

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 04/05/22 at 6.15pm

Governors present: Anna Norden (AN) - Headteacher
 Steve Byfield (SB)
 Hannah Parish (HP)
 Catherine Cannon (CC)
 Rachel Hallam (RH)
 Lynsey Fulcher (LF) - Chair
 Alison Fox (AF)
 Lucy Poskitt (LPo)
 Claire Daniel (CD)
 Rachel Sprawson (RS)
 Tina Carminati (TC)

Apologies: Lucy Parsons (LP)
 Andrew Baker (AB)

The Meeting was quorate.

Also Present: Wendy Whistler (WW)

Clerk: Katie Tween (KT)

	Action
<p>1. Welcome and Apologies for absence The Chair welcomed all to the meeting; apologies had been received and were accepted from Lucy Parsons and Andrew Baker. It was noted that LPo, RH and AF were late but that the meeting was quorate.</p>	
<p>2. Declaration of interests None declared.</p>	
<p>3. Minutes of the Previous Meeting (09.02.22) and Matters Arising The minutes of the Full Governing Body meeting held on 09/02/22 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. The open actions were considered: <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. Action to remain open.</i> <i>SB to go through the school's policies to check what the governing body had responsibility for, so that this could be monitored effectively. Action in progress; to remain open.</i></p>	<p>LF</p> <p>LF, AN</p> <p>SB</p>

	Action
<p><i>Complaint recommendation outcomes to be actioned, as listed above.</i> The Chair requested that this be listed on the next FGB agenda for review.</p> <p>All other actions were either closed or listed elsewhere on the agenda.</p>	<p>KT</p>
<p>4. Committee Updates</p> <p><u>CLA Committee</u></p> <ul style="list-style-type: none"> - The last meeting had been cancelled due to illness and associated pressure on staff. The Head Teacher thanked all for making that decision. <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> - The focus of the most recent meeting had been on the budget, which would be presented at this meeting. - The SFVS had been completed and submitted. <p>The Resources Committee Terms of Reference were approved.</p>	
<p>5. Head Teacher's Report</p> <p>The Head had uploaded a written report to Every in advance. It was noted that there were two reports because the previous FGB had been cancelled. The most recent report was only based on two school weeks because of the timing of the Easter holidays. The Head summarised the main points:</p> <p><u>Government White Paper</u></p> <p>This was the biggest education reform paper since 2014; it included some recommendations based on consultations and some based on what the DfE and the government wanted. Some of the recommendations had specific deadlines, others were "in this parliament". There were potential changes to the curriculum coming in the future, but not in this parliament.</p> <p>One target was for 90% of primary children to have achieved the expected outcomes by the end of Year 6. The Head explained that the staff already aimed for this for all children but that for some it was more complex and difficult.</p> <p>The Head explained that the teachers already talked to parents about how their children were doing, including for example letting parents know when their children are having any tutoring. The White Paper indicated that this would be a new approach, but for Swavesey it was already being done, so part of the response may be to make clear what was already being done. In other areas, there may need to be changes.</p> <p>The government would be requiring schools to be open for 32.5 hours. At the moment, the school was short by 15 minutes a day. The doors currently opened at 8.50am, with the school day legally starting at 9am and finishing at 3.30pm. The register was at 9am which is what legally signified the start of the school day. The school had originally started opening the doors earlier than 9am because of the building work, but had found that it was beneficial to have this extra time for the children to get settled. This change had never been formalised and was therefore not</p>	

	Action
<p>legally part of the school day, but meant that in reality to fit in with the new 32.5 hour requirement the school would have to open for an extra 5 minutes a day. Parents would also have to understand that the earlier time was now the start of the school day and therefore to arrive after that would constitute being late. It had not been decided where to put the additional 5 minutes; the Head explained that she wanted that to be driven by staff so she would survey them. From a budgetary perspective, for support staff it may mean a change in contract to include the additional time. The Head would explain the changes to parents; the final deadline from the government was September 2023 but the LA had said it should be in place by September 2022 and that therefore the formal opening hours should be decided by the end of May 2022. This did not leave much time and therefore the change may need to be agreed by email. The Clerk advised that decisions should only be made in meetings, but given the time pressures, it could be informally agreed by email before being ratified at the next FGB.</p> <p>Action: School day timings to be included on the agenda of the next FGB.</p> <p>The Head reported that it was likely that more changes would be made nationally to attendance requirements. The expectation was that what could be permitted or authorised absence would be reduced, but this had not yet been confirmed. The school policy would be brought to governors for approval once these changes had been announced.</p> <p><u>Green Paper</u> The Green Paper set out the next set of SEND policies; there was a consultation linked in the report and the Head asked governors to feed into it.</p> <p><i>RH joined at 6.58pm.</i></p> <p>Governor Questions, Challenge and Support</p> <p><i>Q./ The White Paper refers to academisation – could you comment on that?</i> A./ The original target was for schools to join academies by 2022 but that was removed. The White Paper now indicates that the aspiration is for all schools to be part of high performing academies. However, at the moment there was no benefit to Swavesey in joining an academy.</p> <p>There were no further questions but governors were reminded that they could email AN directly if any queries arose.</p>	<p>KT</p>
<p>6. Safeguarding Update</p> <p>There were no specific updates but governors were reminded that the KCSIE consultation was still open.</p>	
<p>7. Staff and Pupil Well-being</p> <p><u>Staff</u> Governors asked how staff members were, particularly after a challenging end to the previous term. AN and staff governors explained that things had generally settled;</p>	

