

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 20/10/2021 at 6.30pm

Governors present: Anna Norden (AN) - Headteacher

Tina Carminati (TC)

Steve Byfield (SB)

Hannah Parish (HP)

Catherine Cannon (CC)

Rachel Hallam (RH)

Diane Herrington (DH)

Lucy Parsons (LP)

Lynsey Fulcher (LF)

Claire Daniel (CD)

Apologies:

Alison Fox (AF)

Andrew Baker (AB)

Laura McAuley (LM)

The Meeting was quorate.

Also Present:

Associate Members: Lucy Poskitt (LPo) –Deputy Head

Wendy Whistler (WW) – Business Manager

Clerk:

Katie Tween (KT)

	Action
1. Welcome and Apologies for absence Apologies received and accepted from Alison Fox, Andrew Baker and Laura McAuley. LF welcomed all to the first meeting of the academic year.	
2. Declaration of interests None declared. The Chair reminded all to send their completed Annual Declarations of Pecuniary Interest forms to the Clerk.	All
3. Elections <u>Chair of Governors</u> Nominations had been received for LF to be Chair of Governors. No other nominations were made at the meeting and LF was then duly elected as Chair. <u>Vice Chair of Governors</u> It was noted that having a Vice-Chair was important for succession planning as well as providing cover at meetings if the Chair was unable to attend. No nominations had been received in advance, but CC was nominated during the meeting and was then duly elected as Vice-Chair.	

	Action
<p>4. Minutes of the Previous Meeting (14.07.21) and Matters Arising</p> <p>The minutes of the Full Governing Body meeting held on 14/07/21 had been uploaded to the Every system 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: <i>Minutes to be signed and given to the school office</i> – This had been done. <i>WW to check staff governor email addresses are up to date on Every</i> – Done. <i>Any governor who attends termly briefing to update the safeguarding governors with any additional information.</i> – No governor had been able to attend the most recent termly briefing. The Clerk agreed to circulate any slides that were available.</p>	<p>LF</p> <p>Clerk</p>
<p>5. Committee Updates</p> <p><u>CLA Committee</u></p> <ul style="list-style-type: none"> - The committee had received a wonderful presentation from Mrs Sprawson about the work that she had been doing and her plans for the coming year. The committee had welcomed the ability to have that connection with teaching staff again. - Across this year, all subject leads will attend the committee meetings and then a two year cycle will be established. - The committee had also discussed governor visits and subject link governors. - Governors had also discussed welfare checks for support staff. <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> - The committee had met last week and CC was appointed as Chair, with HP as Vice-Chair. - They had looked at the Terms of Reference and received an update from AN. - WW had given a budget update which showed that at the half-year point they were on target, or better than expected. - They committee had reviewed and approved the Discretionary Leave policy and had also agreed a new system of reviewing policies – WW would upload the policies due for renewal a month ahead to give everyone time to read and comment on them. She would then run the report including all of the comments which could then be discussed at the meeting. 	
<p>6. Head Teacher’s Report</p> <p>The Head had uploaded a written report to Every in advance but drew attention to the following points.</p> <p><u>Pupil numbers</u></p> <ul style="list-style-type: none"> - There were now 311 pupils in the main school which, as discussed at Resources, was better than anticipated. They will lose 55 Year 6’s and this year are under PAN so need to think about the knock on effects, but should still be in a better than expected position moving forward. - New children were joining on a reasonably regular basis – this term there had already been several new pupils. 	

