



**Meeting of the Full Governing Body
Tuesday 26th March 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); Emily Black (EB); Mark Johnston (MJ)

Also Present: Jen Hefti (JH) (Clerk)

The meeting was quorate. Catherine Jones chaired the meeting.

1. Welcome and apologies for Absence

Apologies for absence were received and accepted from Vered Frechter (VF).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes and confidential minutes of the meeting held on 5th February 2019

The minutes and confidential 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 5th February 2019

- F0910-01 - IDACI coding - GI had sent the comparison document to CJ. Governors agreed that the lack of funding based on IDACI coding should be pursued with the Local Authority (LA). CJ to write letter for submission to LA before next Full Governing Body (FGB) meeting. ONGOING

Initial: _____

Date: _____

- F0502-01 - website audit performed. Various actions required - JH to carry out. Governors were advised that a budget for annual website improvement and maintenance had been set aside. Working group to be set up with MJ, IJ, JH and OM as members. MJ to organise date to meet.

No matters arising

5. Executive Headteacher's report

The report had been circulated in advance of the meeting. Governors were advised of staffing changes and the proposed plans for replacement.

Turbulence

Governors considered the levels of turbulence across the Federation and its effect on achievement, cohesion and pupil interactions, and is an ongoing and complex issue for the data context. It was noted that this is characteristic of the local community and of growing schools.

Extension of school day

The previously submitted report had been reviewed - the timings listed were the 'gates open' times rather than the start of the school day. Length of lunchtimes and any afternoon breaks were considered. The academic outcomes of pupils at those schools were also examined.

Governors considered some research data which looked at various factors including extending the school day, school year, targeted after school provision etc. The research stated that attainment can improve as a result of extended provision. Disadvantaged pupils were perceived to benefit from this and levels of engagement and attendance had been judged to improve. A governor queried the baseline length of school day that the research was based on.

Governors considered the additional cost of extending the day which could be £20K+ and involve changes to Teaching Assistant (TA) contracts. Governors discussed whether this was a sustainable structural cost and should funds be used for other activities outwith school hours.

Governors discussed whether there was equity of access to such activities. It was suggested that these could be subsidised for i.e. Pupil Premium children using the funding available.

Governors discussed whether not having an afternoon break impacts on the quality of teaching and learning.

Governors noted the possibility of examining outcomes data for schools with longer days over more years.

A governor asked what staff would feel would be the best use of equivalent funds. It was noted that staff would direct these funds towards non-core curriculum.

Governors discussed the possibility of reinstating the afternoon break for Key Stage 1 (KS1) and extending the length of the day for Key Stage 2 (KS2).

Governors noted that extending the school day may take teachers over and above their contracted hours due to travel time between schools when required. Individual school staff meetings are not possible currently.

Initial: _____

Date: _____

Governors were advised that there are other pressures on the budget at the moment including the funding of the additional classes at Trumpington Meadows (TMe). ***Governors agreed that it was not possible to make a decision regarding the school day at this meeting in isolation of the full budget.***

Budget

Governors discussed the current format of financial reporting and that, as currently presented, it cannot be reviewed with any rigour.

F2603-01 - ACTION: IJ to contact Graham Ingrey to look at the reporting function of Orovia with a view to scheduling a presentation by Ray Byford (School Financial Adviser)

Governors were pleased to note the success of the recent Science Week and the visit to both schools by Michael Rosen. Governors discussed whether to publish such 'good news stories' in local press.

6. Report from Teaching and Learning committee

The draft minutes had been circulated shortly in advance of the meeting. The following points were noted:

- a future meeting plan will be aligned to the Federation Improvement Plan (FIP) and responsibilities for governor monitoring developed.
- Research into length of school days and the benefits of music tuition to be investigated.
- INSET day foci noted.
- Wellbeing of staff and pupils and the place of school trips discussed.

