



**Meeting of the Full Governing Body
Tuesday 2nd February 2021 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); Lauren Laing (LL); Anne L'Hernault (ALH); Saussan Khalil (SK); Mandy Maxwell (MM); Tom Baglin (TB)

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

The meeting was quorate. Liz Woodham chaired the meeting.

1. Welcome and apologies for absence

Apologies for absence were received and accepted from Mark Johnston (MJ) and Catherine Jones (CJ).

The governing body voted unanimously to reappoint Emily Black for a further term of four years.

The governing body voted unanimously to co-opt Tom Baglin to the governing body.

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 8th December 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.

Initial: _____

Date: _____

4. Matters arising and update on actions from the minutes of the meeting held on 8th December 2020

- FGB0812-01 - safeguarding role - Ongoing
- FGB0812-02 - wellbeing reporting - ongoing. Keep as standing agenda item
- FGB0812-03 - SEND visit now booked - COMPLETE

5. Executive Headteacher/Heads of School Report

The governing body reflected on the changes since the last meeting:

- Remote learning in place for those children not in school.
- Take up of in-school places higher than during the previous lockdown.
- Permanent exclusion upheld by the Independent Review Panel.
- Families doing a good job supporting children at home.

All staff were thanked for their continued dedication to the Federation, children and families.

A governor queried whether engagement with remote learning had improved on last time. Governors were advised that this was much improved. Data will be available for the next meeting.

The quality of content provided for remote learning had improved, in turn impacting on progression.

Governors were advised that engagement was being closely monitored in terms of attendance at live sessions, submission of work. Families are contacted as appropriate.

A governor queried the number of children attending nursery. Governors were advised that there are 24 children attending at Fawcett and 12 at Trumpington Meadows (TMe).

Peer Review Reports

The external peer review reports had been circulated in advance of the meeting.

A governor noted that the phonics results discussed in the reports were lower than those reported to the Teaching & Learning Committee recently. Governors were advised that the last available data from 2018/19 was used for the report as there had been no phonics screening in 2019/20. The Teaching and Learning committee had received results from this year's screening.

A governor noted that the outcomes in the reports were impressive and evidenced well run schools with excellent staff.

The Senior Leadership Team (SLT) were delighted with the outcomes of the report which celebrated the work of the Federation and the collaborative nature of working which has become embedded. The work done around effecting the benefits of a federation had proved beneficial.

Next steps

- Continue working with David Herbert, the external adviser.
- Implement learning conversations between staff
- Development of middle leaders
- Feedback marking- reduce workload; meaningful, fast feedback to which children can respond

Initial: _____

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immediately

It was noted that the adviser was able to triangulate evidence and confirm that strategies reported to him were in place and being implemented.

Risk Assessments

The risk assessments had been circulated in advance of the meeting. They had been rewritten for the January partial opening and approved by the Local Authority (LA).

The governing body approved the risk assessments for use by the Federation.

6. Report from Teaching & Learning Committee

The minutes of the meeting and visit reports had been circulated in advance of the meeting.

A governor queried whether all children now had access to IT equipment for remote learning. Governors were advised that most requests had been fulfilled by the DfE allocation and donations from the church.

A governor noted that the Cambridgeshire Youth Panel can be approached for donations.

7. Report from Resources Committee

The minutes of the meeting had been circulated in advance of the meeting.

Governors discussed the Federation's catering arrangements and the possibility of retendering the contract. It was noted that the food offer was not consistent between the two schools.

Pupil Premium Reports

The interim data between Autumn 1 and 2 showed that good progress had been made by those children targeted for extra support and intervention. The effectiveness of interventions had been assessed showing positive outcomes.

The recent finance training outlining governing body responsibilities had been useful.

8. Safeguarding

Safeguarding and Child Protection policy appendix

The LA model appendix to the safeguarding policy had been circulated in advance of the meeting. ***The governing body approved the appendix for use by the Federation.***

Keeping Children Safe in Education updates - received and noted.

Single Central Record

The visit report had been circulated in advance of the meeting. Governors were advised that the vast majority of the records were in order with a minimal number of gaps in records being followed up. The record was also reviewed as part of the recent safeguarding audit.

Children not in school

Governors were advised that there are systems in place for monitoring work submitted and regular welfare checks take place for relevant families.

Initial: _____

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9. Wellbeing

Governors were advised that the approach to staff wellbeing was broadly the same as previously discussed. Staff are reaching out when they are in difficulties and staff continue to work together well as a team. Adaptations to working patterns etc. are made to accommodate staff's needs when appropriate. Fewer staff meetings are taking place to allow staff time away from their screens.

A governor queried whether any of the new ways of working would continue post lockdown. Governors were advised that there had been some efficiencies in terms of meetings, collaboration and rota working.

A governor queried whether staff were finding the COVID Lateral Flow testing scheme reassuring. Governors were advised that it did contribute to wellbeing however it was noted that more frequent testing would be useful.

Staff have not received vaccinations apart from those in the priority groups.

Children's wellbeing

It was noted that the situation was becoming difficult for children and families. Children are missing their peers and there is potential for issues around social interactions, turn taking etc. when children return.

A governor queried whether the DfE are providing any financial support for children's wellbeing. Governors were advised that this would be redirected from the Pupil Premium or catch up funding.

A governor queried whether interventions can take place for those learning at home. Governors were advised that some were taking place online. Staff are developing a range of interventions around social skills for all children.

10. Governing body membership, training and development

Governors noted that it was Ollie Monro's final meeting after four years as staff governor. He was thanked for his commitment to the governing body, his calm, level headed approach and humour.

It was agreed that TB would join the Resources committee.

11. Policies

Remote Learning

Governors were advised that this had been updated to reflect the new offer. ***The governing body approved the policy for use by the Federation.***

Governors discussed whether there should be a named SLT member and governor responsible for remote learning.

12. Any other business

None tabled.

With no further business the meeting closed at 7.40pm.

Initial: _____

Date: _____

Action ref	Item	Action	Owner	Status
FGB0812-01	Safeguarding governor role	SKh and CJ to liaise	SKh/CJ	Ongoing
FGB0812-02	Wellbeing	SEMH team to consider how to support wellbeing and report to the GB	SLT	Ongoing

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____