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Little Paxton Primary School Governing Body

**Minutes for the meeting of the Full Governing Body held on Monday 30<sup>th</sup> November 2020 at 6.30pm**

The meeting was hosted on Zoom due to social distancing during the Coronavirus pandemic

**Present:**

Ian Cunningham	Parent Governor	Christopher Muwanguzi	Parent Governor
Anna-Sofia Conway	Parent Governor	Victoria McAuley-Eccles	Co-opted Governor
Katie Delgado	Staff Governor	Nickie Moore	Head Teacher
Neil Donoghue	Co-opted Governor	Paul Warmington (Chair)	Co-opted Governor
Richard Fairbairn	Co-opted Governor	Austin Willet	Parent Governor
Tim Gawler	Parent Governor		
David Jones (arr 19.05)	Co-opted Governor		

**In attendance:**

Rebekah Jenkins	Associate Member
Gemma Pearce	Clerk
Tina Hubbard	Area Lead Governance Adviser (East Cambridgeshire and Huntingdonshire)
Tracey Boram	Observer

**1. Welcome and apologies**

The Chair welcomed the Governing Body (GB) to the meeting.

The Chair welcomed Ian Cunningham to the meeting as a new parent governor following the election.

The Chair introduced Tracey Boram who has expressed an interested in becoming a school governor and attended to observe the meeting. He also introduced Tina Hubbard from the Local Authority who attended to observe the meeting and provide feedback on how the meting ran.

No apologies were received and all governors were present at the meeting.

The meeting was quorate.

**2. Declaration of interests**

There were no new interests declared

**3. Approval of minutes from previous meetings**

- a. FGB 28.09.20
- b. Resources Committee 12.10.20
- c. C&S Committee 02.11.20

Copies of the minutes had been circulated to the GB prior to the meeting.

It was noted that a note in the FGB minutes required that it be confirmed if a Chair be required for the HTPM Committee. This was still unclear and so Paul agreed to follow up with Tina after the meeting for clarification. **ACTION: Paul to confirm if Chair required for HTPM committee.**

It was noted that in the C&S minutes, item 9, the action refers to a LAIG subject coordinator meeting but it should be LA. **ACTION: Clerk to amend C&S minutes.**

It was noted that this LA subject coordinator meeting will take place at 8<sup>th</sup> December at 4pm on Zoom and governors are welcome to attend.

All minutes were agreed and approved subject to above revision.

**4. Actions update from FGB 28.09.20**

**FGB**

	Action	Who	When	Status
2020/2021-001	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	By 2/10/20	To be circulated to FGB then sent to LA
2020/2021-002	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	On-going	On-going, chair HT meetings booked.
2020/2021-003	Complete report on their visit to monitor new staff induction.	ND and KD	By next RC meeting	Ongoing
2020/2021-008	Complete 2020-21 Register of Interests	Clerk	ASAP	Complete
2020/2021-009	Governors to send any outstanding Interests and Contact forms	All Governors	ASAP	Some outstanding, Clerk to chase
2020/2021-010	Amend Standing Orders to read 'term of office is 1 year with a maximum term of 4 consecutive years'	Clerk	ASAP	Complete
2020/2021-011	Update relevant section of Standing Orders to reflect that remote participation is allowed at Governor meetings	Clerk	ASAP	Complete

2020/2021-012	Re-Review ToR	FGB	Mar 2021	
2020/2021-013	Check with LA if the Head Teachers Performance Management Committee (HTPM) needs to have a chair	PW	Get input from Tina	Chair to follow up
2020/2021-014	Check overlap between salary committee and HTPM panel	AW, PW	Done	Complete
2020/2021-015	Review salary committee membership when new governors have been recruited	RC	Done	Ongoing
2020/2021-016	Update all documents discussed in items 6-9 and save to googledrive and send to the school office to update website	Clerk	Done	Complete
2020/2021-017	C&S Committee meeting to confirm the reforming of the 'Quality First teaching group'.	C&S Committee	Done	Complete
2020/2021-018	RC to re-confirm KD as joint governor for Premises, Health & Safety with ND	Resources Committee	Done	Complete
2020/2021-019	HT to circulate safeguarding training and all governors to complete and confirm	HT & All governors	Done – send to Ian as new governor	Complete
2020/2021-020	Clerk, SBM and Fay to update governor info and policies on website	Clerk, SBM, Office	Done	Complete
2020/2021-021	HT and AW to meet about pay	HT, AW	Done	Complete
2020/2021-022	Review updated Pay Policy for 2020	Resources Committee	With SBM	Complete
2020/2021-023	Find slides from latest termly briefing and circulate	TG	Done	Complete
2020/2021-024	Nominate PW as LA Governor	Clerk & PW	Done	Complete
2020/2021-025	Identify process for running a parent governor election during COVID-19	Clerk	Done	Complete
2020/2021-026	Follow up with Tracey about joining the GB as a co-opted governor	PW & RF	Done	Ongoing

## 5. Insurance / Risk Protection Arrangements for 2021/22

The school was asked for their view as to whether insurance continues to be provided as part of a LA scheme. The school asked the GB for their input and details of the options were circulated prior to meeting.

