

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School  
held at school on Thursday 21 September 2017 at 6.30pm**

Governor membership at 21 September 2017:

Dr Mark Abbas  
Reverend Ruth Adams  
Angela Mason-Bell  
Martin Campbell  
Heather Cook  
Karl Grenz (FGB Vice Chair)  
Philip Henderson  
Sarah Joomun  
Angela Leach (Co-Head)  
Mark Lewis  
Louisa Meynell  
Libby Saunders  
Iain Smith (FGB Chair)  
Jennifer Thomas  
Nicole Went

**Present:** Reverend Adams, Mrs Cook, Mr Grenz, Mr Henderson, Miss Joomun, Mrs Leach (Co-Head), Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

*Visiting (non voting): Deputy Heads: Mrs Wernham, Acting Deputy Head: Miss Fonseka*

In attendance: Miss Owen (Clerk).

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

## **1. Standing items**

### **1.1 Apologies for absence**

Dr Abbas, Mr Campbell, Mrs Mason-Bell, Mr Saunders (work commitments); Mr Lewis (personal commitment).

**Mrs Cook proposed, Ms Meynell seconded the apologies should be accepted. Agreed by all.**

### **1.2 Declaration of interests**

None declared in the agenda items.

## **2.1 Procedural items for the beginning of the academic year 2017-2018**

**2.1** Mr Grenz proposed, Mrs Thomas seconded that the meeting should continue to approve the term of office as one year for the Chair and Vice Chair (as stated in the current Standing Orders). Agreed by all.

**Election of Chair:** Mr Iain Smith offered to stand. There were no other nominations. Mr Smith left the meeting whilst the vote took place. Ms Meynell proposed, Mr Grenz seconded the proposal of **Mr Smith as Chair**. Agreed by all present.

**Election of Vice Chair:** Mr Karl Grenz offered to stand. There were no other nominations. Mr Grenz left the meeting whilst the vote took place. Mrs Cook proposed, Mrs Thomas seconded the proposal of **Mr Grenz as Vice Chair**. Agreed by all present.

## **2.2 Register of Pecuniary Interests 2017-2018**

Presented for signing by those present. The Chair told the meeting that this information is published on the website.

## **2.3 Annual Declaration of Eligibility**

Completed annual declarations were passed to the Clerk. Governors who are not present are asked to send them to the Clerk.

## **3. Minutes of the last meeting (13 July 2017)**

Mrs Went proposed, Mr Grenz seconded the minutes should be accepted. Agreed by all.

### **3.1 Matters Arising**

Mr Campbell's report of his SEND monitoring visit in May is expected to come to Governors shortly.

### **3.2 Headlines suggestions**

The meeting discussed and agreed 'headlines' to be published in the website should include the new Pre-School; that Governors are looking forward to working with the new Co-Headship, and the latest KS results. The GB Chair noted that Governors are pleased with the results. The Chair thanked the Governor concerned for writing the headlines.

A Governor said other commitments mean she cannot produce a Governor newsletter. The Chair asked other Governors to consider taking this on. ACTION: this will be discussed at the next meeting. The meeting agreed that a good way to hear the parent voice would be for Governors to attend the parent consultation evenings next month. ACTION: A letter will be drafted by a Governor and sent out to parents before consultations, to let parents know Governors will be available to meet and talk to at these evenings. The meeting agreed that attending parent consultations would be a proactive way for Governors to meet parents.

#### 4. Instrument of Government

The Chair noted a new Instrument of Governance has been issued by the LA, following the agreed name change and age status to the school. A copy is included with papers for this meeting. The meeting noted no further feedback had been received.

