



**Minutes for the Meeting of the Full Governing Body
Monday 16th March 2020 at 6.30pm
Little Paxton Primary School**

Present:

Ellen Barrett	Co-opted Governor	David Jones	Co-opted Governor
Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Neil Donoghue	Co-opted Governor	Nickie Moore	Head Teacher
Richard Fairbairn	Co-opted Governor	Paul Warmington	Parent Governor
Tim Gawler	Parent Governor (late)	Austin Willett	Parent Governor

In attendance:

Gemma Pearce	Clerk
Alison Gatward	School Business Manager
Rebekah Jenkins	Associate Member

1. Apologies for absence

(EB chaired this item)

Apologies received and accepted from:

Katie Delgado	Staff Governor
Gemma Manning	Co-opted Governor
Christopher Muwanguzi	Parent Governor

The meeting was quorate.

2. Declaration of interests

(EB chaired this item)

No interests were declared

3. Election of Chair

(EB chaired this item)

Penny Conway stood down as Chair of Governors and the LA Governor with immediate effect on 14.03.20. The Governing Body (GB) expressed their thanks to Penny for over 16 years of dedication and hard work. It was acknowledged that her resignation puts at risk the effective governance of the school due to the vast amount of knowledge and experience she brought to the GB. The GB were grateful for her offer to remain on hand to offer advice and support where necessary.



It was noted that a new LA governor would need to be appointed to be discussed in item 9.

Nominations were requested for the position of Chair and Paul Warmington self-nominated. There were no other nominations. Paul left the room.

The meeting discussed the nomination and noted that whilst Paul has not always been able to attend all meetings in the past he has been actively involved as much as possible. It was also noted that in the previous meeting the GB had acknowledged that the Chair should not have so much responsibility and this should be shared more evenly across the GB in order to build a distribution of knowledge and activities. It was agreed that it would be important for Paul to have close support of the Vice-Chair.

A blind vote was carried out and Paul was voted in as Chair.

PW took over as Chair of the meeting.

4. Election of Vice-Chair

Ellen Barret told the GB that she would not stand as the Vice-Chair. She had taken on the role previously along with many other responsibilities, and consistent with the discussion that the GB should spread involvement more evenly she would stand down in this role. The GB thanked her for her time as Vice-Chair.

Nominations were requested for the position of Vice-Chair and Richard Fairbairn self-nominated. There were no other nominations. Richard left the room.

No objections to the nomination were raised.

A blind vote was carried out and Richard was voted in as Vice-Chair.

5. Minutes of the last FGB meeting (2nd March 2020) – for approval

Following the FGB on 2nd March the HT reviewed the minutes (she had not been present at the meeting) and noted that the discussion in item 11 referred to the C&S meeting on March 30th having a math focus. However the actual agreement had been for the FGB on April 27th to have a math focus. It was clarified that this was the case and Luke Crabb will be invited to present at the FGB on April 27th on the latest math plans.

There were no other comments and the minutes were agreed and approved.

6. Agreed actions update and matters arising from minutes of last meeting, not elsewhere on this agenda



Actions from previous minutes

	Action	Who	Update
2019/2020 - 002	To investigate possibilities for a new website and ways of securing funding for this	SBM	In progress, still on Wordpress. Will work on phones. Information for governors but no action as this is operational.
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Ongoing On this agenda
2019/2020 - 039	To arrange governor visits as agreed		On this agenda
2019/2020 - 060	Scenario planning for budget carryforward and deficit	HT/SBM	Next meeting with school Financial Advisor (FA) is scheduled. Budget planning is in hand in school. Previous year has been closed off and had better carryforward than expected. QU: What's feeling from Rob (FA)? It was a very positive meeting. School has been very tight in managing expenses so in good position for next year.
2019/2020 - 061	Arrange tenders for school catering	SBM	On-going.
2019/2020 - 062	Review and improve Equality Policy	RF	Move to next FGB meeting
2019/2020 - 064	Purchase school pool mobile phones	SBM	On-going, but an operational issue for school.
2019/2020 - 065	Arrange next Governor visit with SENDCo	EB	On this agenda
2019/2020 - 066	Provide headshot photo to Chair	All Governors	Clerk to contact PC for any she already had on file.
2019/2020 - 084	Save and upload approved minutes from previous meeting	Clerk/Chair	Complete
2019/2020 - 085	Feed back on HT report content to HT	All governors	On this agenda
2019/2020 - 086	Send input on next FGB Agenda to PC and Clerk	All governors	Complete
2019/2020 - 087	Invite Luke Crabb to present at next C&S meeting	ASC/HT	Complete



