in September. Every group will be tracked through detailed analysis of data, as some year groups have

gaps in attainment or progress between FSM and non-FSM. Priorities will be matched to targets and the SLT will report back to Governors regarding formulating priorities.

The Head discussed the number of fixed term exclusions (FTEs) in this school year. In the autumn term there were 6 FTEs; 4 in the Spring term; 2 in the Summer term. In answer to a Governor's question, the Head said this was a high number but the school is committed to supporting children with particular needs, using financial resources effectively to provide the necessary support.

Mrs Kidney discussed the number of recorded homophobic and racist incidents. There were seven homophobic incidents recorded in the Autumn term; eight in the Spring term; five in the Summer term. There were eight racist incidents recorded in the Autumn term; seven in the Spring term; nine in the Summer term. In answer to a Governor's question, Mrs Kidney the number of incidents were high but this is seen as a positive, as midday supervisory staff are now recording incidents. Mrs Kidney said the majority of homophobic and racist language is used with negative intent, usually during verbal altercations. Pupils know this language is wrong and they report it to an adult. In answer to a Governor's question, the Head said a small number of children in upper KS2 have been reported more than once. The school is continuing its drive to eradicate all homophobic and racist language. The Chair thanked the Head for her report.

6. SDIP 2014 - 2015

The Head noted that priorities were emerging for the 2014-2015 SDIP. These include:

- The new curriculum - English, maths, computing, coverage of the new national curriculum
- Assessment without levels - preparing for changes from Sept 2016
- Induction of all new staff and those taking on new roles
- Moving teaching from good to outstanding
- Raising attainment further and closing gaps between vulnerable groups (these will be specific once the analysis of data has been completed)
- Post Ofsted actions linked to SEND
- Review of the school behaviour policy
- Staff Well Being – responding to the outcomes of the questionnaire
- Outdoor learning

The Head said detailed updates would be included in the new SDIP. Some 2013-2014 priorities may need to continue into next year. The meeting discussed how Governors could be of most support to the new SDIP. The Head said monitoring groups meeting with subject leaders and reviewing RAPS is welcomed and also the Committee structure supports Governor involvement. The SLT will identify and expand on priorities, aligning these with national agendas. The Chair asked if a draft SDIP could come to the GB in October, so Governors could have a fully informed discussion before formally approving it in the Autumn B meeting. A Governor asked for monitoring groups to meet with subject leaders before the first GB meeting on 9 October 2014. The Head said that subject leaders have relevant data now, so RAPS can be reviewed with monitoring groups.

7. Chair's Update

The Chair said his annual report reflected the considerable work that had been undertaken by the school and the ways in which the GB had supported the school during the past year. The Chair was pleased that the Ofsted Inspection (January 15/16, 2014) had commented positively about the school's Governance and he thanked the Governors who had attended meetings with Ofsted Inspectors. The Chair thanked all Governors for their commitment and involvement, whether through Committee membership or individual efforts, and he was pleased that the KS2 SATs results were demonstrating improvement.

8. Governors Monitoring Groups

SEND: Mrs Fawcett had contributed a 2013-14 outcomes written report for this meeting that was discussed by another member of the SEND monitoring group. The ways in which the group had addressed the priorities in the SDIP 2013 – 2014 were discussed.

- The monitoring of the progress in writing of school action plus pupils in Year 4 had concluded the interventions to support this aim were successful, due to improved engagement by a significant number of pupils. A Governor's monitoring visit had concluded that good use of audiovisual resources engaged the children. Two governors from the group met with members of the Inclusion Team to discuss provision across the school for less able children/children with social/emotional needs. The Data Governor was impressed by the work done by members of the Inclusion Team in compiling and analysing data on SEND from Pupil Tracker, then using this to target interventions. The Head and Deputy agreed that ICT is a key way to motivate pupils.
- The monitoring of five children with statements in relation to their learning in the class had concluded that all but one were fully integrated into the class curriculum.
- The monitoring of how Pupil Premium Funding (PPF) is used was not able to be reported as Mrs Cook as not had an opportunity to meet with the Business Manager. Increased PPF will need to be continually monitored by the Resources Committee.
- The outcomes report from Mrs Fawcett gave suggestions for items to be included in the SDIP for 2014-15.

MATHS: The Lead Governor gave a verbal update to accompany his written report.

- Monitoring the progress of RAPs has been undertaken throughout the year. Following termly meetings with the subject leader, the group has assessed that progress has been made. The SATs results that have just been given to Governors at this meeting, demonstrate that very pleasing progress has indeed been achieved. The maths results are very good. Governor visits have also been made. In the autumn term, this group will look more closely at how gaps are being closed.

