

SWAVESEY PRIMARY SCHOOL GOVERNING BODY
Full Governing Body Meeting Minutes, 17/07/2024

Swavesey Primary School
Middlewatch
Swavesey
Cambridge CB24 4RN

Minutes of Full Governors Meeting

Held on 17/07/2024 at 6.00pm at the school.

Governors present: Anna Norden (AN) – Headteacher
Lynsey Fulcher (LF) – Vice Chair
Steve Byfield (SB)
Catherine Cannon (CC)
Tina Carminati (TC)
Claire Daniel (CD)
Rachel Hallam (RH)
Marc Moore (MM)
Stuart Nunn (SN)
Rachel Sprawson (RS)
Lucy Poskitt (LPo) – Associate Member

Wendy Whistler – Associate Member, School Business Manager

Apologies: Bob Adams (BA)
Nicola Griffiths (NG)
Youping Han (YH)
Hannah Parish (HP) - Chair

Not in attendance: None

Clerk: Charlene Monk (CM)

	Action
<p>1. Welcome and Apologies for absence.</p> <p>In the chair’s absence the Vice-Chair, Lynsey Fulcher (LF) welcomed all to the meeting and chaired the meeting.</p> <p>Apologies had been received and were accepted from Bob Adams (BA), Nicola Griffiths (NG), Youping Han (YH) and Hannah Parish (HP) – Chair.</p> <p>WW was in attendance in her role as School Business Manager for item 8. Budget Update.</p> <p>The meeting was quorate.</p>	
<p>2. Declaration of interests</p> <p>None declared.</p>	
<p>3. Minutes of the Previous Meeting (01.05.24) including Confidential Minutes and Matters Arising</p> <p>The minutes, including the confidential minutes of the Full Governing Body meeting.</p>	

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<p>held on 01/05/2024 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	
Actions from 27/03/2024			
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. – report to be added to GovHub - Completed	LF	
Actions from 01/05/2024			
4	AN/CC/HP and NG to meet before the end of term to produce the Schools Annual Reports. CC to send to HP & AN to review and send – ongoing	AN CC, HP & NG	
5	AN to update the SEF and place in the key document folder in GovHub. - Completed	AN	
6	SB and AN to confirm date for next Safeguarding visit. - Completed	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. - Completed	ALL	
7	WW to provide log in details for all Governors to access SchoolBus, online support system. – ongoing	WW	
4.Governing Body Business			
<p>4.1 Term of Office (CD term due to end August 2024) The Chair thanked CD for her dedication and service on behalf of the Governing Board.</p> <p>4.2 Vacancies of the Governing Board and Recruitment The board will have one Co-opted Governor vacancy from September 2024.</p> <p>4.3 Governing Body Annual Reports The Governing Body Annual Reports have been drafted and edited.</p> <p>4.4 Governor Training/briefing None</p> <p>4.5 Governor Visit Schedule SJ had conducted a music and computing subject lead Governor school visits. RH had conducted a SEND subject lead Governor school visit (covered under agenda item 11 SEND update).</p> <p>4.6 Annual Impact Statement</p>			

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<p>HP had asked all to consider three - five key points of strategic impact and two challenges, individual and collectively, to complete the Annual Impact Review document requested by the Local Authority (LA). Initial discussion of impact and challenges were noted: -</p> <ul style="list-style-type: none"> • Supporting staff in role and holding staff accountable • Financial oversight, restrictions on budget, whilst continuing to support the school. • Oversight, understanding and support when making strategic decisions. • Make well informed decisions with the best interest of children at heart. <p>Action: Clerk to clarify the intent of the document and to share the template from the LA.</p> <p>All agreed to add annual impact statement as a standard agenda item for future FGB meetings 2024/25, to collate and review impact and challenges of the Governing board on an annual basis. Action: Clerk to add as a standard agenda item for future FGB meetings.</p>	<p>CM</p> <p>CM</p>
<p>5. Headteacher's Report</p> <p>The Headteacher apologised that the Headteacher's report had been circulated later than intended.</p> <p><u>Attendance</u> Overall, there had been a slight improvement in attendance in part due to the two children on part time timetables for medical reasons increasing their time in school. The school continued to have significant numbers going on term time leave.</p> <p>The Headteacher shared the attendance comparison data.</p> <ul style="list-style-type: none"> • Figures from Local Authority (LA) and national, dated 28 June 2024, the National average was 94.2%. • The school's overall attendance figure is at 95.3%, ranked 75 out of 209 schools, with the overall absence figure at 4.1%. • Term time leave/family holidays was the main reason for 10.5% absence. • The Department of Education (DofE) has issued new statutory guidance for attendance called Working together to improve school attendance, with effect on 19th August 2024. • Unauthorised absence term time leave for 10 consecutive sessions, 5 days, will be subject to a penalty. • School is legally responsible to provide support and intervention for pupil at risk of persistent absence (90% attendance or below). <p><u>Safeguarding</u> Annual Safeguarding Monitoring report The Annual Safeguarding Monitoring report is now available on GovHub. Action: All to look at the Annual Safeguarding Monitoring report and send any questions to AN & SB.</p>	<p>ALL</p>

