

**Minutes of Full Governors Meeting**

Held at Swavesey Primary School on 07/02/2024 at 7.10pm.


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

**Apologies:** Claire Daniel (CD)  
 Lynsey Fulcher (LF)  
 Rachel Sprawson (RS)

**Not in attendance:** Youping Han (YH)  
 Bob Adams (BH)

**Clerk:** Charlene Monk (CM)

		Action						
<p><b>1. Welcome and Apologies for absence.</b>            The Chair welcomed all to the meeting, and welcomed back Rachel Hallam (RH), whose term had expired between FGB meetings. <b>Agreed</b> to check Governor’s term end dates at the beginning of each academic year. Apologies had been received and were accepted from Claire Daniel (CD), Lynsey Fulcher (LF) and Rachel Sprawson (RS). Youping Han and Bob Adams were not in attendance with no apologies received. HP <b>agreed</b> to follow up on those not in attendance with no apologies received. WW was in attendance as Business Manager. The meeting was quorate.</p> <p>HP reminded all of confidentiality and its impact on tonight’s meeting whereby sensitive information regarding structure will be shared in strict confidence.</p>		HP						
<p><b>2. Declaration of interests</b>            None declared.</p>								
<p><b>3. Minutes of the Previous Meeting (13.12.23) and Matters Arising</b>            The minutes of the Full Governing Body meeting held on 13/12/23 had been uploaded to GovernorHub for all to read in advance. It was <b>agreed</b> that they were a true record of the meeting and should therefore be <b>approved</b> and signed.            The open action was considered and discussed.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsible</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>LF to re-send subject links/responsibilities document in advance of the next FGB. Covered under agenda item 5.3.</td> <td>CC</td> </tr> </tbody> </table>		Item	Action	Responsible	5	LF to re-send subject links/responsibilities document in advance of the next FGB. Covered under agenda item 5.3.	CC	
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Approved:  Chair Date: 28<sup>th</sup> March 2024

**SWAVESEY PRIMARY SCHOOL GOVERNING BODY**

Full Governing Body Meeting Minutes, 07/02/2024

			Action
	<b>Action:</b> TC to access emails to search for older version to update of the subject links/responsibilities document – <b>Completed</b> - <b>Action: CC to access old emails to locate the document.</b>		
5	Diversity Data: TC & LP to collate the survey as an e-form and all to complete. <b>Action:</b> All to send individual responses to CM to collate – <b>Ongoing</b>	CM / ALL	
3	<b>Action:</b> HP is a Parish Council Governor, meeting to be scheduled with Parish Council to discuss clarification of role in January. - <b>Completed</b>	HP/AN	
3	<b>Action:</b> CM to add as an agenda item for March FGB. - <b>Completed</b>	CM	
5.1	<u>Committee objective and Actions.</u> <b>Action:</b> TC to access emails to search for older version of the subject links/responsibilities document to update. Go via Committees and back to FGB. - <b>Completed</b>	TC	
5.3	<a href="#">Governor Committees and Subject Links November 2022.docx - GovernorHub</a> <b>Action:</b> AN to update the document, upload to GovHub and send the link to all. Email addresses to be checked. - <b>Completed</b>	AN	
5.4	<u>Instrument of Government for approval (statutory document for annual review)</u> Draft model document. <b>Action:</b> HP to modify/update the document and all to approve at next FGB. - <b>Completed</b>	HP	
11	PE Sports Premium Report <b>Action:</b> AN to upload a copy onto GovHub. - <b>Completed</b>	AN	
<p><b>4. Governing Body Business</b></p> <p><u>4.1 To agree committee objective and Actions.</u> CLA Committee objectives and actions complete and approved. <b>Action:</b> CC to locate Resources Committee objectives and actions from last year for discussion at next Resources meeting and to be approved at FGB.</p> <p><u>4.2 To agree membership of any other panels, including Head Teacher Performance Management.</u> <a href="#">Governor Committees and Subject Links Feb 2024</a> in GovHub. Headteacher Performance Panel meet 3 times a year. <b>Action:</b> HP to update document to reflect this. <b>Action:</b> AN to update with Governor email addresses and staff email addresses.</p> <p><u>4.3 To review Instrument of Government for approval (statutory document for annual review)</u> Statutory document stored by LA – ratified by Governors. <b>Action:</b> HP to upload to Govhub.</p> <p><u>4.4 Term of Office (HP end March 2024 and CD term due to end August 2024)</u> HP term of office ends March 2024. HP is currently a Parish Council Co-opt Governor. Not a requirement to be a member of the Parish Council, however required to be</p>			<p>CC</p> <p>HP AN</p> <p>HP</p>

