

Minutes of Full Governors Meeting

Held virtually via Teams on 27/03/2024 at 7.15pm.


Governors present: Anna Norden (AN) – Headteacher
 Hannah Parish (HP) – Chair
 Claire Daniel (CD)
 Nicola Griffiths (NG)
 Rachel Hallam (RH)
 Lucy Poskitt (LPo)
 Catherine Cannon (CC)
 Steve Byfield (SB)
 Stuart Nunn (SN)
 Lynsey Fulcher (LF)
 Rachel Sprawson (RS)
 Youping Han (YH)
 Bob Adams (BH)
 Marc Moore (MM)

In attendance: Wendy Whistler (WW)

Apologies: Tina Carminati (TC)

Clerk: Charlene Monk (CM)

		Action
<p>1. Welcome and Apologies for absence. The Chair welcomed all to the meeting and introduced new Parish Council Co-opted Governor Marc Moore to the Governing Board. Apologies had been received and were accepted from Tina Carminati (TC). The meeting was quorate.</p>		
<p>2. Declaration of interests None declared.</p>		
<p>3. Minutes of the Previous Meeting (07.02.24) and Matters Arising The minutes of the Full Governing Body meeting held on 07/02/24, including Confidential Minutes, had been uploaded to GovHub 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. The open action was considered and discussed.</p>		
Item	Action	Responsible
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 – Completed - Action: CC to access old emails to locate the document. - Completed	CC

Approved: 


Chair

Date: 1st May 2024

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 27/03/2024

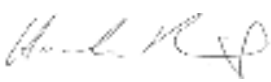
			Action
5	Diversity Data: TC & LP to collate the survey as an e-form and all to complete. Action: All to send individual responses to CM to collate – Ongoing – Cover as part of agenda - Completed	CM / ALL	
Actions from 07/02/2024			
1	HP agreed to follow up on those not in attendance with no apologies received. Reminder for all to let Chair and Clerk know of any apologies in advance of the meeting in order to be recorded in the minutes, if not recorded as unauthorised absence - Completed	HP	
4.1	Action: CC to locate Resources Committee objectives and actions from last year for discussion at next Resources meeting and to be approved at FGB. - Completed	CC	
4.2	Governor Committees and Subject Links Feb 2024 in GovHub. Headteacher Performance meet 3 times a year. Action: HP to update document to reflect this. Action: AN to update with Governor email addresses and staff email addresses. - Completed	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. Action: HP to upload to Govhub. - Completed	HP	
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. Agreed: MM will form part of the Resources Committee. - Completed	CM	
4.5	Agreed: to add standing agenda item at the end of FGB meeting to cover “Reflection on meeting, key risks identified and impact” Action: CM to add to FGB standing agenda item moving forward. - Completed	CM	
6	Action: AN – CLA Committee Summer term agenda item (1 Policy) First Aid. - Completed	AN	
6	Action: SB to upload the Safeguarding audit report onto GovHub. – Completed – uploaded to “Key Documents” folder in GovHub	SB	
7.1	Action: WW to create a spreadsheet with suggested review frequency and bring back to FGB for discussion and approval. - Completed	WW	
9	SEND Report, visit in July, undertaken by RH. Action: RH to upload a copy onto GovHub. – Completed – uploaded to “Visits” folder in GovHub.	RH	
4. Governing Body Business			
4.1 To agree Resource Committee strategic objective and actions. The Resources Committee strategic objectives and actions document is in “Key Documents” folder in GovHub. 2 versions were proposed (short and long version), and Resources Committee agreed with the longer version.			