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<p>This term had seen a significant increase in the number of families being supported by an Early Health Assessment (EHA) with either family worker or social worker support this term. Most common cases of concern for the school currently are sexualised behaviour and domestic abuse in the home.</p> <p>Noted that with the school supporting Social Workers and family workers, this has resulted in an increase workload for AN and LP. With more meetings, daily contact with parents, regular contact with social worker and conversation with child. Additional time is also spent chasing for updates from social workers and requested at short notice to attend meetings.</p> <p>Single Central Record (SCR) – Safeguarding document SB & CD attended their first SCR safeguarding meeting and presented the feedback to the Governing board. The SCR is an essential safeguarding document and must be maintained, reviewed, and audited on a regular basis.</p> <ul style="list-style-type: none"> • Currently one point outstanding, the point is flagged as purple – in progress • The flagging of points makes monitoring easier and avoids any laps. • Well done to the office team for all their hard work • Acknowledged that SCR has increased impact on school, with less capacity in school due to more demands around safeguarding, and the expectation of the systems. • KCSiE is updated yearly, last 10/12 years, prior every 5 years. • Change to entire system, greater priority and expectations. • New requirements as DSL, DDSL more work, paperwork, and tracking. • Little direct impact on child, however when the children go on to another setting the continuity of documentation means that checks can be put in place and information can be accessed immediately by the SCR. • AN and LP meet regularly to complete safeguarding check. <p>MyConcerns – electronic safeguarding reporting software AN informed all that the school intends to move from a paper safeguarding reporting system to an electronic reporting system called MyConcerns to reduce the burden of admin time.</p> <p>MyConcerns is a is an easy-to-use safeguarding software system that manages the reporting of concerns.</p> <p>The full suite of safeguarding products designed by child protection professionals for educational settings.</p> <p>The cost for this software is £800-900 a year.</p> <p>Swavesey Village college use the same system in addition to 90% of local Authority (LA) schools.</p> <p>MyConcerns has functionalities to automatically self-populate, share information, tag concerns, and analyse data, and such like.</p> <p>School Development Plan (SDP) The overview data documents highlight the hard work undertaken across the school. Narratives show substantial progress as well as attainment. CLA Committee minutes will highlight further discussion.</p> <p>In summary:</p> <ul style="list-style-type: none"> • Successful 5% improvement in pupil achievement across all year groups – 	

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<ul style="list-style-type: none"> • English data reflects the impact of non-English-speaking children on the pupil achievement data. • Little Wandle provided a negative benefit due to its promotion of being phonics ready, children’s learning has gone beyond the stage of the assessment level. • Encouraging phonics data. <p>The next step is to create a formal document for the tasks conducted and an action plan to consider the views of all on what more can be achieved, especially to reflect diversity fully.</p> <p>The action plan will be part of next year’s SDP and consideration will need to be given to appropriateness, relevance, and how to facilitate and the financial costs associated with the suggested opportunities.</p> <p>A full SDP review will be uploaded to Governor hub by September.</p> <p><u>Staffing</u></p> <p>The school is still attempting to recruit for a maternity leave cover in EY&S.</p> <p><u>Monitoring of Incidents</u></p> <p>One prejudice related incident since the last FGB meeting – this was a racist comment. All processes were followed, and the incident reported via the PrFE system.</p> <p><u>Formal Complaint</u></p> <p>One informal complaint since the last FGB meeting, which was dealt with through the initial informal headteacher stage of the complaint’s procedure. The complainant was happy with the outcome.</p> <p><u>Data Summary For the Academic Year 2023 – 2024 (Unvalidated)</u> (End of KS and national assessment checks incl. MTC)</p> <p>EYFS Good level of development, 76%</p> <ul style="list-style-type: none"> • Phonics screening Year 1 76% (below data points for County and national last year) Year 2 90% • Year 4 MTC – 75% met the threshold, 25% scoring full marks, 43% scoring 24/25 • KS 2 – above in reading (78%), maths (80%), Grammer Punctuation and Spelling- GPS, (76%) and science. Slightly above for writing (73%) and combined (63%) working at great depth, no national unvalidated. <p>Overall pleased with the data, noted this year the increase nationally in data and achievement across the board.</p> <p>The Year 2 cohort do not have any progress scores as assessments should have taken place in 2020, the year of the global pandemic, COVID however AN has created a progress narrative for the cohort.</p>	

