

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 13/12/2023 at 6.30pm.

Governors present: Anna Norden (AN) – Headteacher
Hannah Parish (HP) – Chair
Lynsey Fulcher (LF)
Tina Carminati (TC)
Nicola Griffiths (NG)
Rachel Sprawson (RS)
Lucy Poskitt (LPo)
Catherine Cannon (CC)
Steve Byfield (SB)
Stuart Nunn (SN)

Apologies:

Rachel Hallam (RH)
Claire Daniel (CD)
Youping Han (YH)
Bob Adams (BH)

Clerk: Charlene Monk (CM)

	Action
<p>1. Welcome and Apologies for absence. The Chair welcomed all to the meeting, including new Parent Governor Stuart Nunn (SN). Apologies had been received and were accepted from Rachel Hallam, Claire Daniel, Youping Han and Bob Adams. The meeting was quorate.</p> <p>Acknowledged difficult few weeks and the response from school was very well thought through and compassionate. Thank you to all Governors for their ongoing support.</p>	
<p>2. Declaration of interests None declared.</p>	
<p>3. Election RH (Term ended 17.10.23) and CC (Term ended 08.12.23) self-nominated to be re-elected as Co-opted Governor's for a 4-year term. RH was not present at the meeting. The clerk undertook the process for the election. Agreed: All Governors in agreement with a show of hands. RH and CC were appointed Co-opted Governor's. Noted HP term due to end March 2024 and CD term due to end August 2024. Action: HP is a Parish Council Governor, meeting to be scheduled with Parish Council to discuss clarification of role in January. Action: CM to add as an agenda item for March FGB.</p>	HP/AN CM
<p>4. Minutes of the Previous Meeting (27.09.23) and Matters Arising The minutes of the Full Governing Body meeting held on 27/09/23 had been uploaded to GovernorHub for all to read in advance. It was agreed that they were a true record.</p>	

Approved: 

Chair

Date: 7th Feb 2024

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 13/12/2023

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<p>of the meeting and should therefore be approved and signed. The open action was considered and discussed. Agreed: With reference to school policies, it was agreed to collate/populate spreadsheet each time a policy is ratified.</p>			
Item	Action	Responsible	
2	The Clerk reminded all to update their annual declarations of interest on GovernorHub. - Closed	All	
3	SB to go through the school's policies to check what the governing body had responsibility for, so that this could be monitored effectively. All to inform SB of any policy updates moving forward. – Closed	All	
5	It was agreed that membership should be reviewed again at the next FGB. – Closed	CM / Next FGB	
5	It was agreed that the Committee Chairs action for next FGB is to review, approve and ratify decisions from the Committees. – Closed	RH, KT	
5	LF to re-send subject links/responsibilities document in advance of the next FGB. Covered under agenda item 5.3. Action: TC to access emails to search for older version to update of the subject links/responsibilities document.	TC	
5	LF to send an email to both Associate Members to inform them that the Governing body would like their membership/support to continue. – Closed	LF	
5	TC to update the date on the Code of Conduct and place in the "document" folder in GovHub. – Closed	TC	
5	Once updated, all to read the Code of Conduct in GovHub and it was agreed to postpone the adoption to the next meeting. – Closed	All	
5	Instrument of Government It was agreed to postpone to the next FGB. Covered under agenda item 5.3 – Closed	CM / Next FGB	
5	LF to revisit the Instrument of Government document and all to approve at next FGB. Covered under agenda item 5.3 – Closed	LF	
5	Diversity Data: TC & LP to collate the survey as an e-form and all to complete. Action: All to send individual responses to CM to collate.	CM / ALL	
5	All to update the Skills Audit. – Closed	All	
6	AN to create a document entitlement noting all the experiences a child should have had in school by Year 6. – Closed	AN	
6	AN to finalise SDP for all to access in GovHub. – Closed	AN	
8	AN to make the Safeguarding presentation available to all via GovHub. – Closed	AN	
8	Allegations of abuse against staff -_AN to update with the KCSIE changes and all to ratify via email. – Closed	AN	
8	Attendance Policy -_ratify changes to the Attendance policy at next FGB. – Closed	CM / Next FGB	

