

**Minutes of Full Governors Meeting**

Held at Swavesey Primary School on 27/09/2023 at 6.30pm.

**Governors present:** Anna Norden (AN) - Headteacher  
Lynsey Fulcher (LF) - Chair  
Tina Carminati (TC)  
Nicola Griffiths (NG)  
Hannah Parish (HP)  
Rachel Sprawson (RS)  
Lucy Poskitt (LPo)  
Claire Daniel (CD)  
Youping Han (YH) – arrived at 7.10pm

**Apologies:** Steve Byfield (SB)  
Rachel Hallam (RH)  
Catherine Cannon (CC)

**Not in attendance:** Bob Adams (BH)

**Clerk:** Charlene Monk (CM)

		Action						
<p><b>1. Welcome and Apologies for absence.</b> The Chair welcomed all to the meeting. Apologies had been received and were accepted from Steven Byfield, Rachel Hallam and Catherine Cannon. No apologies or attendance from Bob Adams. The meeting was quorate.</p>								
<p><b>2. Declaration of interests</b> None declared.  The Clerk reminded all to update their annual declarations of interest on GovernorHub.</p>		All						
<p><b>3. Minutes of the Previous Meeting (19.07.23) and Matters Arising</b> The minutes of the Full Governing Body meeting held on 19/07/23 had been uploaded to GovernorHub for all to read in advance. It was <b>agreed</b> that they were a true record of the meeting and should therefore be <b>approved</b> and signed. It was agreed that from now on, minutes would be signed electronically using the GovernorHub function.  The open action was considered and discussed. <b>Agreed:</b> close the action item for SB. <b>Action:</b> All to inform SB of any policy updates moving forward.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsible</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>SB to go through the school's policies to check what the governing body had responsibility for, so that this could be monitored effectively.</td> <td>SB</td> </tr> </tbody> </table>		Item	Action	Responsible	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	All
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<p><b>4. Elections</b></p>								

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	Action
<p>LF informed all that she would be stepping down as Chair. A nomination was received for HP to take on the role of Chair of Governors. HP was then duly appointed as Chair.</p> <p>No nominations were received for Vice Chair of Governors. LF agreed to step in as Vice-Chair for now.</p>	
<p><b>5. Governing Body Business</b></p> <p><u>5.1 Committee Membership</u> Changes to Committee Membership was <b>agreed</b> as follows:</p> <p>NG to move from Resources to Curriculum, Learning and Assessment HP stepped down from Performance Management LF to be a member of Performance Management</p> <p>It was agreed that membership should be reviewed again at the next FGB.</p> <p><u>5.2, 5.3 Terms of Reference</u> The Terms of Reference for the Resources and Curriculum &amp; Learning Committees were <b>agreed</b>.</p> <p>It was agreed that the Committee Chairs action for next FGB is to review, approve and ratify decisions from the Committees.</p> <p><u>5.4 Governor Link Responsibilities</u> <b>Action:</b> LF to re-send subject links/responsibilities document in advance of the next FGB.</p> <p><u>5.5 Succession Planning and Associate Members</u> It was noted that the 2 Associate Members do not have Governor email, only personal emails. <b>Action:</b> LF to send an email to both Associate Members to inform them that the Governing body would like their membership/support to continue.</p> <p><u>5.6 Code of Conduct</u> The Code of Conduct is unchanged. <b>Action:</b> TC to update the date on the Code of Conduct and place in the “document” folder in GovHub. <b>Action:</b> Once updated, all to read the Code of Conduct in GovHub and it was agreed to postpone the adoption to the next meeting.</p> <p><u>5.7 Instrument of Government</u> It was agreed to postpone to the next FGB. <b>Action:</b> LF to revisit the document and all to approve at next FGB.</p> <p><u>5.8 Values and Ethos</u> Governors continue to be satisfied with the values and ethos statement. <b>Agree:</b> adopt the values and ethos statement.</p> <p><u>5.9 Diversity Data</u> Discussions took place regarding participating in the survey and how the data would be beneficial once collated.</p>	<p><b>CM</b></p> <p><b>RH, KT</b></p> <p><b>LF, CM</b></p> <p><b>LF</b></p> <p><b>TC</b></p> <p><b>All</b></p> <p><b>CM</b> <b>LF</b></p>

Approved:

Chair

Date:

