



**Meeting of the Full Governing Body  
Tuesday 21st September 2021 at 6pm  
via Google Meet  
Minutes**

**Governors present:**

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

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

**The meeting was quorate. Liz Woodham chaired the meeting.**

**Election of Co-Chairs and Vice Chair of the Governing Body**

- LW nominated GD for the position of Co-Chair of the Governing Body, seconded by ALH.
- CJ nominated LW for the position of Co-Chair of the Governing Body, seconded by ALH.

***The governing body voted unanimously to appoint GD and LW as Co-Chairs of the governing body.***

- LW nominated LL for the position of vice chair of the governing body, seconded by IJ.

***The governing body voted unanimously to appoint LL as Vice Chair of the governing body.***

**1. Welcome and apologies for absence**

Apologies for absence were received and accepted from Sara Garnham (SG).

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

None declared

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### 3. Review and acceptance of the minutes of the meeting held on 13th July 2021

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

### 4. Matters arising and update on actions from the minutes of the meeting held on 13th July 2021

- FGB1307-01 - JH to contact SACRE to confirm the process, consultation period etc. - COMPLETE
  - FGB1307-02 - LW to contact MM again regarding collective worship - COMPLETE
  - FGB1307-03 - JH to send Ofsted grading criteria to governors. To be included in visit packs. COMPLETE
  - FGB1307-05 - JH to liaise with chairs to summarise work of the GB on a half termly basis. COMPLETE
  - FGB1307-04 - Points to celebrate about the Federation (for marketing material etc.)
- 
- Pool
  - Diversity
  - Quality of team
  - Teamwork and collaboration
  - Sharing expertise
  - Career progression
  - Strong leadership team with a good reputation at the Local Authority (LA)
  - Strong governance - governors know the schools well, are involved
  - Innovative approach - staff seek out opportunities for development, educational opportunities

#### Matters arising

New entrance is still not handed over to Fawcett by the developers.

#### **FGB2109-01 - ACTION: OD to follow this up**

### 5. Annual governance business

#### Keeping Children Safe in Education September 2021

The document had been circulated in advance of the meeting. Governors to return signed declarations to the clerk.

Safeguarding training materials have been circulated to governors who will complete the training.

***A governor queried how the process of staff safeguarding training works.*** Governors were advised that staff are advised of updates during the first INSET day of the school year, alongside their full annual safeguarding training. They are also reminded of how to use My Concern effectively. Any staff who did not attend the INSET day are required to attend a session with a Designated Safeguarding Lead (DSL). All staff

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sign to confirm that they have read the required documents and understand and commit to carry out their responsibilities.

It is considered a disciplinary matter if staff do not log concerns on My Concern.

***A governor queried how many logs per week was typical.*** Governors were advised that this could be in the hundreds. A minority of these are serious safeguarding matters but staff are asked to log all low level concerns as the cumulative effect can produce a pattern of events or behaviours affecting a child.

***A governor queried how the Federation ensures that groups hiring spaces in the schools adhere to safeguarding practices.*** Governors were advised that all DBS checks for relevant staff are recorded and they must provide their safeguarding policies.

**FGB2109-02 - ACTION: Governors to return KCSIE declarations and pecuniary interests forms to the clerk.**

**FGB2109-03 - ACTION: JH to research online safeguarding training opportunities, possibly NSPCC**

It was noted that training could also be delivered at committee meetings, to be confirmed.

Standing Orders and Code of Conduct

***The governing body adopted the Standing Orders and Code of Conduct for the 2021 - 22 academic year.***

Email addresses

It was agreed that governors will start using Federation email addresses

**FGB2109-04 - ACTION: JH to ask ICT to set up governor email addresses**

## **6. Link Roles and Committee Membership**

Committee membership is as follows:

Resources

- EB
- GD
- IJ
- CJ
- TB
- LL
- MM
- OD

Teaching & Learning

- SG
- SK
- SD
- OD

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- NC
- ALH
- LW
- GD

Governors agreed that the link role allocation was acceptable.

It was noted that NC cannot hold a link role as associate member.

