

Minutes of Full Governors Meeting

Held on 01/05/2024 at 6.30pm at the school.

Governors present: Anna Norden (AN) - Headteacher
Hannah Parish (HP) - Chair
Catherine Cannon (CC)
Bob Adams (BA)
Rachel Sprawson (RS)
Steve Byfield (SB)
Nicola Griffiths (NG)
Lucy Poskitt (LPo) – Associate Member
Claire Daniel (CD)
Marc Moore (MM)
Stuart Nunn (SN)
Wendy Whistler – Associate Member, School Business Manager

Apologies: Tina Carminati (TC)
Lynsey Fulcher (LF)
Rachel Hallam (RH)

Not in attendance: Youping Han (YH)

Clerk: Charlene Monk (CM)

		Action
<p>1. Welcome and Apologies for absence.</p> <p>The Chair welcomed all to the meeting. Apologies had been received and were accepted from Tina Carminati (TC), Rachel Hallam (RH) and Lynsey Fulcher (LF). Youping Han (YH) was not in attendance with no apologies received. WW was in attendance in her role as School Business Manager for item 8. Budget 2024/25, which was brought forward in the agenda and left at 18.43pm. The meeting was quorate.</p>		
<p>2. Declaration of interests</p> <p>None declared.</p>		
<p>3. Minutes of the Previous Meeting (27.03.24) and Matters Arising</p> <p>The minutes of the Full Governing Body meeting held on 27/03/2024 had been uploaded to GovernorHub for all to read in advance. It was agreed that they were a true record of the meeting and should therefore be approved and signed.</p> <p>The open actions were considered and discussed.</p>		
Item	Action	Responsible

			Action
	Actions from 27/03/2024		
4.4	AN & HP to meet to discuss plan and acknowledged that it is good to have reminders for future terms of office to plan. – Discussions taking place - Completed	AN & HP	
4.5	Diversity Data - All to complete individual personal information in GovHub. Once all information is complete CM to run a more up to date report. - Completed	ALL	
5	AN to formally document that the money from the fine, unauthorised absence, goes to the LA not the school. – to include in next attendance update - Completed	AN	
5	Cultural Entitlement Document - All on Govhub – All to look at, and send comments to AN. - Completed	ALL	
5	TOC – Calendar finalised yesterday and shared. AN to upload to “shared documents” area in GovHub, Governors encouraged to join, relating to Subject Lead or Link Lead areas. - Completed	AN	
7.1	WW and AN Continue to work on Policy review schedule, and present spreadsheet at next FGB. – ongoing – document collated.	WW & AN	
9	AN to upload the key document letter from LA to GovHub “Key documents” folder. - Completed	AN	
10	Resources Chair received a response from her letter sent to A Browne MP highlighting the schools financial situation. CC to upload the letter to GovHub. - Completed	CC	
11	Monitoring Visit - LF to write up visit and add to GovHub. – ongoing	LF	
11	11 th April, cakes, and crafts. AN to include in this week’s school newsletter to remind parents and AN to set up a reminder email to remind parents before the date as during Easter school holidays. - Completed	AN	
4.Governing Body Business			
<p>4.1 Term of Office (CD term due to end August 2024) The Chair thanked CD for her service on behalf of the Governing Board. Due to CD end of term, August 2024, the board will have one Co-opted Governor vacancy from September 2024. One potential candidate with previous Governor experience and a finance background has shown an interest in the vacancy.</p> <p>4.2 Diversity Data The Diversity Data report was shared with the Governing Board during the meeting. Discussions followed, and in summary the following points were noted:</p> <ul style="list-style-type: none"> • The Governing board have awareness of the un-representation of diversity. • Understand and discussed the idea of conscious bias. • The Governing board ensured they would be mindful of diversity and under-represented areas when making decisions. <p>4.3 Annual Reports</p>			AN/CC/HP

