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Little Paxton Primary School Governing Body

Minutes for the Meeting of the Full Governing Body
Monday 2nd March 2020 at 6.30pm

Present:

Ellen Barrett	Co-opted Governor	Tim Gawler	Parent Governor
Anna-Sofia Conway	Parent Governor	David Jones	Co-opted Governor
Penny Conway (chair)	LA Governor	Paul Warmington	Parent Governor
Neil Donoghue	Co-opted Governor	Austin Willett	Parent Governor
Richard Fairbairn	Co-opted Governor		

In attendance:

Gemma Pearce Clerk

1. Apologies for absence

Apologies received from:

James Purser Co-opted Governor
Gemma Manning Co-opted Governor

No apologies received from:

Christopher Muwanguzi Parent Governor

Staff governors were told that, although welcome at this meeting, there was no expectation for their attendance given their extra work in the previous week due to the OFSTED visit.

Therefore not in attendance were:

Katie Delgado Staff Governor
Nickie Moore Head Teacher
Victoria McAuley-Eccles Co-opted Governor
Rebekah Jenkins Associate Member

2. Declaration of interests

No interests were declared

- 3. Minutes of the last meetings and matters arising**
- a. Minutes of the Full Governing Body meeting (02.12.19)**
Agreed and signed off.
 - b. Minutes of the Curriculum & Standards Committee meeting (13.01.20)**
Agreed and signed off.
 - c. Minutes of the Resources Committee meeting (27.01.20)**
Agreed and signed off.

Actions update

Only actions from the FGB meeting were reviewed, those from the committees will be reviewed at the next committee meeting

FGB	Action	Who	When
2019/2020 – 002	To investigate possibilities for a new website and ways of securing funding for this	SBM	Spring term
2019/2020 – 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Autumn term - Ongoing
2019/2020 – 033	To update Register of Interests including collecting outstanding forms	Clerk	Complete
2019/2020 – 039	To arrange governor visits as agreed	See point 21	Ongoing
2019/2020 – 043	To provide feedback on what the GB does well and could do better	CLT	Complete
2019/2020 – 058	To correct meetings of FGB 30 Sept 19 and circulate	PC/Clerk	Complete
2019/2020 – 059	To circulate minutes of RB and C&S agreed in this meeting	PC/Clerk	Complete
2019/2020 – 060	Scenario planning for budget carryforward and deficit	HT/SBM	Next RC meeting
2019/2020 – 061	Arrange tenders for school catering	SBM	ASAP
2019/2020 – 062	Review and improve Equality Policy	RF	Next FGB meeting
2019/2020 – 063	Finalise Data Protection and Related Policies	PC/Clerk	Complete
2019/2020 – 064	Purchase school pool mobile phones	SBM	This term
2019/2020 – 065	Arrange next Governor visit with SENDCo	EB	Spring term
2019/2020 – 066	Provide headshot photo to Chair	All Governors	ASAP
2019/2020 – 067	Suggest possible topics to raise with parents at the next parents evening in the spring term	HT	Complete

4. Head-teacher's report

Since the head-teacher (HT) was not in attendance it was agreed to move this item to the

next agenda.

However it was noted that this report is in a new format, as recommended by the Leadership and Governance review and actioned by the HT. The format links to the SDP and the new OFSTED Framework. It was discussed whether a financial overview would be useful to be included as part of the HT report. However it was agreed that any spends outside of the budget would be discussed as part of the Resources Committee (RC) agendas and so the committee should feed back any necessary information to FGB. It was agreed that premises information need not be part of the HT report as this would also be an area discussed at RC meetings.

5. OFSTED inspection

OFSTED visited the school on Tuesday 25th and Wednesday 26th March 2020. The full report should be available to the school to share with parents within 2-3 weeks from the visit.

Governors had been invited to attend the feedback meeting with OFSTED on 26th March and verbal feedback from this meeting was shared with the FGB on a confidential basis. The governors acknowledged and thanked the whole school staff for their hard work during the visit. The OFSTED feedback had highlighted that the staff were enthusiastic and keen to learn.

The consensus amongst the FGB was that the feedback given in the meeting with OFSTED was a fair reflection of the current journey of the school. It was noted that there have been significant changes in the OFSTED Framework since September 2019 and that these were being addressed in the School Development Plan (SDP). It was acknowledged that although the school Self Evaluation Form (SEF) and the overall rating by OFSTED did not match, the key areas highlighted as being good and for improvement in the SEF and in the OFSTED feedback seemed to be generally aligned. This is something that the HT can review in the SEF and SDP when the full OFSTED report is available.

