

**Minutes of Full Governors Meeting**

Held at Swavesey Primary School on 10/02/2021 at 6.30pm

*Governing Body comprises 12 Governors, of which 11 are in post.*

*Quorum is 50% of those in post: 6*

**Present:** Anna Norden (AN) – Headteacher  
**Governors:** Alison Fox (AF)  
Rachel Hallam (RH) Tina Carminati (TC)  
Lucy Parsons (LPn) Hannah Parish (HP)  
Catherine Cannon (CC) Colin Oakman (CO) – Chair  
Lynsey Fulcher (LF) Alyson Hart (AH)

The Meeting was quorate.

**In Attendance:** Associate Members: Lucy Poskitt (LP) –Deputy Head  
Wendy Whistler (WW) – Business Manager

**Recorded by:** Janine Prosser, Acting Clerk

			Action							
<p><b>1. Welcome and Apologies for absence</b> The Chair welcomed all to the meeting. Apologies received and accepted from: Andrew Baker (AB) and Laura McAuley (LM).</p> <p>It was agreed that the meeting would be recorded to be shared with the new parent governor.</p>										
<p><b>2. Declaration of interests</b> None</p>										
<p><b>3. Minutes &amp; Matters Arising from Meeting held on 09/12/2020</b> The minutes of the Full Governing Body meeting held on 09/12/2020 were approved as an accurate record and were signed by the Chair. Signed Minutes to be passed to the School Office for filing.</p> <p><b><u>Matters Arising &amp; Action Points</u></b></p> <table border="1"> <tr> <td>09/12/20</td> <td>Reading Rivers – all governors asked to produce a reading river and send it in to school</td> <td>Governors to send these to school when they have been completed.</td> <td rowspan="2">Clerk</td> </tr> <tr> <td>09/12/20</td> <td>Update Governor page of School Website</td> <td>Clerk/TC/LP - to be carried forward – work in progress.</td> </tr> </table>			09/12/20	Reading Rivers – all governors asked to produce a reading river and send it in to school	Governors to send these to school when they have been completed.	Clerk	09/12/20	Update Governor page of School Website	Clerk/TC/LP - to be carried forward – work in progress.	
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			TC/LP/WW							

			Action
09/12/20	Visit Report template – populate with prompts on questions, particularly regarding Safeguarding	AF – this has been added.	
09/12/20	Attendance by a Governor at New Year Staff Meeting	CO attended a meeting in January.	
09/12/20	Wellbeing – CO/LF joint video message of support to staff	CO/LF/AF drafted an email and CO attended staff meeting (as above). AF has also attended a meeting and a report is in the drive.	
All other items are either complete or on today's agenda.			
<p><b>4. Membership of the Governing Body</b></p> <p><b><u>To receive elected Parent Governor (vacancy created by resignation of N Keen)</u></b></p> <p>Steve Byfield (SB) has been appointed as an uncontested parent governor and has already been introduced to some members of the governing body. He has expertise in IT and business and will become a member of the Resources committee. WW will ensure the relevant administration will be completed.</p> <p><b><u>To review Link Governor roles, considering new Governors</u></b></p> <p><i>LF joined in 6:51 pm</i></p> <p>Governors are encouraged to reach out to their linked contacts in a supportive role prior to half term. The roles were shared at the meeting. Refer to the Link document on google drive/Every.</p> <ul style="list-style-type: none"> <li>• It was suggested the SB could take on computing from LF.</li> <li>• LF would then take on CLLD.</li> </ul> <p><i>DH joined at 6.56 pm</i></p> <p><b><u>Meeting dates for after half term confirmation (*discussion needs to be held in conjunction with policy review point 3)</u></b></p> <p>These are stored in Every for governors to review and add to their diaries. The year needs to be updated to show 2021 but the dates are correct.</p> <ul style="list-style-type: none"> <li>• 24 March 2021 – there will be a brief focussed committee meeting prior to the FGB meeting for urgent and important matters. This will start at 6pm with FGB at 6.45 pm. This would replace the other committee meetings for that half term.</li> </ul>			<p><b>WW</b></p> <p><b>All Governors</b></p>

# SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 10/02/2021

	Action
<p>Clerking</p> <ul style="list-style-type: none"><li>• Governor services have been contacted about recruiting a CamClerk and have been provided with costings. It will cost £1700 per annum for FGB meetings and an additional £145 for each committee or other meetings. This cost would still be less than employing our previous clerk. The clerks are well trained and there is a reduction in the cost for the Governor Hub. The clerk would be encouraged to use Every.</li></ul> <p><u>Decision: Governors agreed to support the school with the appointment of a CamClerk.</u></p>	
<p><b>5. Committee reports:</b></p> <p>Resources Committee Minutes of 03/02/21 had been circulated to all for information. The following was noted:</p> <ul style="list-style-type: none"><li>• Last year there was a reduction in class numbers last year due to concerns about a reduced roll.</li><li>• The school has maintained pupil numbers by filling places across the school.</li><li>• The school will be benefitting from the increase to the minimum pupil amount next year. This now includes the additional costs to schools for pensions and teachers and does cover the expenses incurred by the school.</li><li>• Pupil premium children funding is now taken from the October census rather than the usual January census. There is a difference of two pupils in the school who this affects.</li><li>• There is an increase in the amount of the funding per hour for Early Years.</li><li>• It is suggested UIFSM meal funding may increase 8 pence per meal, but this is not confirmed.</li><li>• The school has looked at the structure considering the funding predictions, and this will allow for a 10.5 class structure.</li><li>• This will be sustainable for two years and provide the school with continued capacity to grow.</li><li>• This approach has been supported by the governors in the Resources Committee.</li><li>• A detailed budget report will be brought to FGB after Easter, once final numbers of Reception places, currently this is projecting at 36.</li><li>• The committee also discussed the Covid-19 response and policies.</li></ul> <p><b><u>Challenge and discussion</u></b></p> <ul style="list-style-type: none"><li>• <b>A governor asked about the source of the new enquiries.</b> There has been a mixture, some from new housing, some are from recommendations, especially in relation to the school's reputation around SEND.</li><li>• A governor noted there is some uncertainty around EY&amp;P, especially in the current climate and the effect of COVID-19 restrictions, which is why prudence is being adopted.</li></ul> <p>CL&amp;A Committee Minutes of 27/01/21 had been circulated to all for information. The following was noted:</p> <ul style="list-style-type: none"><li>• The strategic objectives were reviewed, informed by governor visits.</li></ul>	

	Action
<ul style="list-style-type: none"> <li>• There have been some visits completed across areas of the curriculum. A lot was gained from the perspective of the children.</li> <li>• Pupil Premium is a standing item on the agenda, so it is discussed at each meeting.</li> <li>• Early Years and SEND have been added to the strategic development plan.</li> <li>• Contact made with staff by governors have been reviewed, and governors are encouraged to continue these to support with staff wellbeing.</li> <li>• The implications of the COVID-19 restrictions have been discussed and the effective ways of using video to get the children engaged, including following the children to work at their own pace.</li> <li>• Staff have been sharing learning about how to get the most out of resources.</li> <li>• LP noted that staff have really appreciated the contact the governors have made regarding their wellbeing.</li> </ul> <p><b><u>Challenge and discussion</u></b></p> <ul style="list-style-type: none"> <li>• <b>A governor asked how staff should be contacted.</b> At present it is felt that email is the best method, as this does not overwhelm the staff.</li> </ul>	
<p><b>6. Head Teacher’s report</b></p> <p>Circulated to all Governors. The following was noted:</p> <ul style="list-style-type: none"> <li>• This did not contain attendance data as school is currently open to critical workers and vulnerable worker only.</li> <li>• SDP overview and priorities have been updated in the second document. This reflects the changes since the last meeting. There was only one week of term and then lockdown. A large proportion of the actions have not been able to be progressed, primarily on foundation subject leadership – the training day with Margaret Leveritt had to be postponed, as this needs to be completed in person. Some of these areas may not be fully completed by the end of the summer so some may need to be moved to the next term.</li> <li>• There has still been progress on areas of the SDP where it has been possible to continue to work on these.</li> </ul> <p><b><u>Covid-19 Update and impact on the School</u></b></p> <ul style="list-style-type: none"> <li>• The committees have had reports on this and the introduction of lateral flow testing. To date there have been no positive tests.</li> <li>• The safety processes in school are still being maintained. There have been no bubble closures.</li> </ul> <p><b><u>Statutory Assessment Update</u></b></p> <ul style="list-style-type: none"> <li>• The national assessment testing is currently on hold, so there will be no formal assessment and attainment data. The school is still waiting for guidance on formal reporting to parents in the summer term.</li> <li>• The school is an Early adopter for the next framework for early years. There will be no collation of this nationally at present.</li> </ul>	