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	Action
<p><u>SEND</u></p> <ul style="list-style-type: none">- There were 11 children with EHCPs across the school.- It was felt by the statutory assessment team that the school did a good job of supporting children with additional needs. On the one hand that was positive, but it could also mean increased demand and resource. <p><u>Attendance</u></p> <ul style="list-style-type: none">- Attendance was sitting quite well compared to other Cambridgeshire schools. The county attendance was 86% and the school was 96%.- They were doing well to have no cases at the moment given the local situation and were hoping to maintain that to half-term and beyond.- The LA was looking to convince the government to make changes to national guidance to help protect schools.- There had been a lot of non-covid winter bugs around which had led to staff and pupil absences. Cover for staff had been a challenge. <p><u>Safeguarding</u></p> <ul style="list-style-type: none">- There was a new KCSIE and it was mandatory for governors to read Part 1 and Annex B.- All professionals that worked with children had a responsibility to be proactive, ensure that systems were robust and update their training regularly.- The governing body was an essential part of that safeguarding process.- It was about keeping children safe but also about supporting whole families and safeguarding staff.- The policy updates had been done by the LA Safeguarding team.- Governors must sign (on Every) to show that they had read and understood the KCSIE and the policy so that the Single Central Record could be updated. <p><u>2021/22 School Development Plan and Head Teacher Objectives</u></p> <ul style="list-style-type: none">- AN shared her key objectives, noting that they were derived from the School Development Plan (SDP) and also feed down into individual staff plans and objectives. <p><u>Miscellaneous</u></p> <ul style="list-style-type: none">- There had been one complaint received which was currently at Stage 2 of the process.- AN had attended a Heads' meeting where another Head had commented on how useful AN & WW's training and support had been. Swavesey was ahead of other schools in terms of the proactive budget planning and AN emphasised that everyone should be proud of the business organisation side. <p>Governors thanked AN for her report and for her transparency in sharing her performance objectives with the whole governing body. There were no questions.</p>	<p>All</p>
<p>7. Safeguarding Update</p> <ul style="list-style-type: none">- The KCSIE update had already been covered.- The next safeguarding meeting with governors needed to be arranged. SB volunteered to attend along with AB. LP would do the Spring term.	<p>SB, AN, AB</p>

	Action
<p>8. Staff and Pupil Well-being</p> <p>Staff governors provided an update:</p> <ul style="list-style-type: none"> - It was definitely feeling like the end of the half-term, with children flagging. However they had settled back into the school routines well. - It had been lovely to do some more normal things – particularly at the beginning of term that had boosted morale. - Illnesses had been challenging particularly when children and staff were displaying symptoms. - It had been nice for staff to be able to see each other, not just the colleagues they worked directly with. It had also been good for all staff to get to know all pupils. <p>Governors also discussed the following points:</p> <ul style="list-style-type: none"> - There used to be a well-being survey but this hadn't been run due to covid. The aim was to run it again in Spring but needed to ensure that the questions were still appropriate and relevant. - LPo and AN were putting together resources and information to create accessible well-being resources information for staff, pupils and children (three separate packs). 	
<p>9. Policies</p> <p>The policies due for review had all been uploaded to Every in advance for governors to read and comment on.</p> <p><u>Child Protection</u> This was a model policy. One question on safeguarding was resolved. It was noted that some personalisation needed to be added in, but otherwise it was approved.</p> <p><u>Complaints Procedure.</u> This was a model policy. No comments. It was approved.</p> <p><u>Unreasonable Complaints</u> This was a non-statutory policy, but was needed. The school had been supported by LGSS Law when it was originally drafted. Some typographical issues were identified but otherwise it was approved.</p> <p><u>Separated Parents</u> This was a non-statutory policy. It had been drafted with advice from LGSS Law. It would be uploaded onto the website. It was approved.</p> <p><u>Communications Policy</u> This was a non-statutory policy. It was suggested and agreed that it should be amended to include the use of e-mails as a method of communication, but otherwise it was approved.</p>	
<p>10. Governor Visits and Responsibilities</p> <ul style="list-style-type: none"> - The intention was that there would be three governor visits over two years for each subject lead, to ensure that visits were not a huge drain on resources. 	

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<p>12. Correspondence</p> <p>The parent survey results had not yet been collated but would be shared once they had been.</p>	

The Chair thanked the Governing Body and closed the meeting. Next meeting to be held on 8th December 2021.

Actions

Item	Action	Responsible
2	All governors to return their Declaration of Pecuniary Interest forms to the Clerk asap.	KT
4	LF to sign minutes of previous meeting and return to school office.	LF
4	The Clerk to circulate slides from governance termly briefing.	KT
6	All governors to read the updated KCSIE and to update Every to confirm this.	All
7	Safeguarding visit to be arranged.	AB/SB/AN
10	LF to send the governor visit template to KT to circulate.	LF/KT
10	LF and AN to meet the review the subject links document to check all staff details were up to date before it was circulated.	LF/AN
11	Clerk to check if GovernorHub could be used solely for communication updates.	KT