#### 5. Headteachers' Report

The Co-Head, Mrs Leach, gave a verbal update. A full written report will be given to the GB meeting in Autumn B. The Co-Heads have devised a new way of reporting to Governors: there will be a jointly drafted half-termly report to Committees that will be updated as the term progresses, so the end of term report that comes to the GB will contain collated information relating to each term. Items in the Co-Head's verbal report included:

- New members of staff are settling in well. All new staff have received Child Protection and Prevent training as part of their induction.
- There is a current shortage of cleaners
- The Co-Headship is an exciting new direction for the school. The meeting noted that it is one role shared between two Co-Heads. If one Co-Head is currently scheduled to attend Committees and the other to attend the FGB meetings, then Governors may wish to change their meeting patterns, to allow the other Co-Head to attend. This will be considered at a later point. The GB Chair reminded the meeting of the transparency of the Co-Headship role i.e. there is a single Headship role carried out by two Co-Heads. All information should correspond when it is reported to the FGB.
- 47 pupils have enrolled for Reception. The numbers of children with SEND coming into Reception were noted. Pre-School numbers are growing. Originally, 16 children were budgeted for, the number is currently 23. The Business Manager is exploring the best information systems to purchase for this new group, so that relevant staff can most effectively undertake attendance, session invoicing etc.
- Child Protection cases have grown considerably during the summer break: this has meant as an increased workload for the Designated Persons this term. Behavioural issues have also meant a considerable amount of SLT time has been taken up with resolution. The Co-Head discussed the need to keep pupils in school and learning which is an aim of the SLT. A considerable amount of time has been given over to these issues. The PE initiative in the KS2 groups is proving popular and is engaging children that otherwise find coping with the normal school routine difficult. The GB Chair asked if the SLT was doing everything possible it could to help pupils with particular needs. The Co-Head said the school is accessing advice from outside agencies. The success of the Primary educational experience is essential for pupils to succeed when they move onto their secondary schooling.
- The Co-Head reported progress measures from KS1 – KS2. These are in relation to 0 being the number of children judged to have made expected progress: Reading: 1.5 (Cams 0.2) [last year 1.2]; Writing 1.3 (Cams -1.2) [last year 0]; Maths 2.3 (Cams -0.9) [last year 2.4]. Governors discussed progress. The Co-Head noted that in term of progress in KS2, 12 terms progress is rated at 0. Therefore, more progress has been made than expected e.g. 13 /14 terms progress in 12 terms. Maths has dipped very slightly; however, this will be addressed. Overall, the SLT are pleased with the results.
- Premises: Considerable improvements have been made to the hall floor in the Centre Hall. This has been overseen by the Finance and Premises Officer. A weekend booking, organised by Mrs Bingham, is now successfully operating in the Hall every Saturday. The Specialist Teaching Service is again using the room they rent from the school this term. Further funding has allowed them to return this term.
- A consultation regarding Children's Centres in Cambridge is currently underway. The Co-Head said relevant information had been sent to parents via the school's newsletter.
- Evacuation and Invacuation exercises have been carried out successfully.
- Two working parties, to help rejuvenate the school's garden areas, are being held this term.

The GB Chair thanked the Co-Head for her report and reiterated that if there were any ways in which Governors could support the school then the SLT must inform the GB.

#### 6. SDIP (School Development and Improvement Plan) 2017-18

The meeting noted and discussed the main priorities for 2017-18, noting how the priorities are to be supported:

- Improve the quality of teaching so that all teaching is judged to be good or outstanding
- Improve learning behaviour of vulnerable pupils
- Assessment – establish ways to ensure pupils know where they are on their learning journey and where they need to go next
- Improve progress in all year groups so that gaps between vulnerable groups narrow and attainment is more in line with national expectations

