



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Sue Rudge (Chair), Steve Isley, (SI), Kim Fleming (KF), Sarah Stant (SS), Ruth Garbutt (DHT- RG), Mike Harrison (Headteacher - HT) Sue Read (SRe), Pheobe Greenwood (PG), Christopher Shea (CSh) Jessica Webb (JW), Chris Sanderson (CS), Hilary Sanderson (HS); Shaun Barker (SB)
Apologies	None
Visitors	Stacey Miller (Clerk)

Actions:

Item	Action	Responsibility	Deadline
9	Chairs of committees to look at the Safeguarding Wheel to consider what may need raising in other meetings.	Committee Chairs	Agenda planning
9	Clerk to forward on response from Caroline Vinall regarding replacement of ex-officio foundation governor role.	Clerk	ASAP
9	HT to draft terms of reference of proposed new Vision and Ethos Committee.	HT	Next FGB meeting
9	Clerk to add Proposal of new Vision and Ethos Committee to next FGB agenda.	Clerk	FGB agenda
9	Clerk to work with EW to update the governor section on the website.	Clerk	ASAP
11	Clerk to add EYFS policy to next FGB meeting.	Clerk	FGB agenda
11	HT to look into Whistleblowing policy.	HT	Next FGB meeting
11	Clerk to add Whistleblowing policy to next FGB meeting.	Clerk	FGB agenda
12	HT/Clerk to transfer governor documents to GovernorHub.	HT/Clerk	ASAP
15	HT and SB to meet regarding the tree route/draining issue behind Citrine class – to chase LA for urgent action.	HT/SB	ASAP

Minutes:

Item	Issue Raised
Opening prayer	
1. Welcome & apologies for absence/note of absenteeism	The Chair welcomed all to the meeting. SB was late joining the meeting. The meeting was quorate.
2. Declaration of Interests	No interests were declared.
3. Election of Chair to Governing Body	The Chair explained she was stepping down from Chair after half-term and will be resigning as a governor at the end of Spring term to move on to another school.



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>Chris Shea and Jessica Webb had self-nominated as Co-Chairs prior to the meeting.</p> <p>The Chair explained that role of Chair had much reduced since she started, and the school and GB is in a much different place. Therefore the role for new Chair should be less demanding, for example there will be no more LAIG meetings to attend.</p> <p>Chris Shea was nominated as Co-Chair of the GB, and seconded.</p> <p>Jessica Webb was nominated as Co-Chair of the GB, and seconded.</p> <p>There were no abstentions.</p> <p><u>DECISION:</u> Chris Shea and Jessica Webb were elected as Co-Chairs to the GB starting on 21st February 2022.</p> <p>As JW was Vice-Chair to the GB, the position of Vice-Chair was to be elected. Hilary Sanderson self-nominated due to her previous experience as Chair, and the continuity this could bring to the GB. HS was nominated as Vice-Chair to the GB, and seconded.</p> <p><u>DECISION:</u> Hilary Sanderson was elected as Vice-Chair to the GB.</p> <p><u>T&L Committee Chair:</u> JW raised that she is currently also the Chair of the T&L Committee, is happy to hang on to this role, but also happy if someone wanted to take it on. The Chair explained that the GB needs to think about succession planning and get other governors in these roles to gain experience.</p> <p><u>DECISION:</u> It was agreed that JW would retain Chair of T&L Committee for this year to give more time to consider succession planning.</p> <p>The Chair explained that Louise Carter had resigned as parent governor due to other commitments with FOSS. The Science and DT link governor roles need to be covered.</p> <p><u>DECISION:</u> KF agreed to take on DT as this aligns well with Art.</p> <p>The Chair suggested Science could be given to the new parent governor if the election process is successful.</p> <p>The Chair added that the parent election paperwork is ready to send out tomorrow. The HT said he has already spoken with some parents who may be interested.</p>
4. Minutes of last FGB meeting, matters arising & actions	The Chair considered the actions from the last meeting.