7. HT Update

• HT Report

The structure of the new HT report had been discussed at the previous governing body. Overall the GB were happy with the template with the changes minuted in the last FGB. The HT acknowledged these and these will be used going forward. There were no questions on the content of the report.

• OFSTED update

The HT has received and proofed the draft report for factual accuracy and it has been returned to OFSTED. The content is still confidential.

Since the end of the OFSTED visit the CLT have used the information from the feedback meeting with OFSTED to prepare 10 actions for the next 100 days which all relate to the OFSTED report and School Development Plan (SDP). The HT has also updated the SDP, set out with plans by term.

ACTION: HT to share the 10 actions for the next 100 days and updated SDP with governors for their information.

The HT has drafted a letter for parents to be sent out with the report when the final version is available. ASC has also helped to draft a press release.

It was agreed that the GB should prepare a communication with parents adding their feedback on the report and noting that governance was already under review. This should also include information on the changes to the FGB structure agreed tonight.

ACTION: ASC to draft a letter from the GB and share with PW for input.

ACTION: Chair and Clerk to review website information and work with office to ensure website is correctly updated with governor information.

QU: How are the HT and staff feeling following the OFSTED visit?

The HT is feeling empowered and motivated as the report overall is supportive of her vision and plans for the school and so the report supports her in implementing these.

The staff are generally feeling very positive. They realise that the report cites time and evidence as the factors which were missing and their role is now to show the impact of the plans that the HT and CLT have put in place. They are generally seeing it as an exciting challenge to be able to present the result of their work and the SDP to OFSTED in 18 months.

• Coronavirus

On the date of this meeting schools were still open but the prime-minister had just announced that all “non-essential” public interaction should be reduced as much as possible.

The HT informed the governing body that the CLT are meeting daily to review the latest guidance and update schools plans in light of these. They have completed a written risk assessment and shared with all users of the building. Parents are being updated frequently and as necessary. The school have an isolation log spreadsheet in place to track classes, families and staff who are not attending school. 10.8% of children were off today and 4.5% of these in self isolation. All staff have been preparing plans for the children should school need to close including work packs for all children. Links



for educational websites have been sent to all parents for children who are self-isolating or choosing to stay at home. All staff have been set tasks to complete at home should the school close including office staff and the site manager. The CLT SENCo met to discuss Pupil premium, SEN and Safeguarding families and what support can be offered to them. They are receiving guidance from the DfE and Local Authority.

QU: Are there any statutory obligations for school at this time? The CLT are discussing this with other HT and doing their best following guidance from the LA. They can do their best by providing work but they can't force it to be done.

QU: Are there any staff that should be self-isolating? The guidance changes daily and it is being regularly reviewed if any staff fall in to the at risk categories who should be avoiding social contact.

QU: IS there anything governors can do to support school? The HT thanked the GB for the offer and just asked that they be there to check in on well-being of staff and offer consistency of message that the school are following advice and guidance provided by the government and LA. The HT acknowledged that it feels like a massive responsibility and the GB thanked the school for all the efforts that they are making.

- **SFVS**

The GB have completed their section. This is now being completed by school and will be submitted. The meeting with the school financial advisor suggested that the schools financial management for 2019/20 was excellent leaving them in a good position for budget planning for the next year with a reasonable carryforward. The GB praised the school for this.

