



**Meeting of the Full Governing Body  
Tuesday 5th February 2019 at 6pm  
Trumpington Meadows Primary School  
Minutes**

**Governors present:**

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

**Also Present:** Jen Hefti (JH) (Clerk)

**The meeting was quorate. Liz Woodham chaired the meeting.**

**1. Welcome and apologies for Absence**

There were no apologies for absence.

**2. Declarations of interest relating to items on the agenda**

None declared.

**3. Review and acceptance of the minutes of the meeting held on 11th December 2018**

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

**4. Matters arising and update on actions from the minutes and confidential minutes of the meeting held on 11th December 2018**

Matters arising

- CJ and LW to draft response to parent questionnaires for next newsletter.
- There had been a positive response to the new format newsletter.
- The response to the Park & Ride consultation had been submitted.

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## Actions

F0910-01 - IDACI coding - Andrew Baxter had sent a draft response to CJ, LW and OD in order that a case can be made using the example of comparable schools. GI to look at the budgets of schools with a similar profile. ONGOING.

### **5. Executive Headteacher's report (verbal)**

The following points were noted:

- It had been a busy start to the new term with new topics introduced.
- Pupil progress reviews had taken place.
- Interim performance management reviews had taken place.
- Teaching Assistant (TA) performance management reviews are ongoing.
- An INSET day is planned for after Easter focusing on Talk for Writing fiction.
- There had been two visits from the School Improvement Partner (SIP) and the Notes of Visit will be circulated once received. She observed cross curricular lessons at Fawcett and was impressed by their broad and balanced nature and the variety of opportunities. She saw consistent improvements at Trumpington Meadows (TMe).
- Governors were advised of the puppet show world record breaking attempt.
- Governors were advised re Sistema who provide curricular music tuition and individual tuition plus opportunities for ensemble playing. A meeting will be held in the near future and governors updated.
- Swimming pool - ongoing.
- Arts funding - Juneau projects are working with the children to design games which will then be marked on to the playground at TMe.

Governors noted that the planned projects reflect the requirements of the new Ofsted inspection framework.

### **6. Report from Teaching and Learning Committee**

The minutes had been circulated in advance of the meeting and are attached to these minutes.

The following points were noted:

#### Data headlines

- A thorough and robust discussion had taken place around data.
- There is a disparity in the Reception data between the schools.
- Pupil progress meetings had taken place with a SENCo present at all, which is a positive development.
- Staff are using the new progress review form and discussions are more dialogue focused with narrative and context being considered.
- Only 21 Year 6 children have been at Fawcett since Year 3 and none at all at TMe. This is more expected at TMe but these figures demonstrate how the profile of both schools is changing.
- A lot of work is ongoing to improve outcomes. The committee will monitor impact along a specified timescale to be agreed.

It was suggested that two sets of data could be scrutinised - one for children who had been at schools for their entire education and one for mid-phase joiners.

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A governor noted that the local norm is shifting to highly transient communities so the Federation should implement strategies to adapt to this and improve outcomes. Governors were advised that all mid-phase joiners receive a baseline assessment as a way of measuring progress.

A governor noted that Federation schools are perceived as beneficial for children with Special Educational Needs (SEN) or English as an Additional Language (EAL). Governors noted that individual progress can be impacted by these factors. Governors were advised that progress relied, in part, on knowing the children and their individual context, identifying and modifying additional support and considering other barriers to learning.

A governor noted that the strategies that are working well for children who make accelerated progress could be applied elsewhere.

It was noted that if all targets are to be met, the majority of children will need to make accelerated progress every year.

Governors noted that at the time of the Ofsted inspection, the data at TMe was poor however this did not affect the overall judgement. Ofsted are understanding more what data is telling them. They had dialogue with pupils and looked at work in books so were able to see progress made from a starting point. Children are able to express how they have improved and respond well to feedback.

## **7. Report from Resources Committee**

The minutes of the meeting had been circulated in advance of this meeting and are attached to these minutes.

The following points were noted:

### Energy efficiency scheme

- On take up of the scheme, the Federation would commit to taking out a £190K loan, repayable over fifteen years.
- The scheme is cash flow positive.
- A £6K capital investment is required to pay for new boilers.
- Energy savings from the various energy saving strategies are guaranteed and the initial estimates of potential savings are cautious.
- The potential savings at TMe equate to a TA salary for one year.
- Carbon emissions will reduce.
- Children are engaged with eco projects so there is potential for learning.

## **8. Budget Control Report**

The report had been circulated in advance of the meeting.

The following points were noted:

- Supply staff costs are well in excess of budget. It was noted that the financial and academic years do not align so the overspend will reduce in 2019/20.
- TMe is showing an in-year deficit as classes are not full.
- 'Little extras' funding will be received at the end of the month which will be ringfenced for the boilers, playground resurfacing at Fawcett and IT equipment renewal.