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
<p>including Chair's action since last meeting – FGB 7th December 2021</p>	<p>Chair to circulate the presentation slides and question booklet. COMPLETE – on training section of GSuite CARRY FORWARD: The HT to circulate dates for next Child Protection Training to governors. COMPLETE – and another session is available in case anyone missed it. Governors to consider if they could help with the KS2 church visit or KS1 field trip to Ely. – COMPLETE. A governor added that the museum trip was useful, and the church visit was interesting, but probably didn't get as much out of it. CARRY FORWARD: Clerk to add Pride training to the start of the next FGB agenda. – On agenda under HT report HT to circulate further information regarding staff absence. – On agenda under HT report SB and HT to discuss draining issue and possible solution. COMPLETE – but no note of visit produced</p> <p>The issue of transferring to GovernorHub was discussed. DECISION: It was agreed to move over to GovernorHub and cease use of GSuite once documents were transferred.</p> <p>HT to look in to quote into National College training and bring to next FGB meeting. COMPLETE – The HT confirmed that it would cost £1500 but would probably not see the return on this now as the need for online training has reduced. Clerk to add feedback from LAIG 16th Dec to next FGB meeting. - On agenda HT to look at section 2.11 (page 7) of the Complaints policy to check against the model policy if the bullet points are correct. - Clerk to check if LA training is on GovernorHub. COMPLETED – no training currently available on GovernorHub but the LA is working on adding more information to it. Chair/HT/Clerk to arrange and circulate Spring and Summer term meeting dates. - COMPLETE</p> <p>DECISION: The minutes of the last meeting were agreed.</p> <p>The Chair added that there is a lot more governor challenge highlighted within the minutes, in particular under the HT report, which is good to see.</p>
<p>5. Headteacher Report – written</p>	<p>The HT report was circulated prior to the meeting. The HT highlighted the key points.</p> <p>Pupil numbers have increased again by 2. There is a higher level of disadvantaged children joining. The children that have joined have settled in well and there have been no behavioural issues this term. Some children have moved on, but not due to any issue with the school.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>Staffing – Mrs Lennon is leaving after securing a post that is a promotion, so due to no other reason than career progression. The HT has been able to appoint an experienced teacher starting after Easter.</p> <p>Staff absence – Covid is the dominant reason for absence, but there has also been some family bereavement.</p> <p>Quality of Education – A lot of CPD has been completed. This will be highlighted in the newsletter to show continued improvement.</p> <p>Attendance – There is an issue with persistent absence of some children. Some actions are included in the report to show the challenge that has happened. There is one case where the child has a 36% absence rate and there has been a lot of discussion with their care provider and parents.</p> <p>Q – A governor asked if there is a key person in school designated for that child.</p> <p>A – The HT explained this is based on the people operating in that class, so will change. A number of people will be involved, including HT and RG.</p> <p>Q – A governor asked what absence level needs to be reached before there is that level of input.</p> <p>A – LA is 92% but school is operating at a level below 90%.</p> <p>Q – A governor asked if some of these cases are from the same families.</p> <p>A – Yes some of them are, and in some cases have deeper underlying issues for persistent absence.</p> <p>RG added that every PP child has a key adult that they read with and checks in with them each week. This could be by a TA or HTLA.</p> <p><i>[SB joined the meeting]</i></p> <p>SEN Pupil performance – The HT explained that some SEN children are just below expected so may see some rises.</p> <p>EHCPs are underway. Sam Wallis is working tirelessly on this.</p> <p>Q – A governor asked if this would bring in more TA hours.</p> <p>A – All approved so far are subsidising what has already been in place.</p> <p>G – A governor asked if some will not receive full finding.</p> <p>A – Yes, it is unlikely they will get full funding.</p> <p>More EAL children have joined, now up to 13 EAL children. Pupil Asset was previously inaccurate as 2 currently classed as EAL have been removed as they are fluent.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>Child protection – This has been full on, and there has been a particularly difficult case.</p> <p>Pride – The HT explained that on a half termly basis they have to make a submission on any forms of discrimination taken place in school and reported. There have been some teething issues in the recording which happened before Christmas.</p> <p>The HT added there is some level of ignorance or naivety of phrasing which is not intended as malicious. This will be addressed in the school curriculum and through educational visits – e.g. visiting a mosque. The HT doesn't feel there is a race issue, but a lack of understanding, and adds that adults need to engage too.</p> <p>A governor added that they have been shocked by the language from some Y6 children. Agrees that some of it is ignorance but needs to be addressed.</p> <p>Q – A governor asked how these issues will be dealt with. We shouldn't underestimate the impact it has.</p> <p>A – The HT outlined the steps taken place following an incident and explained it will have been reported so LA aware. This is not a new issue, but an underlining naivety of households. The school needs to be involved as much as it can and raise the profile of other famous people from other cultures as role models. 'British Values' can be misconstrued. PSHE curriculum needs to be spot on in school.</p> <p>A governor added that Y3/4 are doing more on this, a focus on diversity through lessons and literature. A map of world is displayed as go into school which addresses this.</p> <p>Q – A governor asked how incidents are picked up to be reported. It shows a good culture if pupils have come forward.</p> <p>A – Incidences have been reported to a staff member.</p> <p>The Chair added it is good that this is being picking up in school as will be unlikely to come across this as much in the community.</p> <p>Q – A governor asked if the physical aggression is more one-off bad temperedness.</p> <p>A – Yes, normally a one-off incidence, and in some cases where not been seen first-hand. The behaviour in school is generally very good. The lack of space is an issue.</p> <p>RG added that Charlie Baxter is also leading games at playtimes for TAs to do.</p> <p>Incidences are now recorded on MyConcern as parents contacted through this platform so no longer on Pupil Asset.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>Medical tracker – Playtimes are now staggered so less children are on the playground in one go. Awaiting to see the impact of this. There is an issue that many of the incidents that have been logged probably didn't need treatment.</p> <p>Q – A governor questioned the incidence involving an animal attack. A – The HT confirmed this involved a bee.</p> <p>The HT explained there is a higher proportion of SEN children involved in incidents which needs to be monitored for any patterns or underlying reasons.</p> <p>Q – A governor asked how home schooling is attributed in attendance. How is work given out and monitored? A - If a child is positive but well, work is sent home through Google Classroom.</p> <p>Q – A governor asked who is responsible for doing that if the teacher is positive. A – Ordinarily the teacher remains working from home, but not always fit enough to do so. There are ongoing discussions taking place to deal with this to ensure online provision is provided.</p> <p>TA's have been amazing in moving around the school to provide cover and help out. Everyone is stepping up.</p> <p>The HT adds that he is keen to publish cases so parents are aware, but need to balance this with levels of anxiety. Some data is provided to families with concerns. RG added that the school has had to prioritise what is happening in school, and in some instances, work sent home has not been looked at. They will ask if well enough to work, and if they are will email class teacher and RG and will follow up.</p> <p>Q – A governor asked if this has affected office staff too. A – Yes.</p>
6. Update to Governor responsibilities	Discussed under Item 3.
7. Finance update	<p>Sport Premium and Pupil Premium money has been carried over. Charlie Baxter is now employed in house, so money used for him is now being re-directed.</p> <p>There have been concerns about quality and quantity of PE equipment. More footballs have been purchased.</p> <p>There is £4k left of the Opportunity Area Fund. A sensory circuit is being purchased and the remaining money is going towards Olive Tree Therapy.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>An InVentry system was approved to help visitors logging in, this also improves GDPR and safeguarding of children.</p> <p>There is currently a deficit of £46k, which is within the agreed carry forward amount.</p> <p>Q – A governor asked the HT to define sensory circuit. A – This was a project with other schools addressing SEN attendance issues. Sensory circuits start before the school day and SEN children come in early to do specific activities that focus their mind. There is an allocation across all the schools. Some funding will be for additional hours to supervise.</p> <p>The HT added that the deficit was £68k when he started last year and have got this down. £19,600 will be returned due to a child who was being educated off site. The school is much closer to operating within cost.</p> <p>Q – A governor asked if there is any consequence of being in deficit or is it ok. A – Each school has credit so using some of this is acceptable.</p>
<p>8. Meeting Effectiveness Audits</p>	<p>JW has saved a short PowerPoint on GovHub. JW explained she wanted more guidance on steps to prepare for meetings. Key points were to have clear next steps and actions, and that meetings overran.</p> <p>The Chair added this will be good for the new co-chairs to take forward.</p> <p>A governor agreed that there needs to be more specific delegation in meetings.</p>
<p>9. Safeguarding</p>	<p>The Chair circulated the Safeguarding Wheel prior to the meeting.</p> <p>This term the Chair had a meeting with EW regarding safer recruitment, and also looked at the SCR, including KCSIE, prevent, and induction.</p> <p>Action: Chairs of committees to look at the Safeguarding Wheel to consider what may need raising in other meetings.</p> <p>HT added they are currently evaluating roles and EW will also be taking on HR.</p> <p>The HT asked if creating a visions and ethos committee would be useful?</p> <p>Q – A governor asked if Mary’s role as ex-officio Foundation governor will be replaced. A – This role will fall to the other two foundation governors.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
	<p>The Clerk advised of guidance from the Diocese that can be passed on to the new Co-Chairs. Action: Clerk to forward on response from Caroline Vinall regarding replacement of ex-officio foundation governor role.</p> <p>The Chair explained that a brief synopsis for the goals of the new committee would need to be tabled at the next FGB meeting. Action: HT to draft terms of reference of proposed new Vision and Ethos Committee. Action: Clerk to add Proposal of new Vision and Ethos Committee to next FGB agenda.</p> <p>A governor noted that the governance section of the website needs updating. Action: Clerk to work with EW to update the governor section on the website.</p>
10. Feedback from the LAIG – 16th Dec	<p>The Chair explained that the school is doing much better, and the school has capacity to move forward without concentrated input from the LA Advisor, this will be more light touch input. Thank you to all for your efforts but need to keep being involved and focus on monitoring school and involvement in it.</p> <p>Key points were circulated prior to the meeting:</p> <ol style="list-style-type: none">1. The LAIG recognises the hard work of all staff in enabling the school to move forward. It is confident the school is on track for 'Good' in its next inspection.2. The LAIG is glad the Deputy Headteacher is undertaking the NPQH course. This reflects the growing level of distributed leadership within the school.3. The LAIG is pleased with the 85% pass rate among Year 2 cohort in the compulsory Phonics Screening completed earlier this month. This score is significantly higher than results in recent years.4. The LAIG is pleased with the improvement in behaviour in the school. The many professionals who have been in the school have commented on the positive learning atmosphere within classrooms.5. The LAIG is pleased to see that governance continues to improve by governors scheduling visits through the monitoring schedule and linking with subject leaders6. Whole school needs to work on updating the website to reflect the good work that's going on in the school



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
11. Policies	<p>a) <u>Child Protection & Safeguarding</u> This is a LA policy.</p> <p>Change required: Page 16 – staff ‘and governors’ to do prevent training – this will need to change to ‘designated governor’.</p> <p>DECISION: The Child Protection and Safeguarding policy was accepted following above amendment.</p> <p>b) <u>Governors Expenses</u> DECISION: The Governors Expenses policy was accepted.</p> <p>c) <u>EYFS</u> This policy was added late so governors did not have long to prepare comments. DECISION: It was agreed to defer the EYFS policy to the next meeting. Action: Clerk to add EYFS policy to next FGB meeting.</p> <p>d) <u>Child Protection Whistleblowing</u> This is a LA policy. DECISION: The Child Protection Whistleblowing policy was accepted.</p> <p>e) <u>Anti bullying</u> DECISION: The Anti-bullying policy was accepted.</p> <p>f) <u>Grievance</u> DECISION: The Grievance policy was accepted.</p> <p>g) <u>Whistleblowing</u> Q – A governor asked if this was focussed on financial whistleblowing. A – This could be encompassed together. Action: HT to look into Whistleblowing policy. Action: Clerk to add Whistleblowing policy to next FGB meeting.</p> <p>h) <u>Children Missing Education protocol</u> – not for ratification For information only.</p>



