



**Meeting of the Full Governing Body
Tuesday 9th December 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); Ollie Monro (OM); Ian Jones (IJ); Emily Black (EB); Mark Johnston (MJ); Mandy Maxwell (MM); Lauren Laing (LL); Anne L'Hernault (AL)

Also Present: Sarah Buckerfield (Head of School - Trumpington Meadows) (SB); Jen Hefti (JH) (Clerk)

The meeting was quorate. Liz Woodham chaired the meeting.

1. Welcome and apologies for absence

Governors welcomed new governors LL and AL and introductions were made.

There were no apologies for absence.

2. Vote to co-opt new governor

Governors voted unanimously to co-opt Lauren Laing to the Governing Body.

3. Declarations of interest relating to items on the agenda

None declared.

4. Review and acceptance of the minutes of the meeting held on 24th September 2019

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

5. Matters arising and update on actions from the minutes of the meeting held on 24th September 2019

- F0502-01 - website updates - updated ongoing. The School Governance Team had reviewed the content of the governance section and are satisfied that it meets the statutory requirements. The Senior Leadership Team (SLT) have also performed an audit and outstanding issues addressed by JH.

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- F2409-01 - in-house training - it was suggested that Anne Fisher, the School Improvement Partner could deliver some training. LW and CJ to speak to Anne Fisher

6. Executive Head Teacher's Report

It was noted that the Teaching & Learning committee had not met as they were not quorate for the previous meeting.

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

- The number of children with English as an Additional Language (EAL) had increased, noticeably at Fawcett.
- Some cohorts at both schools continue to have significant numbers of children in receipt of Pupil Premium funding (PP). **A governor queried why the PP numbers in Reception were so low.** Governors were advised that this was due to the fact that the numbers had not yet been assessed. This will happen after the census in January 2020.
- INSET - the work around vision and values had been formulated into a statement and had gone out to staff for feedback. **A governor queried the impact this would have on children.** Governors were advised that assemblies and other activities would be planned around the statement.
- Performance Management objectives will align to the vision and values statement.
- The school improvement approach was detailed in the report.
- Curriculum - the approach used to develop the curriculum is reflected in the report. The Local Authority (LA) had selected the Federation to share the process and outcome of the recent curriculum development with other schools. This has many benefits in terms of collaboration, reputation, working beyond the classroom etc. **A governor queried whether this would have an impact on resources.** Governors were advised that this is already built into the work plan.
- The working groups will broaden their focus beyond English and Maths.
- Behaviour - governors noted the behaviour data and were reminded that the Federation records all instances of poor behaviour, no matter how minor, so the figures may seem high.
- Attendance - **a governor expressed concern that attendance was below target.** Governors were advised that this was often the case in the Autumn term as 2 -3 days of school is a significant percentage of the possible sessions this early in the year.
- Continuing Professional Development (CPD) - **a governor queried how the impact of CPD was measured.** Governors were advised that, for example, the impact of the Talk for Writing training can be seen in the teaching of writing and children's progress. Staff amend their practices and approach and cascade their learning to others. **A governor noted that it would be useful if this could be captured.** Governors were advised that a form for evaluating and feeding back on CPD was being developed.
- Staff survey - **a governor queried when and how this would take place.** Governors were advised that there is a standard Ofsted staff survey but the SLT are developing something that will provide more information. Governors discussed when to survey and how to impact change. They noted that the first term had been very busy with frontloaded CPD and the puppet shows. Training is now becoming embedded and staff have more time to reflect so the new year may be an appropriate time to survey.
- Exclusions - **a governor expressed concern that a child in Early Years had been subject to a fixed term exclusion.** Governors were briefed on the circumstances surrounding the exclusion and noted the serious nature of events leading up to the exclusion. Governors agreed that all possible provision should be made for individual children but the rest of the class and staff welfare do need to be considered. Governors discussed engagement with external providers to provide support where needed.
- Governors noted the reports from the Heads of School.

