



**Meeting of the Full Governing Body  
Tuesday 24th September 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); Vered Frechter (VF); Mandy Maxwell (MM)

**Also Present:** Shameem Khan (Head of School) (SK); Jen Hefti (JH) (Clerk)

**The meeting was quorate. Liz Woodham chaired the meeting.**

**1. Election of Chair and Vice Chair of the Governing Body**

***Governors voted unanimously that CJ and LW should continue as co-chairs for the 2019-20 academic year. It was agreed that the Governing Body would continue to operate with no vice chair.***

***Governors voted unanimously to co-opt Mandy Maxwell to the Governing Body.***

**2. Welcome and apologies for absence**

Governors were welcomed to the first meeting of the new academic year. Governors noted that Marc Neesam and Vered Frechter had resigned over the summer holidays and expressed their gratitude for all their work for the Governing Body and the Federation.

There were no apologies for absence.

**3. Declarations of interest relating to items on the agenda**

None declared.

**4. Review and acceptance of the minutes of the meeting held on 16th July 2019**

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

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

## 5. Matters arising and update on actions from the minutes and confidential minutes of the meeting held on 16th July 2019

- F0502-01 - website updates - on this agenda
- F3004-06 - communications plan - IJ and OD have communicated via email and agreed to keep the website as the main source of information, and other communications 'small', such as the newsletter. There will now be a Federation newsletter and one for each school. Closed.
- F0907-01 - crib sheets - closed.

## 6. Housekeeping

Keeping Children Safe in Education - governors confirmed that they had read their copy of part one of the guidance and signed declaration forms to be returned to the clerk.

Pecuniary interests declarations - signed by all governors.

Standing orders - ***governors voted unanimously to adopt them for the academic year 2019 - 20.***

Code of Conduct - ***governors voted unanimously to adopt the Code of Conduct for the academic year 2019 - 20.***

Governors noted that they had received their copies of the DfE Governance Handbook and Competency Framework.

## 7. Link Roles and Committee Membership

Governor link roles will no longer be aligned to a school phase, but rather a priority in the Federation Improvement Plan (FIP). The FIP reflects the updated Ofsted inspection framework.

***It was agreed that MJ would chair the Teaching and Learning committee.***

Governors discussed where Head of School would sit in the governance structure. It was suggested that the focus for each meeting of the Full Governing Body could alternate between the schools. Head of School attendance at committees would be dependent on the agenda.

- Pay committee - EB, IJ, LW
- Pay Appeals committee - CJ, MJ, MM
- Head Teacher Performance Management - CJ, MJ, LW

A governor suggested that apart from the statutory link roles, monitoring activities against the FIP could be agreed at committee level and a programme of visits based on the milestones on the plan could be developed. ***Governors agreed this approach.***

### Statutory roles

- Health and Safety - IJ
- PP and SEND - LW and EB
- Safeguarding - CJ

### Annual plan

To be reformatted in order to be easier to navigate. To be reflected on at committees.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

## 8. Feedback from INSET day

Governors were advised that staff from both schools reflected on the vision and values and mission statement.

Staff wrote down key words and phrases which the Senior Leadership Team (SLT) will distill into a mission statement including a word cloud containing the value words.

A governor stated that stakeholders need to be able to recognise our schools within the statement and that it should be generic. It should reflect the people we are and the community we serve. What is distinctive rather than unique?

## 9. Executive Headteacher's Report

Governors were advised of the following

- An INSET day had been held on 16th September covering phonics and a session from the Lazy Teacher.
- Pete Dudley who specialises in lesson study will visit for some twilight training sessions over the next weeks.
- Alison Borthwick will lead a maths session on 19th December.
- Teachers are using Rosenshine's principles and will build one principle per term into their practice.
- OD is seconded one day per week as a Primary Adviser.

### Growth Funding

The Local Authority had acknowledged at a recent meeting that they had not administered the funding equitably and asked whether the Federation would consider opening a Key Stage 2 (KS2) class after Christmas. Governors were advised that any agreement would be subject to the funding details. Rob Lewis is meeting to discuss the growth plan and also the inequalities in funding for additional classes between academies and maintained schools.

A governor challenged whether another KS2 class was needed. Governors were advised that the Federation had already fielded a number of appeals at £250 per time, and that Year 6 at Trumpington Meadows (TMe) was already well over PAN.

A Year 4 class would be preferable as long as funding continues while it fills.

### Self Evaluation Framework (SEF) - Fawcett

Governors were advised that the SEF follows a new format aligned with the new Ofsted inspection framework. SK will now take over the updating of the document. A Governor - SLT Google Drive will be created containing the SEF. Governors discussed whether to refer to the levels of turbulence as a hindrance to progress.

FIP - covered earlier

## 10. Data

### School on a Page

The School on a Page data summaries from the LA were circulated in advance of the meeting.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

**A governor queried why no progress data was shown.** Governors were advised that the report does not track individual children or cohorts. The DfE Analyse School Performance platform has not yet released its data for the LA to incorporate into these summaries.

The Teaching & Learning committee will scrutinise the data more closely.

The key stage data headlines from the phase leaders were received and noted. A governor asked that all reports to show cumulative data at the next presentation. Governors agreed that the narrative/contextual information was useful.

#### **11. Pay decision**

Governors agreed to make the decision at this meeting rather than delaying by delegating to the Resources committee.

Governors were advised that the DfE will fund a 2.75% pay increase for the minima and maxima of each scale. Governors were asked whether they were in agreement to approve the increase across all points on the scale.

***Governors voted unanimously to award the 2.75% pay increase to all points.***

#### **12. Governor training, development and membership**

Governors thanked VF for her involvement with, and commitment to, the governing body and the Federation.

Governors noted the ongoing governor recruitment activities.

#### **F2409-01 - ACTION: LW and CJ to look into an in-house training session**

#### **13. Executive Headteacher Performance Management**

It was agreed that CJ, LW and MJ will form the performance management committee.

#### **14. Safeguarding**

Review of annual safeguarding return to LA to be deferred to the next meeting.

#### **15. Policies**

##### Admissions

The policy had been circulated in advance of the meeting. ***Governors agreed that the PAN for TMe would be 30 and 60 for Fawcett.***

##### Safeguarding and Child Protection Policy

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

#### **16. Any other business**

Initial: \_\_\_\_\_

Date: \_\_\_\_\_

Website

Governors noted the technical issues regarding the website looking different on different browsers and updates not appearing when using different browsers.

Class pages are now standardised and staff are collaborating during PPA time to update the pages.

With no further business the meeting closed at 8.05pm.

**ACTION LOG**

Action ref	Item	Action	Owner	Status
F0502-01 (updated 26.3.19) (updated 9.7.19)	Website	Website updates ongoing	MJ / JH	Ongoing
F2409-01	Training	LW and CJ to look into an in-house training session	LW / CJ	Open

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Initial: \_\_\_\_\_

Date: \_\_\_\_\_