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 04/05/2022

	Action
<p>there was less sickness now and although it was a busy job, staff members were coping well.</p> <p><u>Pupils</u></p> <ul style="list-style-type: none">- Children were generally working hard.- The pupil well-being project was still ongoing and there was more advice on well-being coming from the LA.- There was a lot of anxiety amongst some children and more parents were requesting meetings. This may be down to it being the final term in current year groups, but levels of resilience were generally low.- It was challenging to build resilience post-covid. The aim was to bring back family workshops as they had been missed.- In the past the SENCO had run mindfulness groups and the aim was to re-start those.- Covid took away children's ability to think for themselves because of all of the enforced rules; children had forgotten how to use their own initiative or be a master of their own thinking.- From a parent's perspective, it was noted that lots of parents were now having to go back to the workplace more for the first time in two years. Lots of Reception, Year 1 and Year 2 children had to therefore get used to their parents not being around in the same way and parents had guilt around that. <p><i>AF joined at 7.15pm.</i></p>	
<p>8. Governor Visits and Responsibilities</p> <ul style="list-style-type: none">- LP had carried out a Science visit. It was agreed that this should be put on the agenda of the next FGB to follow up on.- The Chair reminded all to carry out visits; all subject links should be visited by the end of the year.- Governors thanked AF for the template which was very helpful.	KT
<p>9. Governor Training</p> <p>There was no recent formal training to report.</p>	
<p>10. Correspondence</p> <p>There was nothing to report.</p>	
<p>11. Governing Body Membership</p> <p>The Chair reported that AF's term of office was due to come to an end in July, before the next FGB. AF explained that after 20 years of school governing she would be stepping down.</p> <p>The Chair recommended that AF was asked to stay on as an Associate Governor so that the governing body was able to retain her expertise for a further period of time.</p>	

	Action
<p>Action: The Clerk to share information about Associate Governors with the Chair, Head and AF. Any appointment would have to be formally approved at the next FGB.</p> <p>The Clerk reported that LF’s term of office was also due to come to an end in July, before the next FGB. LF expressed a wish to continue for a further term as co-opted governor and then temporarily left the meeting. Governors agreed that they would like LF to serve a further term of three years. LF was then invited to re-join the meeting.</p>	<p>KT</p>
<p>12. Budget 2022/23</p> <p>The draft budget had been shared with all governors. It had been reviewed in detail at the Resources Committee meeting on 27.04.22 and had been agreed by the School’s Financial Adviser.</p> <p>WW presented the budget report to governors.</p> <p>Governor Support, Questions and Challenge</p> <p><i>Q./ What about the backpay for staff members who have left?</i> A./ People who have left can request the backpay; the LA advice was that it was up to the individuals to ask for it.</p> <p><i>Q./ The Premises team was keen to do some work on the school toilets; was there anything in the Capital Budget to cover this work?</i> A./ It depends on the value of the work. The intention was to do a Premises Plan for the next 18 months to two years and then work out how to fund it, for example through the LA. There has not been time to do this work yet, but the intention was there.</p> <p><i>Q./ Is the experience of being below the minimum per pupil figure common to other schools in the region?</i> A./ Historically schools in this area were at the bottom of the LA and the LA was at the lower end nationally. This was because historically funding was based on deprivation levels.</p> <p><i>Q./ Is the top-up to bring the funding to the minimum per pupil figure provided by the LA?</i> A./ Yes, the LA has to fund that. For the two previous years, the school’s funding has been capped but that cap will now be removed.</p> <p>Governors noted the surplus of £62,000 and that the school was continuing with the same structure. WW explained that the advice from the LA had been to budget 70-80% more for electricity and gas and reassured governors that this had been accounted for. It was also noted that the school had been conservative with the pupil numbers estimate; the likelihood is that there would be additional funding coming through as a result of more pupils. WW agreed that this was a conservative estimate; she explained that they did not assume that any children who qualify for pupil</p>	

SWAVESEY PRIMARY SCHOOL GOVERNING BODY

Full Governing Body Meeting Minutes, 04/05/2022

	Action
<p>premium would join, whereas it was likely that some will. This was the same for high needs pupils, unless they already had an EHCP in place.</p> <p>The 2022/23 budget was approved by governors.</p> <p>Governors thanked WW for another budget that was straightforward, easy to understand and that supported the school so well. They agreed that they found the report very helpful and detailed.</p> <p><i>Q./ Has there been an uptake in the use of Kids Club?</i> <i>A./</i> Not to pre-covid levels. Parents were going back to the office but more flexibly so may not need cover every day. For the Spring term there was no uplift compared to Autumn term.</p> <p>Parent governors noted that there may be a perception amongst parents that there were not spaces available and suggested that if spaces were available that they could be advertised. It was agreed that this could be helpful and also that the new parents should be given information about the provision.</p> <p>The meeting closed at 20.20. The next FGB meeting is due to be held on 20th July, at the school.</p>	

Actions

Item	Action	Responsible
3	LF to sign minutes of previous meeting and return to school office.	LF
3	LF and AN to meet to ensure that the subject links document was up to date before the next FGB meeting.	LF/AN
3	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
3	Complaint recommendation outcomes to be listed for review at the next FGB.	KT
5	School day timings to be included on the agenda of the next FGB.	KT
8	Science visit to be added to the agenda of the next FGB.	KT
11	The Clerk to share information about Associate Governors with the Chair, Head and AF.	KT