

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 09/02/22 at 7.15pm

Governors present: Anna Norden (AN) - Headteacher
Steve Byfield (SB)
Hannah Parish (HP)
Catherine Cannon (CC)
Rachel Hallam (RH)
Diane Herrington (DH)
Lynsey Fulcher (LF)
Alison Fox (AF)
Andrew Baker (AB)
Claire Daniel (CD)
Rachel Sprawson (RS)

Apologies: Lucy Parsons (LP)
Tina Carminati (TC)

The Meeting was quorate.

Also Present: Lucy Poskitt (LPo)

Clerk: Katie Tween (KT)

	Action
<p>1. Welcome and Apologies for absence Apologies received and accepted from Lucy Parsons and Tina Carminati. The Chair welcomed all to the meeting especially to RS, as it was her first FGB meeting.</p>	
<p>2. Declaration of interests None declared.</p>	
<p>3. Minutes of the Previous Meeting (08.12.21) and Matters Arising</p> <p>The minutes of the Full Governing Body meeting held on 08/12/21 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:</p> <p><i>LF and AN to meet to review the subject links document to check all staff details were up to date before it was circulated.</i> LF reported that some version control issues had been identified and as such the document needed to be reviewed again. It was agreed that AN and LF would look at it when they next met and liaise with AF. It would then come to the next FGB.</p>	<p>LF</p> <p>LF, AN, AF, KT</p>

	Action
<p><i>AN to collate positive feedback received from parents. AN reported that this was nearly complete and would be uploaded to Every.</i></p> <p>All other actions were either closed or listed elsewhere on the agenda.</p>	
<p>4. Committee Updates</p> <p><u>CLA Committee</u></p> <ul style="list-style-type: none"> - The committee had received some fantastic presentations from staff, covering Computing, Science and Music. The presentations had been recorded so that the link governors could look at them in preparation for governor visits. - The committee had discussed volunteers in school; they had been sorely missed and the school was keen to get parents back in. This opportunity was also available to any governors who wished to volunteer in school in a different way. - The committee had worked through a number of policies. <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> - The committee was looking at the compliance of the school website. - They had received a detailed budget report. They were now in Quarter 4 of the financial year and looking at carrying £41,000 forward which was a bit more than anticipated. EY&P was also in budget; the pre-school was doing really well. - LF had provided an update on national pay deals and money was set aside within the school's budget. - The committee had reviewed eight policies and discussed the process for approving policies. 	
<p>5. Head Teacher's Report</p> <p>The Head had uploaded a written report to Every in advance. Governors noted that a lot of the content had also been discussed, questioned and challenged at the Head Teacher's Appraisal Review.</p> <p>Governor Questions, Challenge and Support</p> <p><i>Q./ In light of the news that covid restrictions are likely to disappear, what will the school's policy be?</i></p> <p><i>A./ There is no definitive answer at this stage, but the school would follow the guidance from the County. As a maintained school they had to follow LA guidance and they also had to be in line with national government policy. For example, when Cambridgeshire was declared an Enhanced Response Area the County had to get permission from the government to do that; they had applied five times and been turned down four times before it was implemented. This meant, for example, that if the government said that children no longer had to isolate, then the local government or school would not be able to go against that.</i></p> <p><i>Q./ In the event that restrictions disappear and if that results in higher levels of absence, do we need to contingency plans in place?</i></p>	

	Action
<p>A./ There are contingency plans in place at the moment. It is not known whether they will continue in the same way. The issue in some schools at the moment is that teachers are absent with covid when not actually ill because of the isolation requirements.</p> <p><i>Q./ It is pleasing to see clubs being reinstated – is there anything else you want to do?</i></p> <p>A./ The next thing is to get volunteers back in; over time some had been lost but once the covid guidance was available then volunteers could be advertised for again. The aim was to rebuild the volunteer group again; pre-covid there had been about 20 volunteers across the school but only one was still coming in now. The extra bodies in classroom made such a difference.</p> <p>It was nice to see lots of things coming back to normal; it will be good for staff to be able to mix more and to be able to speak to each other without a mask.</p> <p>Parent workshops had also been a really positive feature and the mutual support was missed; online it was not the same.</p> <p>All agreed that it was lovely to hear singing across the school again and to see other signs of a return to normalcy.</p>	
<p>6. Safeguarding Update</p> <ul style="list-style-type: none"> - There will be a new update for KCSIE and it was out for consultation at the moment. Action: AN to send the consultation to governors. - One of the key Ofsted questions seemed to be about the local context and local safeguarding issues, so all staff and governors need to be aware of this. The DSLs will discuss and update as needed. - The Spring term safeguarding visit needed to be arranged; it would be useful to have a longer term Resources representative for safeguarding. 	AN
<p>7. Staff and Pupil Well-being</p> <ul style="list-style-type: none"> - LF and AN discussed staff well-being in their fortnightly meetings. - CC and LF were planning a staff survey for the summer term and would engage with LPo around pupil well-being. - AF noted that for staff link governor visits, an item had been added to consider well-being and support so that should be included as part of the visit and was an opportunity to highlight any issues. - Staff governors noted that building a relationship over time with a link governor was really positive so thanked governors. - Governors discussed link governors for TAs and other support staff, noting that this would have to be done in groups. It was decided that there would not be formal links set up but that governors would be mindful of the work support staff did. - The PTA had set up a system for parents to contribute to a well-being pot for staff. Covid had delayed plans for spending it but now representatives from across the workforce were meeting to discuss other ideas for using it. 	
<p>8. Policies</p> <p>The policies had been uploaded to Every to be read and reviewed in advance.</p>	

