



**Meeting of the Full Governing Body
Tuesday 4th February 2020 at 6pm
Trumpington Meadows Primary School
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Ollie Monro (OM); Ian Jones (IJ); Emily Black (EB); Mark Johnston (MJ); Lauren Laing (LL); Anne L'Hernault (AL); Saussan Khalil (SK)

Also Present: Shameem Khan (Head of School - Fawcett) (SKh); 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 Mandy Maxwell (MM).

Governors welcomed SK and introductions were made

2. Vote to co-opt new governor and approval of change of category for LL and MM

Governors voted unanimously to co-opt SK onto the governing body.

Governors voted unanimously to appoint LL as Local Authority (LA) governor rather than the previous category of co-opted.

Governors agreed to change MM's category to partnership governor.

3. Declarations of interest relating to items on the agenda

None declared.

4. Review and acceptance of the minutes of the meeting held on 10th December 2019

It was noted that the attendance list should be amended. Clerk to bring a copy of minutes to the next meeting for signature.

Initial: _____

Date: _____

Post meeting note: the minutes were signed by CJ at the Resources Committee meeting held on 11.3.2020

5. Matters arising and update on actions from the minutes of the meeting held on 10th December 2019

- F0502-01 - website updates - CLOSED
- F2409-01 - Training - Anne Fisher to attend the next Full Governing Body (FGB) meeting on 24.3.2020 to deliver training on use of the Federation Improvement Plan (FIP) and Self Evaluation Framework (SEF). CLOSED
- F0912-01 - collation of parent survey results - COMPLETE. Governors discussed the different perceptions of behaviour at the two schools and possible reasons contributing to poor behaviour.

6. Report from Teaching & Learning Committee

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

- The terms of reference are being amended
- FIP/SEF - LW reviewing to see how they align
- The Assistant Head with responsibility for Early Years gave a presentation
- Committee members are to provide feedback on data by correspondence

6.25pm - AL joined the meeting

School Improvement Partner (SIP) visit report

The report had been circulated in advance of the meeting. The following points were noted:

- MJ had observed lessons throughout the school (Fawcett) with the Assistant Headteachers with responsibility for Early Year and Key Stage 1 (KS1), SKh and Anne Fisher.
- It was observed that high standards were being established.
- A detailed review of books was carried out and the differences in marking and feedback observed.
- There is evidence that diagnostic marking is having an impact.
- The children are engaged, behaviour was good and teaching of high quality.
- Classroom layouts differ, some would benefit from being adapted.
- Learning environments are engaging.
- Performance management is effective.
- Evidence could be seen in the classroom of the information given by Senior Leadership Team.
- Pupil progress meetings and how next steps are established were explained.

A governor noted that marking and feedback was highlighted on the last Ofsted report so it was reassuring to see that this had been addressed and had improved. Governors were advised that a culture of children and adults receiving and responding to feedback had been developed.

It was noted that a similar visit will be carried out at Trumpington Meadows (TMe).

A governor noted that it was positive to see children responding to feedback by editing and improving their work.

A governor queried whether this type of marking and feedback helps with identifying issues such as dyslexia. Governors were advised that teachers may see patterns that would indicate such a condition when marking in depth, and that relevant interventions and strategies would be implemented.

Initial: _____

Date: _____

A governor queried how often pupil progress meetings were held. Governors were advised that these took place termly. The SENCo is present at all meetings so that interventions can be planned as necessary. It was noted that teaching staff find this to be a supportive process, a forum to share concerns and to have professional dialogue about progress.

A governor queried whether governors should be confident that there is sufficient challenge for more able children. Governors were advised that this is considered when reviewing progress and consequently planned for.

MJ noted that he had gained a sense of the level of scrutiny that teaching staff are under. A governor noted that governors should remain mindful of this and the potential impact of such scrutiny on individuals.

7. Executive Headteacher's Report (verbal)

Governors were advised of the following:

- January and February had seen an increase in poor behaviour, although this is usual for the post Christmas period.
- There had been a variety of visitors and school trips.

A governor queried whether there were any specific areas of concern arising from the progress meetings. Governors were advised that the Senior Leadership Team (SLT) had had a good overview of the current picture and are starting to see the impact of interventions over a longer period of time. This is not always possible due to the mobile population at TMe.

A second Inclusion Coordinator had been appointed to assist, amongst other things, with the mapping and planning of interventions.

At Fawcett the new systems of arriving at school had proved effective and children are having time to settle so that they are ready to learn at the beginning of the day. Lateness had improved. **A governor queried whether this was now a permanent arrangement, and as such should this be communicated to parents.** Governors were advised that this would be done.

School councils are currently looking at the vision and values.

8. Report from the Resources Committee

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

- Despite the recent consultation and push back from the Schools Forum, the LA will seek approval from the DfE to top slice 1.8% from the schools block to fund the high needs block. Recent reports had suggested that the government stipulate that schools must receive the full minimum funding so further clarity is being sought.
- The current budget position is better than expected, partly due to other income streams.
- A capital plan had been established for the purchase of larger items or significant maintenance work.
- Progress is being made on the swimming pool.

Governors returned to discussions around opening afternoon sessions at TMe nursery and concluded that the climate/appetite for these sessions remained uncertain so will not be pursued at the present time.

Governors discussed the possibility of opening new classes at TMe for the next academic year.

Initial: _____

Date: _____

Governors discussed spending on IT equipment, developments of the computing curriculum and the ongoing investment required to keep hardware up to date.

9. Monitoring visits

SEND/Pupil Premium visit report

The report had been circulated in advance of the meeting. The following points were noted:

- Governors sought and found assurance that guidance they had received through training etc. was evident in practice and information provided
- A further visit will be performed to assess the cost effectiveness of interventions.

Visit schedule

- Health & Safety - IJ
- Safeguarding - CJ
- Pupil Premium and SEND - EB and LW

FIP priorities

1. English - AL and MM
2. Learning and outdoor environments - IJ (as H&S lead) and LL
3. Training and development - can be assessed via CPD questionnaire at committee level
4. English and Maths used across the curriculum, meetings with SLT - MJ

10. Governing Body membership, training and development

It was agreed that SK would join the Resources committee.

Training covered earlier.

11. Safeguarding

CJ to perform a visit and report at the next meeting.

12. Policies

None for this meeting

13. Any other business

None tabled

With no further business the meeting closed at 8.10pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
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Initial: _____

Date: _____

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Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____