Approved: 

Chair

Date: 1st May 2024

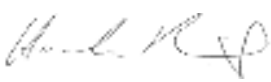
	Action
<p>Agreed: Resources Committee objectives and actions complete and approved.</p> <p><u>4.2 To agree Resource Committee ToR</u> The Resource Committee ToR is also in the “key Documents” folder in GovHub. Agreed: Resources Committee ToR complete and approved.</p> <p><u>4.3 To review Instrument of Government for approval (statutory document for annual review)</u> The Instrument of Government is a Statutory document, stored by the LA, ratified by Governors, highlighting the number of Governors that form the Governing Board. All agreed to ratify the Instrument of Government.</p> <p><u>4.4 Term of Office (CD term due to end August 2024)</u> CD term of office ends August 2024. CD confirmed that she would not continue her role after her term ends due to personal commitments. HP noted this was understandable and thanked CD for all her fantastic work, support, and commitment. AN echoed this, and thanked CD for her hard work. Resulting in the Governing board having a Co-opt Governor vacancy from September 2024. Action: AN & HP to meet to discuss plan. It was acknowledged that it is good to have reminders for future terms of office to plan in advance.</p> <p><u>4.5 Diversity Data</u> Thank you to CM for collating the diversity data report. It was noted that the report did not seem complete. The report also, does not confirm how many Governors have completed the report and/or if they have completed it fully, as this information is pulled directly from individuals’ personal confidential information in GovHub. Clerk is unable to access to view this information due to the confidential nature of the data. Defer to next FGB meeting. Action: All to complete individual personal information in GovHub. Action: Once all information is complete CM to run a more up to date report. Action: CM to add as an agenda item for next FGB meeting.</p> <p><u>4.6 To agree Resource Committee SFVS</u> The SFVS was uploaded to GovHub in the FGB folder. All agreed to ratify the Resource Committee SFVS.</p> <p>AN & WW thanked CC (Chair of Resource Committee) and the Resource Committee this year for a brilliant year, due to the drive by Governors, time taken to reflect on work, whilst offering outstanding support.</p>	<p></p> <p>AN & HP</p> <p>ALL CM CM</p>
<p>5. Head Teacher Report The Head Teacher report was circulated in advance of the meeting. AN provided a summary of the discussions:</p> <p>Attendance</p> <ul style="list-style-type: none"> Noted at the last CLA meeting, before half term, the impact of attendance on attainment, development, and progress. Attendance is in line with national and local figures. 	

Approved: 

Chair

Date: 1st May 2024


	Action
<ul style="list-style-type: none"> • Few illnesses impacting attendance, including a number of children with chest infections two with long term COVID hospitalisation (covers 15 weeks), resulting in significant drops. • Deep troughs due to term time holidays on the increase, resulting in 94 absent days with 10 or more persistent absence. This is also reflective in Secondary school. • During the Academic year, issued 22 penalty notices, 1 pending (paperwork complete after return to school). • Governors need to be aware and formalise joint actions to support improvement. • Fines/penalty notice are set by the LA, school categorise the absence as either “authorised” or “un-authorised” based on School Absence Policy and agreed at the Headteacher’s discretion. The Policy was updated in October 2023, Current fine is £60 per parent, per child, other adults over 18 years of age can also be given a penalty notice. LA set the cost to cover admin costs. The Government are looking at increasing the fines, starting from September 2024. • Common understanding is that the money from the fine goes directly to the school, however as noted this is not the case. Action: AN to formally document that the money from the fine goes to the LA not the school. <p><i>Q./Are parents aware of the impact of absence on school and the child?</i> A. No, not overly concerned of the impact.</p> <p><i>Q./Is the 94 days inclusive of the fines?</i> A. No.</p> <p><i>Q./Is there a trend for when time is taken for term time holidays?</i> A. Yes and no, for longer period of holidays there is no trend, however trend for last day of school term, and if Swavesey Village College term end dates fall earlier.</p> <p><i>Q./Is there a trend for illness before term ends?</i> A Yes, for the last day of term.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> • Number of cases notes with 4 main headings. • Decision made to have as a separate section. • “Sexual” refers to stages of behaviours, sexual terms in conversations. • “Emotional” refers to external in-home situations. • Shared awareness with Governors of the most common cases of concerns. • Noted that Parental Conflict has increased, AN is the Domestic Abuse Lead. • LA provide a Group of services which provide courses for parent to be signposted to, AN has signposted a few parents. • Acknowledged that all concerns logged, do not always lead to a confirmed case. 	<p>AN</p>