The Co-Head said the SDIP will come to the FGB in December, when the Action Plans are formulated that will fully support the priorities. A Governor noted the need to improve attainment in Science and suggested the Curriculum monitoring group should visit this subject area. The Co-Head agreed with this suggestion, noting that Science is a key area within a broad curriculum and links to the IPC; therefore, it is important to ensure that Science is taught systematically. A Governor asked about feedback from the 2016-17 SDIP. The Co-Head said reports to Standards contain these details. The meeting discussed ways of linking back priorities within the 2016-17 SDIP to their final outcomes. A Governor suggested an overview is put together for Governors, with headlines to join different documents, including sharing monitoring groups' conclusions from visits. The Acting Deputy Head said that RAPS are reviewed at the end of the academic year, so leaders can measure their success. If some success criteria is judged not to have been satisfactorily met, then some action points will be carried over. A Governor asked if a five-year strategic plan would be helpful to review objectives. The Co-Head explained that the priorities are drawn together that mirror the cycle of ongoing improvement, as referenced in the school's SEF, so the main priorities drive improvement. If some priorities remain, it is because they address a priority area for the school e.g. narrowing the gaps in progress between vulnerable groups. The Chair asked Governors if they had any further comments on the SDIP priorities: a Governor asked about the inclusion of Writing and Attendance. The Co-Head noted Writing is within the priority of improving the quality of teaching and using assessment to ensure gaps are being closed for vulnerable groups. Attendance has been pleasing this year and the school will continue close monitoring this year. A Governor asked if differentiation is planned to meet the needs of a pupil, to enable them to take the next steps on their learning journey. The Co-Head explained that e.g. in Writing, when asking children to use a story map to draft a story, some children need different types of support, as they are working at different levels. Some may need a 'scaffold' of events, or some may need access to other activities that allow different ways of recounting. ACTION: In conclusion, the Chair asked that at the July FGB, the priorities in the SDIP should be RAG rated for Governors. This would give Governors an intermediate overview of the success rate within this year's SDIP.

#### **7. Annual appointment of named Governors**

The meeting discussed and agreed that the named Governors last year had fulfilled their roles very well and, if they willing should continue this year, 2017-2018. The following Governors were then appointed to the named responsibilities:

**Safeguarding/Child Protection/Looked After Children: Reverend Adams, Mrs Mason-Bell, Mr Grenz**

Proposed by Mrs Cook, seconded by Ms Meynell. Agreed by all.

**SEND: Mr Campbell**

Proposed by Mr Grenz, seconded by Mrs Thomas. Agreed by all.

**Equality and Diversity: Ms Meynell**

Proposed by Reverend Adams seconded by Mr Grenz. Agreed by all.

**Health and Safety: Mrs Cook**

Proposed by Reverend Adams, seconded by Mr Grenz. Agreed by all.

**Data: Mr Henderson**

Proposed by Ms Meynell, seconded by Mrs Cook. Agreed by all.

**Heads Performance Management 2017-2018: Reverend Adams, Mr Henderson, Mrs Mason-Bell. It is noted that the GB Chair, Mr Smith, is also included within this group. However, Mr Smith would only participate in the unforeseen event of a named Governor being unexpectedly unavailable.**

Proposed by Mrs Thomas, seconded by Mr Grenz. Agreed by all.

**Safeguarding Update:** The Co-Head noted that a meeting is to be arranged with the Safeguarding Governors to compile a schedule of Safeguarding monitoring visits for this year. This will be reported back to the GB at the next meeting.

Reverend Adams' written report of her Safeguarding visit on 3 July 2017 to monitor first aid and emergency procedures was distributed at this meeting. This visit had been verbally reported at the GB meeting on 13 July 2017. Reverend Adams thanked Mrs Cook for facilitating an excellent visit.

The Chair thanked Governors for the commitment to their roles.

#### **8. Governor Monitoring Groups**

The Chair asked the meeting if it was satisfied all areas are covered by the named monitoring groups. The Co-Head said she was satisfied the named groups will cover monitoring within main areas of the SDIP. A Governor asked if the well-being of staff is being monitored, as Governors need to be mindful of the well-being of all within the school. The Co-Head said this is an area that the SLT will be monitoring. ACTION: the Chair asked that Staff Well-Being is an agenda item at a future meeting.

The meeting then discussed and agreed the membership of the monitoring groups for 2017-18:

**SEND: Mr Campbell (Lead), Ms Meynell.**

Proposed by Reverend Adams, seconded by Mrs Went. Agreed by all.

**Curriculum: Mrs Went (Lead), Ms Meynell, Miss Joomun, Dr Abbas.**

Proposed by Mrs Thomas, seconded by Mr Henderson. Agreed by all. It was noted that one Governor may need to participate by email.

**Maths: Mrs Thomas (Lead), Mr Henderson, Mrs Mason-Bell, Ms Meynell.**

Proposed by Reverend Adams, seconded by Mr Grenz. Agreed by all.

**Writing: Mrs Went (Lead), Reverend Adams, Mr Lewis.**

Proposed by Ms Meynell, seconded by Mrs Thomas. Agreed by all.