	Action
<p><b>Agree:</b> to complete the survey and link the data to the Skills Audit and decide on next steps.</p> <p><b>Action:</b> TC &amp; LP to collate the survey as an e-form and all to complete.</p> <p><b>Action:</b> All to update the Skills Audit.</p>	<p><b>TC/LP</b> <b>All</b></p>
<p><b>6. Headteacher’s Report</b></p> <p>To include a review and approval of the 2023/24 School Development Plan. Receive new SDP for academic year and discuss alignment with school vision and values etc.</p> <p>The Headteacher’s report had been shared in advance. AN made the following additional comments:</p> <ul style="list-style-type: none"> <li>• 306 children in total, this figure is more than considered initially. Budgeting on 306.</li> <li>• Issue with the reduction of 51 in Year 6 at the end of this academic year 23-24 resulting in a total of 290 children. This is very significant from a budget perspective.</li> <li>• SEND Breakdowns – “60” is a typo, should read “6” for absence. Red box indicates no data, but the overview of school data is 96.3.</li> <li>• Unauthorised Absence, mainly due to term time holidays remains an ongoing issue. An Attendance policy is being created currently to address term time holidays. The new policy will be comprehensive with clarifications of expectations.</li> </ul> <p><b>Agree:</b> ratify changes to the Attendance policy at next FGB. <b>Agree:</b> Governing Body to be part of the letters for absence policy.</p> <ul style="list-style-type: none"> <li>• Safeguarding – KICSE to read, this is a personalised LA model Policy with KICSE updates in red. Safeguarding Governors Meeting took place last week and the minutes are available on GovHub. Other safeguarding items to adjourned to agenda item 7. Safeguarding Update.</li> <li>• With regard to training days the focus across the year will be the principles of FISH and what actions can be taken to improve opportunities and find solutions. Research to be undertaken to look at different systems and techniques to be present (planning and preparation). This will impact the reduction of staff therefore creating a greater need to support ourselves. The principles are: Come with a positive attitude, try “really” hard for things to be fun, make “their” day (positive interactions), present and in the moment.</li> </ul> <p><b>Governor Support, Questions and Challenge</b></p> <p><i>Q./ Numbers in Reception class seem low?</i> A few admissions were out of catchment and as a result were not allocated a place by the LA.</p> <p><i>Q./Regarding attendance, are there any traveller Children currently not attending school?</i> No, all have returned to school now, a few were travelling during the first 2 weeks of term.</p>	

	Action
<p>The Headteacher had shared with governors in advance the review of the 2023/24 School Development Plan (SDP). She explained that the overview priorities came from the Head Teacher Performance Management discussion:</p> <ul style="list-style-type: none"> <li>• Combined achievement is improving, and capacity for leadership, continue to ensure ongoing succession planning. <b>Action:</b> AN to create a document entitlement noting all the experiences a child should have had in school by Year 6.</li> <li>• RE Curriculum is “new” and not part of the National Curriculum, and only statutory in Law. The new RE Curriculum is localised to Cambridgeshire and will be taught from 2024-2028. <b>Action:</b> AN to finalise SDP for all to access in GovHub.</li> </ul> <p><i>Q./ Is the new RE Curriculum very different?</i> Yes and no, previously a bias towards Christianity, the new policy is focused on the new world and multiculturalism. A survey was conducted on the practicing religions in the county, increase in Agnosticism and other religions ranked higher than Christianity.</p> <p>Data Survey Update - County and National results not validated. KS1 Applied for 3 re-marks, GLD – above, Phonics – above, Year 2 re-take below (3 children below with many special needs). Above in reading &amp; writing, in line with maths, above for combined. Borderline (1 KPI) difference noted.</p> <p><i>Q./ For those children who didn’t meet the criteria, are they likely to be able to in the future?</i> The children have all made significant progress from the beginning of the year.</p> <p>KS2, not validated, above in reading &amp; writing, maths and combined. Below GPS as 2 children absent, and this has an impact on the data presented.</p> <p>Co-horts are being closely monitored throughout the year.</p> <p>LH thanks all for their efforts.</p>	<p><b>AN</b></p> <p><b>AN</b></p>
<p><b>7. Safeguarding</b></p> <p>Governors were reminded to confirm on GovernorHub and Every that they had read the latest version of KCSIE. There was a discussion about how much of the document needed to be read.</p>	
<p><b>8. Policies</b></p> <p><u>8.1 Safeguarding and Child Protection</u></p> <p>The updated Safeguarding and Child Protection policy had been shared with governors in advance of the meeting including the updated KCSIE (September 2023). The Headteacher explained that the biggest impact is “monitoring and filtering” which entails looking at what people are viewing on the internet, and the software (Smoothwall) has been upgraded to highlighting key words and trigger a report. It is a requirement of the school to investigate each key word in the report.</p>	