Sistema Music

Governors were reminded of the proposed scheme which had been discussed at previous meetings. Governors discussed the possibility of exploring a mixed funding model, i.e. asking those parents that are able, to make a contribution to (extra curricular) music lessons. Governors discussed more generally parental contributions to Federation activities and the requirement to do some modelling work in terms of families who do not receive Pupil Premium or benefits, yet find that such contributions impact adversely on their household budget.

Governors agreed that there should be various entry points to the scheme throughout the year to accommodate mid-year joiners etc.

A governor raised concerns relating to the scheme in terms of budgetary considerations and priorities for school improvement. Governors agreed that it would be useful to hear from Sistema Music directly and to see some data around take-up by, for example, Pupil Premium children.

Governors conducted a robust discussion regarding strategic and operational responsibilities, the use of information, challenge, how decision making impacts on Federation activities.

7. Report from Resources committee

The minutes had been circulated shortly in advance of the meeting. The following points were noted.

- There had been little change from the previous report as year end is approached.
- Funding details were provided to the committee.
- Pension and pay increases and the impact on the budget were noted.
- Swimming pool - ongoing.
- SFVS - the section stating that the Governing Body received 'clear and concise' information to be changed to 'in part'. EB will send text to GI to amend, ensuring that the text reflects the limitations of the Orovia software.

Initial: _____

Date: _____

8. Monitoring reports

Early Years Foundation Stage (EYFS)

- EB and MJ had met the Assistant HEad with responsibility for EYFS.
- They discussed inclusion work and the use of the Early Talk Boost intervention.
- Impact will be reviewed at the next monitoring meeting.
- This is a long term intervention which is not particularly targeted at SEN or EAL pupils.
- Earlier intervention is identifying additional needs.
- THE EYFS dedicated SENCo is having an impact and had secured two placements at alternative settings and and two Education, HEalth and Care Plans (EHCPs).
- This is appropriate targeting of Pupil Premium funding.
- It was noted that EYFS leadership was very strong and governors were assured that all areas are being addressed.

F2603-02 - ACTION: MN and VF to present re KS2 at next meeting.

9. Governor membership and training

Membership

F2603-03 - ACTION: LW to contact church representative about contacting newly appointed vicar re becoming a governor

CJ currently in contact with a potential governor.

Training

Governors were reminded of the Termly Briefings.

Skills audit

The skills gaps remain in law, HR and property and estates. Governors discussed how this could be addressed.

Summer 2 FGB meeting - governor development

Governors were advised that the majority of this meeting would focus on the organisation of governance and aligning the staff vision with the governor vision.

10. Extended school day

Covered earlier.

11. Deep Dive Dates

Governors noted that it was proving problematic to establish a date and agreed that all governors should perform a general visit by the end of the school year.

F2603-04 - ACTION: Governors to contact JH to establish a date for monitoring visit.

Governors discussed adding an extra hour on to the end of morning committee meetings to perform these visits.

Initial: _____

Date: _____

8.05pm - EB left the meeting.

12. Safeguarding

Governors noted the changes in requirements relating to Section 128 checks and Disqualification by Association rules.

13. Policies

None for this meeting.

14. Any other business

None tabled.

With no further business the meeting closed at 8.20pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0910-01 (updated 5.2.19. Updated 26.3.19)	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. CJ to write to LA. ONGOING.	CJ	Ongoing
F0502-01 (updated 26.3.19)	Website	MJ to organise date for working group to look at website layout. JH to action items on website audit.	MJ / JH	Ongoing
F2603-01	Budget presentation	IJ to contact Graham Ingrey to look at the reporting function of Orovia with a view to scheduling a presentation by Ray Byford (School Financial Adviser)	IJ	Open
F2603-02	Monitoring reports	MN and VF to present re KS2 at next meeting.	MN / VF	Open
F2603-03	Membership	LW to contact church representative about contacting newly appointed vicar re becoming a vicar	LW	Open

Initial: _____

Date: _____

F2603-04	General monitoring visits	Governors to contact JH to establish a date for monitoring visit.	All	Open
----------	---------------------------	---	-----	------

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____