



**Meeting of the Full Governing Body  
Tuesday 28th April 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)

**Also Present:** Graham Ingrey (Federation Business Manager) (GI); Jen Hefti (JH) (Clerk)

**The meeting was quorate. Liz Woodham chaired the meeting. The minutes reflect the order in which items were discussed.**

**1. Welcome and apologies for absence**

Apologies for absence were received and accepted from Mandy Maxwell (MM).

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

None declared.

**4. Review and acceptance of the minutes of the meeting held on 4th February 2020**

***The minutes were accepted as a true record and will be signed at the next meeting where governors are physically present.***

**4. Matters arising and update on actions from the minutes of the meeting held on 4th February 2020**

No actions

**F2804-01 - ACTION: LW to contact Anne Fisher regarding rearranging governor training**

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

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

## 7. Report from Resources Committee

The minutes, SFVS return and budget reports had been circulated in advance of the meeting. The following points were noted:

### SFVS

- Governors were advised that the SFVS had been approved by the Resources committee and submitted in advance of the extended deadline of 24th April 2020.
- A record of related party transactions will be set up and DfE Recommended National Deals guidance will be consulted when awarding future contracts.
- Finance training for governors will be organised and delivered remotely.

### Premises

On hold at the moment but projects will hopefully progress as the current situation eases.

### Staffing/growth

An extra Reception class will be opened at Trumpington Meadows (TMe) in September 2020 meaning that an additional teacher salary has been included in the budget. GI and OD had received notice today that the Local Authority had awarded growth funding for this class. This had not been expected which leaves the budget in a better overall position than originally thought.

### Budget 2020-2021

Please refer to Resources minutes for details. The following points were noted:

- The Federation will lose approximately £160K in income from streams such as breakfast and after school clubs, lettings, children's centre, claw back of Universal Infant Free School Meal funding.
- This loss of income will offset gains made by increased per pupil funding.
- A deficit carry forward for 2021/22 had been predicted for TMe but the recent growth funding award would lead to a slight surplus.
- The community funds can be used to offset income lost through no lettings taking place.
- The budget does not include costs for playground and car park resurfacing.

***A governor queried whether further guidance had been received regarding furloughing staff.*** Governors were advised that EPM had issued guidance that stated that the only staff who could be furloughed are those who are paid either wholly or in part through revenue income meaning that any savings made would be minor. No staff will be furloughed at this stage.

***A governor queried whether the playground and car park resurfacing would still go ahead and be paid for using the carry forward.*** Governors were advised that this was the case.

The Governing Body was asked to approve the 2020/21 budget as presented. ***Resolution: that the Governing Body approves the Federation budget plan for the financial year 2020/2021, total spend of £3,639,860.***

## 6. Executive Head Teacher's Report

The Executive Headteacher's report had been circulated in advance of the meeting. Governors noted that it had been written for the March Full Governing body (FGB) meeting which had been scheduled for the first week of lockdown, so some items are no longer relevant/'out of date'. The following points were noted:

- Staff who are self-shielding or unable to work total 30%.
- The social and emotional wellbeing of pupils will be a priority when schools return. It will be a challenging transition both back to the classroom and to a new year group.

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

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

***A governor queried whether staff are planning for a protracted period of lockdown and whether remote learning strategies such as online teaching had been explored.*** Governors were advised that teachers can see from Education City which children are engaging with off-site learning (which has been set on that platform). Staff had been discussing how important feedback and interaction with their teacher is for the children. Governors discussed methods of online/remote learning and which may be most appropriate.

#### **6.50pm - GI left the meeting**

- Staff are going into school on a rota basis to deliver the childcare.
- Numbers of children attending had fluctuated but are rising now.
- Some contact had been made from families requesting childcare and other support due to difficulties at home.
- Four rooms are being used for the childcare provision.

***A governor asked what the proportion of key workers' children to vulnerable children attending the provision was.*** Governors were advised that initially the number of key workers' children was much higher, however more of the vulnerable children are starting to attend as the lockdown continues and pressure on families increases.

***A governor queried why education was not being offered at the provision.*** Governors were advised that it was not possible to provide sufficient staff coverage for the different age groups and that social distancing would be an issue if delivering formal teaching. Children are able to use the Chromebooks to access the online learning set by their teacher.

***A governor asked what the arrangements for maintaining contact with vulnerable families were.*** Governors were advised that weekly contact is made by phone and notes from the call logged on MyConcern. It is also logged if contact cannot be made. Staff are liaising with social care, the police etc. as necessary. Child protection conferences and core group meetings are still being held.

#### **5. Report from Teaching & Learning Committee**

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

- The committee had received an informative presentation from the Family Partnership Workers (see minutes for details).
- Terms of Reference agreed.
- Policies reviewed.
- Visit report around phonics received.

MJ advised that since the meetings he had had a tour of TMe with Sarah Buckefield (Head of School) and Anne Fisher (School Improvement Partner). He went on to describe to governors the inspiring learning environment, calm atmosphere, rapport between children and staff, evidence of collaboration and a culture of support and empathy. Staff manage any challenges extremely well and consider aspects such as room layout and differentiation in lesson planning.

Governors agreed that feedback from this visit should be given directly from governors to staff.

**F2804-02 - ACTION: MJ to submit visit report and feedback his notes to staff in an agreed format.**

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

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

## 8. Governing Body membership, training and development

Training - covered earlier (Anne Fisher and Ray Byford).

Governors were also advised to access webinars and remote sessions hosted by the LA and NGA.

## 9. Safeguarding

CJ brought governors' attention to the addendum to the safeguarding policy relating to arrangements in response to the current situation. JH advised that amendments to the model addendum had been received from the Inclusion team shortly before the meeting.

**FGB2804-03 - ACTION: JH to include notes from the Inclusion Team and circulate to FGB for approval.**

## 10. Policies

### Uncollected child

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

## 11. Any other business

OD advised that the final Federation Improvement Plan had been updated and is available with the papers for this meeting.

Governors discussed the website and ease of access to home learning activities.

With no further business the meeting closed at 7.30pm.

## ACTION LOG

Action ref	Item	Action	Owner	Status
F2804-01	Training	LW to contact Anne Fisher regarding rearranging governor training	LW	Open
F2804-02	Governor monitoring	MJ to submit visit report and feedback his notes to staff in an agreed format.	MJ	Open
FGB2804-03	Safeguarding policy	JH to include notes from the Inclusion Team and circulate to FGB for approval.	JH	Open

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

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

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

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

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

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

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

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