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- The RAG rated Federation Improvement Plan was received and noted.
- Swimming pool - information/quote regarding the pre-fabricated lid is awaited. **Post meeting note - Graham Ingrey spoke to the contact provided by Ed Williams before Christmas who did not envisage any issues with a pre-fabricated solution. He has sent some images of examples through - his structural specialist will visit site some time after 21st Jan.**
- Year 4 class at Trumpington Meadows (TMe) - the additional class will not be opened as no guarantee of future funding was provided by the LA.
- Staff attendance report- governors advised that this does not provide the information they would like. JH to reformat and present at Resources committee.
- Data will be reviewed by the Teaching & Learning committee.
- FIP - governors discussed the RAG rating and requested different colours for each committee. **A governor queried whether the site condition survey had been completed.** Governors were advised that this was the case but that the report could not be accessed yet.
- Early Careers Teachers DfE funding - the first tranche of funding (£49K) should be paid within the next month.
- Leadership and Management - governors discussed how key performance indicators are set and reviewed.

7. Report from Resources Committee

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

Indicative funding

- The overall funding will increase however a significant cap will remain in place (the highest as a percentage in the LA).
- Issues with the lack of IDACI/deprivation funding persist.
- New governors were advised that funding levels are driven by the number of children on roll at the October census, meaning that children who join after that time are not funded. This has an impact on growing schools and continues to be an issue at TMe. A governor queried whether there is an overall lack of school spaces in the community. Governors were advised that this was the case.

Other

- Governors noted Ollie Monro's appointment as Assistant Headteacher.
- The playground resurfacing at Fawcett will be tendered for.
- A capital expenditure plan is being developed.

8. Pupil Premium Reports

The reports had been circulated in advance of the meeting. It was noted that the Resources committee had reviewed the information. The following points were noted:

- The reports show 17/18 and 18/19 outcomes.
- Progress from starting points is good.
- The LA have formally recognised the good progress made by these children.
- Governors noted that it was good to see quality first teaching and teacher responsibility reflected in these reports. Appropriate use of funds is articulated, in part, by the progress made.
- Kate Barham will provide some narrative/context at her next meeting with the Pupil Premium link governors.
- **A governor noted that whilst progress was good, attainment was less good. Up to 40% of the PP children did not achieve ARE across the year groups. A governor queried whether this was a 'normal' percentage for schools with similar cohorts.** Governors were advised that a significant

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number of the children reflected in the reports were in lower year groups, hence attainment should improve over time.

9. Parent Surveys

Governors discussed how and when to respond to points raised in the surveys.

F0912-01 - ACTION: CJ and LW to go through responses and discuss with OD at their next catch up

10. Governing Body Membership, Training and Development

Governors discussed the annual plan and schedule of visits. It was agreed that the SEFs can be used as a starting point for visits. Governors can RAG rate the SEF, look for evidence, have dialogue with staff etc.

Committee membership

- AL - Teaching and Learning committee
- LL - Resources committee

Governors noted that the chairs are in discussions with various potential governors.

11. Safeguarding

Governors noted that the Annual Safeguarding Monitoring Return had been submitted to the LA.

New members have joined the Inclusion team.

MyConcern continues to be an effective tool for recording concerns, behaviour incidents etc. and builds a chronology to inform intervention as required.

A governor queried what support was available for staff members who deal with distressing information and situations. Governors were advised that there was a team approach, supervisions are carried out by Sonja Waldman and other support can be accessed via the LA.

12. Policies

Pay Policy

The policy had been circulated in advance of the meeting. ***Governors approved the policy for use by the Federation.***

Complaints Policy

The policy had been circulated in advance of the meeting. ***Governors approved the policy for use by the Federation, subject to a minor alteration in relation to face to face/written responses.***

Exclusions Policy

The policy had been circulated in advance of the meeting. ***Governors approved the policy for use by the Federation, subject to minor corrections.***

13. Any other business

None tabled.

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With no further business the meeting closed at 8.30pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0502-01 (updated 26.3.19) (updated 9.7.19, 9.12.19)	Website	Website updates ongoing	MJ / JH	Ongoing
F2409-01 (updated 9.12.19)	Training	LW and CJ to look into an in-house training session. They are to speak to Anne Fisher	LW / CJ	Ongoing
F0912-01	Parent survey	CJ and LW to go through responses and discuss with OD at their next catch up	LW / CJ	Open

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____