	Action
<p>Action: AN/CC/HP and NG to meet before the end of term to produce the Schools Annual Reports.</p> <p>Governor Support, Questions and Challenge <i>Q./ Can Governor recruitment advertisements be specific around recruiting un-represented diversity groups?</i> <i>A./ Consideration and awareness needs to be taken in future for representation of diverse groups in addition to network and gaps in skill set.</i></p>	
<p>5. Headteacher's Report</p> <p>The Headteacher apologised that the report had been circulated later than intended. AN noted that it had been less than three school weeks since the previous Headteacher report, so only the essential information had been included:</p> <p><u>Attendance</u> Attendance during the last week of term dropped due to term time holidays. Attendance for the last 3 weeks of this term has improved.</p> <p>Governor Support, Questions and Challenge <i>Q./ In reference to the Headteacher report shared, was there funding attached to the school avoider?</i> <i>A./ Yes, funding was attached to the school avoider, however funding stopped once child was off the school role, this was anticipated in the budget.</i></p> <p><u>Transition</u> Transition will be a standing agenda item for the summer term FGB Meeting's. For Year 6 to Year 7 transitions the majority of Year 6 pupils will transition to Swavesey Village College (SVC) with a strong transition plan in place, whilst a small number of pupils will be attending other secondary schools in the area. However other secondary schools do not offer the same comprehensive transition as SVC.</p> <p><u>School Self Evaluation Form (SEF)</u> The SEF requires regular updating with changes being made to sections at a time. Noted in the Head teacher report that the recent proposed changes were highlighted in yellow text. Discussions took place, in detail around removing "with outstanding aspects" and replacing with "good." The rationale behind replacing the text was due to the schools decline in attendance. However, after much thought by all, it was agreed that this rational was too harsh as attendance is not a controlling factor and no process is robust enough to stop term time holidays and the greater impact on attendance. All Governors acknowledged that the school continues to manage and communicate to parents and carers the importance of term time holidays and the impact on attendance.</p> <p>Action: AN to update the SEF and place in the key document folder in GovHub.</p> <p>Governors thanked AN for the helpful report.</p>	<p>AN</p>

	Action
HP, on behalf of the Governing board thanked CC and NG for covering school lunchtime duties.	
<p>6. Safeguarding Update</p> <p>Safeguarding had been covered in the Head teachers report. SB reported that a new Designated Safeguarding Lead (DSL) was trained last week, totalling five DSLs in school.</p> <p>Action: SB and AN to confirm date for the next Safeguarding visit.</p>	SB & AN
<p>7. Ofsted</p> <p>HP recently attended an Office for Standards in Education, Children’s Services and Skills (Ofsted) Training course and informed all Governors that they are entitled to attend a Local Authority (LA) provided, by Governor Services, free session on Ofsted as the school now falls within the Ofsted inspection window.</p> <p>Noted that Ofsted are potentially due to visit the school during the second part of summer term (June to July 2024) or during Autumn Term (September to December 2024) at the very latest. Therefore, creating a need for the school to be Ofsted ready, with all Governors onboard.</p> <p>Governors will be required to prepare for the Ofsted School visit, and be able to answer questions relating to how the school works, challenges, and documentation (for example Head Teachers report, SEF (School Self Evaluation form), SDP (School Development Plan), Fully Governing Board and Committee Minutes, to support the answers with security in understanding the school processes and drawing down on their first-hand experiences, school monitoring visits etc.</p> <p>In additional Governors will be required to have a good understanding of the focus and strategic objectives of the school, working within the financial constraints, constant decision making and noting the impact of the lack of funding and expenditure whilst reviewing Year 2 budgets constantly and remaining mindful of the impact of the school’s staff wellbeing.</p> <p>AN mentioned that there is a Ofsted set of questions that can be located under the key documents section folder in GovHub. The aim to collate a breath of knowledge, and an easy to reference guide whilst ensuring the language and terms used between staff and Governors is used consistently.</p> <p>All agreed for a Governor to be allocated one to three of the Ofsted questions to create a one-page profile document.</p> <p>Action: All Governors to send questions and answers to HP by Friday 31st May 2024 for HP to collate and share at the next two Committee Meetings for Governors to review.</p> <p>AN and LPo are available if Governor’s feel they require advice and guidance on answering their allocated Ofsted questions.</p>	ALL

	Action
<p>A Ofsted folder was created during the meeting in GovHub for all key Ofsted documents.</p> <p>Noted that the school and Governors have access to SchoolBus, an online support service, which provides a similar online support service like The Key. The SchoolBus service keeps you up to date with the constantly shifting expectations of the Education sector by telling you what is changed and what you need to do next, then giving you the tools to take action.</p> <p>Action: AN to provide log in details for all Governors to access SchoolBus.</p>	AN
<p>8. Budget 2024/25023/24</p> <p>WW's budget report had been shared in advance. The budget had also already been reviewed by the Resources committee. The budget contained the following key points:</p> <ul style="list-style-type: none"> - Overall, the budget set resulted in a £36,093 surplus/carry forward at the end of 2024/25, however a budgeted deficit for 2025/26 and 2026/27. - This is a more positive position than previously forecast is a particularly good one to be in bearing in mind the challenges faced, but it had only been achieved by making significant sacrifices to support staff hours and these cuts would have an impact across the school. - EY&P resulted in a £26,501 surplus/carry forward at the end of 2024/25, to be reviewed in Autumn term when clearer about numbers. <p>No questions were raised in advance or during the meeting.</p> <p>Governors concluded that they continued to benefit from WW's experience and expertise. Governors appreciated the transparency of the process and recognised that this took a lot of work. They thanked WW and AN for all their efforts.</p> <p>The governors approved the 2024/25 budget.</p>	
<p>9. Policies</p> <p>9.1 To agree Policy Review schedule.</p> <p>A policy review schedule spreadsheet has been created, detailing policies for each Committee's, the policies latest date of last update and decisions moving forward.</p> <p>Polices that are driven by law, changes in HR, need to be reviewed before September Flexible Working Regulations.</p> <p>Other policies will require a yearly review.</p> <p>Curriculum Polices to be updated every 3 years unless a notable change is required.</p> <p>Accountability changes and Safeguarding updates to remain yearly.</p> <p>Ideal aim is to move to model LA policies, as these are easier to update, reducing time.</p> <p>Dedicating a policy to a Governor for review, in advance of a meeting, is working well and proving beneficial.</p>	

