



## Meeting of the Full Governing Body Tuesday 8th February 2022 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); Saussan Khalil (SK); Sara Garnham (SG); Sara Day (SD); Neal Carter (NC) (Associate Member)

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

**The meeting was quorate. Gavin Davies chaired the meeting.**

### 1. Welcome and apologies for absence

Apologies for absence were received and accepted from Mandy Maxwell (MM) and Lauren Laing (LL).

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

None declared

### 3. Review and acceptance of the minutes of the meeting held on 7th December 2021

It was noted that the governors' response to Ofsted was not accurately captured. Governors welcomed the findings and outcome of the process and thanked staff for their hard work and continued efforts. Governors noted the much higher criteria required to meet the outstanding grading.

### 4. Matters arising and update on actions from the minutes of the meeting held on 7th December 2021

- FGB2109-01 - Access road at Fawcett - agreements to be signed. Ongoing.
- FGB2109-05 - Health and safety link role duties. Ongoing.
- FGB2109-06 - Collective worship - on this agenda. Ongoing.
- FGB2109-07 - Tree image - on this agenda. COMPLETE.
- FGB0712-01 - Safeguarding quiz. COMPLETE
- FGB0712-02 - Head of School performance management. COMPLETE.

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- FGB0712-03 - Strategy meeting. COMPLETE.

## 5. Federation Improvement Plan (FIP)

The draft FIP had been circulated in advance of the meeting. It was noted that OD, LW, GD and LL had met to discuss how governors can support the delivery of the FIP.

Governors viewed a presentation outlining the school improvement development process.

### Intents

- 1. To ensure that all curriculum plans have the appropriate resources to be delivered effectively and agreed policies and practices are embedded.**

Subject leaders are looking into what resources are needed that will support the delivery of the curriculum long term.

- 2. To continue to improve outcomes across all areas of the curriculum and to review and further develop and strengthen the curriculum in Geography and Computing**

Staff are working on developing the breadth and depth of the curriculum in these areas. They have historically been the weaker subjects.

- 3. To improve communication systems and develop home school partnerships post COVID and share the quality of provision at the Federation**

Ongoing focus with particular need to re-engage the community post-pandemic

- 4. To develop the outdoor learning environments and extend outdoor learning provision and site management**

To enhance the sites and make best use of external space

- 5. To review SEND provision and increase capacity and ensure provision is consistent across all areas of the curriculum, and the SEMH and pastoral needs of all children are met**

Outcome of Ofsted inspection and pending restructure of the inclusion team.

- 6. To achieve the UNICEF rights respecting school award and Primary Science Quality Mark, increase community engagement and celebrate the quality of the broad curriculum provision at our schools**

Links to intent 3.

*A governor referenced the Teaching and Learning guide which is given to all staff and queried when and how the content is changed or updated to reflect the current approaches at the Federation.* Governors were advised that staff are regularly consulted on what they should collectively stop or start doing. The ultimate goal is to do fewer things well.

*A governor commented that the FIP hangs together well and the intents are appropriate for the aims for the year. The Greener Governance initiative was referenced with a query around how to progress this*

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**and whether this could be incorporated into an element of the FIP.** It was suggested that this could form the 'governor owned' intent of the FIP with a staff member identified to act as link to school activities.

It was agreed that SHK would be the staff lead for this intent and that it would be discussed further at the upcoming strategy meeting.

It was noted that this as an 'intent' implies that it is a time bound set of activities rather than becoming embedded.

**Governors approved the six intents of the FIP and the overall draft which will be ratified at the next meeting.**

Governors thanked OD for preparing the information.

## **6. Head of School reports (verbal)**

### Trumpington Meadows (TMe)

Governors were advised of the following:

- The term had been challenging in terms of staff and child absence
- At the beginning of the term, a quarter of staff members were absent due to Covid-19
- Reception children had been able to go on their first local school trip which was very much enjoyed
- Year 5 won an award at the recent Lego competition
- Lego Club had been well attended, with resources provided by the university
- Year 3 and 4 performance scheduled for next term
- School activities are slowly returning to normal

### Fawcett

Governors were advised of the following:

- Similar challenges around staff absence and providing cover for all classes
- Eight staff members currently absent due to Covid-19 and 27 children
- Some classes ringfenced
- Senior Leadership Team (SLT) members are covering some teaching duties
- Teachers are giving up their PPA time to cover other classes
- Most activities have been able to continue despite these challenges
- Catch up lessons, boosters, monitoring all continuing
- Monthly learning newsletters had been launched

A governor commented that it was incredible to see how the schools adapt to rapid changes and ensure the continuation of not only teaching and learning, but also enrichment activities despite the effects of Covid-19 on operational activity.

**A governor sought to ensure that Teaching Assistants (TAs) were being appropriately remunerated when stepping up to teach classes.** Governors were assured that this was the case.

**A governor queried whether anything could be done to compensate for lost PPA time.** Governors were advised that this was challenging as supply staff are not available to provide cover so that teachers can take that time back. It is hoped that the employment of the 'permanent supply' or PPA teacher will negate this issue should it arise in the future. It was noted that SLT will cover teaching where possible to give staff some PPA time back but this clearly impacts on SLT capacity for other aspects of running the schools.

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### Risk assessment and contingency plan

The documents had been circulated in advance of the meeting. It was noted that some changes had been made to the testing and isolating guidelines/timelines. It was confirmed that CO2 monitors were now in place.

### **7. Report from the Teaching and Learning committee**

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

- A visit from the school council to a committee meeting is planned
- Parentview and Federation survey results and feedback considered
- UNICEF programme and working party discussed
- Staff wellbeing to be discussed in more detail at the next meeting

### **8. Item subject to a confidential minute**

*7.55pm - SK left the meeting (not related to item 8).*

### **9. Report from the Resources committee**

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

- The Federation is currently predicting a healthy surplus amount and expenditure had been planned accordingly
- Budget setting process for 2022 - 23 has started
- Staffing plan/structure to be finalised

### **10. Safeguarding**

Governors answered and discussed the quiz question.

### **11. Governing Body membership, training and development**

Greener Governance - covered under FIP item

### **12. Visit reports**

Received and noted. Reports had been discussed at committee.

### **13. GDPR report**

Received and noted. It was requested that the dates that processes are closed are added to the log for assurance.

### **14. Any other business**

A governor advised that a contact had recently been on a school tour at Fawcett and had made many positive comments about the facilities, staff and approach to teaching and learning.

Link to the DfE consultation regarding attendance was sent to governors to respond to if they wish.

Governors were reminded that local MPs are visiting the schools at the beginning of March.

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With no further business the meeting closed at 8.20pm.

Action ref	Item	Action	Owner	Status
FGB2109-01 (updated 8.2.22)	New entrance at Fawcett	Agreements to be signed	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

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

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

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

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

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