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<p>Noted three – four EHCPs within the cohort, this is reflected and included within the progress scores, with the three - four EHCPs excluded the progress scores would have been good.</p> <p>Huge thanks to staffing in achieving the journey.</p> <p>Big thanks to AN, Headteacher for producing the data, with assessments only taking place a few weeks ago, with all the detail provided. It was recognised that other governors do not attain the same level of depth and transparency.</p> <p>End of Year Data 2023/24 for Years 1,2,3,4 and 5 is also available in GovHub.</p> <p>Governor Support, Questions and Challenge</p> <p><i>Q./ In reference to the 10.5% family holidays absence, are these the same families repeatedly?</i></p> <p>A./ Yes, same families and a few extra unexpected families</p> <p><i>Q./ In reference to the comparative attendance data from 28/06/2024 - LA then National is the ranking ascending or descending?</i></p> <p>A./ The ranking of comparative attendance data is ascending.</p> <p><i>Q./ For those parents that get fined for unauthorised absence, do they pay the fine?</i></p> <p>A./ School are not involved in the fining of parents for unauthorised absence as all funds goes to the Local authority.</p> <p><i>Q./ In reference to the significant increase in the number of families being supported by an EHA, what is the reason for this?</i></p> <p>A./ Considerable proportion of families are being supported by the EHA due to family breakdown, social factors, and all external referrals.</p> <p><i>Q. / How is the information and the scores feedback to the children?</i></p> <p>A./ Scored are feedback to the children via a formally produced standardises report score that clearly stating if the child met the standard.</p>	
<p>6. Safeguarding Update</p> <p>Safeguarding had been covered in the Head teachers report.</p> <p>Safeguarding Governor Link role vacancy due to CD term of office end. SN agreed to take on the Safeguarding Governor Link role and will form part of the CLA Committee.</p> <p>AN informed all Governors that they would be due a full CP Training if they had not attended the training within the last two years. The training will be taking place on Tuesday 3rd September, 9.30-10.45am, teacher training day. RH is unable to attend.</p>	
<p>7. Ofsted</p>	

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<p>Noted that Ofsted are potentially due to visit 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>AN is pulling together thoughts and ideas into a two-page profile reference document for Governors covering key questions, statements, and information.</p> <p>An Ofsted folder for all key Ofsted documents is available in GovHub. All documents function as a reminder for Governors in preparation for Ofsted visit.</p> <p>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>8. Budget 2024/25</p> <p>WW in her capacity as School Business Manager, provided a verbal budget update during the meeting.</p> <p>The Local Authority (LA) have increased the budget for support staff pay by 3%, however the current proposed flat rate would result in a £10,000 carry forward. Difference of £30,000 pay increase from last year for school staff and EY&P that will be unfunded. This could be more as pay review is currently still under review.</p> <p>Governor Support, Questions and Challenge</p> <p><i>Q./ In reference to pay increases, is that for all support staff?</i></p> <p><i>A./Yes, the pay increase is for all support staff, this in effect would mean a 8-10% pay rise for those staff on the lower end of the pay scale.</i></p> <p>A 1.5% funding increase would be a big implication on the school's budget.</p>	
<p>9. Policies</p> <p>No policies to review.</p>	
<p>10. Pupil, Staff and Stakeholder's wellbeing</p> <p>The Vice-Chair reminded all of the importance of contacting their Subject leads and holding Governor monitoring visits early in Autumn term, to offer support.</p> <p>Governors look at assigning support staff (Wellbeing perspective) especially with the cuts in the last few years. Direct contact, mindful of Ofsted, stressful.</p> <p>Pupil Voice</p> <p>LP presented the feedback from her Pupil Voice session; the Pupil voice session arose from Personal, Social, Health and Economic, (PSHE) driven discussions.</p> <p>In summary pupils reported positive feedback, every child felt safe and happy.</p> <p>The pupils were heartwarming and a pleasure to engage with, very reassuring for staff.</p> <p>The Vice chair on behalf of the Governing board thanked LP for sharing the positive feedback.</p>	
<p>11. SEND Update</p>	

