



**Meeting of the Full Governing Body
Tuesday 9th July 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. Liz Woodham 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 of the meeting held on 30th April 2019

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 30th April 2019

- F0910-01 - Please refer to Resources committee minutes. Closed for Full Governing Body (FGB)
- F0502-01 - Website update - MJ and JH to meet tomorrow and will report on progress at a future meeting.
- F2603-02 and 04 - visit reports - on agenda
- F3004-01 - Dry Drayton governor statement - closed.
- F3004-02 - school places - closed.
- F3004-03 - Federation Improvement Plan - closed.
- F3004-04 - pen portraits - closed.
- F3004-06 - communications plan - ongoing.

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- F3004-07 - GB annual report - on agenda.
- F3004-08 - conference booking - complete.
- F3004-09 - summer fair - closed.
- F3004-10 - safeguarding visit - complete.

5. Executive Headteacher's Report

The report had been circulated in advance of the meeting.

Governors discussed Key Stage 2 SATs results which had been published shortly before the meeting.

Fawcett (% achieving Age Related Expectations (ARE))

- Reading - 84%
- Maths - 81%
- Writing - 82%
- Spelling, punctuation and grammar - 81%
- Reading, Writing and Maths combined - 75%

The combined results showed a three year rising trend (2016-17 - 43.3%) (2017-18 - 62.5%)

Trumpington Meadows (% achieving Age Related Expectations (ARE))

- Reading - 52%
- Maths - 86%
- Writing - 72%
- Spelling, punctuation and grammar - 69%
- Reading, Writing and Maths combined - 52%

Local Results

- Reading - 74.5%
- Maths – 74.8%
- Writing - 75%
- Spelling, punctuation and grammar - 72.5%
- Reading, Writing and Maths combined - 62%

Governors noted that a number of children did not complete the reading paper which had been calculated as being 400 words longer than last year. Those questions completed were answered well. % ARE for combined results at TMe would be 62% without turbulence.

Staff are aware of the issues and will address these. A small number of children missed ARE in reading by between only one to five marks. This can be attributed in part to resilience, exam strategy and speed of reading.

A governor queried how the results are communicated to parents. Governors were advised that once the results are validated in December they will be published on the website.

Governors noted that the quality of teaching remains good and that there had been an issue around time in the reading test, with a third of the marks being awarded in the last section of the paper.

A governor noted that very few children had been at TMe for their entire schooling and enquired whether that accounted for the better results at Fawcett. Governors were advised that 50% of children had attended Fawcett for their entire schooling. More time will be needed to analyse the results fully.

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A governor noted the disparity in numbers of children in receipt of Pupil Premium Funding (50% at TMe and 23% at Fawcett).

Governors discussed various reading strategies to be implemented in the next school year.

Governors expressed their thanks to the staff for their work and support of the children.

Key Stage 1 results

Results showed a minimal improvement. There are new staffing arrangements in place for 2019-20. Moderation will be looked at.

Catchment area

- There have been significant increases in the number of children with English as an Additional Language (EAL) joining the schools.
- The current data around Child Protection and Child in Need cases at the Federation does not reflect the number of children who have had a plan in the past, or about whom a referral had been made.

Governors noted the engagement of a new NQT assessment provider.

Governors noted the new curriculum map examples.

6. Report from Teaching and Learning Committee

The minutes were circulated in advance of the meeting. Governors were advised that the committee had had a discussion around curriculum and saw the benefits of developing the curriculum collectively.

A governors noted that within the new Ofsted inspection framework, possible questions that governors may be asked are:

- How is reading taught?
- Why is this approach used?

A governor noted that reading is very likely to be a focus during inspection.

A governor noted that it was useful that the Federation has a clear Self Evaluation Framework (SEF) for each school and that governors should familiarise themselves with the documents. The Heads of School will update the SEF once per term.

F0907-01 - ACTION: OD to create 'crib sheets' for curriculum areas for governors to refer to. Also to create a curriculum document - where we were, where we are now, what we want to achieve.

Wellbeing - the committee discussed pupil and parent surveys.

7. Report from Resources committee

The minutes were circulated in advance of the meeting.

Governors were advised that the Federation will not be opening additional classes in 2019/20 or accepting further growth funding until a period of consolidation has been completed. TMe was not classed as a growing school as had children in each year group.

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It was noted that funding regulations recommend that local authorities start to fund new classes for the academic rather than the financial year. OD is meeting the head of funding at Cambridgeshire at the beginning of the summer holidays but if no progress is made, the governing body will contact the DfE. The Federation has now subsidised a total of eight classes with only five twelfths funding received.

No issues were raised by TME parents with regard to the new class structure.

Governors reiterated their empathy with the staff's frustration regarding the timeline for the award of growth funding and how this had impacted on planning for jump up days etc.

Governors discussed the issue around going over PAN in Year 2 which was unavoidable due to the ring fencing of growth funding by the LA. It is anticipated that normal turbulence will reduce numbers to be in line with PAN. Governors agreed that they would be willing to open a dialogue with the Local Authority if an appropriate level of funding was offered and a reasonable timescale for opening classes given. The intention to be two form entry, but only when sustainable and viable. Governors conceded that it was regrettable not to be able to offer places to local children.

Federation Improvement Plan (FIP)

The second draft was tabled, which had been colour coded to show areas of committee oversight. The plan had been broken down into the academic rather than the financial year on this occasion as the funding decision had been received so late, meaning that the FIP could not be finalised until recently.

