



**Meeting of the Full Governing Body
Tuesday 23rd March 2021 at 6pm
via Google Meet
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Sara Day (SD); Ian Jones (IJ); Emily Black (EB); Lauren Laing (LL); Anne L'Hernault (ALH); Saussan Khalil (SK); Mandy Maxwell (MM); Tom Baglin (TB); Sara Garnham (SG)

Also Present: Sarah Buckerfield (Head of School) (SB); Shameem Khan (Head of School) (SHK); Jen Hefti (JH) (Clerk); Gavin Davies (GD) (observing)

The meeting was quorate. Catherine Jones chaired the meeting.

1. Welcome and apologies for absence

Apologies for absence were received and accepted from Liz Woodham (LW).

It was proposed that Sara Garnham should be appointed to the governing body as partnership governor.

The governing body voted unanimously to appoint Sara Garnham 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 2nd February 2021

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 8th December 2020

- FGB0812-01 - safeguarding role - Ongoing
- FGB0812-02 - wellbeing reporting - standing agenda item - CLOSED.

5. Executive Headteacher and Heads of School update

Reopening

Governors were advised of the following:

- Reopening had been successful
- Staff are confident regarding the systems in place
- Some parents continue to disregard the requirement to wear masks on site and adhere to social distancing guidelines
- Children have settled well on the whole
- Attendance is good
- There is some evidence of the impact on lockdown on children's mental health and wellbeing with an increase in social care referrals/involvement
- Lateness has increased as families struggle to get back into routine
- The bubble model can be challenging for staff as there are few opportunities for time away from the classroom
- The staggered starts/break/lunchtimes etc. have an impact on staffing capacity
- Children are making good progress

Attendance

Attendance has increased compared to equivalent points in a 'normal' year

Risk Assessments

No further changes since presented to committees.

Parent Consultations

The following points were noted:

- There had been less engagement from Trumpington Meadows (TMe) families
- No particular trends according to year group
- Teachers have followed up with families who did not book a consultation or failed to attend
- Some families have been offered and accepted home visits however others simply do not wish to engage with school
- Attendance was higher than in previous years
- The online meetings proved more effective in terms of timekeeping

A governor queried whether this approach (i.e. online parent consultations) would be considered for future years. Governors were advised that parents may be offered a combination of face to face and online meetings.

Engagement with home learning

Governors were advised that children's engagement with online learning had been tracked by staff on a weekly basis during lockdown. Broadly, the groups with lower levels of engagement were those under child protection orders, EAL children and those with EHCPs/SEN.

Staff worked hard to engage with these children and will implement catch up programmes now that children are back at school.

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Staff acknowledge that some families had to support a number of children with their home learning which meant that children engaged at different times; they may possibly submit a week's work in one or two days for example.

Progress and attainment data will be submitted after the Easter holiday, based on teacher assessment.

A governor queried whether sufficient devices had been received to enable children to learn at home.

Governors were advised that there were still not enough devices but that schools were in a much improved position. Funding may be directed towards bolstering the supply of devices.

It was noted that Ofsted will examine the remote learning provision and how families were supported during the lockdown.

The School Improvement Partner had remarked on the good quality of the home learning provided.

Self Evaluation Frameworks (SEFs)

The SEFs had been circulated in advance of the meeting. It was noted that there is a SEF for each school as this reflects how the Federation is inspected by Ofsted and reflects the unique nature of each school.

Fawcett

The following points were noted:

- Teaching and learning had been overhauled since the last inspection to ensure that the percentages of children achieving Age Related Expectations (ARE) are consistent and in line with national expectations.
- Key Stage 2 (KS2) data shows an upward trend
- Behaviour has improved
- Culture of safeguarding is strong and embedded
- Safeguarding audits and peer reviews validated the judgements in the SEFs
- Continuing Professional Development (CPD) is strong within the Federation
- Monitoring of teaching and learning is robust and staff are supported in their next steps
- Catch up teaching is planned into the school day and is differentiated
- A focus will be placed on improving the learning environment and consistency of approach in terms of working walls, reading corners etc.

A governor asked about what is unique at Fawcett and how did this impact on the priorities noted in the SEF. Governors were advised that there is a positive attitude to learning, engagement, good parental support, staff professionalism.

The challenges are the ageing building and its poor layout, lack of space particularly in the dining hall, and the general physical environment.

Trumpington Meadows

- A number of the staff are new to teaching and will require support especially after an interrupted training and placement year.
- Parent engagement can be a challenge
- Resilience is a priority in terms of learning and lifestyle behaviours.
- Adults are encouraged to be role models
- The percentage of children achieving ARE is low, however children make good progress.
- The school is still growing and there are high levels of mobility amongst the school population.
- Diversity is a strength and the children are inclusive, accepting and tolerate differences.

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- There will be a focus on teaching and learning, the outside learning environment and the forest school area.

'Catch up' interventions and group work will be tailored to the requirements of each school. There will be a focus on those children who are achieving or capable of achieving greater depth.

6. Report from Teaching & Learning Committee

The minutes had been circulated in advance of the meeting.

Governors discussed having a Q&A session with the Lead of Governance in Cambridgeshire

FGB2303-01 - JH to establish some dates with Lead of Governance in Cambridgeshire

Once this session has taken place then a bespoke training session via SK's training provider will be organised.

Skills audit to be revisited to inform priorities for training.

Updated Teaching & Learning guide

Received and noted.

Visit reports

Received and noted.

Governors discussed the lack of available externally validated data since assessments have been cancelled due to Covid and how teacher judgement will be relied on. Judgements are moderated regularly.

7. Report from Resources Committee

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

- The committee was grateful for the church's donation for the purchase of laptops.
- Swimming pool is now complete.
- In year deficit largely attributable to loss of external income streams; income increasing slightly now
- Pupil numbers, especially at Fawcett, also reduced leading to a reduction in funding for the next financial year
- SFVS deadline had been extended and will be looked at during the next meeting

8pm - SK left the meeting

8. Safeguarding audit reports

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

- Safeguarding should be considered at each governor monitoring visit
- Governors to have refresher training each year
- A number of governors should be safer recruitment trained
- Safeguarding to be a standing item on each agenda and information to be provided via the Headteacher's report

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FGB2303-02 - ACTION: SB/SHK to go through the audit reports and identify governor actions

9. Wellbeing

Federation staff were thanked for their continuing support and dedication to children and families.

10. Governing Body membership, training and development

The governing body formally acknowledged Mark Johnston's resignation and thanked him for his contribution to the Federation.

Governors were asked to let CJ/LW/JH know if they wished to move committee to address the imbalance in membership.

Visits

- MM to cover SEMH in her next meeting with Inclusion
- EB arranging a visit around the learning environment. LL also attending.

10. Policies

None for this meeting.

11. Any other business

Governors were asked to consider and approve a request from the Local Authority for Jemma Calverley to be seconded to Fenstanton and Hilton Primary until the end of Spring term 2022 as Headteacher. The school is currently supported by OD as part of her Primary Adviser role.

Governors approved this request on the basis that SLT capacity can be maintained.

With no further business the meeting closed at 8.40pm.

Action ref	Item	Action	Owner	Status
FGB0812-01	Safeguarding governor role	SK and CJ to liaise	SK/CJ	Ongoing
FGB2303-01	Training	JH to establish some dates with Lead of Governance in Cambridgeshire	JH	Open
FGB2303-02	Safeguarding	SB/SHK to go through the audit reports and identify governor actions	SB/SHK	Open

Initial: _____

Date: _____

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____