## **9. To be adopted by Full Governing Body on recommendation from Resources committee**

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- Contract Regulations for Schools
- Financial Regulations for Schools
- Scheme for Financing Schools

The statutory documents had been circulated in advance of the meeting. Governors were advised that there had been no amendments since the prior year.

Governors discussed the level of understanding required to process the content therein. ***Governors agreed that due to the nature of the documents as statutory Local Authority guidance, they would be adopted on the recommendation from the Resources Committee.***

**F0502-01 - ACTION: governor to perform audit. MJ volunteered. JH to send website audit checklist. JH to make school days timings etc. more prominent on website.**

**10. This item is subject to a confidential minute**

**11. Delegation to Chairs of Governing Body to sign loan agreement for energy saving scheme**

***Governors approved this delegation.***

**12. Monitoring reports**

**Health and Safety**

The following points were noted:

- It was confirmed that OD had undertaken Health and Safety training.
- Risk Assessments are all in place.
- The Federation has a Service Level Agreement with a grounds maintenance company.
- The Fawcett fencing will be repaired during half term.
- The Heads of School will also be Health and Safety trained.

Governors discussed whether the Federation should use the entitlement to one Local Authority H&S audit per year. It was noted that this may be valuable if trends in e.g. accidents or injuries emerge or if poor practice is seen, otherwise every three years will be sufficient provided that a regular walkaround is performed.

It was noted that risks are recorded with the issues raised, the owner, and how and when resolved.

***A governor queried whether staff had been trained in writing risk assessments.*** Governors were advised that a model is used and that the reviewer provides guidance to staff. LA training had been received.

**Key stage 1 and 2 visit reports**

Received and noted.

Governors noted that it was useful to refer to the Federation Improvement Plan priority on the reports. Governors discussed whether a link governor should stay in role for an extended period of time in order to gain insight into the phase. Governors discussed whether to stay with the phase link roles for another academic year to align governors to a Federation Improvement Plan priority.

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Governors discussed alternative governance models presented at a recent training course.

### **13. Governing Body membership and training**

#### Membership

- It was noted that the local vicar had now been appointed and that they are to be approached re governorship at a later date.
- Governor with SEND/Equalities expertise - JH had approached Becky Salmon at the LA who is discussing with colleagues.
- There had been no response from a potential governor despite being contacted by LW and CJ several times.
- A parent had expressed interest but it was agreed that parents are already over-represented on the Governing Body.

#### Skills audit

VF to complete.

#### Training

- Governors discussed whether to have Prevent training refresher.
- Governors were reminded about attending termly briefings.
- Skills audit analysis - this will enable the Governing Body to be more directive regarding training needs.

### **14. This item is subject to a confidential minute**

### **15. Deep Dive Dates**

**F0502-02 - ACTION: JH to send Doodle poll for date end this term and end next term.**

### **16. Safeguarding update**

#### Minor addition to Safeguarding and Child Protection policy

Governors noted the addition of Jemma Calverley as Designated Safeguarding Lead within the policy.

### **17. Policies**

#### Admissions

The policy had been circulated in advance of the meeting. Governors suggested some minor amendments to the format of the policy. JH to amend.

Governors were advised that OD had met the place planning lead at the LA last week. The Federation is able to apply for funding to open a second Year 6 class at TMe however no funding is available for a second Reception class since only twenty three applications had been received.

Governors noted that there was some benefit to one Reception class moving into two Year 1 classes as this was an opportunity to raise standards. It was agreed that a decision should be imminent regarding the second Year 1 class. Pupil Premium funding could be utilised to provide intensive teaching support.

***The policy was approved for use by the Federation.***

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## 18. Any other business

None tabled.

## 19. Ofsted framework

Governors were advised that the consultation deadline is 5.4.19. It was agreed that governors would respond. MN to respond on the Governing Body's behalf.

Governors noted that the Federation curriculum review was in line with Ofsted's suggestions and that the new framework formalised the inspection changes that schools had been experiencing recently. The expected Fawcett inspection may come under this framework.

With no further business the meeting closed at 8.20pm.

### ACTION LOG

Action ref	Item	Action	Owner	Status
F0910-01 (updated 5.2.19)	IDACI coding	Andrew Baxter had sent a draft response to CJ, LW and OD in order that a case can be made using the example of comparable schools. GI to look at the budgets of schools with a similar profile. ONGOING.	LW	Ongoing
F0502-01	Website	Governor to perform audit. MJ volunteer. JH to send website audit checklist. JH to make school days timings etc. more prominent on website	MJ / JH	Open
F0502-02	Deep Dive Days	JH to send Doodle poll for date end this term and end next term.	JH	Open

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