8. Governing Body Action Plan

The GB carried out a detailed line by line review of the Action Plan in the Leadership and Governance Review. The discussions are summarised in these minutes and the Chair and Vice-Chair agreed to update the table in the Action Plan to assign responsibilities and success criteria.

ACTION: PW and RF to update the Action Plan and circulate to the GB.

“For all governors to undertake and engage in a discussion of the Review Report at Full Governing Body meeting”

- Completed FGB 02.03.20

“Carry out an updated governor skills audit to highlight individual governor skills gaps, identify relevant training opportunities and review roles/responsibilities and re-align across the governing body to reflect current priorities in the SIP, ensuring that all governors make an effective contribution”

- It was agreed at FGB 02.03.20 that the GB need to build a broader knowledge across the FGB through training.
- Governors should seek training linked to their roles and across general governance.
- It was noted that Governor Services put on a number of training courses for Governors.
- Governors were directed to The Key – an online collection of advice articles, model policies, schedules for meetings, online training.
- It was discussed that the LA can come in school and do governor training days for whole group as part of a meeting. It was agreed that this would be a very useful starting point with Governors seeking further individual training to build from there.



ACTION: Link Governor for training to connect with LA about in-school training options.

ACTION: Clerk to start a Central Training record including any undertaken since the Leadership and Governance review.

“A dedicated governor be appointed to lead on Training and Development across the Governing Body – with the Clerk supporting the administrative function of this work where necessary”

- TG volunteered to work on this and this was supported by the GB.

“For the Headteacher and Chair of Governors to discuss and develop an Annual Business Planner to structure their work and focus across the course of an academic year”

- The HT has already started a detailed term by term plan following the OFSTED visit. This can be built upon to align with GB activity and priorities.

ACTION: HT and Chair to meet to align this in to one planning document for CLT and Governors

ACTION: Clerk to share yearly planner with Chair

“For the Headteacher, Chair and Governing Body to review and update their Policy Review Schedule in line with the recently adopted changes to the committee structure”

- School had discussed delegating an update of policies to the office team during Coronavirus. Team to go through the policies, standardise, format and review schedule.
- At FGB 02/03/20 the GB had discussed that they would like to streamline the review procedure. The ideal situation would be that policies to be reviewed are circulated about 4 weeks before a meeting with 2 weeks for comments to be sent. The policy can then be updated in line with any comments so that in meetings all that is required is final ratification

ACTION: School office to review policy schedule with HT and SBM

ACTION: Clerk to liaise with school to circulate policies in advance of meetings

“For governors to consider a longer-term approach towards school visits alongside Senior Leaders in order to align with the broader school monitoring cycle, always be pre-arranged, with a clear agenda and format”

- This is consistent with plan above for a calendar aligning school and governor activities.

“For the Headteacher and Chair of Governors to have regular, structured 1:1 meetings, which focus upon governor business, key priorities and Headteacher wellbeing. These should also be utilised as opportunities to co-construct agendas for forthcoming meetings “

- The Chair and HT agreed to set a schedule for these and to look at this and how this would work for them. The HT will include a line in her HT report about how many times they have met that term.

“For the Headteacher to consider alternative ways to present the Headteacher’s Report, ensuring this remains clearly aligned to SDP Priorities, remains strategic and focussed, as well as consistently demonstrating impact”



- Done and agreed – see agenda item 3.