The meeting discussed how the groups could most effectively liaise with staff involved within these areas. The Co-Head said reports from monitoring groups keep Governors informed by asking challenging questions, that link with the SDIP and suggested a member of the SLT could link with the monitoring groups. The Chair agreed with this comment and said there should be one point of staff contact for each of the four priorities, as Governors must ensure all four priorities are covered by the monitoring groups. The Chair suggested the main challenge for the Leads of the monitoring groups is to find out, during a group visit, how effectively the SDIP priorities are being addressed by the school.

The Chair thanked Governors for their commitment and asked groups to submit written reports of their visits.

#### **9. Annual membership of the GB's Committees and Development Group**

The meeting discussed the current membership and agreed an unchanged membership for 2017-18. The Chair noted that the Acting Deputy Head is welcome to attend Committee meetings as a visitor. The Deputy Head is already an invited attendee.

##### **Standards Committee:**

Reverend Ruth Adams, Philip Henderson, Sarah Joomun, Angela Leach/Hannah Kidney (Co-Headteacher), Louisa Meynell, Jennifer Thomas, Nicole Went.

**Visitors (non voting):** Iain Smith, Suzanne Wernham (Deputy Headteacher).

**Membership proposed by Mr Grenz, seconded by Mr Smith. Agreed by all.**

##### **Resources Committee:**

Dr Mark Abbas, Martin Campbell, Heather Cook, Karl Grenz, Hannah Kidney/Angela Leach (Co-Head), Mark Lewis, Angela Mason-Bell, Iain Smith.

**Visitors (non voting):** Suzanne Wernham (Deputy Headteacher), Mrs Bouttell (School Business Manager).

**Membership proposed by Mr Henderson, seconded by Reverend Adams. Agreed by all.**

##### **Development Group:**

GB Chair, GB Vice Chair, Chairs of Committees and Data Governor when appropriate.

Membership proposed by Mrs Thomas, seconded by Reverend Adams. Agreed by all. The meeting noted that membership of this group is stipulated in the Terms of Reference.

#### **10. Policies/Documents to be adopted by the GB**

##### **Safeguarding and Child Protection Policy**

The Co-Head said the model has recently been revised by the ECPS. Point 2.4.17 covers instances where pupils are educated offsite or in alternative provision, the school and the provider will have clear procedures about managing safeguarding concerns between the two agencies. This point has been written by Mrs Kidney. In answer to a Governor's question, the Co-Head said Pre-School is not referenced within this point, as they are never off site and are always with their Lead Practitioner. The policy continues to include, as an appendix, the 'allegations of abuse against adults who work or volunteer in a childcare setting ... what to do' flowchart.

**The Safeguarding and Child Protection Policy was proposed for adoption by Mr Grenz, seconded by Reverend Adams. Agreed by all.**

##### **Escalation Policy**

The Co-Head said this Policy is to be added as an appendix to the Safeguarding and Child Protection Policy. The meeting discussed this Policy. The Co-Head said it sets out the steps professionals follow if there is a concern about the way a concern has been dealt with by a professional. If all the steps have not been taken, there is a need to escalate action. The meeting agreed it is helpful to have a proper procedure set out to follow, to protect the best interests of children.

**The Escalation Policy was proposed for adoption by Ms Meynell, seconded by Mrs Went. Agreed by all.**

##### **Governors Visits Policy**

This Policy has been reviewed by a Governor. The meeting discussed the need for Governors to conduct visits in such a way that they are not seen to be imposing; therefore, good co-ordination and liaison with staff is important. The Chair said that if Governors have any concerns during a visit, they should immediately contact a Co-Head. The meeting discussed various points

within the Policy, including the number of visits per term. A Governor noted visits could take different formats e.g. meeting with a member of the SLT, or undertaking a learning walk. Visits link primarily to the monitoring of the SDIP by visits from Governors monitoring groups. The Chair said it is expected for each group to visit no more than once each half term. If the Co-Heads would like more frequent visits, they should inform Governors.