The HT suggested her preference would be to stick with LA scheme. The GB supported what school feels is best and it was agreed for school to continue in the LA scheme.

## 6. Head Teacher's Report

(DJ arrived during this item)

A copy of the Head Teacher's (HT) report was circulated prior to the meeting. No questions were received prior to the meeting

The HT provided an update on attendance. 19 first letters have been sent out, these are sent when there is first a concern about attendance. All except 1 have improved. School are working with the remaining family. One family have received a second letter and school are following the LA process in working with this family.

**QU: Is absence mainly COVID related?** No, since the 2 shut bubbles it has been very quiet in terms of COVID. There just seems to be lots of bugs going round. Work is sent to any children off isolating due to members of the family awaiting a COVID test result. Work is not sent to children who are ill.

**QU: Is 19 a lot of letter?** No, this is fairly standard.

Safeguarding update: School currently holds 21 safeguarding files. 11 'green' (hibernating), 8 'amber' (families actively monitoring but not a significant concern), 3 'red' (children where have Child Protection conferences). Latest one likely to go to PLO (legal stage 'public law outline'). Files from previous Y6 were all sent to relevant secondary school and signed for. **ACTION: NM and DJ to have a safeguarding meeting.**

**QU: How are site walks with site manager going?** This is going well at the moment, the HT and SBM have regular walks with the site manager and go through his action lists. There has been a significant improvement since this was discussed at the Resources meeting and the Site Manager has been doing what is asked of him. He was provided with RAG rated actions before half term which was a positive step as demonstrated what needed to be done – a noticeable improvement.

The GB thanked the HT for the report.

## **7. School Development Plan (SDP) & Catch Up Plan**

A summary of the SDP was sent to GB prior to the meeting. The HT has a version with a bit more information which the GB can see at any time.

The HT introduced the new format of the SDP to the GB. This has been developed with input from CLT and the Chair of Governors to make a really efficient document that gives the GB clear areas to monitor and obvious questions that the GB can ask to make sure that the school are meeting the SDP. The SDP is based around the objectives identified by OFSTED.

Each objective has success criteria linked to the children and a series of overarching actions. Then all staff have actions broken down. HT wants the plan to be something that anyone can pick up and follow and ensure things are being done so that success criteria and objectives are being met.

The HT will also be using this style to write other plans in school and all link back to the SDP.

It was commented by the FGB that for them getting a SDP in a place that can drive GB strategically is key. They felt this plan was very well set out and clearly states why objectives are set. They liked the format and felt it was something that can be used as a basis for conversations in school.

**QU: Is there any timing set in it?** Yes in the more detailed version there is. The HT shared this version on her screen and the GB really appreciated seeing the detail and felt it was very well set out. The GB commented that they could use the detail to drive the agendas for FGB and committee meetings. It was suggested that the CLT ensure all objectives on the SDP are SMART objectives. It was also requested that the document define what

each RAG rating means so that everyone reads the document in the same way. It was suggested to add a 'Comments' section for each action.

**ACTION:** HT to circulate full SDP to all governors

**ACTION:** Chair and committee chairs to use the SDP to set agendas for Spring term

**QU: DO staff feel like it is useful?** Staff have been strategically given responsibility for areas in the SDP which has been positive for them. Some staff have had more time to use it than others so far, CLT have used it. Phase leaders have been targeted next as they enable subject leaders, and it is moving down through levels. The aim is that it will allow everyone to feel empowered and it is hoped that staff will look at and use it.

The HT commented that she has really felt positive and empowered through putting the document together. The GB thanked her for the effort and felt it will become a critical document for them.

The GB had also been provided with the COVID Catch-Up Premium Plan prior to the meeting. The HT informed that GB that BJ had been leading this.

**QU: Catch up funding – why the activities chosen?** All teachers have gathered data on their children and given a list of key children who will make progress if catch up funding is used for them. BJ has done work with AG to look at how much people are being paid for this. School staff are doing the catch-up work as school know the quality of their teaching and staff know the children. Y6 has started, will roll out through the other years. Staff have identified exactly which areas of the curriculum each child needs. Ensuring coverage of key objectives. Leaving catch up for Y1 until Spring as often Y1 see a big jump in learning after Christmas, also have made some changes to how Y1 run so want to measure impact of that before introducing the catch-up sessions.