Approved: 

Chair

Date: 1st May 2024

	Action
<p><i>Q./Are numbers stable across the school, or trends long term?</i> A Yes when you look at cases for Autumn term. Increased exposure was a noticeable trend resulting in school taking action by covering in PHSE sessions. Vapes, outside of school, brought into school grounds, led to discussions in PHSE more widely and actions taken directly with the individuals and parents concerned. Across the later part of the term there has been no specific trends.</p> <p>School Development</p> <ul style="list-style-type: none"> Cultural Entitlement Document. This document will be made available now for governors to view and add comments too. The school council will be working with their classes to gather our children’s views which will contribute to our final offer. <p>Action: All on Govhub – All to look at, and send comments to AN. Curriculum review and LTP (plus progression maps Incl. EY) Publish the curriculum entitlement document, detailing provision beyond the curriculum, including the broader culture, entitlement for children, learning and development, in its widest sense. The idea is to continue the collation and for the final draft to be presented at CLA meeting for ratification at FGB in order to then publish the document. Thank you to LP for the increased amount of time spent gathering the information and to pull together in a final document form.</p> <p>SEND Update</p> <ul style="list-style-type: none"> Thank you to the Resource Committee for their help, work and support. <p>TOC Diary Dates</p> <ul style="list-style-type: none"> The calendar was finalised yesterday. Action: AN to upload the document to “shared documents” area in GovHub. Governors are encouraged to join, especially for the sessions relating to Subject Lead or Link Lead areas. 	<p>ALL</p> <p>AN</p>
<p>6. Safeguarding The Safeguarding Audit took place last week. The previous report covered all areas. Noted current delays in DBS checks, specific to DBS service and processes, and waiting for individual people, some have been chased up.</p> <p><i>Q./Would it be good to look at the safeguarding audit at a more convenient time for office staff to attend?</i> Yes, all fine to follow process with Governors and oversight.</p>	
<p>7. Policies Policies – (need to remember to send action to WW for updated policies to be added to Every) <u>7.1 To agree policy review schedule.</u></p>	

Approved: 


Chair

Date: 1st May 2024

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 27/03/2024

	Action
<p>WW and AN have started to pull together the policy review schedule and will be continuing to discuss in further detail by identify yearly policies, legislation checks, EPM and schoolbus updates and triggers for when a policy requires a review. Resource Committee will cover policies with legislation impact on a one-year cycle. Agreed to utilise model policies as the policies are easier to update and have a shorter more concise format.</p> <p>Action: WW and AN continue to work on the policy review schedule, and present spreadsheet at next FGB.</p> <p>Action: CM to add policy review schedule to next FGB meeting.</p>	<p>WW & AN CM</p>
<p>8. Pupil, Staff and Stakeholder’s wellbeing</p> <p>HP was in attendance at school with AN, during a staff briefing announcing reduction of TA hours for support staff. HP noted it was good to see the staff engaging and being well informed.</p> <p>HP thanked the staff on behalf of the Governors for providing workable solutions in difficult circumstances.</p> <p>RS articulated a special thanks to AN, all staff and Governors for considering the best interests of staff and children. Noted the great team effort and that the staff value the transparency throughout the process.</p>	
<p>9. SEND Update</p> <p>A Summary of the email/letter about SEND funding from the LA was provided. Due to lack of funding and increased SEND needs, Operation Safety Valve has been created to wipe out deficit. Ongoing work looking at the stages for SEND transformation, and SEND support offered and implications of LA having reduced funds.</p> <p>As part of the Operation Safety Valve a graded response will be implemented, with EHCP criteria, and if the criteria are met funding will be allocated accordingly. Resulting in a need to understand the “impact” on the classroom and support from wider professionals. Acknowledged the impact on Laura’s time, parents, paperwork and children. Ongoing effect with changing goal posts, unfortunate reality due to lack of funding.</p> <p>Action: AN to upload the key document letter from LA to GovHub “Key documents” folder.</p> <p><i>Q./SEND parents, huge amount of paperwork as part of Laura’s role already, will this increase?</i></p> <p>A. Yes for parents and Laura, to detail the criteria and conditions.</p> <p>Reminder that we are fortunate at Swavesey Primary, with the support from AN and Governing Board. Noted that other Primary schools in not in the same situation. The school “Ethos” is to continue to have that SEND (non-teaching) role with the ongoing support from Governors, as the role is fundamentally important.</p>	<p>AN</p>
<p>10. Correspondence</p> <ul style="list-style-type: none"> HP – mentioned to all the email from Governor Services about the need for a Cyber Security Trained Governor. SB & RH agreed. 	