	Action
<p><u>Children In Care Policy</u> Governors sought clarification as to the responsibilities of the governing body within the policy (section 3.1). AN explained that children in care always came under a virtual school. The role for the governing body was to ensure that the school was doing what it needed to. It was agreed to add in that this was done through safeguarding monitoring.</p> <p>The policy was approved subject to this amendment.</p> <p>Action: SB to go through the school’s policies to check what the governing body had responsibility for, so that this could be monitored effectively.</p> <p><i>SB left the meeting at 20.00. The meeting remained quorate.</i></p> <p><u>Whistleblowing Policy</u> It was noted that this was a standard policy from the LA Safeguarding group. This policy was approved by governors.</p>	<p>SB</p>
<p>9. Governor Visits and Responsibilities</p> <ul style="list-style-type: none"> - The RE visit report was now available on Every. - The Science visit report was ready to be reviewed and then would be made available. - The report on the staff meeting on reading was also to follow. - It was agreed that visit reports should be shared across both committees to ensure that everyone had a broad understanding of the foundation subjects. <p>Action: The clerk to include list of recent visit reports on each agenda going forward.</p> <p>Governors discussed whether it was useful to receive extra information/updates about their link subjects in between visits. It was agreed that this was a positive thing as it supported the link governor and helped them get a wider view of the subject and increase their understanding.</p>	<p>KT</p>
<p>10. Governor Training</p> <p>There was no recent formal training to report.</p> <p>Governors noted that one form of training that they were utilising was buddying through subject visits.</p> <p>Action: The clerk to look at what training was available on governor visits.</p>	<p>KT</p>
<p>11. Correspondence</p> <p>The Chair informed the governing body that a recent complaint had been progressed to Stage 3 of the complaints process and that as part of the outcome the panel had</p>	

	Action
<p>issued a series of recommendations. The governing body considered these recommendations and how to address them:</p> <ul style="list-style-type: none"> - The school to feedback to the LA the potential need for parents to be offered the opportunity to review the final version of the EHCP before submission. <p>Action: LF to contact the LA representative from the complaints hearing to discuss with him.</p> <ul style="list-style-type: none"> - The school to ensure that parents are aware of the absence policy at the earliest stage. <p>Action: AN to include reference to this in letters, as in current practice.</p> <ul style="list-style-type: none"> - The panel committed to ensuring that the governing body prioritised a SEN monitoring visit this academic year. This visit should not be specific to the complaint recently reviewed, but instead should ensure that if there are any areas for improvement in the SEN policies and procedures that these can be acted upon swiftly. <p>Action: To be delegated to the CLA Committee: RH to consider this as the SEND lead. One visit before Easter and one in the summer term. Report back in the summer term. AF to support at the meeting.</p> <ul style="list-style-type: none"> - The format of review and needs assessment meetings will be explained clearly in advance of the meeting taking place. <p>Action: To be fed into the visit and discussion above.</p> <ul style="list-style-type: none"> - The school’s wellbeing offering will be reviewed and will include signposts and support for parents who have concerns about their child’s wellbeing. <p>Action: To be delegated to the Resources Committee: LPo, LF, CC to consider.</p> <ul style="list-style-type: none"> - The school will continue to provide annual STEPS training for all staff, and this will continue to include a focus on mental health, undiagnosed and non-physical conditions. <p>Action: AN to implement. Monitoring through visit (AF, RH).</p>	<p>LF</p> <p>AN</p> <p>RH, AF</p> <p>RH, AF</p> <p>LPo, LF, CC</p> <p>AF, RH</p>
<p>12. AOB</p> <p>The clerk informed governors that LPo’s term as Associate Governor was due to renewal. Governors agreed that this should be extended.</p> <p>The Chair informed governors that it was DH’s last meeting as a governor and thanked her for all of her valuable contributions. AN thanked her on behalf of the staff and AF thanked her on behalf of the CLA committee.</p>	

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 09/02/2022

	Action
The meeting closed at 20.30. The next FGB meeting is due to be held on 23 rd March, location tbc.	

Actions

Item	Action	Responsible
3	LF to sign minutes of previous meeting and return to school office.	LF
3	LF and AN to liaise with AF to ensure that the subject links document was up to date before the next FGB meeting.	LF/AN/AF
6	AN to send the KCSIE consultation to governors.	AN
8	SB to go through the school's policies to check what the governing body had responsibility for, so that this could be monitored effectively.	SB
9	The clerk to include list of recent visit reports on each agenda going forward.	KT
10	The clerk to look at what training was available on governor visits.	KT
11	Complaint recommendation outcomes to be actioned, as listed above.	AN/LF/RH/ AF/CC/LPo