WRITING: The Lead Governor discussed her report with the meeting, noting new initiatives this year that had included the Rainbow Writer award being introduced in KS1; SPaG training for staff has taken place and is ongoing; Pie Corbett training has been undertaken by staff and Talk for Writing methods have consequently been embedded in the school.

- The monitoring group were pleased that Writing results continue to improve, with clear increases from last year in all levels.
- Writing interventions are carefully targeted.
- In KS1, the gap in attainment between Reading and Writing is beginning to narrow.
- KS2 data shows a clear narrowing of the gap between Reading and Writing attainment.
- Visits to lessons increased Governor knowledge of Pie Corbett methods and Talk for Writing that, in turn, gave an insight into how Writing is taught throughout the school.
- Governors in this monitoring group recognise the significant input into this area in terms of learning environments and opportunities to celebrate children's writing. Governors wished to acknowledge how positive this has been in terms of raising attainment across the school.
- The group suggest that increasing attainment in Writing will remain a priority for the school in the 2014-15 SDIP and monitoring the impact of Writing interventions will continue. Closing the gap from FSM and non-FSM pupils and aiming for pupils to make expected, better than expected and accelerated progress will be carried forward into next year.

IPC: The Lead Governor suggested that the focus of this monitoring group might move from monitoring the IPC, to monitoring the new curriculum to look at a wider range of subjects, particularly ICT. This suggestion was welcomed by the Head and Deputy.

The meeting discussed how best governor visits could inform the role of monitoring groups and be of benefit to the school by offering strategic support. The Head suggested learning walks and coming into school to see RAPS in action, so that Governors can see the school is actioning what it says it is doing. The Chair said it is important for Governors to have a very good understanding and agreed with a Governor that learning walks help to remove the 'remoteness' of Governors. The meeting reflected on their role as monitoring Governors in wider ways. A Governor said that she found it helpful to make a classroom visit, as then areas could be visualised and a learning walk enabled her to see the physicality of a written plan. Another Governor said it was important, for monitoring purposes, to see the children interacting with the curriculum in the classroom. A Governor noted that seeing a plan written down was not the same as seeing it 'in action'. The Chair concluded that there is not one way that suits all but it is helpful for Governors to understand the purposes of monitoring and visits should be used for monitoring purposes e.g. to assess the progress of a RAP, not just to concentrate on one aspect of a RAP.

In conclusion, the Chair thanked all Governors for their commitment to the monitoring groups and suggested it would be helpful if all groups could meet before the GB meeting on 9 October 2014.

8.1 Annual Monitoring Reports

**Due to particular Governors recently taking on new areas of responsibility, reports were not tabled from Governors with responsibility for Child Protection and Equality and Diversity.*

Health and Safety

The Governor with responsibility for Health and Safety discussed her report with the meeting, noting she has completed termly health and safety inspections with Mr Crook. Results have been discussed with the Business Manager, actions plans drawn up and presented to the Resources Committee.

- A new system to exit the building, using fob readers, will be installed during the summer holiday. This will prevent vulnerable pupils exiting the building by themselves.
- Termly fire drills have taken place.
- The damage to the garden shed and ECO area, caused by vandals before Christmas 2013, has been repaired and damaged items replaced – this has been made possible by the generosity of local businesses and individuals.
- A number of minor playground accidents have taken place this year, similar to last year's number. Consequently, risk assessments and playground supervision have been reviewed. The Fire Brigade attended one incident to free a child's fingers trapped in a chair. The pupil had no resultant injury and the chairs have been removed from use.
- Accidents involving staff were noted. The Head is kept fully informed of any incidents.
- The Business Manager has attended a two day certificated Health and Safety course, following recommendations from the Health and Safety Audit. Mrs Chiano had noted that the importance of risk assessments was highlighted on this course.

- VDU assessments need to be carried out for office staff. This will be undertaken in the new academic year.
- Following updated statutory guidance for GB's supporting pupils at school with medical needs, the Health and Safety Governor will review the current policies and present them in the Autumn term.

Safeguarding

- The Safeguarding Governor attended a governor training session regarding esafety in October 2013 and was pleased to find that the awareness at this school is far ahead of that of other schools and many of the recommended practices were already being implemented.
- The Safeguarding Governor met with pupils from Year 2 and Year 5 this month and was pleased to report that children feel safe in school and appreciate the support of teachers and support staff.
- Peer relationships have a powerful effect on the felt experience of safety for all the pupils, and children feared being isolated from friendship groups.
- The peer-mentoring scheme has started well, with both mentors and others fully aware of this scheme, its use, and how to access help.
- The Year 5 mentors the Safeguarding Governor met were mature, confident and sensible. This is a credit to the school and their training.

