



**Meeting of the Full Governing Body
Tuesday 7th July 2020 at 6pm
via Google Meet
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); Mandy Maxwell (MM)

Also Present: Sarah Buckerfield (Head of School) (SB); Shameem Khan (Head of School) (SKh); Jen Hefti (JH) (Clerk); Anne Fisher (AF) (School Improvement Partner)

The meeting was quorate. Catherine Jones chaired the meeting.

1. Welcome and apologies for absence

There were no apologies for absence.

2. Governor training delivered by Anne Fisher (School Improvement Partner)

The slides were shared on screen and are available with these minutes.

The focus of training was governor monitoring and evaluation of school improvement.

The following points were noted:

- Governors can gain insight via dialogue with middle and subject leaders hence not over-relying on the headteacher to provide information
- Governors should seek information to assess the impact that the work of middle leaders and subject leaders has on the quality of education
- The 'Quality of Education' judgement is extensive and covers a number of strands including implementation of curriculum.
- Data is no longer a focus for inspections.

Initial: _____

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- Deep Dives can be carried out which involve auditing the approach to the teaching of a subject. Information can be gathered via dialogue with the Senior Leadership Team (SLT), subject leaders, working parties of staff, learning walks, talking to children etc.
- Curriculum development is included in the new Federation Improvement Plan (FIP)
- GGovernors were asked to assess whether evaluation processes for curriculum delivery were included in the FIP
- Is curriculum development and implementation included in performance management (PM) targets? Governors require more information. Does any CPD relate to curriculum development?
- Governors to consider three strengths and three priorities and align committee work plans to these. **F0707-01 - ACTION: To be built into annual plan**
- How often is governor purpose and impact clarified/reflected on?
- How is 'holding senior leadership to account' evidenced other than in meeting minutes?
- Monitoring programme to be established
- Book scrutinies should have a clear focus and be led by SLT or SL. For example, the introduction of a new handwriting scheme could be scrutinised by seeing improvement/changes in work in books.
- Reports to governors to have clearly identified focus on improvement priorities and how these are/have been addressed.
- Stakeholder views - evidenced through learning walks, parent and pupil surveys. Used to triangulate the information that governors receive and what is observed through monitoring.

6.45pm - Anne Fisher left the meeting.

3. Declarations of interest relating to items on the agenda

OD, SK, SB and OM declared an interest relating to item 10.

4. Review and acceptance of the minutes of the meeting held on 28th April 2020, 26th May 2020 and road transfer minutes

The minutes of the above meetings were accepted as a true record and will be signed at the next physical meeting of the Full Governing Body. It was noted that the road transfer minutes should state that the decision was reached via correspondence. **F0707-02 - ACTION: JH to amend road transfer minutes**

6.50pm - Mark Johnston joined the meeting

5. Matters arising and update on actions from the minutes

All actions complete.

6. Report from the Teaching & Learning Committee

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

- The meeting focussed on teaching during school closure.
- Parent dissatisfaction with the new approach was discussed.
- A lot of work happening 'behind the scenes'.
- Renewed teacher interaction received positive feedback.
- The Federation is now better placed to implement home learning in the event of another lockdown, or having to close part of the schools.

Initial: _____

Date: _____

- Reopening plan discussed.
- Curriculum discussed.
- Teaching reflects the diverse nature of our community.
- What can governors do to support the Federation at this time?

7. Executive Headteacher's Report

The report had been circulated in advance of the meeting.

Governors discussed teacher interaction, or lack thereof, its consistency across year groups and classes, and the benefits or otherwise of live online teaching. It was acknowledged that perceptions and expectations of off-site learning differ widely.

Work on Google Classroom is being monitored by SLT for consistency, quality and differentiation.

Governors noted that a number of teachers are leading a bubble as well as planning for and providing off-site learning activities.

Governors discussed the responsibilities on parents to ensure that learning activities are completed and submitted and the difficulties faced by so many in balancing this with working at home and managing family life during this challenging time.

Governors discussed how to make the offsite learning experience as close to school as possible, whether this was feasible and what was ultimately and ideally to be achieved, especially in terms of introducing live lessons.