“A member of staff should be delegated responsibility to ensure that the school website remains compliant with DfE Governance related documents and guidance“

- Delegated to RJ

Governors should consider whether additional documentation e.g. visit reports should continue being included on the school website

- Keep electronic copies on google drive
- Keep paper copies on file in school
- Include a list of Governor visits on the website, by whom and purpose
- Website to refer people to minutes for visit reports and include visit reports as appendix to minutes

“For governors to consider the structure and organisation of meetings to promote optimum attendance and engagement (including from other senior and middle leaders)“

- Focus agendas and try time limiting items
- Chair and Clerk to look at how Agendas are presented
- Complete as much business as possible in advance as possible so that items such as signing off minutes and ratifying policies are simple ratification and not discussions
- Get back to sending out agendas at least a week in advance – requires input from school and Chair to be timely, this will be easier with a full plan for governor business through the year

“Governors should consider their approach to the monitoring, accountability, support and challenge to all curriculum areas, not just core subjects, aligned to the change in OFSTED framework“

- OFSTED visit has reinforced this
- Look further in advance with yearly plans for visits aligned with SDP and HT plan
- Visits to look at plan, implementation and impact in each area

“For Governors to develop a clearer and shared understanding of the school’s overall curriculum intent and their aspiration for particular subject areas“

- Develop this in to business plan
- Continue with inviting Luke for FGB to talk about Maths
- Consider making the first C&S meeting of every year as a CLT presentation of the Curriculum plan for the following year
- It was commented that Governor visits on curriculum have proved very useful so far
- NM and PW to review in line with their calendar of activities

“For Curriculum Leaders and other Senior Leaders of particular priority areas be provided with greater opportunity to share their specific areas of work and responsibility with governors throughout the course of the year – which will in turn also broaden governors knowledge and understanding“



- It was agreed that inviting the CLT and subject leads to present the information to GB is essential.
- These should be concise presentations of key facts.
- School to facilitate implementing these and advising presenters on what should be included
- NM to start including a short report from subject leads termly in her HT report
- This is key transparency that will make the relationship between school and governors stronger. The evidence and examples were really appreciated in previous governor visits

“The nominated governor for Safeguarding to undertake termly checks on the Single Central Record and take an active role, alongside the Designated Safeguarding Lead in completing the Annual Local Authority Safeguarding Audit”

- It was noted that the OFSTED inspection which occurred since the Governance Review was happy with Single Central Record
- Governors can ask head or designated safeguarding for updates
- This should be clear questions and challenges from Governor at appropriate time, Governors do not have free access to the SCR.
- School are creating a protocol for the SCR users, Governors can use this to check against this. Use to hold school to account.
- This will be Included as part of the yearly planner for 20/21

“The nominated governor for Health and Safety to undertake termly checks related to Premises, Health and Safety and engage with the Local Authority Annual Audit process, reporting this back to governors via the committee structure”

- ND already comes in once a week to meet site manager.
- School has regular site H&S meeting for all school users although this is always poorly attended by other users of the school. Make sure this is included as part of their contracts.
- This is all in place as far as the GB are aware.
- Make sure this is a regular item on RC agenda
- Ask Site Manager to create a calendar of the dates he is due to complete specific checks.

9. Election of Chairs of the Committees and identification of Governors with particular responsibilities:

Committee Chairs

- Resources – RF to remain in post
- C&S – ASC to remain in post

Link governors

- Training – TG was appointed
- Finance – AW was appointed.

ACTION: AW to arrange briefing with the SBM and to arrange handover with James Purser.



- Safer Recruitment – This is online training (NSPCC). It was agreed that as many governors as possible take this so that they can be called on to be part of interview panels if necessary.
ACTION: TG to find and circulate link for training.
- Child Protection/Safeguarding (statutory) – DJ appointed
- Quality First teaching group (including link governors for SEND and Pupil Premium) – ASC, RF, PW, EB
- Premises, Health and Safety – ND to remain in post and ask KD to join
ACTION: PW to ask KD to join this group.
- Personnel – currently G Manning.
It was discussed that this is not a statutory role but although school has EPM support for HR it is useful to have someone who can come on-site to give advice.
- Any other committees where PC had a role PW will replace her until reviewed again in September.

