



**Meeting of the Full Governing Body
Tuesday 7th December 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); Ian Jones (IJ); Emily Black (EB); Anne L'Hernault (ALH); Tom Baglin (TB); Lauren Laing (LL) Saussan Khalil (SK); Sara Garnham (SG)

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. The minutes reflect the order in which items were discussed

1. Welcome and apologies for absence

Apologies for absence were received and accepted from Mandy Maxwell (MM) and Sara Day (SD).

Staff were thanked for their hard work during the recent Ofsted inspection.

3. Declarations of interest relating to items on the agenda

None declared

7. Executive Headteacher and Head of School reports

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

Trumpington Meadows (TMe)

- There had been significant changes since the report had been written due to a Covid-19 outbreak at school
- One Year 5 class is learning from home as both staff have contracted the virus and no supply staff or internal cover is available
- The Local Authority (LA) has been supportive and SB had received additional advice from Public Health England (PHE)

Initial: _____

Date: _____

- Nine members of staff were absent today which has been challenging. Fawcett staff have gone over to support
- All classes have been ringfenced. Classes can mix outside
- There are staggered dining sessions and the room is cleaned between each sitting.
- Staggered start and finish times may be reintroduced
- Staff have shown extreme dedication regarding potential exposure to the virus just before Christmas and staff have crossed schools to support teaching and learning
- The feeling of community had been positive this term
 - Assemblies have focused on our shared values
 - Inspirational people have been used as a basis for assemblies
 - Children have been developing their learning around the Unicef rights
- Playpods have reopened which has enriched playtimes
- The catch up programme is proving to be effective and staff are seeing progress
- School trips have gone ahead as planned
- Accelerated Reader is going well; it has encouraged reluctant readers to engage more regularly
- Uptake for virtual parents evenings was good

A governor asked about the staffing status for Reception at TMe. Governors were advised that as numbers had not increased, the classes are still being taught together.

A governor noted that this would take the class over the statutory infant class size. Governors were advised that free flow and continuous provision have been maintained and the two rooms are still in use. There are between three and four adults in class at all times.

Fawcett

- Take up of the new catering provision had been good
- Children are responding well to the playtime zoning and behaviour had improved
- Teaching assistants (TA) morale had improved; they feel more engaged with and listened to
- School council - children take pride in their school and are proactive. They want to be part of the decision making
- The School Improvement Partner (SIA) commented on the positive culture within school and how refreshing it was to see children saying good morning and opening doors for adults etc.
- The Federation spirit was evident during the Ofsted inspection, with many TMe staff supporting those at Fawcett
- The Catch Up Programme is going well; the SIA commented on the high quality of the provision
- There have been fewer staffing challenges at Fawcett but absence is still relatively high
- Two positive Covid-19 cases amongst children currently

A governor queried how parents were reacting to the requirements on testing and isolation periods. Governors were advised that parents were somewhat reluctant to comply at the beginning of the school year, but school was seeing a shift now towards adhering to the requirements.

A governor queried what the caretaking arrangements were going to be in light of one of the caretakers leaving. It was noted that Fawcett is a large site which requires a lot of upkeep. Governors were advised that an advertisement had been published as this could not be done whilst the staff member was on sick leave.

A governor queried how the Federation was futureproofing the leadership structure. Governors were advised that the senior structure was now embedded and that middle and subject leaders were being developed in order that there is leadership at every level. The SIA also supports middle leaders.

Initial: _____

Date: _____

6. Feedback from Ofsted inspection

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

- Teaching of phonics was noted to be a strength
- Staff were proud to showcase their school
- Aspects that staff have worked hard on were validated by the inspector
- The inspector recognised the positive culture within the school
- The inspector's lines of questioning were positive and appropriate
- Staff responses were consistent
- Children engaged well with the inspector
- The inspector noted the depth in the wider curriculum
- The inspector reviewed assembly plans and noted the links to lesson planning, topics
- Children were shown to have a deep understanding of tolerance, respect for others and of our core values

Governors discussed the outcomes and whether staff had hoped for an outstanding rating. Governors were advised that the expectations that schools need to meet in order to be rated outstanding are very high. Many of the aspects rated as good during this inspection would have been outstanding under the old framework.

The main action was to ensure that foundation subjects provide adequately for all children and especially those with SEND. Governors were advised that this was already being worked on. All teachers have a SEND target as part of their performance management.

Governors discussed how best to communicate this positive inspection outcome to parents. *It was agreed that a small group of governors would work on a draft statement in readiness for the report being published.*

7.05pm - SB and SHK left the meeting

1. Safeguarding training

OD delivered safeguarding training to governors, using the LA package which is given to staff at the beginning of each academic year.

FGB0712-01 - ACTION: JH to add question from Safeguarding Quiz to each agenda

4. Review and acceptance of the minutes of the meeting held on 21st September 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.