**FGB2109-05 - ACTION: IJ and NC to discuss Health & Safety role and advise Co-Chairs/Clerk of their decision.**

### **7. Executive Headteacher and Heads of School Report (verbal)**

The following points were noted:

- There are no longer any bubbles in the schools
- Precautions such as increased cleaning and hand hygiene are still in place
- Schools are no longer responsible for tracing close contacts
- The schools closed for one day as there was no water in the Trumpington area
- The Accelerated Reader programme is being rolled out to the children
- Subject leader training taking place
- SEMH needs are emerging, increase in domestic violence referrals, families having greater and more complex needs
- Staff are identifying gaps in learning and knowledge, and adapting lessons accordingly
- Year 6 is a focus however it is acknowledged that they will not fully catch up within one school year. It is anticipated that it will be a three year project to enable them to reach Age Related Expectations (ARE)
- Nursery children are taking longer to settle due in part to the fact that they have not accessed baby and toddler groups, lack of social interaction with children of their own age
- New catering provider proving popular

***A governor expressed concern about the data where the number of children achieving ARE was very low in some cohorts.*** Governors were advised that Year 6 have completed SATs paper allowing teachers to assess the gaps. The Year 6 teaching team is very strong. There are high SEN needs amongst Year 6.

There have been delays in accessing external support for children who have additional needs.

The number of children achieving ARE did increase between the two lockdowns.

***A governor queried whether resources were directed towards catch up for specific subjects.*** Governors were advised that this was the case. Catch up is obviously important but not at the expense of children being able to access the full curriculum. For example, maths booster sessions take place before school so

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that children do not miss music lessons. Staff time and expertise is being used effectively.

***A governor queried whether Federation data could be compared with that of another school since there is no national data available for the 2020-21 academic year.*** Governors were advised that comparison can be less than straightforward as different schools use different curricula, assessment and moderation methods.

#### Covid approach

The updated outbreak management plan and risk assessment were circulated in advance of the meeting. Governors to email any queries to the SLT.

### **8. Collective Worship**

Governors were advised of the two options offered to the Federation by SACRE. It was suggested that a small group of governors should speak to SACRE regarding these and report back to the Full Governing Body (FGB).

#### **FGB2109-06 - ACTION: GD, SK, OD to meet with SACRE**

A governor noted that a local primary school engage in mindfulness sessions rather than collective worship.

It was noted that the provision offered by the church is a bible story which also provides a cultural narrative. It was suggested that provision from multiple faiths would be more beneficial to the children than no spiritual provision at all. There are common themes across all faiths.

Governors agreed that the current provision is not as diverse as would be liked.

A governor queried what the border purpose of having a spiritual aspect to the provision is.

### **9. Wifi**

Governors were advised that the Wifi at Fawcett needs to be replaced. The quoted cost was £7937 which included an optional sum of £1383 which essentially will be the cost to extend the wi fi outside (Japanese Garden, School field and Forest school plus the provision of guest wi fi (£485)).

The current provider no longer exists and support will no longer be available from next year. The ICT Service performed a wifi survey and sources the quotes.

***A governor queried whether the quote had been benchmarked against national deals as per the requirements of the SFVS.*** Governors were advised that this is done by The ICT Service as part of the agreement with them.

***Governors approved the costs of replacing the Wifi.***

### **10. Safeguarding**

#### Safeguarding and Child Protection Policy

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**Governors approved the policy for use by the Federation subject to some minor edits.**

### 11. Vision and Values

Governors revisited the vision and values statement and discussed whether any changes needed to be made.

The vision tree will be circulated.

**FGB2109-07 - ACTION: CJ to arrange for the tree image to be professionally designed.**

### 12. Policies

SEND Information Report

**Governors approved the report for publication on the Federation website.**

Pay

**Governors approved the policy for use by the Federation.**

### 13. Any other business

Governors discussed the possibility of holding a strategy day to develop the long term plan, outwith a meeting. Governors agreed that this would be beneficial.

With no further business the meeting closed at 8.30pm.

Action ref	Item	Action	Owner	Status
FGB2109-01	New entrance at Fawcett	OD to follow up handover	OD	Open
FGB2109-02	Annual business	Governors to return KCSIE declarations and pecuniary interests forms to the clerk.	All	Open
FGB2109-03	Safeguarding training	JH to research online safeguarding training opportunities, possibly NSPCC	JH	Open
FGB2109-04	Emails	JH to ask ICT to set up governor email addresses	JH	Open
FGB2109-05	Link roles	IJ and NC to discuss Health & Safety role and advise Co-Chairs/Clerk of their decision.	IJ/NC	Open

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FGB2109-06	Collective worship	GD, SK, OD to meet with SACRE to discuss options	GD, SK, OD	Open
FGB2109-07	Vision and values	CJ to arrange for the tree image to be professionally designed.	CJ	Open

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

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

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

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

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

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