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<p>RH presented her feedback from her recent SEND visit during which she spoke to support staff and undertook observations. In summary the key points were noted: -</p> <ul style="list-style-type: none"> • Following a discussion with a staff member RH acknowledged the staff member having the opportunity to have a wellbeing day. • More SEND visits are planned for the end of the year, 2024. • Miss Laura McAuley, Special Educational Needs Co-ordinator, (SENDCo) presented to the CLA Committee in March 2024 • A safeguarding Audit visit was conducted in June 2024 • A follow-on visit took place yesterday (16 July 2024) to update review of practices and agree focuses for the next academic year, 2024/25. • SEND focus links to the School Development Plan (SDP), for all teachers focus including SEND transition. • AN and SENDCo had been working together on SEND transition. Thanks to Governors for supporting this. • SENDCo had a seamless transition in her new role, with capacity to make changes and improvements. • A SEND Audit is planned for the Autumn term, followed by two reviews, in the spring and summer term 2025. • The SEND Audit for Autumn term will focus on three areas, ICT use for SEND, Parent/carer SEND voice, and analysing SEND data. • Confidence of staff around SEND has increased, with SENDCo input, adaptation of curriculum, ideas, and parental engagement. • Capacity for SENDCo decreases in September 2024, to 0.5 a day. • SENDCo continues to demonstrate her fabulous work. <p>Thanks to Governors for allowing the transition (SENDCo role). RH will write up the SEND report in September.</p> <p>Governor Support, Questions and Challenge <i>Q./ Does the school have the financial capacity to have SENDCo out of class?</i> A. Yes, as the SENDCo will now provide SEND for 3.5 days, rather than 4 days, allowing 0.5 day for teaching time.</p>	
<p>12. Correspondence</p> <p>None</p>	
<p>13. AOB/ Items for Next Meeting and Meeting Reflection</p> <p>13.1 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. • Recognised this year’s complex challenges - staff commitment. • Ongoing awareness of the staffing situation whilst continuing the closely monitor. • Recruitment for year ahead 	

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<ul style="list-style-type: none"> Continuing to closely monitor the budget. <p>LF, in her role of Vice-Chair, on behalf of the Governing board thanked CC and NG for providing cover in school, in particular lunchtime duties.</p> <p>The Vice-chair concluded the meeting by thanking all Governors for their incredible support, engagement, challenge, impactful and appreciative approach.</p> <ul style="list-style-type: none"> FGB - Wednesday 25th September 2024 – 6.00pm in person at the school CLA Committee - Wednesday 9th October 2024 Resources Committee - Wednesday 23rd October 2024 	
<p>14. Future meeting dates – format</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.</p> <p>All agreed the suggested meeting dates for 2024/2025 and that the format of last year’s meetings being a mixed of face to face vs. virtual worked well and all happy to continue. The LA does not advise to have hybrid meetings (in person and virtual combined).</p>	

The meeting closed at 8.10 pm.

Actions

Item	Action	Responsible
	Actions from 27/03/2024	
7.1	WW and AN Continue to work on Policy review schedule, and present spreadsheet at next FGB. – ongoing – document collated.	WW & AN
	Actions from 01/05/2024	
4	AN/CC/HP and NG to meet before the end of term to produce the Schools Annual Reports. CC to send to HP & AN to review and send – ongoing	AN CC, HP & NG
7	WW to provide log in details for all Governors to access SchoolBus, online support system.	WW
	Actions from 17/07/2024	
4.6	Clerk to clarify the intent of the annual impact statement document and to share the template from the LA.	Clerk
4.6	Clerk to add annual impact statement as a standard agenda item for future FGB meetings.	Clerk
5	All to look at the Annual Safeguarding Monitoring report and send any questions to AN & SB.	ALL