5. Matters arising and update on actions from the minutes of the meeting held on 21st September 2021

- FGB2109-01 - opening of new entrance at Fawcett - governors were advised that this was happening imminently. Ongoing
- FGB2109-02 - return of forms - COMPLETE
- FGB2109-03 - Safeguarding training - on this agenda
- FGB2109-04 - governor Federation email addresses - COMPLETE
- FGB2109-05 - H&S link role - ongoing

Initial: _____

Date: _____

- FGB2109-06 - Collective Worship meeting with SACRE - Ongoing
- FGB2109-07 - Vision and Values tree - Ongoing

8. Update from Teaching & Learning committee

The minutes of the meetings had been circulated in advance of this meeting. The committee activities were as follows:

- Update on Collective Worship
- Presentation on Pupil Progress meetings
- Presentation of the new EYFS curriculum, baseline testing and the challenges around assessment under the new curriculum
- Presentation of the lesson study approach.

The committee noted that the presentations had been informative and useful.

The committee is looking at parent and pupil feedback and establishing a link with the school council. It was suggested that governors could try and speak to children virtually whilst limitations on visitors to school remain.

It was noted that at the recent inspection, the children were able to articulate their understanding of Federation values, empathy and to voice any concerns. The inspector noted that they have meaningful experiences at school and are able to influence decisions.

9. Report from the Resources Committee

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

- Budget - now in surplus
- IT replacements have been purchased
- A plan of internal and external refurbishment had been established for both schools
- The minimum viable class size from a financial perspective was set at 19 children
- A new class had been opened at TMe
- CPD survey results reviewed
- Finance training being organised

Pay Committee

- Comprehensive information received regarding the performance management process
- Governors were assured that a robust procedure was in place
- Recommendations agreed
- Governors to join Head of School performance reviews from February 2022

FGB0712-02 - ACTION: EB to speak to LW regarding identifying a governor to be involved in HoS PM

Sports Premium Reports

The reports were received and noted. It was noted that there were two different total funding figures on the Fawcett report. To be investigated.

Initial: _____

Date: _____

Pupil Premium Reports

The reports were received and noted.

A governor queried whether, in light of the scale of challenges faced, whether external support such as the Red Hen Project had been considered. Governors were advised that in the past such providers have not aligned with the Federation approach. Relevant staff received appropriate training in order to deliver support to families and children.

A governor suggested that training Federation staff is worthwhile but an ongoing investment. External providers could be used for more low level support, providing that oversight on the quality of provision was maintained.

It was noted that families are signposted to external providers where it is deemed appropriate.

The governing body approved the Pupil Premium and Sports Premium reports.

10. Safeguarding

Annual Safeguarding Return to Local Authority

Received and noted. JH to look at anomalies.

11. Governing Body membership, training and development

Governors noted the finance training date on the 11th Jan at 6pm and were reminded of the various LA training opportunities such as termly briefings.

12. Pupil numbers task group update

Governors were advised of the following:

- Article published in the Trumpet
- Articles in construction for social media
- Website meetings going ahead in the new year

Governors discussed how best to maintain a positive social media and community presence.

Governors discussed holding an additional meeting to discuss longer term strategy.

FGB0712 - ACTION: LW/GD to discuss

8.30pm - SKH and IJ left the meeting

13. Policies

Governor Allowances

The policy had been circulated in advance of the meeting. *Governors approved the policy for use by the Federation.*

Initial: _____

Date: _____

Pay Policy

The policy had been circulated in advance of the meeting. Governors were advised that the substantive change was to the Unqualified Teacher pay scale. ***Governors approved the implementation of this pay scale at the Federation and the policy overall.***

14. Any other business

Governors discussed their role in sustainability and upcoming training opportunities. Committees to build into their planning.

With no further business the meeting closed at 8.45pm.

Action ref	Item	Action	Owner	Status
FGB2109-01 (updated 7.12.21)	New entrance at Fawcett	Update on progress at next meeting	OD	Ongoing
FGB2109-05	Link roles	IJ and NC to discuss Health & Safety role and advise Co-Chairs/Clerk of their decision.	IJ/NC	Ongoing
FGB2109-06	Collective worship	GD, SK, OD to meet with SACRE to discuss options	GD, SK, OD	Ongoing
FGB2109-07	Vision and values	CJ to arrange for the tree image to be professionally designed.	CJ	Ongoing
FGB0712-01	Safeguarding	JH to add question from Safeguarding Quiz to each agenda	JH	Open
FGB0712-02	Head of School PM	EB to speak to LW regarding identifying a governor to be involved in HoS PM	EB	Open
FGB0712-03	Strategy meeting	LW/GD to discuss	LW/GD	Open

Signed: _____

Print name: _____

Position: _____

Initial: _____

Date: _____

Date: _____

Initial: _____

Date: _____