	<b>Action</b>
<p><b>Action:</b> AN to make the presentation available to all via GovHub.            Governors <b>approved</b> the policy.</p> <p><u>8.2 Allegations of abuse against staff</u>  <b>Action:</b> AN to update with the KCSIE changes and all to ratify via email.</p> <p><u>8.3 Attendance Policy</u>  <b>Agree:</b> ratify changes to the Attendance policy at next FGB.</p> <p><u>8.4 Complaints Policy</u>            LA model policy.            Action: All to ratify in GovHub and Every</p> <p>Governors discussed the folder structure of “key documents and policies” in GovHub.  <b>Action:</b> CM to update GovHub folder structure as discussed.</p>	<p><b>AN</b></p> <p><b>AN</b></p> <p><b>CM</b></p> <p><b>CM</b></p>
<p><b>9. Pupil, Staff and Stakeholder’s wellbeing</b></p> <p>Positive staff feedback noted.</p> <p><i>Q./ How is staff wellbeing generally?</i>            Ok, difficulties covering when staff are off sick.</p> <p>The most significant impact is lack of TAs in the classroom generally and the staff sickness. No back up currently.            Budget planning for the next academic year is forecast to be 10 classes, resulting in a continued deficit and high impact on staff wellbeing.</p> <p>Volunteers in school are creating a very positive impact.</p> <p><b>Action:</b> Add Staff wellbeing to both Committee agendas, and item to remain as a standing agenda item on FGB’s moving forward.</p> <p><b>Action:</b> AN to re-literate to staff that they can reach out to the Governing body.</p>	<p><b>CM</b></p> <p><b>AN</b></p>
<p><b>10. SEND Update</b></p> <p>A robust SEND audit was conducted, the decision was part of a year long process resulting in an action plan. The actions are linked to a formal complaint. New SECO this year, with an ongoing SEND complaint.</p> <p>The robust audit produced several documents, with 2 SEND experts, and an action plan with be drawn up in a few weeks. An independent review will take place in 1 years’ time.</p> <p>The Headteacher shared a chart indicating 36 elements. Predominantly good in most areas, 1 area for improvement is IT to support SEND. The chart will be recognised through OFSTED. It was noted that Laura, SEND Lead is embarrassing her new role.</p> <p>The Governor Monitoring Visit template to include a SEND box.</p>	
<p><b>11. PE Sports Premium</b></p>	

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	<b>Action</b>
Noted that the report is not available, however a brief overview was provided. The report will prioritise access to opportunities, PE, engaging partnership activities, and for PE to remain a high focus. LA safeguarding visit has been scheduled for November. PE Health & Safety Audit has been scheduled for March.	
<b>12. Correspondence</b>  There had been no new correspondence received.	
<b>13. AOB/Items for next meeting and Meeting Reflection</b>  The Parish Council have raised that parking remains to be an issue. The Civil Parking enforcement will be rolled out Nov/Dec.  Governors reflected on the meeting and noted: <ul style="list-style-type: none"> <li>• School Development Plan Document</li> <li>• Data on GovHub</li> <li>• Thank you to LF for her time as Chair.</li> </ul> The meeting closed at 20.54. The next meeting will be held on 13 <sup>th</sup> December 2023 at 6.30pm.	

**Actions**

<b>Item</b>	<b>Action</b>	<b>Responsible</b>
<b>2</b>	The Clerk reminded all to update their annual declarations of interest on GovernorHub.	<b>All</b>
<b>3</b>	SB to go through the school's policies to check what the governing body had responsibility for, so that this could be monitored effectively. All to inform SB of any policy updates moving forward.	<b>All</b>
<b>5</b>	It was agreed that membership should be reviewed again at the next FGB.	<b>CM / Next FGB</b>
<b>5</b>	It was agreed that the Committee Chairs action for next FGB is to review, approve and ratify decisions from the Committees.	<b>RH, KT</b>
<b>5</b>	<b>Action:</b> LF to re-send subject links/responsibilities document in advance of the next FGB.	<b>LF / CM</b>
<b>5</b>	LF to send an email to both Associate Members to inform them that the Governing body would like their membership/support to continue.	<b>LF</b>
<b>5</b>	TC to update the date on the Code of Conduct and place in the "document" folder in GovHub.	<b>TC</b>
<b>5</b>	Once updated, all to read the Code of Conduct in GovHub and it was agreed to postpone the adoption to the next meeting.	<b>All</b>

Approved:

Chair

Date:

**SWAVESEY PRIMARY SCHOOL GOVERNING BODY**

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<b>5</b>	Instrument of Government It was agreed to postpone to the next FGB.	<b>CM / Next FGB</b>
<b>5</b>	LF to revisit the Instrument of Government document and all to approve at next FGB.	<b>LF</b>
<b>5</b>	Diversity Data ; TC & LP to collate the survey as an e-form and all to complete.	<b>TC/LP</b>
<b>5</b>	All to update the Skills Audit.	<b>All</b>
<b>6</b>	AN to create a document entitlement noting all the experiences a child should have had in school by Year 6.	<b>AN</b>
<b>6</b>	AN to finalise SDP for all to access in GovHub.	<b>AN</b>
<b>8</b>	AN to make the Safeguarding presentation available to all via GovHub.	<b>AN</b>
<b>8</b>	Allegations of abuse against staff - AN to update with the KCSIE changes and all to ratify via email.	<b>AN</b>
<b>8</b>	Attendance Policy - ratify changes to the Attendance policy at next FGB.	<b>CM / Next FGB</b>
<b>8</b>	Governors discussed the folder structure of “key documents and policies” in GovHub. <b>Action:</b> CM to update GovHub folder structure as discussed.	<b>CM</b>
<b>9</b>	Add Staff wellbeing to both Committee agendas, and item to remain as a standing agenda item on FGB’s moving forward.	<b>CM / Next FGB</b>
<b>9</b>	AN to re-literate to staff that they can reach out to the Governing body.	<b>AN</b>

**Items for Next Agenda**

- Committee objectives and actions
- Governor Link Responsibilities
- Instrument of Government
- Attendance Policy
- Pupil, Staff and Stakeholder’s wellbeing

Approved:

Chair

Date: