



**Meeting of the Full Governing Body
Tuesday 9th October 2018 at 6pm
Fawcett Primary School
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Marc Neesam (MN); Vered Frechter (VF); Emily Black (EB); Ollie Monro (OM)

Also Present: Jen Hefti (JH) (Clerk); Ian Jones - observing; Clare Gordon - observing

The meeting was quorate. Liz Woodham chaired the meeting.

1. Welcome and apologies for Absence

There were no apologies for absence.

Governors noted the earlier meeting time and agreed to review at the end of the year.

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 3rd July 2018

The minutes were accepted as a true record and signed by the Chair.

4. Matters arising and update on actions from the minutes of the meeting held on 3rd July 2018

- F2404-01 - MRC computers - VF advised that they will only sell the computers. COMPLETE.
- F0307-01 - Children's Centre SLA - governors were advised that this had not yet been finalised. The payment for the next rental period had been received.

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A governor queried whether there had been any update on the IDACI coding being applied to Trumpington Meadows (TMe). Governors were advised that there had been no change and none anticipated.

F0910-01 - ACTION: LW to contact Andrew Baxter re outcome of second letter to the Director of Education

5. Executive Head Teacher's Report

Governors noted that a written report would be provided at the second meeting of each term.

Governors were advised of the following:

There had been three INSET days since the beginning of term

1. Child Protection and Safeguarding training and the Teaching and Learning guide.
2. Maths and 'Give Me Three' - sharing teaching tips
3. Talk for Writing training

The puppet show was held at Fawcett which was very successful.

There had been a positive start to the year. There is a balance of skills and experience across the schools and phases.

6. Teaching and Learning Guide

Governors had previously received copies of the guide. The following points were noted:

- The guide is a synopsis of what was worked on last academic year.
- It is to be used, in part, as an induction guide.
- It will serve as a guide and reference for teachers.
- It is a live, interactive and evolving document; it will not be required to be ratified each year.

6.20pm - MN joined the meeting

7. Report from Teaching and Learning Committee

Governors were advised of the following:

- MN was elected as committee chair.
- Election of vice chair was deferred until committee membership established.
- Terms of Reference were reviewed.
- Policy review schedule was discussed.
- Deep Dive Days were discussed.
- The committee will perform closer scrutiny of curriculum delivery.

8. Report from Resources Committee

Governors were advised of the following:

- EB was elected as Chair with VF as Vice Chair.

GDPR

Initial: _____

Date: _____

- The Federation is working towards compliance.
- A Data Protection Officer (DPO) service has been bought in from the ICT Service.
- Various policies updated or introduced.
- Further relevant consents have been sought.
- Steps taken to ensure all data is held in accordance with the requirements of the legislation.
- Subject Access Requests are proving to be an administrative burden.
- Staff are being encouraged to develop good habits in terms of retaining or deleting emails and ensuring that they assess whether it is necessary or proportionate to keep information.

Part of this item is subject to a confidential minute.

Teacher Pay Committee

This will be formed by VF, EB and MN.

Teacher Pay Increase

Governors were advised that the government will fund increases at the minima and maxima of each pay range. Main Pay Scale increase is 3.5%, Upper Pay Scale 2% and Leadership 1%.

Funding this pay increase across all points on the scales would have budgetary implications, the absolute cost of which was not known currently.

Governors noted that the cap on income will reduce slightly each year and that there had been an income gain due to increased pupil numbers. These factors would go towards funding a pay increase across the board.

The Governing Body agreed to fund the pay increase for each point on the Main, Upper and Leadership pay scales.

Governors noted that employer pension contributions for teachers are expected to increase.

A governor queried the expected rate of growth across the Federation for the next year. Governors were advised that growth will be minimal at Fawcett as all classes are now open. There are two classes yet to open at TMe.

The publication of the Ofsted report for TMe came after the application deadline so this may have a greater impact on numbers for the 2019/20 intake.

Budget Control Report

Governors noted the ongoing difficulties with the budget software and its ability to produce meaningful reports.

Governors noted that the schools continue to be shown separately on the budget. Staff roles cannot be shared as cost across schools. A governor queried whether a third fund for shared costs could be set up. Governors were advised that this was a possibility. A governor suggested top-slicing funds from each school for shared costs for the next financial year.

Initial: _____

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The year end surplus was projected to be £78K. The amounts per school will be determined after recharging for cross-Federation staff and other shared expenses.

A governor noted that the simplified report received at this meeting was useful as was the % spend against budget for the major cost centres.

Governors were advised that the Federation had received authority to subsume the community fund surplus in to the main budget to fund priorities in the Federation Improvement Plan. The governors approved this action and gave consent for the Federation Business Manager to proceed.

Energy Efficiency Scheme

A legal review of the contract is currently taking place after which a full survey will be performed.

9. Federation Improvement Plan

Governors were advised that future Executive Head Teacher (EHT) reports will include an update on actions in the improvement plan.

A more detailed Pupil Premium expenditure review and forward plan will be forthcoming from Kate Barham.

10. Governing Body Membership

F0910-03 - ACTION: LW to approach curate re filling the partnership governor post and also the faculty.

Governors noted that there have been links made with Waitrose and Sainsburys in terms of providing a candidate for a governor.

F0910-04 - ACTION: IJ to contact Bursar of the Perse re potential governors

Link Governors

Governors discussed whether to continue with the same model as the previous year or make stronger links to the Federation Improvement Plan. CJ, LW and OD will meet to discuss.

General governor job description

F0910-05 - ACTION: CJ and LW to review

11. Local Children Safeguarding Board Monitoring Report

Governors noted that this is submitted for each school to the Local Authority (LA) annually.

Governors were advised that concerns relating to the Executive Head Teacher and safeguarding can be taken to the Safeguarding governor or the Chair of Governors should the occasion arise.

A governor queried whether anything of concern had arisen in the report which takes the form of a questionnaire. Governors were advised that e-safety remains an issue and that not all staff and governors had received training.

Governors noted that safeguarding was highlighted as a strength by Ofsted at TMe.

Initial: _____

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OD confirmed to the Governing Body that all staff have read the updated Keeping Children Safe in Education guidance.

Governors agreed that the Section 128 check could be applied to all governors, not only those new to the Governing Body.

12. Housekeeping

Governors signed pecuniary interests, Keeping Children Safe in Education declaration and consent forms.

The Governing Body adopted the Standing Orders for 2018/19 subject to minor amendments forthcoming from Governor Services.

A new Code of Conduct had been issued by Governor Services on the day of the meeting so this will be deferred to the next meeting of the Full Governing Body.

Terms of Reference recommended by committees were accepted by the Governing Body.

13. Governor Development

Skills audit to be issued to new governors.

14. Policies

Safeguarding and Child Protection

The Governing Body approved the policy for use by the Federation.

14. Any other business

Governors agreed to delegate authority to OD to approve the contract with Bouygues to allow them to proceed with the full energy efficiency survey.

With no further business the meeting closed at 8pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0910-01	IDACI coding	LW to contact Andrew Baxter re outcome of second letter to the Director of Education	LW	Open
F0910-03	GB membership	LW to approach curate re filling the partnership governor post and also the faculty.	LW	Open

Initial: _____

Date: _____

F0910-04	GB membership	IJ to contact Bursar of the Perse re potential governors	IJ	Open
F0910-05	GB Membership	CJ and LW to review general governor job description	CJ/LW	Open

Initial: _____

Date: _____