Approved: 

Chair


Date: 1st May 2024

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 27/03/2024

	Action
<ul style="list-style-type: none"> Resources Chair (CC) received a response from her letter to A Browne MP Jan 24, highlighting the financial situation at Swavesey Primary School. Action: CC to add to GovHub. <p>1 parent had received feedback from the letter to A Browne MP, no other responses received.</p> <p>AN emailed and asked why she had not received a response from her letter to A Browne MP, on behalf of the school. AN received an apology email on week letter but it yet to receive a confirmed response, 4 weeks later.</p>	<p>CC</p>
<p>11. AOB/Items for next meeting and Meeting Reflection</p> <p><u>Reading activity and workshop – James Campbell</u> AN took the opportunity to say a huge thank you to RS and staff for the afternoon reading activity and workshop today. The workshop was well received by the parents, an informative, and enjoyable session. One-week later LF met with children, and witnessed lovely reading and mentioned that reluctant readers and writers were inspired, producing beautiful writing. All the activities started with author James Campbell’s visit a few weeks ago which has led to lots of great comedy writing. The long-term plan is for this to inspire future writing. Action: LF to write up visit and add to GovHub.</p> <p><u>PTA</u> 11th April, cakes, and crafts session. Action: AN to include in this week’s school newsletter to remind parents. Action: AN to set up a reminder email to remind parents before the date as during Easter school holidays.</p> <p><u>Future dates of Resource and FGB Meetings</u> Resource meeting on 25th April at the school will cover Final Budget to then be ratified at FGB (including Budget) on 1st May. Next Resources meeting to take place on 27th June, moved from 13th June. FGB 17th July, Governors social event from 4pm, FGB start approx. 5.45/6pm.</p> <p><u>Meeting Reflection</u> Success of handover from Ann to Laura – SEND provision, whilst identifying key risks, not being able to offer the same service in the future, considering LA budget cuts. Impact of tighter finances, reducing the value across the whole school, highlighting the risks and concerns around the additional criteria, and increase opportunity of the LA to deny funding and reduce service provision. Safeguarding data scrutiny, proactively monitoring and putting in interventions.</p> <p>The meeting closed at 20.43pm. The next FGB meeting will be held on 1st May 2024 at 6.30pm. Resources meeting will be held on 25th April 2024, at 6.30pm at the school.</p>	<p>LF</p> <p>AN</p>

Action items

Approved: 

Chair

Date: 1st May 2024

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 27/03/2024

Item	Action	Responsible
	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 in advance.	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.	ALL
5	AN to formally document that the money from the fine, unauthorised absence, goes to the LA not the school.	AN
5	Cultural Entitlement Document - All on Govhub – All to look at, and send comments to AN.	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.	AN
7.1	WW and AN Continue to work on Policy review schedule, and present spreadsheet at next FGB.	WW & AN
9	AN to upload the key document letter from LA to GovHub “Key documents” folder.	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.	CC
11	Monitoring Visit - LF to write up visit and add to GovHub.	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.	AN

Items for Next Agenda

- Diversity Data
- Policy Review schedule
- Reflection on meeting, key risks identified and impact (Standing Agenda Item)

Approved:



Chair

Date: 1st May 2024