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<p>nominated by the Parish Council and continue to act as a representative. The Parish Council have chosen to nominate a different person resulting in HP term of office ending March 2024. The Governing board currently has a Co-opt Governor vacancy. HP self-nominated to be appointed Co-opt Governor. HP left the room, and the clerk undertook the process for the election. HP was then duly appointed Co-opt Governor.  <b>Action:</b> CM to send all relevant paperwork to HP regarding election. The Parish Council have nominated Marc Moore (parent) as the Parish Council Co-opt Governor. <b>Agreed:</b> MM will form part of the Resources Committee.</p> <p><u>4.5 Governor Skills Audit responses</u>                      All discussed the responses of the skills audit. Noted 4 responses currently outstanding.                      Scores of 1-2 illustrate the weak areas, scores of 3-5 illustrate the strengths.  <b>Agreed: HTPM panel</b> – To structure panel members as a rolling panel for best practice. Look at Risks and Impact and note specifics to Committee’s and skill set.                      With reference to line 5 – <b>Agreed:</b> to add standing agenda item at the end of FGB meeting to cover “Reflection on meeting, key risks identified and impact.”  <b>Action:</b> CM to add to FGB standing agenda item moving forward.  <b>Agreed:</b> cover Skills Audit in September FGB meeting, yearly and cover governor training and experience, progress vs needs.</p>	<p><b>CM</b> <b>MM</b></p> <p><b>CM</b></p>
<p><b>5. Head Teacher Report</b> – including update on budget implications for 24/25 and impact on school structure 24/25 and staffing.</p> <p><b>Item covered in *Confidential minutes*</b></p>	
<p><b>6. Safeguarding</b>                      Positive Safeguarding audit report (external LA audit). Resulted in feedback around policies, procedures and robust implications. Safeguarding remains a focus.</p> <p><b>Action:</b> AN – CLA Committee Summer term agenda item (1 Policy) First Aid.  <b>Action:</b> SB to upload the Safeguarding audit report onto GovHub.</p>	<p><b>AN</b> <b>SB</b></p>
<p><b>7. Policies</b>  <u>8.1 Attendance Policy</u>                      The policy was <b>approved</b>.</p> <p><u>8.2 Separated Parents Policy</u>                      The policy was <b>approved</b>.</p> <p><u>8.3 Communication Policy</u>                      The policy was <b>approved</b>.</p> <p><b>Policies</b> – (need to remember to send action to WW for updated policies to be added to Every)  <u>7.1 Discussion on number of years for policy review</u>  <b>Agreed</b> Safeguarding policies to reviewed annually and those with “significant changes”, if not every 3 years for a full review.</p>	

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Chair Date: 28<sup>th</sup> March 2024


	<b>Action</b>
<p><b>Action:</b> WW to create a spreadsheet with suggested review frequency and bring back to FGB for discussion and approval. Red – 1 year, Amber 2-5 years, Green 5 – 10 years.</p> <p><u>7.2 Policy for dealing with unreasonable complaints.</u>            The policy was <b>approved</b>.</p> <p><u>7.3 Freedom of Information Policy</u>            The policy was <b>approved</b>.</p> <p><u>7.4 Freedom of Information Publication (ICO document checking for updated publication and ratifying on going agreement)</u>            The policy was <b>approved</b>.</p> <p><u>7.5 Action for changing Complaints policy to add SEND matter from ‘complaint’.</u>  <b>Agreed</b> defer to Resources Committee (statement – dealt under SEND Policy not Complaints Policy – look at timelines.</p>	<b>WW</b>
<p><b>8. Pupil, Staff and Stakeholder’s wellbeing</b>            Staff feel supported but Governors are aware the reduction in staff hours is starting to have an impact on the ability to maintain the same high standard of education.</p>	
<p><b>9. SEND Update</b>            RH shared the SEND Report from visit in July. <b>Action:</b> RH to upload a copy onto GovHub.            The report highlighted the positive SENCO, compared to other local schools, and support with SEND with the snug, SENCO and good reputation for SEND support offered.            Need for Audit focus this year on reporting.            Lower ability children resulting from the knock-on effect from Pandemic. Emphasised the importance of “Reading” volunteers back in school and general increase of volunteers since last year.</p> <p><i>Q./Closes the outstanding trial, back on 2 complaints?</i>            A. Look at Complaints Policy.</p>	<b>RH</b>
<p><b>10. PE Sports Premium</b>            Report is complete and available on GovHub to read.</p>	
<p><b>11. Correspondence</b></p> <ul style="list-style-type: none"> <li>• Letter sent to Anthony Browne MP</li> <li>• Resources Committee - Baptist Church £1,000 voluntary donation received on top of letting fees.</li> </ul>	
<p><b>12. AOB/Items for next meeting and Meeting Reflection</b></p> <p><u>Music Subject Link visit with Aly Ratcliffe</u>            SB reported that the music provision is exceeding, driving the standardisation of music provision across classes. Covering all aspects of the teaching of music with the national curriculum, objectives and Governor support.</p>	