10. Review of the Governing Body's performance and the committee structure

The following are the tools used by the Governing Body and were reviewed to reflect the changes to GB personnel

a. Review of the Instrument of Government, Governors' Code of Practice and the Standing Orders

Nothing fundamental has changed so these all still apply but review these again September in light of any changes that occur to how the GB is running.

b. Review the Governing Body's & Committees' Terms of Reference and to ratify the Constitution of the Committees of the Governing Body

The Constitution of Committees will be updated to reflect the changes in the GB personnel and responsibilities.

c. Review of the Delegation of Decisions Planner

No need to amend as Committee structure has not changed.

ACTION: Clerk to update constitution of committees and work with school to ensure new GB info is updated on the school website

11. Governor's Visits

It was discussed that a schedule for Governors Visits will become part of a calendar drawn up by the Chair and HT which will coordinate visits alongside school actions in delivering the SDP. This will allow Governors who work to schedule visits with plenty of notice and provide transparency to the school about what visits will take place and their purpose.

ACTION: Chair and HT to prepare a schedule for Governor Visits

12. Curriculum Presentations

The GB agreed that it is useful to receive regular Curriculum Presentations from the school staff in order to build their knowledge of the schools curriculum plans and to inform governors who are undertaking visits. It was agreed that these would be short presentations at the start of FGB meetings. The focus of the next FGB on 27th April will be maths, to be



presented by Luke Crabb, who has already been invited.

ACTION: Chair and HT to prepare a list of topics for Curriculum presentations to be scheduled when the GB meeting schedule for 2020/21 is decided.

13. Governor vacancies

There are currently vacancies for a co-opted Governor and a LA Governor.

To fill the LA Governor role the understanding is that the GB can propose someone to the LA to act in this role. This can be someone already on the GB or someone identified specifically. If nobody can be found the LA can identify someone to fill this role.

ACTION: Clerk and Chair liaise with LA on process for appointing LA Governor.

Before her resignation PC and RF had met with a resident in the village who had expressed an interest in joining the GB. At the time there were no roles available but it had been discussed with her about the possibility of joining as an Associate Member. However now that the situation has changed a further conversation would be useful.

ACTION: RF to re-contact Tracey regarding possible GB membership.

The GB discussed that there are some members whose attendance is poor. Since the GB have identified a priority to maximise knowledge development and share responsibility across the whole body the Chair said he would arrange a discussion with all Governors who do not regularly attend to find out why, and if there is anything that can be done to support their attendance.

ACTION: PW to contact all Governors with low attendance at meetings.

14. Any other urgent business

There was no other business

15. Dates of next meetings of the Governing Body

There is a C&S meeting scheduled for Monday 23rd March at 6.30pm. This will be reviewed in light of the on-going Coronavirus situation.

Summer term meeting schedule:

Full Governing Body 27th April 2020
Curriculum & Standards 18th May 2020
Resources Committee 22th June 2020
Full Governing Body 13th July 2020

The meeting closed at 9.34 pm



Actions carried forward from previous meetings

FGB

	Action	Who	When
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Ongoing
2019/2020 - 060	Scenario planning for budget carryforward and deficit	HT/SBM	Ongoing
2019/2020 - 062	Review and improve Equality Policy	RF	Next FGB meeting
2019/2020 - 065	Arrange next Governor visit with SENDCo	EB	When possible
2019/2020 - 066	Provide headshot photo to Clerk	All Governors	ASAP