	Action
<p><b>7. Safeguarding – Governor report and to note updates and safety issues.</b></p> <p>LP has completed her latest DP update training. E-Safety matters continue to be highlighted and the PSHE curriculum has been updated to reflect this. There is a digital module which will be taught after half term. There may be times where inappropriate content being shown following on from a You Tube video advert after watching a school video. Children are being educated on what to do in these instances.</p>	
<p><b>8. Staff Wellbeing</b></p> <p>LM provided some commentary to AN on this prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Staff have been working hard and are proud on the curriculum in and outside of the school setting.</li> <li>• Staff appreciate the contact from governors to show their support and are looking forward to the half term break.</li> </ul> <p>AN outlined that the school staff are experiencing exhaustion, so the half term break is welcome. SLT have been trying to support wellbeing matters and issues across the school. These have been occasionally difficult to support meaningfully. The impact of the current restriction is having a cumulative effect on staff as they continue to try and help others. LP’s support in this area has been vital and is highly commended by AN and governors.</p> <p><b><u>Challenge and discussion</u></b></p> <ul style="list-style-type: none"> <li>• <b>A governor asked if the school staff will get a break over the half term break.</b>            The school will not be open, and the LA are coordinating the requirements for childcare over the holiday, by supporting both families and local businesses. Staff have been provided with time to allocate resources for the week after half term this week to assist with the staff having a break.</li> <li>• A governor reported that they have received feedback from another member of staff feel that they are supported in their bubbles, but that sometimes the buddy system can also be an additional burden. Some staff are struggling with the workload and the juggle of the various demands. WW noted that there has also been positive feedback on the buddy system. The adaptations of individuals to embrace the new ways of teaching has been incredible. It is noted that the pressure is now showing on staff after 6 weeks of this.</li> <li>• <b>A governor asked if staff still find it difficult to record lessons.</b>            This is dependent on the member of staff; this can be related to technological confidence, and for their strive for perfection.</li> <li>• <b>A governor asked if staff are getting feedback on the appreciation of parents.</b>            Whilst teachers tend to focus on the negatives rather than the many positives, the positive feedback that we get from parents is forwarded on.</li> <li>• Governors noted it is difficult for teachers to gauge the lesson success when they are not able to interact with their audience.</li> </ul>	

	<b>Action</b>
Governors wanted to reiterate their gratitude to all members of staff for this dedication during this difficult period.	
<p><b>9. Policies for Review</b></p> <p><b><u>Ratification of updated Safeguarding and Child protection Appendix 2021</u></b></p> <ul style="list-style-type: none"> <li>This has been sent out from the LA. All governors have read this.</li> </ul> <p><u>Decision:</u> All governors agreed to ratify the Safeguarding and child Protection Appendix 2021.</p> <p><b><u>Identification a governor to check updates for these policies in light of GDPR updates - Freedom of Information Policy /Freedom of Information Publication Policy (not for ratification at mtg)</u></b></p> <ul style="list-style-type: none"> <li>CO agreed to take this on.</li> </ul> <p>Governing Body to discuss how it will capture relevant points on responsibility, as polices now reviewed online via Every system.</p> <p>The comments can be added and then these can be collated, be answered, and circulated to governors a week prior to the meeting so they can be ratified.</p> <p>This will be trialled for the Resource Committee policies after half term.</p>	<b>CO</b>
<p><b>10. Questions Ofsted may ask – continue to discuss and update: Question No.6</b></p> <p>How safe do children feel in school?</p> <ul style="list-style-type: none"> <li>Are children taught to “be safe” including online?</li> <li>Are all staff aware of safeguarding policies and are they used effectively?</li> <li>Are staff aware of the Prevent duty?</li> <li>How do you know safeguarding is effective?</li> </ul> <p><i>This item was deferred.</i></p>	
<p><b>11. Governor Training</b></p> <p>The Annual Governor Conference is on 6 March 2021 – CO will circulate the details to all governors.</p>	<b>CO</b>
<p><b>12. Correspondence</b></p> <p>AN will circulate positive feedback from parents to governors.</p>	<b>AN</b>
<p><b>12. Items for Information and Next Meeting Agenda</b></p> <p>Item deferred as above.</p>	
<p><b>13. Date and time of next meeting</b></p> <p><b>24 March 2021, 6.45pm – sub committees before at 6.00</b></p>	

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**The Chair thanked the Governing Body and closed the meeting at 8.08 pm**

09/12/20	Update Governor page of School Website	WW/TC/LP.
10/2/21	Ensure the paperwork for the new governor is completed	WW
10/2/21	Governors are encouraged to reach out to their linked contacts in a supportive role prior to half term	All
10/2/21	Check Policies considering GDPR updates	CO
10/2/21	Circulate details of Governor Conference	CO
10/2/21	Circulate positive feedback from parents to governors	AN