The FGB supported feedback presented in the OFSTED meeting that the changes made by the HT since her appointment are taking the school in the right direction, and that more time is required to see the impact of these changes. The FGB will continue to support the HT in her plans outlined in the SDP and to play their role in ensuring that this is effectively being implemented by the HT and the Central Leadership Team (CLT).

It was agreed that communication on the OFSTED report to parents must come from the HT as it offers a strong mandate to her in continuing the work that she has started within the school. The FGB offered to support the HT in communicating with parents and to provide a statement on behalf of the Governors if needed.

The verbal feedback provided by OFSTED said that Governors should implement the changes outlined by the Leadership and Governance review which was carried out in January by the Cambridgeshire School Improvement and Governance Teams, in order to refine existing systems and processes and become a more effective and strategic governing body.

Further actions required as a result of the OFSTED visit will be discussed at future meetings of the FGB and committees when the full report is available.

6. Leadership and Governance Review

The Leadership and Governance review was carried out in January by the Cambridgeshire School Improvement and Governance Teams. All governors had received a copy of the report, its observations and its suggested Action Plan.

From a governance point of view, the review highlighted ways in which the GB could become more effective in strategic governance rather than being involved in so many operational discussions.

It was acknowledged by the GB that historically the GB had necessarily become increasingly involved in operational matters, and that there is a need to go through a period of transition to become a more strategic body. Particular areas of improvement that were discussed were:

- Improve clarity of the HT and CLT responsibilities and GB responsibilities to ensure an effective working relationship between the school and the GB.
- Improve effectiveness of Governor Visits with a focus on monitoring the implementation of the SDP. This would include a clear map of planned visits, timings and purpose, to ease the implementation for both governors and the school.
- Improve effectiveness of meeting agendas to keep meetings more concise and focussed.
- Improve the process for approving policies. Policies should be prepared by the school and supplied sufficiently in advance of the meetings for governors to suggest any changes, such that ratification at the meeting is then straightforward.
- Develop a more balanced governing body where responsibility and ownership is more evenly split amongst the GB members. This would not only reduce the pressure on the Chair but should improve engagement from all members. It will help to grow knowledge within the whole GB.

It should be noted that the Leadership and Governance review was discussed from a GB point of view as staff were not present; it was recognised that there are additionally many actions for CLT and CLT/GB to consider jointly. It was agreed that with the discussion on the OFSTED feedback and the Leadership and Governance review that there was a lot of information to be considered, and that some time was needed for individuals to fully consider their thoughts on these. It was also noted that the next stage would require some significant decisions and that since staff governors had been invited to not attend this FGB it would be unreasonable to make key decisions in their absence. It was therefore agreed to re-assign the Resources Committee meeting scheduled for 16th March 2020 (6.30pm) as a FGB with the aim of implementing an action plan based on the Leadership and Governance review. Governors at the meeting agreed to send their thoughts to the Chair and the Clerk with their input in to how this meeting Agenda should be structured.

7. Meetings with the School's Finance Adviser

There will be a meeting with Rob Cottle, the school's Finance Adviser, at 9.30am on 12th March 2020 – this will be a general review of the school's finances and preliminary consideration of the 2020/2021 budget.

The budget build meeting is scheduled for 23rd April at 1.30pm.

The CoG and the Chair of Resources will attend these meetings, other governors are welcome to if they wish – please notify the Chair if you intend to do so.

The budget will be agreed at the Governing Body meeting on 27th April, ready for submission in May.

8. SFVS

This online report must be submitted by 31st March 2020 – it was agreed to move this to the next meeting.

9. Governor attendance at parents' evenings – report of parental responses

Parents completed a short questionnaire about the new curriculum and topic questions. 149 responses were received which have been shared with the school.

10. Head Teacher Performance Management

An initial meeting was held with the External Adviser (Craig Duncan) on 16th September 2019 and a mid-year review was scheduled for 27th February 2020 but re-scheduled due to the OFSTED inspection. As previously agreed the Panel consists of EB, PC and RF; EB is the Chair of the Panel. EB has been a member of this panel for 4 years and will therefore step down after the final review meeting for 2019/2020. A volunteer is required to join the panel. This must be someone willing to undertake the relevant training and it cannot be a member of staff. It was agreed to finalise the membership of this panel at the next FGB.