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	Action
<p><i>Q./What is the time and cost element associated with administering absence reporting?</i> High admin and cost burden as it is a very time-consuming task. Letters sent to all those with 96% below attendance, manual process and identifying type of letter to send.</p> <p><i>Q./What % of those taking term time holidays inform the school in advance?</i> Approximately 80% inform the school in advance (transparent and upfront).</p> <p><i>Q./Training, regarding Ruth Perry enquiry? OFSTED</i> Mental health of staff is paramount, governors will attend new and ongoing training so they can support the school the right way.</p> <p><i>Q./Did any Governors attend the Johnathan Lewis budget presentation via zoom?</i> Yes, Governor was pleasantly surprised, most familiar, noted that WW keeps Governors up to date and is confidence and transparent.</p>	
<p>7. Safeguarding Safeguarding audit report. Link Governors to take more of a Lead role in these items and more ownership. Good practice for when OFSTED talks to Governors. Reassuring knowing OFSTED window and that Safeguarding continuous to be high priority. Current process is robust, continually measured and approved upon.</p> <p>Thank you all, applause to SLT and school. Agreed: Governors agreed to share information with others.</p>	
<p>8. Policies <u>8.1 Attendance Policy</u> The policy was approved.</p> <p><u>8.2 Separated Parents Policy</u> The policy was approved.</p> <p><u>8.3 Communication Policy</u> The policy was approved.</p>	
<p>9. Pupil, Staff and Stakeholder's wellbeing <i>Q./ How is staff wellbeing generally?</i> Understandably low during the last few weeks, however staff feel very supported. Year 4 children impacted the most.</p> <p>Monitoring and Evaluation of PHSE Curriculum whilst supporting the children.</p> <p>Governors discussed the effectiveness of a "Wellbeing survey" to gain perspectives now, to support people as this could act as a valuable "block." Learn from last few weeks, positive "culture" repeating back to staff. The survey uptake will act as a barometer, reflection and narrative.</p>	

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Linked Governor roles will assist with building relationships and supporting others. Aware of the financial situation, will have an impact on wellbeing.	
10. SEND Update A robust SEND audit and action plan in place moving forward. 3 areas of focus: - IT support to those with SEND, communication with parents of SEND children, personal interest, provision for those with dyslexia. Focused on wellbeing last few weeks, Dyslexia training undertaken, further develop communicate with parents. APDRs re-introduced, with specific needs and targets.	
11. PE Sports Premium Report is complete. Action: AN to upload a copy onto GovHub. The report prioritises access to opportunities, PE, engaging partnership activities, and for PE to remain a high focus. PE Health & Safety Audit has been scheduled for March.	AN
12. Correspondence Stage 3 Complaint concluded in September 2023. Thank you to all Governors involved. Action items from Complaint: <ol style="list-style-type: none"> 1. Complaint Policy to be reviewed with clarification around timeframes. 2. Recommended to clarify SEND Policy vs. Formal Complaints process. 3. More Governors to attend "Complaints Training". Agreed: Governors agreed to allocate 2 Governors for Stage 2 and above, to act as Lead and Support.	
13. AOB/Items for next meeting and Meeting Reflection Thank you to AN and team and all Governors for continued work and support. Governors reflected on the meeting and noted: <ul style="list-style-type: none"> • Well done to HP in her first term as Chair. • SN felt welcomed by the Governing board. • Covered importance of Wellbeing and OFSTED training etc • Governors' familiar with Subject Leads and their Link Roles, reassuring for staff. The meeting closed at 20.36. The next FGB meeting will be held on 7 th February 2024 at 7.15pm. Resources meeting will be held on 7 th February 2024 at 6.00pm.	

Actions

Item	Action	Responsible
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5	LF to re-send subject links/responsibilities document in advance of the next FGB. Covered under agenda item 5.3. Action: TC to access emails to search for older version to update of the subject links/responsibilities document.	TC
5	Diversity Data: TC & LP to collate the survey as an e-form and all to complete. Action: All to send individual responses to CM to collate.	CM / ALL
3	Action: HP is a Parish Council Governor, meeting to be scheduled with Parish Council to discuss clarification of role in January.	HP/AN
3	Action: CM to add as an agenda item for March FGB.	CM
5.1	<u>Committee objective and Actions.</u> Action: TC to access emails to search for older version of the subject links/responsibilities document to update. Go via Committees and back to FGB.	TC
5.3	<u>Governor Committees and Subject Links November 2022.docx - GovernorHub</u> Action: AN to update the document, upload to GovHub and send the link to all.	AN
5.4	<u>Instrument of Government for approval (statutory document for annual review)</u> Draft model document. Action: HP to modify/update the document and all to approve at next FGB.	HP
11	PE Sports Premium Report Action: AN to upload a copy onto GovHub.	AN

Items for Next Agenda

- Committee objectives and actions
- Instrument of Government
- Pupil, Staff and Stakeholder's wellbeing (Standing Agenda Item)

Approved:



Chair

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