Governors were advised that there had been discussions around how to improve off-site learning should the schools have to close fully or partially from September and that a lot had been learnt from the experiences thus far. Clearer guidance for tasks and presentations where teachers model the tasks were some of the options considered. Children will practise using Google Classroom when back at school, how to interact with the platform, submit work etc. so that they are better equipped should they need to work from home again.

Planning for the year ahead

Finance

- No figures for projected income available yet (aside from usual LA funding).
- Can only claim cleaning costs if there has been confirmation of a case of COVID-19 in school.
- Staff insurance which is used to pay for supply staff has been cancelled which could have a significant impact on outgoings.
- Recruitment for September had been successful.
- FIP has been cut back in terms of expenditure, especially for IT.

Reopening plan

- A broad and balanced curriculum will be delivered.
- Children will be in bubbles of 30.
- Staggered start and end times will remain in place.
- Wraparound care will not reopen due to children mixing and contaminating bubbles. Governors noted that parents should be advised of this as soon as possible. Governors acknowledged the challenges this would present to working parents but that it was unavoidable under the current guidance.

Initial: _____

Date: _____

Improvement Plan

- Reading a priority.
- Progress of Pupil Premium children.
- SEMH.

Governors noted that during these times it was important to do a few things well, and that 'traditional' school improvement was not the immediate priority.

Governors listed some strengths and priorities for the Federation:

Strengths	Priorities
Family Partnership Workers	Communication
Safeguarding and pastoral care	Reading
SLT	Pupil premium gap
Teaching quality	Meeting the needs of more able children
Diversity	
Staff development	
Supportive and friendly	

A governor asked to hear about how the staff team has met the recent challenges. Governors were advised that all staff have been incredible in recent months, gone 'above and beyond', supported each other and worked collaboratively. Staff have taken on tasks that usual staff members have been unable to do, and have gained insight into and appreciation of what others do.

Governors noted that the FIP will be signed off at the first meeting of the new academic year so any amendments should be communicated to the SLT relatively soon. Governors can then assign link roles and develop a monitoring plan.

8. Swimming pool update

Governors were advised that the project has recommenced, with legalities relating to the license agreement currently being finalised. The plan is to start work in September with a completion date of January 2021.

Governors agreed that the Federation could pursue the project.

9. Safeguarding

The safeguarding report had been circulated in advance of the meeting. It was noted that this was not statutory this year, however Kate Barham had used the usual format so that governors could see the coverage of safeguarding work performed by the team. This will be fully discussed at the next meeting.

10. LA Request

Initial: _____

Date: _____

Governors were advised that the LA had asked OD to be Primary Adviser for two days per week to support another Cambridgeshire school. The Federation will receive income from this work. It was noted that this is beneficial for OD's professional development and provides opportunities for other senior leaders. It is a good reflection on the strength of the Federation that staff are asked to support other schools.

Governors were advised that OD has a short notice period so can be recalled to the Federation when needed.

Governors noted that the rest of the SLT supported this proposal.

Governors discussed the benefits of this proposal and any issues that may arise from reduced SLT capacity at the Federation. It was noted that the addition of the Head of School role from last year alleviates concerns around any perceived lack of leadership. Communication with parents was considered.

Governors agreed to the request from the Local Authority.

12. Policies

None for this meeting.

13. Any other business

Governors were advised that the LA had asked the Federation to open a new Year 5 class at Trumpington Meadows. This will be considered after Christmas.

Meeting dates

Governors noted the meeting dates for 2020 - 2021. SK to change from Resources to Teaching & Learning committee.

With no further business the meeting closed at 8.40pm.

Action ref	Item	Action	Owner	Status
F0707-01	FIP	Strengths and priorities to be aligned to annual plan and monitoring programme added as appendix	Chairs/ JH	Open
F0707-02	Minutes	JH to amend road transfer minutes	JH	Open

Signed: _____

Print name: _____

Initial: _____

Date: _____

Position: _____

Date: _____

Initial: _____

Date: _____