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<p><u>Website Audit</u> Deep dive currently taking place, the CLA changes are not easy to find. Navigate a streamline process.</p> <p><u>Governor Training</u> HP has attended various Governor Training courses recently. OFSTED window approaching and the website acts as a shop window into the school. Useful handouts, OFSTED questions, School Development Plan, not School Improvement Plan, positive focus, all available on GovHub for Governors to read.</p> <p>Recent xternal monitoring visits across various subjects and disciplines provide clear evidence that the positive feedback about the performance and development at the school that we are getting from AN and the SLT is accurate. Acknowledgement of thanks, effort and appreciation, well done to all those involved.</p> <p>Thank you to AN and team and all Governors for continued work and support.</p> <p>The meeting closed at 21.20. The next FGB meeting will be held on 27<sup>th</sup> March 2024 at 6.30pm. Resources meeting will be held on 14<sup>th</sup> March 2024, tbc.</p>	

**Action items**

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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. <b>Action:</b> TC to access emails to search for older version to update of the subject links/responsibilities document – <b>Completed - Action: CC to access old emails to locate the document.</b>	CC
5	Diversity Data: TC & LP to collate the survey as an e-form and all to complete. <b>Action:</b> All to send individual responses to CM to collate – <b>Ongoing</b>	CM / ALL
<b>Actions from 07/02/2024</b>		
1	HP <b>agreed</b> to follow up on those not in attendance with no apologies received.	HP
4.1	<b>Action:</b> CC to locate Resources Committee objectives and actions from last year for discussion at next Resources meeting and to be approved at FGB.	CC
4.2	<a href="#">Governor Committees and Subject Links Feb 2024</a> in GovHub. Headteacher Performance meet 3 times a year. Action: HP to update document to reflect this. <b>Action:</b> AN to update with Governor email addresses and staff email addresses.	AN
4.3	<u>To review Instrument of Government for approval (statutory document for annual review)</u> Statutory document stored by LA – ratified by Governors. <b>Action:</b> HP to upload to Govhub.	HP

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4.4	CM to send all relevant paperwork to HP regarding election. The Parish Council nominated Marc Moore (parent) as the Parish Council Co-opt Governor. <b>Agreed:</b> MM will form part of the Resources Committee.	CM
4.5	<b>Agreed:</b> to add standing agenda item at the end of FGB meeting to cover "Reflection on meeting, key risks identified and impact" <b>Action:</b> CM to add to FGB standing agenda item moving forward.	CM
6	<b>Action:</b> AN – CLA Committee Summer term agenda item (1 Policy) First Aid.	AN
6	<b>Action:</b> SB to upload the Safeguarding audit report onto GovHub.	SB
7.1	<b>Action:</b> WW to create a spreadsheet with suggested review frequency and bring back to FGB for discussion and approval.	WW
9	SEND Report, visit in July, undertaken by RH. <b>Action:</b> RH to upload a copy onto GovHub.	RH

### Items for Next Agenda

- Committee objectives and actions – Resources Committee
- Diversity Data
- Instrument of Government
- Policy Review schedule
- Reflection on meeting, key risks identified and impact (Standing Agenda Item)

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