**QU: Are you monitoring impact of catch up plan?** School have data of how the children scored in practice SATs tests and what teachers noted they need. Children being tracked as to what they attend and then gather exit data to see impact.

**QU: How is child wellbeing in general?** Not seeing bad or challenging behavior which was a fear. Children have been great coming back. Seeing more anxiety and worries now. There was initial euphoria which has settled. They are also tired. Also being stuck in bubbles makes for more intense friendship issues and there are a few more arguments between friends being seen.

**QU: How does this impact OFSTED and their follow up?** Because the action plan has been written focusing on what OFSTED asked to look for this has been built into the action plan. HT also linking all part of school into each other eg pupil premium. All feeding into the SDP. EY development plan written in same style as the SDP.

## **8. Governor Action Plan**

The most recent evaluation of the Governing Body was carried out in January 2020 and identified the following areas for improvement:

- Governor Training and Development
- The structure of Governance
- Curriculum and School Improvement
- Strategic Direction

PW introduced the Leadership and Governance review and prior to the meeting shared a document of the previous Action plan with comments and a template Governor Action Plan.

It was commented that the GB feel like they are on a journey but still at an early stage. The loss of Penny Conway from the GB, and her expertise and knowledge means that people now need to step up and take responsibilities. It was commented that there is now a sense of collective responsibility and people willing to do their share. There is an awareness that there are some gaps in knowledge and understanding gaps but a desire to build this.

The template governor action plan was discussed. The Chair sees this as a way of highlighting what GB want to achieve and how it is going to do it. It would provide a way to make sure GB also hold themselves accountable – give GB objectives and timeframe for strategic steps.

Tina referred the GB to the 'impact review' meeting on 26<sup>th</sup> September – report on next steps. HT sending to Clerk to share. Actions in that need to pick up and go in action plan. The recommendation would be to make a termly action plan to drive the meetings each term.

**QU: What are our weaknesses?** SEN is one. Knowledge of safeguarding beyond DJ is another – again there is an issue of succession planning. There should be more emphasis on link governors providing feedback summary of visits with key actions to the appropriate meetings. This would make better use of link governors and the work they do.

Training was identified as another area for improvement. People are doing training but need to do more work to identify gaps. There should be a collective responsibility to identify where interests lie and encourage people to attend training and feedback in to others. It was commented that it is really useful for people to share knowledge and insights from training – this allows for knowledge dissemination and prevents silo's. Chairs should make time in agendas for knowledge sharing from training. It was agreed that governors should think about the areas they would like to take training in and share these with TG as link governor for training. He would then provide some options (online and in person training) to hopefully identify options that fit in with peoples availability.

**ACTION: Governors to contact TG about areas they are interested in learning more about. TG to share training with people relevant to their interests and their link governor roles.**

Key now is for all GB to really get to know the SDP so that GB can ask the right questions.

**ACTION: Chair and committee chairs to meet and use SDP to build a strategic plan of what GB need to do in each area.**

It was noted that a risk at the moment is that all monitoring is done remotely due to COVID, an area of governance to improve on is being in school on formal and informal visits.

## **9. Review of Policies**

The following statutory policies were due for review at this meeting:

- Privacy Notice (parent and carer)

The following non-statutory policies were due for review at this meeting

- Allergy Awareness and Management Policy
- Dog Policy

- Attendance Policy (pupils)
- Asthma Policy

It was discussed again that the GB want to do things differently to make ratifying policies more effective but it is still not working. Policies are not being received with enough time for a thorough review before meetings. It was agreed to review all these policies after the meeting with comments sent to the SBM.

**ACTION:** All comments sent to AG and GP by 11<sup>th</sup> December. Then ratify by email

**ACTION:** Set up a meeting for AG, NM, GP and PW to look at policies and process and how GB can support school

## 10. Governor’s Visits

ASC reported on a follow up maths visit. This was a very productive session showing evidence of how maths was being improved across school. It was suggested to find opportunity for maths leads to report in to FGB. It was discussed Find way to communicate to parents the great work that is going on is important

Intention is to do more regular governor-staff catch ups and standardise reporting that is done to feedback in to FGB.

**ACTION:** Chair and Committee Chairs to set timetable for subject leads to speak at FGB and C&S meetings

**ACTION:** Clerk to circulate report on Maths visit to FGB

## 11. Governor Vacancies

(RF chaired this item as PW was not on the call due to internet issues)

- Update on parent governor election – Ian Cunningham was appointed as parent governor following an on-line election. There were 3 candidates nominated.
- Update on LA appointment of PW as LA Governor – application has been submitted and will be discussed at the relevant LA meeting soon.
- Plans for appointment of co-opted governors (2 vacancies, 3 if PW becomes LA Governor)
  - PW and RF to follow up with Tracey about her thoughts after the meeting.
  - A plan needs to be developed to fill the additional vacancies. Key to identify skills gaps and find people to fill these. The LA is currently also advertising these positions through it’s channels.