The Head said she was pleased to see it firmly evidenced that children feel safe. The 'right' atmosphere engenders good learning and is a great strength for everyone.

The Chair thanked the named Governors for their reports, noting their work is of great value to the school and the GB.

8.2 Data Governor Report

The Data Governor reported he had met with the Inclusion Team to discuss Pupil Tracker and how it will inform the success of intervention programmes to raise attainment. It had been a very helpful visit. The Inclusion Team know the GB wants to understand the use of data in school. It is evident that the SLT gives detailed analysis of data to the GB.

The Data Governor reported that a local school has suggested meeting to share best practice and ways to support discussions between different groups of governors. The meeting discussed this suggestion. The Chair outlined the advice he has sought from CGS. After discussion, the meeting agreed that it might be beneficial to informally share processes, not content.

Mr Spencer proposed, Mr Ferguson seconded that the Chair should have exploratory talks with another school about meeting informally. All agreed.

The Head noted that staff between the two schools, already have set up ways to exchange best practice.

The Chair thanked the Data Governor for his commitment and involvement with this area.

9. Parents Group

Governors, who attend this group, discussed the ways the group has developed during its first year. Governors noted the need to encourage parents from all groups to attend and discussed ways to increase representation from all groups. The need to break down barriers and ways in which to disseminate information were discussed. A Governor will continue to liaise with the EAL TA, to find ways to encourage parents who come to the ESOL cafe, to come to the Parents Group meetings. Governors discussed ideas that might possibly encourage parents to attend e.g. whether holding meetings at another venue would be preferable for parents. However, the meeting agreed the group has made a good start, with plenty to build on during the next year. Miss Kurc and Miss Leeland will represent the school at the Parents Group meetings next year.

Ways to engender effective communication between governors, parents, children and staff were discussed. Inviting parents to remain for coffee after Family Assembly and a photo board in the front reception were suggested as ways in which parents and children could identify the school's Governors. Following discussion, a Governor agreed to draft, in conjunction with other Governors, an initial newsletter from the GB. This would contain information about the role of the GB in school and other information to highlight ways in which the GB supports the school. **A termly newsletter was suggested, with the first newsletter being sent out in the Autumn term. The draft newsletter will be sent to Governors for comments, before it is distributed to the wider community and put on the website.** The meeting agreed the content in Governor section on the website might also be reviewed for other items to include. The Chair thanked Governors for their action with this new initiative.

**Van Cols, the school's photographers, are in school on Thursday 2 October. Governors are invited into school between 8.45am and 3.30pm, to have their pictures taken for the proposed photoboard.*

10. Policies to be adopted by the GB

Pay Policy

The Head said a new model Policy is due from EPM shortly. In the meantime, EPM has advised GB's to readopt the 2013 version. Therefore, the current 2013 was being proposed for re-adoption.

Ms Winsemann-Falghera proposed, Mr Saunders seconded that the Pay Policy (2013 version) be readopted. Agreed by all.

Best Value Statement

The Chair explained schools must aim for 'best value' in all areas and the BVS contains the principles all schools must apply to define and show the application of best value within the school. The BVS encourages Governors to challenge the financial performance of the school and to compare its efficiency with similar LA schools. The Statement is adopted annually after consideration by the Resources Committee.

Mrs Cook proposed, Ms Meynell seconded the Best Value Statement for adoption. Agreed by all.

Statement of Internal Control

The Chair said this document is adopted annually, following consideration by the Resources Committee. The Chair explained this document is designed to show what financial controls are in place, to demonstrate the school is spending income correctly and keeping proper financial controls. **An outstanding action is that the school needs a Critical Contingency Plan. The Head and Business Manager will prepare this for the Autumn term.**

Mrs Cook proposed, Mr Ferguson seconded the Statement of Internal Control for adoption. Agreed by all.

Safeguarding and Child Protection Policy

The Head said this is an updated model Policy that has been sent to schools by the Education Child Protection Services. It has been personalised, where appropriate. As with previous versions of this Policy, an accompanying flowchart, about what to do if allegations of abuse are made against adults who work or volunteer in a childcare setting is also adopted with this Policy.

*It was noted Section 2.4.5 will have the previous Policy's insertion included under this point.

Ms Kesteven proposed, Ms Meynell seconded the Safeguarding and Child Protection Policy for adoption. Agreed by all.