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
 (Held virtually via Zoom due to COVID-19)

Item	Issue Raised
12. Governor actions	<p><u>Questions arising from or impact of governor visit reports</u></p> <p>The Chair explained only a couple of reports had been added since the last meeting. An issue around vocabulary discrepancy was raised, and also notes were not being used consistently across the school. JW will pick this up.</p> <p><u>Updates arising from Training and CPD</u></p> <p>The Chair added that the amount of training being completed is fantastic, and there is a good spread across governors, and also across the different platforms available.</p> <p>The Chair also offered to discuss any topics with governors prior to the meetings if governors want to understand anything more.</p> <p><u>Governor Hub</u> DECISION: It was agreed governing body business will transfer over fully to GovernorHub, with aim for it to be solely used from the next meeting.</p> <p>Action: HT/Clerk to transfer governor documents to GovernorHub.</p> <p>The GB wanted to thank RG and the HT for the list of things the school is doing. It makes the roles more in sync and streamlined.</p> <p>Q – A governor asked when governors can go into school. A – The school is following guidance at the moment and there are still restrictions in place at the moment so are currently discouraging this.</p>
13. Impact of the meeting on driving the school forward	<p>The governors discussed the impact made from the meeting.</p> <ul style="list-style-type: none"> - Governors discussed the option of creating a new committee - Elected new GB Chairs and discussed succession planning. - Noted feedback from the meeting effectiveness audit, considered the actions and are responding to own feedback. - Aware of the stringent management of school finances and success of getting a financial return. All governors provided with a finance update and aware of the resources to be replaced/addressed. - Positive LAIG feedback and now these have stopped, shows the progress made and that the GB has the capacity to self-sustain. - Governors provided with a more detailed analysis of everything through a comprehensive HT report e.g. first aid, attendance etc – this allows more governor challenge and clear next steps.
14. Schedule of future meetings	Meeting dates agreed and circulated.



Minutes of Business Meeting
Held on Tuesday 1st February 2022 at 6.00pm
(Held virtually via Zoom due to COVID-19)

Item	Issue Raised
15. AOB	<p>A governor mentioned that the H&S audit was carried out and there was an item to raise for concern that the school is trying to deal with. The governor described the issue regarding tree routes getting into the drainage in an area required as an escape route. He explained it is a trip hazard in the event of a fire and advised this will need urgent chasing with the LA as it is really serious.</p> <p>Action: HT and SB to meet regarding the tree route/draining issue behind Citrine class – to chase LA for urgent action.</p> <p>HT gave a big ‘thank you’ to Sue Rudge as the outgoing Chair to the GB, her involvement has been very much appreciated, and a big part of the recent feedback from the LAIG. The HT added he is looking forward to working with JW and CSh as incoming Chairs.</p> <p>RG suggested it would be good if SRu could explain her journey to staff.</p>
16. Meeting close	19:49

Signed as a true record (electronically) (Chair)

Name Jessica Webb

Date 22.03.22