**The Governors Visits Policy was proposed for adoption by Reverend Adams, seconded by Mr Grenz. Agreed by all.**

*8.15pm Mr Henderson left the meeting. The meeting remained quorate.*

### **EPM Model Disciplinary Rules for all Employees**

#### **EPM Model Disciplinary Procedure Relating to Misconduct for all Employees**

The Chair said these are the latest model documents from the school's HR provider.

**The EPM Model Disciplinary Rules for all Employees and the EPM Model Disciplinary Procedure Relating to Misconduct for all Employees were proposed for adoption by Mrs Went, seconded by Mr Grenz. Agreed by all.**

### **Teachers Pay (EPM Update)**

This is held as a confidential note.

*8.30pm Mrs Wernham and Miss Fonseka (visitors) left the meeting.*

*8.55pm Mrs Cook left the meeting. The meeting remained quorate.*

## **11. Committee Reports**

### **11.1 Standards**

This Committee has not met yet. The Committee will reference priorities in the SDIP.

### **11.2 Resources**

This Committee has not met yet. The Committee will continue to monitor the budget closely.

### **11.3 Development Group**

This Group has not met recently.

## **12. Training and Development**

The Co-Head said CGS run courses on Esafety for Governors. There may be online courses available as well.

Prevent training: the Co-Head said she and Mrs Wernham would offer a training session for Governors in school. The session would be about 45 minutes. It would be helpful if Governors could commit themselves to attending this training, as it would give them a full awareness and understanding of the Prevent agenda and duty placed on schools. A Governor noted that Prevent sits within Safeguarding and it may be helpful for the three Safeguarding Governors to attend training and report back to the GB about the areas Governors need to engage in. ACTION: the Co-Head will liaise with Governors about a proposed date for Prevent training.

The Chair discussed the costs and possible dates for a proposed in-house training session for the GB on Preparing for Ofsted.

Governors agreed to proceed with booking the training for **Tuesday 7 November 2017 6-8pm**. ACTION: the Clerk will email this date to all Governors.

## **13. Membership of the Governing Body**

A term of office for a Parent Governor ends in November.

## **14. Correspondence**

No items.

## **15. Any other business**

\*The Chair said the GB is asked to approve the following **change of signatories** to the school's bank account: current signatories: Angela Leach, Harriet Owen. To be added: Hannah Kidney, Joanne Bouttell. To be removed: Julie Godfrey, Lynne Stephens.

\*The Chair said the GB is asked to authorise the following persons to be **cheque signatories** for the school's bank account: Co-Headteachers Angela Leach and Hannah Kidney (up to a maximum of £200,000; Harriet Owen and Joanne Bouttell (up to a maximum of £20,000). \*Note the school business manager, Joanne Bouttell will administer the account and will only sign cheques in an emergency. The meeting noted Mrs Bouttell would need another signatory if this situation arose.

Updated financial control documents are to come to Resources from Mrs Bouttell.

\*The Chair said the GB is asked to approve the following staff as **budget holders**: Angela Leach (overall control and responsibility limit £30,000); Hannah Kidney (overall control and responsibility limit £30,000); Joanne Bouttell (Property Maintenance limit £3,000). It was noted these limits are in line with contract regulations.

\* The Chair said that the GB is asked to minute the agreement to the school making **three day payments** in accordance with the signatories on the bank mandate.

**Mr Smith proposed, Mr Grenz seconded that the meeting agree these levels of change, and to the school making three-day payments. Agreed by all.**

The revised Exclusion Guidance issued by the LA (September 2017) was noted by the meeting.

The Chair noted the inclusion in the papers of Guidance note 42: model GB Self Evaluation Tool. This replaces the GB self-audit.  
ACTION: The Chair said the first three points would be discussed at the next meeting.

Further data is required from Governors for Edubase. This governance data is not publically available and will be encrypted within the system. Access is restricted to a small number of users who need it to fulfil their official responsibilities. ACTION: the Clerk will email Governors for this information.

The Headteachers' Appraisal is scheduled for 11 October 2017. Reverend Adams and Mr Henderson will conduct this process, on behalf of the GB. An external advisor has been arranged and will communicate with the HT PM Governors.

**16. Date of the next meeting: Thursday 7 December 2017 at 6.30pm.**

The meeting ended at 9.10pm.