11. Curriculum Presentation to next C&S Committee meeting

The C&S Committee and HT had agreed that maths would be the focus at the next C&S meeting with Luke Crabbe invited to present the schools maths plans to the committee. The Committee chair will contact LC to invite him to deliver this at the next meeting (30th March, 6.30pm).

12. Personnel Policies

The authorisation given to the HT to use updated model EPM policies when required was reconfirmed

13. Policy reviews:

- a. Equality Policy and Objectives – RF has suggested updates to this policy which are with NM for review, this will be re-visited at the next meeting.
- b. Marking and Assessment Policy – this will be considered at the next C&S meeting.

14. Governor training:

- a. Governors were reminded that school subscribe to the Cambs School Governance Team so attendance at any of training sessions is free to governors.
- b. The Cambridgeshire Governor Conference, entitled Achievement for All, will be held at Swavesey Village College on Saturday 14 March 2020 from 9am – 1pm.

15. Governor visits

The following governor visits are outstanding and will be scheduled following the next FGB on 16 March 2020. The need for additional visits in light of OFSTED, the SDP and the Leadership and Governance Review will also be considered at the next meeting.

- Core Curriculum monitoring - ASC, RF and PW – ongoing visits
- Induction for pupils new to the school – PW (visit carried out on 5.12.19 – report required)
- TA Deployment – to discuss with teaching staff how new deployment of TAs is working - EB and RF (to arrange visit for this term or early next term)

- Marking and Assessment – impact of live marking and procedures in place to assess pupils regularly and to assess new pupils shortly after they join – DJ and ND (this term)
- Staff Induction - ND and KD (in progress this term)
- Meeting with new SENDCo – EB (this term)
- Review of Internal Financial Procedures - JP and RF (initial visit carried out in autumn term, follow up visit to be arranged)
- Review data 2018/19 Y4 and Y5 (now Y5 & Y6) – EB (arrange this follow-up visit for the summer term)

16. Governor vacancies

James Purser has resigned as a co-opted governor due to current commitments at work and personally. He offered to support with the upcoming SVFS. PC has asked if he is prepared to stay in post until the end of term.

Plans for a replacement for JP will be discussed at the next FGB meeting.

PC and RF met with a resident of the village who had expressed an interest in becoming a governor of the school. There may be an option to either invite her to fill the position or to join as an associate member, this will be reviewed at the next FGB.

17. Half-yearly review of governor attendance and participation

It was noted that there are some instances where governor attendance at meetings has been poor. However it was agreed following the general discussion about the Leadership and Governance Review that this could be helped by looking at the structure and frequency of meetings. Therefore the impact on attendance of any changes made should be monitored to ensure that attendance is improving.

18. Correspondence received

The Chair has received 2 complaints. 1 review has been completed and 1 is on-going.

It was discussed that elements of the Complaints Policy should be reviewed such that sole responsibility for handling complaints does not fall to the Chair of Governors. It was agreed that this would be added to an agenda for the relevant committee following the next FGB.

19. Any other business

There was no other business.

20. Dates of the next meetings

- Date of next FGB: 16th March 2020, 6.30pm (incorporating any time critical elements from Resources Committee)
- Date of next C&S Committee: 30th March 2020, 6.30pm

The meeting closed at 9.34 pm

Actions carried forward from previous meetings

FGB

	Action	Who	When
2019/2020 - 002	To investigate possibilities for a new website and ways of securing funding for this	SBM	Spring term
2019/2020 - 003	Curriculum group to complete monitoring of the core subjects	ASC/RF/PW	Autumn term - Ongoing
2019/2020 - 039	To arrange governor visits as agreed	See point 21	Ongoing
2019/2020 - 060	Scenario planning for budget carryforward and deficit	HT/SBM	Next RC meeting
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2019/2020 - 062	Review and improve Equality Policy	RF	Next FGB meeting
2019/2020 - 064	Purchase school pool mobile phones	SBM	This term
2019/2020 - 065	Arrange next Governor visit with SENDCo	EB	Spring term
2019/2020 - 066	Provide headshot photo to Chair	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 - 084	Save and upload approved minutes from previous meeting	Clerk/Chair	ASAP
2019/2020 - 085	Feed back on HT report content to HT	All governors	Next FGB
2019/2020 - 086	Send input on next FGB Agenda to PC and Clerk	All governors	By Sunday 8 th March
2019/2020 - 087	Invite Luke Crabbe to present at next C&S meeting	ASC/HT	ASAP