11. GB Self Audit from CGS

The Chair has sent out a draft of the self-audit for Governors to consider in advance of this meeting. The meeting discussed the proposed responses and agreed that two developmental points should be included. These are 'to develop more detailed guidance on various governor roles' and that 'a governor newsletter is being developed'.

Ms Meynell proposed, Ms Winsemann-Falghera seconded that the Audit be approved and returned to CGS. Agreed by all.

The Clerk will return the Audit to CGS.

12. Reconstituting of the GB

The Chair discussed this item. Under the 2012 Regulations, all GBs are required to reconstitute. The Chair explained the rationale of reconstitution, noting that it gives GBs flexibility to ensure its GB is purposeful for the school. Under the 2012 Regulations, all GBs must have one LA Governor; one staff Governor and one Headteacher as a Governor. The GB then decides upon the number of Governors it needs for best delivering its purpose, including the number of parent governors and the number of co-opted Governors. The Chair said papers supporting this agenda item had been sent out the meeting's papers. He asked Governors to read these and give thought to ways of successfully reconstituting. A Governor noted reconstitution gave a renewal of sustainability. The Chair said the GB would discuss this at its meeting in October, with the aim of reconstituting by November/December. **The**

Chair will prepare an outline structure for Governors to consider and support further discussion.

13. Approve Annual Child Protection Monitoring Report

The Head noted this Report was sent out with the papers. It is an annual duty of the GB to approve this Report.

Ms Kesteven proposed, Mrs Cook seconded the annual monitoring report be approved and submitted to the LA. Agreed by all.

The Clerk will submit the return to the ECPS.

14. Terms of Reference for 2014-2015

The Chair noted the two Committees had discussed the Terms of Reference, including the levels of delegation, at their summer term B meetings and both Committees had agreed they should go forward to the GB for approval for 2014-2015 with no changes.

**It was noted the Standards Committee gave their approval at their meeting on 8 July, not 8 June as initialled on the TOR document.*

Ms Winsemann-Falghera proposed, Mr Ferguson seconded that the Terms of Reference 2014-2015 be adopted. Agreed by all.

15. Approve CGS service level agreement

The Chair noted CGS has sent out a letter to Cambridgeshire GBs, outlining its forthcoming subscription rates. CGS are offering the option between two subscriptions: either from 1 April 2014 to 31 August 2015, or from 1 April 2014 to 31 August 2016. By agreeing to subscribe from 1 April 2014 to 31 August 2016, GBs would pay a reduced charge of £115 per governor and Clerk. The meeting discussed the options and agreed that by subscribing from 1 April 2014 to 31 August 2016, a saving would be made.

Mr Saunders proposed, Revd Adams seconded that the GB subscribe to CGS for the period 1 April 2014 to 31 August 2016.

Agreed by all.

The Clerk will send the appropriate paperwork to CGS.

16. Elect a named Safeguarding Governor (for an interim period 1 September 2014 – 9 October 2014).

The Chair noted that as the named Safeguarding Governor, Ms Kesteven, is leaving the GB on 31 August, a Governor must be appointed to this role. This will be for an interim period from 1 September 2014 until the GB meeting on 9 October 2014, when Governors with specific responsibilities are elected. The meeting discussed this forthcoming vacancy.

Ms Kesteven proposed, Ms Winsemann-Falghera seconded that Mr Colquhoun Ferguson be the named Safeguarding Governor for the interim period 1 September 2014 – 9 October 2014. Agreed by all. The Chair thanked Mr Ferguson.

17. Committee Reports

17.1 Standards

The Committee's Vice Chair gave an update from this Committee's meeting on 8 July 2014. Items discussed on 8 July included:

- The Local Offer – this is to be included on the next agenda
- A representative from Blue Smile had given a presentation, explaining how this charity supports children in schools
- The new SEND Act will bring many changes e.g. EHCPs (Education Health Care Plans) will be introduced
- The Inclusion Team discussed difficulties it has faced from delays in getting Statements into place. A Governor has agreed to write to the Executive Director of the County Council's expressing concern.
- The effectiveness of the school's Buddy System was noted
- Attendance has dipped slightly against this time last year; however, a short first half of the summer term had seen an increase in illness in a very short period.
- Phonics screening results have considerably improved for pupils with SEND
- Increased use of the school's extended provision

17.2 Resources

The GB Chair gave an update from this Committee's meeting on 18 June 2014. Items discussed on 18 June included:

- Staffing updates and how these would impact on future budgets
- A presentation on outcomes from the Staff Well Being survey
- Reviewing the Best Value Statement and Statement of Internal Control
- Provision from Cambridgeshire Music
- Budgetary reports

17.3 Development Group

The Chair said this group supports the school with longer-term, strategic priorities. It has been a busy year for this group, including the Ofsted Inspection, the Deputy Head appointment process and supporting the decision-making process surrounding the new catering arrangements. This group comprises of the Head, GB Chair and Chairs of Committees. Whilst this group has not met since January, meetings will resume on a regular basis in the new school year.

