



**Meeting of the Full Governing Body
Tuesday 22nd September 2020 at 6pm
via Google Meet
Minutes**

Governors present:

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 (ALH); Saussan Khalil (SK); Mandy Maxwell (MM)

Also Present: Sarah Buckerfield (Head of School) (SB); Shameem Khan (Head of School) (SKh); Jen Hefti (JH) (Clerk)

The meeting was quorate. Liz Woodham chaired the meeting.

Election of Chair and Vice Chair of the Governing Body

Governors were advised that Catherine Jones would be taking a temporary leave of absence from her role as Co-Chair of the Governing Body.

LW was nominated as Chair of the Governing Body. **Governors voted unanimously to reinstate LW as Chair.**

LL was nominated as vice chair of the Governing Body. **Governors voted unanimously to appoint LL as Vice-Chair.**

1. Welcome and apologies for absence

Apologies for absence were received and accepted from Catherine Jones (CJ) (Co-Chair).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 7th July 2020

The minutes of the previous meeting were accepted as a true record and will be signed by the Chair once face to face meetings recommence.

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4. Matters arising and update on actions from the minutes of the meeting held on 7th July 2020

Updates since last meeting

Governors were advised that the Federation had submitted a bid to open a second Year 5 class at Trumpington Meadows (TMe). The Local Authority (LA) advised that this would not be funded and that the existing class would have to go over the Published Admission Number (PAN). The Federation raised concerns that this would compromise health and safety requirements given the current situation but were advised to include this in the risk assessment for school reopening. Ultimately, some growth funding was received which was used to support the opening of a second Year 5 class.

Governors agreed that the Federation should not go over PAN in any classes. They acknowledged that it was unfortunate not to be able to provide support to more families in the community however the priority must be for the education of the children already on roll.

It was noted that there were some delays in the admissions process meaning that the Autumn term could bring a number of new arrivals to the Federation.

Actions

- F0707-01 - annual plan - to be looked at in committees - COMPLETE for FGB. Post meeting note - GB annual plan added to the Federation Improvement Plan (FIP) as an appendix
- F0707-02 - amendment of road transfer minutes - COMPLETE

5. Housekeeping

- Keeping Children Safe in Education (part 1) 2020 - governors to sign and send scanned declaration forms back to the clerk.
- Standing Orders - **The Governing Body voted unanimously to adopt the Standing Orders for 2020 - 2021.**
- Code of Conduct - **The Governing Body voted unanimously to adopt the Code of Conduct for 2020 - 2021.**
- The Governance Handbook and Competency Frameworks were received and noted, and retained for information.

6. Link Roles and Committee Membership

Governors reflected on the input from the School Improvement Partner with regards to monitoring, and the importance of gaining insight through a variety of sources of evidence and to triangulate that information.

Committee membership

Resources

EB

CJ

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IJ
LL
MM

Teaching & Learning

MJ
SK
ALH
OM
LW

Pay Committee

MM
MJ
IJ

Named governors

Pupil Premium - Mandy Maxwell
Safeguarding - Saussan Khalil
SEND - Liz Woodham
Health & Safety - Ian Jones

Executive Headteacher Performance Review committee

Mark Johnston
Emily Black
Liz Woodham

Committees will look at the FIP in more detail and map out their monitoring activities accordingly.

7. Executive Headteacher's Report

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

Arrangements for school reopening

- A lot of logistical changes had been implemented
- A number of staff who were shielding have returned to work
- A number of staff are now waiting for tests so are self isolating
- Staff have been redeployed to cover classes whilst maintaining the bubbles
- Lunches are delivered to classrooms

A governor queried how any gaps in children's knowledge was being assessed and had a loss of skills been evident. Governors were advised that the Senior Leadership Team (SLT) felt it was too early to assess

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children formally and that they would benefit from a half term of input before any testing took place. Baselines will then be established and any gaps in learning identified. Interventions and focussed teaching will then be targeted where the need is.

The Inclusion team has met with teachers to discuss any SEND needs or interventions that may be required.

Booster groups are being planned.

The need to achieve accelerated progress for some children has been factored into the planning.

Staff are assessing the curriculum to see what had been missed and weaving it into this year's learning.

A governor queried whether any social/emotional issues were proving to be a barrier to learning for children. Governors were advised that it varied greatly however on the whole children were happy to be back at school and engaged with their learning. It is obvious that they have missed having social interactions with their peers. Children are on the whole mindful and aware of the current situation and staff are on hand to support them with any anxieties they may have.

Staff wellbeing is also a focus - the new arrangements are very intensive in terms of time in the classrooms and limited breaks and interaction with other staff members. Lunchtimes are split between teachers and teaching assistants (TAs).

A governor queried how new staff, especially Newly Qualified Teachers (NQTs) are finding the situation. Governors were advised that support is offered via their mentor and that other staff are mindful of the fact that NQTs only completed half of their placement year so may need additional guidance. It was noted that expectations remain high and that the standard of education remains the same despite the external challenges.

A governor noted that the majority of parents had been impressed by the arrangements for the full reopening of the schools and that the transition had been handled well.

Governors were advised that the LA had been extremely supportive of schools throughout the past months and had produced guidance, held briefings and kept staff updated in an effective manner.

Risk Assessments

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

They had been submitted to the LA in advance of the September opening and had been approved.

They are to be reviewed now that schools have reopened.

Governors can see the updated versions by half term.

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A governor queried how the governing body can check that the risk assessment is being adhered to. Governors were advised that staff can raise issues with the SLT. They can ultimately contact their union who would then approach the governing body.

Governors discussed how staff members could escalate concerns and whether it would be appropriate to provide governor contact details to them if they wished to bypass the SLT.

Federation Improvement Plan (FIP)

It was agreed that questions around the EHT report/FIP could be submitted to SLT prior to the meeting. The EHT report would therefore be published earlier than 7 days in advance. A live Google Doc will be established for governors to post their questions. All FGB papers will now be published 12 days before the meeting to give time for questions to be posted. It was noted that committee minutes may not always be available in this timeframe.

Allocation of FIP priorities

1. *To revisit Reading and ensure a consistent approach to the teaching of reading and phonics across the school - **Teaching and Learning committee***
2. *To review the quality of teaching in Foundation subjects ensuring curriculum progression and learning builds on previous knowledge and understanding allowing children to make progress. To develop resources to support the implementation of curriculum models - **Teaching and Learning committee***
3. *To provide opportunities for Middle Leadership development and training - **Resources committee***
4. *To continue to focus on improving outcomes for PP children particularly boys reading - **Resources committee***
5. *To develop and improve the learning environments and resources to support teaching and learning at both schools at the Federation - **Resources committee***
6. *To develop SEMH support and continue to build resilience and develop and support behaviours for learning - **Teaching & Learning committee***

8. Governing Body approval to apply pay increase

The pay increments for 2020-21 had been circulated in advance of the meeting. Governors were advised that this was the recommended national increase and was within the Federation's budget.

Governors approved the pay increase.

9. Annual Safeguarding Return

The report had been circulated in advance of the meeting. Governors were advised that this had not been statutory this year however it had been a useful exercise in light of the pending safeguarding audit. Report received and noted.

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10. Membership, training and development

Governors were reminded that all training is now taking place remotely which may make it more convenient to attend.

11. Policies

Safeguarding and Child Protection

The governing body approved the policy for use by the Federation.

Privacy Notice for Visitors

The governing body approved the policy for use by the Federation.

12. Any other business

With no further business the meeting closed at 8pm.

Action ref	Item	Action	Owner	Status

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____