The following points were noted:

- The playground resurface will take place in the new financial year due to the length of the tender process and installation requirements.
- The LA will provide some funding for drainage.
- The new road access and swimming pool are incorporated into the plan.
- Governors discussed extending the dining facilities at Fawcett. The site team are obtaining quotes. There is a possibility of applying for funding due to regulations on space per pupil requirements etc.
- More savings than anticipated will be made via the energy efficiency scheme which will offset the increased boiler costs.
- The budget will accommodate a 0.5 Assistant Headteacher and a TLR postholder to create further leadership capacity.
- Governors to complete the vision and values section.
- £40K will be received from the Early Careers Teachers DfE grant in October 2019 with a further payment in April 2020.
- The FIP has been translated into a week by week work plan for each priority area, which the SLT will implement.
- This restructured plan should allow governors to link their visits to priorities more effectively.
- Senior Staff will perform deep dives in various subject areas. These have been mapped into the plan. The areas will be:
 - Reading
 - Writing
 - Geography
 - Science
 - Art

Governors were encouraged to take part in these investigations.

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Puppet Show

Possible location is the Imperial War Museum. The theme will be birds - migration, immigration reflecting factors which are unique to the Trumpington community.

Special Educational Needs

Family Support Worker hours have been increased. The current capacity in the team is under consideration. The Federation has a large team and associated expenditure compared with other schools.

Governors were advised that the FIP is financially viable. There may be some changes in September although the overall targets will remain the same.

Governors should agree their contribution to the FIP, and link roles will be allocated against targets/priorities and the vision and values section finalised.

Budget

TMe is showing a £35K deficit and Fawcett shows a surplus leading to an overall deficit of £28K. Community Finds can be used to cover the costs of caretaking for events, lettings work etc. Some of the funds will be kept in reserve with the intention of using them for IT renewals. This is not detailed in the FIP as is a standalone project.

Governors noted the issue that the significant cap on funding through the funding formula continues to pose.

8. Visit reports

The reports had been circulated in advance of the meeting. Received and noted.

9. Chairs' meeting

Annual Plan

Governors were advised that the plan details agenda items for each meeting and a visit schedule.

There will be changes to the link roles to align better with the FIP.

The plan will be agreed at the first meeting of the new academic year.

A number of governors confirmed they were able to attend the upcoming INSET day.

Governing Body Annual report

This was agreed by governors and will be added to the website.

11. Safeguarding Update

The report was tabled with prior agreement.

The following points were noted:

Family Workers

- The Federation has significantly more cases of Child in Need, Child Protection and Social Care referrals than other schools.
- Family Worker input has increased as the threshold for social care intervention is very high.

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- Family Workers are in part funded from Pupil Premium funding and are proving to be very effective. It was noted that the DfE states that Pupil Premium can be used to benefit all pupils, as long as impact can be demonstrated.
- Family Workers and other senior leaders attend a lot of meetings with social care, parents, other professionals.
- 12 out of 13 recent safeguarding referrals were rejected due to not meeting threshold (some have since met this).
- The Federations has held meetings with senior members of the social care team in order to address the discrepancies in referrals approved and consistency of intervention.
- Child Protection meetings will be held with social care every six weeks to update on all cases.
- Staff do a lot of work with families before making a referral.
- Two family workers have recently left the Federation. One has been replaced. The role is being re-evaluated against national rates for support staff, and additional hours are being considered.

A governor expressed concern at the number of incidents recorded on MyConcern which could be as many as forty per day. Governors were advised that many of the incidents could be low level however it was important that they were recorded in order to build up a chronology in the case of more serious incidents in the future.

Other

- The Federation would like to provide more SENCo time, supervision outwith group support and a PHSE package.
- Drug awareness and online safety parent sessions planned soon.
- Single Central Records was reviewed - there were some minor issues that will be fed back to the HR officer.

8.25pm - OD and OM left the meeting.

10. Review of governance

Governors discussed what had gone well in the last year:

- More harmonious
- Quality of understanding
- Commitment
- Sensible debate
- Approving a challenging and complex budget
- Assurance in leadership
- Efficiency

For development:

- Planning
- Structure
- Lack of challenge
- To be more proactive - currently seem to approve and review only
- Clarity over role
- Influence
- More effective visits / link roles

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Governors reflected on the three core functions of the governing body:

• **Ensuring clarity of vision, ethos and strategic direction;**

Who we are

What we hope to do

What we are trying to achieve

Articulating this better

• **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and**

Questioning and challenge

KPIs needed

Strategic objectives - establish measures

Progress towards priorities to be reported on more regularly

Re-establish the long term plan

• **Overseeing the financial performance of the organisation and making sure its money is well spent.**

Governors felt broadly confident in this area though specialist input from a governor with finance experience would be welcomed.

Data expectations - It would be useful to receive predictions, targets.

FIP

- Governors to engage with FIP more.
- Assess the expected impact of activities
- SLT to articulate how success against FIP will be measured.

With no further business the meeting closed at 9.05pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0502-01 (updated 26.3.19) (updated 9.7.19)	Website	MJ and JH to meet 10.7.19 and will report on progress at future meeting.	MJ / JH	Ongoing
F3004-06	Comms plan	Communications Plan - OD and IJ to arrange meeting	OD / IJ	Open
F0907-01	Curriculum	OD to create 'crib sheets' for curriculum areas for governors to refer to. Also to create a curriculum document - where we	OD	Open

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		were, where we are now, what we want to achieve.		
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Signed: _____

Print name: _____

Position: _____

Date: _____

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Date: _____