

SWAVESEY PRIMARY SCHOOL GOVERNING BODY
Full Governing Body Meeting Minutes, 11/12/2019

Swavesey Primary School
Middlewatch
Swavesey
Cambridge CB24 4RN

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 11/12/2019 at 6.30pm

*Governing Body comprises 14 Governors, of which 14 are in post
Quorum is 50% of those in post: 7*

Present: Anna Norden (AN) – Headteacher
Governors: Colin Oakman (CO) – Chair
Andrew Baker (AB) Tina Carminati (TC)
Jason Dear (JD) Alyson Hart (AH)
Alison Fox (AF) Rachel Hallam (RH)
Diane Herrington (DH) Lynsey Fulcher (LF)
Nathan Keen (NK) Laura McAuley (LMc)
Hannah Parish (HP) Lucy Parsons (LP)

The Meeting was quorate

In Attendance: Associate Members: Wendy Whistler (WW)

Recorded by: Linda Miller, Clerk

ACTIONS

1. **Apologies** received and accepted from: Nathan Keen (NK) – leave early
Andrew Baker (AB) – late arrival, Jason Dear (JD) – late arrival

Chairman welcomed two new Parent Governors, Lucy Parsons and Rachel Hallam, introductions were made by all Governors. Chairman also confirmed that Laura McAuley had been re-elected as the Staff Governor for a further two years.

Chairman recorded the Governing Body's condolences to Mark Campbell and his family on the loss of his wife Sarah. Mark had been a long-standing Governor and Chair of Governors. A card would be delivered from all on the Governing Body and at the School.

2. **Declaration of interests** - None
New Governors to complete declarations of pecuniary interests forms and to sign the Code of Conduct.
3. **Minutes and Matters arising from the meetings held on 16/10/19**
Minutes of the meeting held on 16/10/19 approved as a correct record.
All actions confirmed as having been completed.

4. Governor Membership

- Governing Body now has full membership
- Committee membership – LP will join Resources Committee and RH will join CLA
- Subject link roles to be reviewed within CLA Committee. AF looking for support to reduce personal commitment, plus the important SEND governor role to fulfil.
- Remuneration Committee – to be deferred, Chair to discuss with Head Teacher

5. Committee Reports

- CLA – 27/11/19
 - AF gave brief overview and noted the clay frog which children had made from clay in the school garden.
 - Discussion over boys writing across the curriculum, an English objective for this year.

Approved:  Chair

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ACTIONS

(AB & JD joined the meeting)

- NK asked about male role models for pupil writing and whether any visits to school could be arranged. Offer made for his father to visit, who is a short-story writer. Chair welcomed this. **ACTION: NK to arrange with AN.**
- Resources – 30/10/19
 - LF gave an overview highlighting discussions over budget pressures and rising costs. A letter has been sent to parents this month to explain/highlight the budget pressures and government funding.
 - Strategic Objectives updated and approved.

6. Headteacher's report - circulated

AN Noted:

- LA KIT Inspection – very favourable report circulated. AN recorded her thanks to all staff members. Chair congratulated AN and staff.
- Pupil attendance noted as good.
- Request made to bring the January Resources meeting forward due to discussions over budget implications. To be arranged over email with a smaller group than full Resources committee – aiming for the 15th January 2020. **ACTION WW/LF to arrange**
- CLA Committee is carrying out ongoing reviews re the 38 pupils in Reception year, to see how the class is working re the high number.
- 3 school projects highlighted and noted: When Cambridgeshire Sings; Cow's about Cambridge art project; Spring term Eco-project (science link).
- Office staff now in place and settled. Chair recorded Governing Body's thanks to Mrs K Collier for her time and work with the PTA and school over recent months and who has now left the school.
- Governors all invited to attend the Christmas lunch on 18th December.

WW gave a Budget update:

- WW and Chair had attended the LA budget briefing. School has been capped on pupil funding over the past two years, however it is hoped that changes will enable some of the lost funding to be regained over the next year. Although pupil numbers within the school are continuing to decrease.

(7.30pm – NK left the meeting)

- School is now in the consultation period with the LA on budget proposals. Chair will respond, in addition to WW and AN.
- Catering Tender – WW thanked JD and HP for their help and confirmed the school will be changing its contractor from 1st January.

7. Safeguarding

Report from AH circulated including SCR check. No questions.


8. Strategic Objectives - Reviewed no amendments made, progress with Induction Training and Terms of Reference for Remuneration committee noted.

9. Governing Body Self Evaluation/Audit of Governing Body Effectiveness GGN 42 Chairman to update on questions for review and future review procedure

Review of Ofsted Ready questions

No.5 Do your children make good progress across all year groups at your school?

- Do you receive information on the performance of different groups of children, eg boys, girls, SEN, EAL, FSM
- If some groups are not making expected progress what happens to accelerate their learning?

Approved: 

Chair

Date: 

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ACTIONS

- Are any additional strategies monitored and reviewed?

How do you know?

Yes:

HT report highlights performance information through the TOP and meeting reports.

CLA regularly reviews data on a rolling schedule and through:

- Different focus groups within the committee;
- Governor visits focusing on areas reviewed within CLA;
- During 2019 CLA invited Phase Leaders to each meeting to discuss progress and where CLA might offer support;

Senior Management Team:

- Pupil progress meetings termly
- Assess data requirements and meet as a Phase, due to split and multiple year group classes.
- Additional support is organized as required and regularly reviewed and monitored.
- Learning Walks and specific focus visits

CLA monitors and reviews all strategies and works closely with Phase Leaders.

CLA Minutes are very detailed and report back to FGB on all items discussed.

10. Staff Governors to feedback any staff comments

LMc – Teaching staff: no items to report.

AH – Support Staff:

- Noted the office admin is working well now with new staff.
- Question about child wellbeing courses to be raised with Mid-Day Supervisor.
- EY&P letter read out, very positive news on EY&P attendance and progress.
- Thanked Governors for their support and wellbeing days.

11. Report on Governor Visits

CLA – visit strategy now in place for visits schedules. Reminder to let CLA know when visits are taking place.

12. Governor Training

AB had completed online Safer Recruitment refresher training

CO alongside other Governors and staff had attended Child Protection training and the Budget Briefing

13. Correspondence

- Thank you letters to all Governors from Johnathon Lewis re. National Governance Day

14. Items for Information and Next Meeting Agenda

- To arrange additional Resources meeting re budget discussions.
- Agreed that governors should attend the forthcoming parents evenings to give parents opportunity to meet and ask questions.

15. Date and Time of Next Meeting: Weds 12th February 2020, 6.30pm

Meeting closed at 8.00pm

Date	Action		
11/12/19	Governors to attend parents evenings on 10 th & 12 th Feb – CO to circulate doodle poll or spreadsheet to agree slots for governor support.	TBA	next term

Approved:

 Chair

Date:

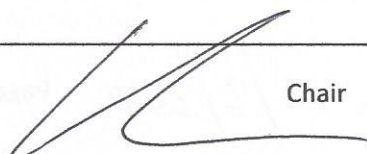
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11/12/19	CLA to review link roles allocation, noting SEND vacancy needs filling too, and Lucy Parsons may also be able to support.	TBA	AF/CLA
11/12/19	Additional Resources meeting to be arranged (15/1/20)	TBA	LF,AN,CO
11/12/19	To arrange visit to school re. boys writing	TBA	NK

Approved:



Chair

Date:

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