## 12. Governor Training – Training attended and upcoming events and opportunity

(RF chaired this item as PW was not on the call due to internet issues)

- PW completed SEND training and sent a report to all governors.
- All governors did the safeguarding training from HT

TG informed IC about new governor induction opportunities and will send info on the Key training.

TG highlighted some key training that may be of interest and will send all info sent by email.

## 13. Correspondence received

LAIG feedback was shared as 'correspondence received'. LAIG group meet every half term and support LPPS as a 'Requires Improvement' school.

**14. Any other urgent business**

QU: **How is new caterer?** Great! Food quality is much better. Staff and children are enjoying the food.

QU: Are children still eating in classrooms? Yes, in KS2. KS1 have staggered seatings in hall with cleaning in between.

**15. Dates of next meetings of the Governing Body**

Curriculum & Standards      11<sup>th</sup> January 2021  
 Resources Committee          26<sup>th</sup> January 2021  
 Full Governing Body          22<sup>nd</sup> February 2021

The meeting closed at 8.40 pm

**Actions carried forward**

**FGB**

	<b>Action</b>	<b>Who</b>	<b>When</b>
2020/2021-001	Update the Leadership and Governance Action Plan and circulate to the GB with named responsibilities and success criteria	PW & RF	To be circulated to FGB then sent to LA
2020/2021-002	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	On-going
2020/2021-003	Complete report on their visit to monitor new staff induction.	ND and KD	By next RC meeting
2020/2021-009	Governors to send any outstanding Interests and Contact forms	All Governors	ASAP – Clerk to chase
2020/2021-012	Re-Review ToR	FGB	Mar 2021
2020/2021-013	Check with LA if the Head Teachers Performance Management Committee (HTPM) needs to have a chair	PW	ASAP
2020/2021-015	Review salary committee membership when new governors have been recruited	RC	Ongoing



2020/2021-026	Follow up with Tracey about joining the GB as a co-opted governor	PW & RF	ASAP
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## Resources

2020/2021-027	Produce report on TA deployment	SBM	For discussion at next RC meeting
2020/2021-028	Compile Register of Interests based on previous interests and circulate to all Governors to confirm their section is correct.	Clerk and All Governors	ASAP
2020/2021-029	Set up Salary Review meeting	HT & Pay committee	November
2020/2021-030	Complete Staff Induction report	KD, ND	ASAP
2020/2021-031	Review policies listed in item 12	All committee	By HT

## C&S

2020/2021-032	Invite SENCo to present at next C&S meeting	HT & ASC	ASAP
2020/2021-033	LA subject coordinator meeting agenda and dates to be circulated to C&S members	HT	ASAP
2020/2021-034	Link Assessment Policy to Marking and Feedback Policy and review both at next C&S meeting	CLT	By next C&S
2020/2021-035	Discussion on SRE and look at updated SRE policy	CLT	For discussion at next C&S
2020/2021-036	SEN Information Report & Policy – update with SENCo and re-discuss	HT & SENCo	Next C&S
2020/2021-037	HT and Chair to discuss plan for policies to focus on the critical ones and to ensure policies are supportive of SDP and of use to the school	PW & HT	Autumn Term

## New actions arising from this meeting

2020/2021-038	Clerk to amend C&S minutes then upload all approved minutes	Clerk	ASAP
2020/2021-039	NM and DJ to have a safeguarding meeting	NM & DJ	Before next FGB
2020/2021-040	HT to circulate full SDP to all governors	NM	Before Christmas
2020/2021-041	Chair and committee chairs to use the SDP to set agendas for Spring term	PW, RF, ASC	Ongoing spring term

2020/2021-042	Governors to contact TG about areas they are interested in learning more about. TG to share training with people relevant to their interests and their link governor roles	All governors	ASAP and ongoing
2020/2021-043	Chair and committee chairs to meet and use SDP to build a strategic plan of what GB need to do in each area	PW, RF, ASC	ASAP
2020/2021-044	All comments on policies in this agenda sent to AG and GP by 11 <sup>th</sup> December.	All governors, AG, Clerk	11 December
2020/2021-045	Arrange meeting about policies and process and how GB can support school	PW, Clerk, NM, AG	Early spring term
2020/2021-046	Set timetable for subject leads to speak at FGB and C&S meetings	PW, RF, ASC	ASAP
2020/2021-047	Circulate report on Maths visit to FGB	Clerk	ASAP

**Signed by Chair**..... **Date**.....