	Action
<p>It was suggested that once the policy review schedule spreadsheet is finalised, the two Committees can consider the list and discuss and decide on timeframes with a view to update at FGB for approval/ratification.</p> <p>Governor Support, Questions and Challenge <i>Q./ How is the school currently informed of specific legal updates?</i> A. The school is informed of specific Legal updates via EPM the school HR provider or schoolbus (online support service), but not always an automatic alert.</p>	
<p>10. Pupil, Staff and Stakeholder's wellbeing</p> <p>Governor Support, Questions and Challenge <i>Q./ How are staff dealing with two staff members off sick?</i> A. Staff are currently dealing with the two staff members off sick as no impact yet.</p> <p><i>Q./ How is the wellbeing of pupils and staff with Standard Assessment Tests (SATS) preparation underway?</i> A. SATS preparation is a very supporting time for all, with children working in small groups and remaining calm.</p> <p>Action: SB and NG kindly volunteered to provide Governor support in school during SATS week.</p> <p>Noted, currently there is low staffing across the school especially for mid-day supervisor provision with no surplus to cover. CC and NG kindly volunteered agreed / willing to cover mid-day supervisor provision. LPo thanked CC and NG for their offer of support to cover.</p>	SB & NG
<p>11. SEND Update</p> <p>In the last 3 weeks of the Summer Term, Miss Laura McAuley, Special Educational Needs Co-ordinator, SENCo continues to demonstrate her fabulous work, and is now a trained Designated Safeguarding Lead (DSL).</p>	
<p>12. Correspondence None</p>	
<p>13. AOB/ Items for Next Meeting and Meeting Reflection</p> <p>Suggested meeting dates for 2024/2025 were discussed and it was noted that the dates are the same as the last academic year, 2023/2024, the only change is that the Resources Committee meetings have been rescheduled to Thursdays as Wednesday will continue to be a non-working day for WW. All agreed the suggested meeting dates for 2024/2025.</p> <p>SB reported that he was extremely impressed with Mrs Ali Radcliff (Key Stage 1 Class Teacher) when observing Mrs Ali Radcliff's music lesson, due to actions from the monitoring plan being fulfilled, initiatives pursued, and overall level of engagement. SB would like to pass on his thanks to Mrs Ali Radcliff.</p>	

	Action
<p>It was noted that the PTA summer fete pre meeting will be taking place soon, for those interested in attending please contact NG. The PTA summer fete will also be advertised in the school's newsletter.</p> <p>Confidential Minutes – AOB</p> <p>Meeting reflection covered the following key points:</p> <ul style="list-style-type: none"> • Consideration, mindfulness and planning for the impending Ofsted visit. • Ongoing awareness of the staffing situation which will continue to require close monitoring. • Ratification and approval of the budget. <p>The Chair thanked all and the meeting closed at 8.33 pm. The next meeting will be held on Wednesday 17th July and will include a social.</p>	

Actions

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7.1	WW and AN Continue to work on Policy review schedule, and present spreadsheet at next FGB. – ongoing – document collated.	WW & AN
11	Monitoring Visit - LF to write up visit and add to GovHub. – ongoing	LF
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4	AN/CC/HP and NG to meet before the end of term to produce the Schools Annual Reports.	AN CC, HP & NG
5	AN to update the SEF and place in the key document folder in GovHub.	AN
6	SB and AN to confirm date for next Safeguarding visit.	SB & AN
7	All Governors to send Ofsted question and answers to HP to collate and share at the next two Committee Meetings for Governors to review.	ALL
7	AN to provide log in details for all Governors to access SchoolBus, online support system.	AN