



**Meeting of the Full Governing Body  
Tuesday 27th April 2021 at 6pm  
via Google Meet  
Minutes**

**Governors present:**

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Sara Day (SD); Ian Jones (IJ); Emily Black (EB); Anne L'Hernault (ALH); Mandy Maxwell (MM); Tom Baglin (TB); Sara Garnham (SG); Gavin Davies (GD)

**Also Present:** Sarah Buckerfield (Head of School) (SB); Shameem Khan (Head of School) (SHK); Jen Hefti (JH) (Clerk); Neal Carter (observing)

**The meeting was quorate. Catherine Jones chaired the meeting.**

**1. Welcome and apologies for absence**

Apologies for absence were received and accepted from Lauren Laing (LL) and Saussan Khalil (SK).

***It was proposed that Gavin Davies should be appointed to the governing body as a co-opted governor.***

***The governing body voted unanimously to appoint Gavin Davies to the governing body.***

The governing body welcomed NC to the meeting and introductions were made.

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

None declared.

**3. Review and acceptance of the minutes of the meeting held on 23rd March 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.***

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

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

#### 4. Matters arising and update on actions from the minutes of the meeting held on 23rd March 2021

- FGB0812-01 - safeguarding governor role - COMPLETE
- FGB2303-01 - JH to establish some dates with Lead of Governance in Cambridgeshire - post meeting note: now organised
- FGB2303-02 - SB/SHK to go through the audit reports and identify governor actions - on this agenda

#### 6. Report from Resources Committee

The minutes of the meeting had been circulated in advance of the meeting. Received and noted.

##### SFVS

The documents had been circulated in advance of the meeting.

Governors were advised that a submission is made for each school however the content is the same. Governors agreed that it would be useful to look at the information on a Federation basis.

***A governor queried whether the financial risk due to lower pupil numbers had been highlighted.*** It was noted that numbers have recovered slightly but the impact on funding remains due to lower numbers on roll at census time.

Challenges remain around Trumpington Meadows (TMe) as a growing school. One class' worth of children will be lost when Year 6 leave and only one Reception class will come in for 2021 - 22.

Governors were advised that the SFVS is used as a self-audit tool rather than to inform financial decisions.

***Governors approved the SFVS for submission to the Local Authority (LA).***

##### Budget

Budget summary documents had been circulated in advance of the meeting. Governors also referred to the Resources Committee minutes.

Governors noted that the previous financial year had been challenging due to COVID however, despite loss of income, the year ended with a surplus.

##### 2021 - 2022

The following points were noted:

- Lower pupil numbers have impacted on funding levels
- A deficit budget is proposed - £136K in-year deficit
- Income has been estimated conservatively; it is anticipated that this will not return to pre-COVID levels
- The carry forward which has been built up over several years can support the budget however this is not sustainable over the longer term
- It is not possible to close classes as the reduction in pupil numbers is 'scattered' throughout the schools

It was acknowledged that investment would need to be made in the growth of TMe at some stage.

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Governors were advised that growth funding for an additional Reception class was not awarded in the latest round as TMe is not considered a growing school by the LA. There are 27 children locally with no Reception place. The LA have stated that they will consider the application again at the next meeting of place planning.

Governors discussed the potential severity of the situation in future years if pupil numbers do not recover. It was agreed that strategic discussions on improving pupil numbers should take place; a working party will be formed.

**FGB2704-01 - ACTION: Volunteers required for working party. Meeting date to be established. Report back at next FGB.**

***A governor queried whether the 27 children without places were local.*** Governors were advised that they are indeed in the Federation catchment area.

A governor noted that the budget projections are the worst case scenario and that there is still the potential for savings and increased income.

It was noted that estimated income from breakfast and after school clubs was based on last year's bubble model. Numbers may be increased when restrictions lift. It was noted that there may be a risk around bad debt, however this is managed well by finance staff.

***A governor noted that children's indoor sports had been allowed to recommence which could be a potential income stream.*** Governors were advised that the current risk assessments do not account for the additional cleaning that would be required. Guidance is being issued regarding the use of community rooms.

Governors noted that pupil numbers would be known in October which will inform the funding.

***A governor queried at what point would it be appropriate to take the financial risk and open the additional Reception class at TMe so that the children would be on roll for the October census.*** Governors were advised to be mindful that the funding for these children would not be received until April 2022. A governor noted that it may be a risk worth taking if it could be guaranteed that the children would be placed at the school.

Governors were advised that the TMe nursery would be full for the first time from September 2021 which should then feed into Reception numbers for September 2022.

***Governors approved the budget as presented for submission to the Local Authority.***

***7.15pm - GI left the meeting.***

## **5. Teaching and Learning**

The Headteacher's reports had been circulated in advance of the meeting. Governors had had the opportunity to submit questions which had been answered in the Google Doc which all governors had access to.

***A governor queried the references to challenging cohorts and asked what the criteria were for this.***

Governors were advised that this refers to children who need to make accelerated progress to achieve Age Related Expectations (ARE) as well as SEN, behaviour and safeguarding factors.

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***A governor queried the increase in children on the SEN register in Year 1 from 7% to 61% at Fawcett and asked what support was needed to change this.*** Governors were advised that targeted support had been put in place to boost progress for this group. The lack of progress is identified as an SEN criteria and early intervention is made. It is expected that the majority of these children will come off the SEN register.

#### TMe

Governors were advised that there is a high number of children on the SEN register across all year groups and the same approach was being made. Year 1 continues to struggle after lockdown so work with that cohort is viewed as a longer term project.

A governor noted that during a recent monitoring visit around reading and phonics, a very clear and detailed action plan to improve progress was presented.

Governors discussed the transition activities taking place for the Year 6s moving to Year 7 and how to improve links between the Federation and the local secondary schools.

#### Federation Improvement Plan (FIP)

Governors were advised that the FIP had been changed to align with the financial year so it better informs the budget. Governors discussed whether moving towards financial stability should form part of the FIP or whether this should be solely the remit of the Resources committee.

It was agreed that the committees will look at the FIP in more detail and assign link roles.

### **7. Safeguarding**

The reports detailing governor actions arising from the recent safeguarding audits had been circulated in advance of the meeting.

***A governor noted that the governing body should seek assurance that they are receiving appropriate information to know that the safeguarding policy is being enacted.*** Governors were advised that the audits were extremely thorough and the outcomes were very positive.

The differing aspects of safeguarding will be worked into the GB annual plan.

### **8. Wellbeing survey**

Governors noted that the low response rate was disappointing however those who had asked for support had been contacted. Staff will consider how to ensure the best response rate when next sent out.

### **9. Governing Body Business**

Governors thanked SG and SK for agreeing to be co-chairs of the Teaching & Learning committee.

GD to join the Resources committee.

If appointed, NC will join the Teaching and Learning committee hence membership will be more balanced.

#### Succession planning

- CJ to step down as chair at the end of the academic year, however will continue as a governor.

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- LW will continue as co-chair for one year and invited governors to think about whether they would wish to co-chair.
- Possibility that IJ's category will be changed from parent governor if space allows.

Skills audit

JH to circulate form to governors - bring collated results to next meeting. Governors can then consider training needs.

With no further business the meeting closed at 8pm.

Action ref	Item	Action	Owner	Status
FGB2704-01	Pupil numbers	Volunteers required for working party. Meeting date to be established. Report back at next FGB.	All	Open

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

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

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

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

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

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