C&S

2019/2020 - 008	Governor monitoring visit – follow up visit to review data 2018/19 Y4 and Y5 (now Y5 & Y6)	EB	Summer 2020
2019/2020 - 016	Governor monitoring visit to impact of strategies in place to improve writing	RF and ASC follow up visit required	Second half of Spring Term
2019/2020 - 068	Notify governors of the date and time of the assembly in the summer term when pupils will share their work on the big questions with the whole school	RJ	ASAP
2019/2020 - 069	Clarify the data with class teachers as to whether they were rating children against current expectations or the expectations for the end of the year	RJ	ASAP
2019/2020 - 070	Circulate the report for Governor visit for provision of reading	ASC	ASAP
2019/2020 - 071	Carry out and circulate the report for Governor visit for provision of Maths	RF, PW, ASC	ASAP
2019/2020 - 072	Arrange governor visit to look at impact of strategies to improve reading and writing	ASC, RF	Second half of Summer Term
2019/2020 - 073	Correct SMSC policy then file and upload	CLT and Clerk	ASAP
2019/2020 - 074	Correct Education visits policy	CLT and Clerk	ASAP
2019/2020 - 075	Circulate correct Marking and Assessment policy and collate feedback	CLT and Clerk	ASAP



Resources

2019/2020 - 030	Arrange meeting of governors to review the school's vision and values	HT/PC/EB	Next FGB
2019/2020 - 053	Governor visit to monitor TA deployment	EB and RF	Spring term
2019/2020 - 054	Governor visit to review staff induction process	ND and KD	Spring term
2019/2020 - 076	Complete budget scenario planning	SBM and CLT	Next RC meeting
2019/2020 - 077	Complete and save Internal Financial Procedures document	SBM and Clerk	ASAP
2019/2020 - 078	Governor visit to review Internal Financial Procedures	JP and CM	Summer term
2019/2020 - 079	Merge Internal Financial Procedures and Financial Responsibilities policies	SBM	Next review date
2019/2020 - 080	Complete SVFS	SBM, RF, JP, PC	Next FGB
2019/2020 - 081	Review lease agreement documents from LA	SBM, ND	When received
2019/2020 - 082	Continue tender process for school caterer	SBM	Update next RC meeting
2019/2020 - 083	Finalise and save policies from this agenda	SBM and Clerk	ASAP

New actions from this meeting

FGB	Action	Who	When
2019/2020 - 088	Save and upload previous FGB minutes	Clerk	ASAP
2019/2020 - 089	Share the 10 actions for the next 100 days and updated SDP with governors for their information	HT	ASAP
2019/2020 - 090	ASC to draft a letter for parent from the GB about OFSTED report and GB changes and share with PW for input.	ASC & PW	ASAP
2019/2020 - 091	Review website information about GB and work with office to ensure website is correctly updated with governor information.	GP	ASAP
2019/2020 - 092	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success	PW & RF	By next FGB



	criteria		
2019/2020 - 093	Contact LA about in-school Governor training options.	TG	By next FGB
2019/2020 - 094	Start a Central Training record including any undertaken since the Leadership and Governance review	GP	By next FGB
2019/2020 - 095	Prepare a governor business planner and calendar that aligns school plans with governor activity including, meetings between Chair and HT, governor visits and curriculum presentations to governor meetings.	NM & PW	By next FGB
2019/2020 - 096	Share LA yearly business planner with Chair	GP	ASAP
2019/2020 - 097	Review policy schedule and standardise policy format	SBM, HT, Office	By next FGB
2019/2020 - 098	Circulate policies for review further in advance of meetings for feedback	Clerk and SBM	On-going
2019/2020 - 099	Arrange finance governor briefing with the SBM and arrange handover with James Purser	AW, SBM	ASAP
2019/2020 - 100	Find and circulate link for Safer Recruitment training.	TG	ASAP
2019/2020 - 101	Invite KD to join the Premises and Health and Safety working group	PW	ASAP
2019/2020 - 102	Update constitution of committees and work with school to ensure new GB info is updated on the school website	GP	ASAP
2019/2020 - 103	Liaise with LA on process for appointing LA Governor.	GP & PW	By next FGB
2019/2020 - 104	Re-contact Tracey regarding possible GB membership.	RF	By next FGB
2019/2020 - 105	Contact to contact all Governors with low attendance at meetings.	PW	By next FGB
2019/2020 - 106	Review date of next C&S meeting	GP, PW, NM	By Monday 23 March