18. GB Training and Development

18.1 Feedback on GB sessions: no sessions have taken place.

18.2 Suggested training needs: the Chair asked Governors to consider any training they may wish to undertake

18.3 Training booked; feedback from training: a Governor noted the training session she had attended on Computing in the New Curriculum had been very informative and was well-delivered.

The Chair has attended courses on Taking the Chair and Getting to Good (with Mr Grenz) and termly briefings.

19. Standing items

19.1 Staff Well Being

The Head reported that this area would be included in the SDIP for 2014-2015, with Mrs Marsters taking the lead. Mrs Marsters had given a presentation on the survey's outcomes to the Resources Committee on 18 June 2014. Overall, the results showed a strong belief in the core values of the school, with staff feeling very positive about many aspects of the school and its supportive culture: 27% of staff did not complete the survey. Governors at the Resource Committee had noted that a small percentage stated they were experiencing discrimination in the workplace had asked Mrs Marsters to explore this response further. The following were highlighted for development: improve workload; support with work pressures; wider involvement in change. Mrs Marsters will take these points forwards in September by establishing a working party, drawn from across all staff groups.

19.2 Equality and Diversity

As the named Governor for this area has only recently taken on this responsibility, the Head and Mrs Taylor have updated the objectives for approval by the GB. The Governor thanked the school for the preparation of this report. It is a statutory requirement that the objectives are published. The Head explained that the Single Equality Statement was adopted in 2012 for a

three-year period i.e. until 2015. In the Statement are objectives that need to be updated and approved annually by the GB. The meeting discussed the objectives, sent out in advance of the meeting, noting which had been achieved and which are ongoing.

Ms Kesteven proposed, Mr Spencer seconded that the annually updated objectives should be approved. Agreed by all.

The Head noted that Equality and Diversity has a high prominence on the school's agenda. Mrs Taylor had met with a former Governor to set the original three-year objectives in 2012. Areas that will continue to be closely monitored are attendance and eradication of homophobic and racist language.

The Head said she was very pleased to report that the school has successfully reapplied for the EQualities Award accreditation. The Award acknowledges that equality for all individuals is actively promoted in the school. The Head said congratulations should be given to Mrs Taylor who undertook the considerable task of gathering evidence to reapply for the Award. The school is the first school in the country to gain the Award for a second time. A special assembly, with invited guests, is planned for Wednesday 17 September at 9.05am, to which all Governors are invited.

19.3 Membership of the GB

• Mr Grenz has offered to continue as a Community Governor when his current term of office ends in September 2014.

Ms Meynell proposed, Ms Winsemann-Falghera seconded Mr Grenz be reappointed as a Community Governor from September 2014. Agreed by all.

- Ms Kesteven, a Community Governor, leaves the GB on 31 August 2014, as she is moving from Cambridge.
- The terms of office for two Parent Governors end in November.

The Chair suggested that in relation to forthcoming vacancies, it may be prudent to refrain from actively seeking new governors at this point in time, as the GB may decide to alter its composition when it decides upon its reconstitution. The meeting agreed with the Chair's comments.

20. Correspondence

- Mrs Fawcett sent a card of thanks for the gift she received from the GB upon the end of her term of office. Mrs Fawcett noted she looks forward to maintaining informal contact with the school.
- A parent has sent a letter of thanks, for the opportunities of outdoor learning in the school greenhouse and garden. The wonderful experiences children enjoyed at Hilltop were also mentioned.

21. Action Points

These will be highlighted in the minutes.

22. Any other business

- The meeting thanked Ms Kesteven for her twelve years service as a Governor. Ms Kesteven is leaving the GB, due to moving from the area: she thanked the school community and praised it for being inclusive and kind and also extremely successful.
- Mr Spencer proposed a vote of thanks to teachers and all support staff for their hard work. He thanked out-going teachers whom, as part of the team effort, have made such a huge contribution to the success of this year.

23. Date of the next meeting

Thursday 9 October 2014 at 7pm. This date was proposed for acceptance by Mrs Cook, seconded by Mr Spencer. Agreed by all.

The Chair thanked all for their commitment this year.

The meeting ended at 9.35pm.