



**Little Paxton Primary School Governing Body  
Minutes for the meeting of the Full Governing Body  
held on Monday 26<sup>th</sup> September 2022 at 6.30pm**

**Present:**

Samantha Byers	Parent Governor	Ian Cunningham	Parent Governor
Neil Donoghue	Co-opted Governor	Maxine Howells	Co-opted Governor
Ashley Johnston	Deputy Head Teacher	Andrew Kinglake	Parent Governor
Alex Simkin	Staff Governor	Paul Warmington	LA Governor

**In attendance:**

Alice Davis Clerk

**1. Welcome and apologies**

(The Clerk chaired this item)

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

Apologies received and accepted from:

Nickie Moore	Head Teacher
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Austin Willett	Parent Governor
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Tim Gawler	Parent Governor
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The Chair reported that Stephen Robinson had sent in his letter of resignation due to work commitments and would not be available to attend any further meetings.  
The meeting was quorate.

**2. Declaration of interests**

(The Clerk chaired this item)

There were no new interests declared.

**ACTION 009:** The Clerk requested the Governors all review the Register of Interests and send updates for 2022/23.

### 3. Election of the Chair

(The Clerk chaired this item)

Nominations were requested for the position of Chair. Maxine Howells was nominated by PW and seconded by ND. Maxine declared she was happy to stand. There were no other nominations. Maxine left the room.

The GB supported Maxine's nomination and the opportunity for her to stand as Chair. A vote was carried out and Maxine was voted in as Chair. Maxine then returned to the meeting.

### 4. Election of the Vice Chair

Nominations were requested for the position of Vice-Chair. Sam Byers was nominated by AK and seconded by ND. There were no other nominations. Sam left the room.

No objections to the nomination were raised. A vote was carried out and Sam was voted in as Vice-Chair.

### 5. Governors' responsibilities: Challenge, Scrutiny, Support

The Chair reminded the GB of their role:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

### 6. Approval of minutes from previous meetings

Minutes for FGB 18.07.22 were circulated for governors to review prior to the meeting. There were no comments, and the minutes were approved.

2021/2022- 008	Review and update: Instrument of Government, Governors' Code of Practice, Standing Orders, Governing Body's & Committees' Terms of Reference, Constitution of the Committees of the Governing Body, Delegations of Decisions Planner		PW, IC, SR	Complete
2020/2021- 081	FGB to look at limitations of pay scale ceilings and understand staff motivation, retention and pathways for progression. Piece of work for 2021-22.	Evidence should be significant and sustained. Review pay policy to ensure it meets the needs of the school and addresses the issue of moving through to Upper Pay Scale.  Still requiring amendment prior to ratification, recommendation that a governor links with SBM to aid process and consult HR. SB volunteered to do this. Also need to ensure clarity when referring policies back to the CLT. SB to contact CLT before the end of the week regarding this.  Has now been sectioned and is ready to be reviewed by FGB and ratified.	AG & SB	October

## 7. Actions update

2021/22 May 099	Governor Visits template	Provide proposed template to record governor visits. Sent to NM to be approved – once feedback received this will be distributed.	MH	September
June 102	<p>CLT to provide a staffing plan to governors in response to the purchase of the OPAL scheme. This is so governors can be confident that the purchase of the scheme will not negatively impact other areas requiring improvement as per the SDP. CLT to also provide KPI's and measures of success for the scheme.</p> <p>Not received yet – DHT reported this was discussed by CLT following meeting and it was agreed that the information required wasn't available. CLT have provided training to staff to input incidences of behaviour on SIM's in order to provide measurable data. Behaviour incidences were recorded before but not consistently, however the new system will allow for consistency and periodic review. Staff voice data is also being collected by the subject lead through questionnaires for staff as well as parents. CLT felt their attention should be on curriculum development goals and SEND as per OFSTED feedback. With regards to finances this can be discussed with AG.</p> <p>QU: A parents meeting about OPAL was shared in the newsletter, has this happened? This will be happening soon as well as staff training.</p> <p>It was felt that governors need to have confidence in CLT decisions through this data. Although it was understood that focusses have been put on other areas governors felt this should have been discussed with the GB. Concern was also raised over ensuring work life balance is maintained for the staff involved in the opal scheme. It was felt that due to the speed in which funding needed to be allocated governors were not allowed adequate time to scrutinise and challenge – see action June 103.</p> <p>Governors don't want to add pressure to CLT to provide this but felt further evidence was needed in this instance. The work requested should have been completed routinely as part of a process prior to decisions being presented to the FGB.</p>		CLT	September 2022
June 103	Introduce strategic planning for funding so that everybody has adequate time to fully discuss investments and consider all options.		CLT, MH	October
June 104	<p>Governors to consider how best to manage current governor vacancies and consider if moving parent governors to co-opted vacancies would be the best course of action.</p> <p>Meet and greet a governor on the playground or a coffee morning as well as marketing work were discussed in the meeting. Clerk to organise this find availability and liase with CLT.</p>		MH, Clerk, CLT	Complete

	ACTION 010 List of possible dates from CLT to be circulated so that governors can confirm availability and attend.			
June 107	Policy procedure	Finalise new 4-week policy review timetable and share with GB. Also look at which policies are required to be ratified by GB. AW to look at converting to a calendar format.  Clerk to liaise with AG as to which policies need approving to which level. Shift to working on live documents on the google drive with track changes on until policies are ratified.	AG, Clerk	Sept 2022
July 108	SR to meet with AG regarding the safeguarding concerns relating to the catering provision. Highlighted for new Safeguarding led to follow up urgently.		AG	ASAP
July 109	Acronym Sheet	Create an acronym sheet for governors to enable them to better understand CLT reports.  Sent to NM – will be distributed once feedback has been received	MH, Clerk	Oct 2022
July 110	SR to meet with Head to discuss the recent safeguarding review. Highlighted for MH to pick up for October meeting.  Report from meeting required.		SR, Head	October 2022
July 111	ECT Policy	NQT policy to be amended to ECT policy for the next academic year. SR to liaise with AG so that this is ready to be ratified at Septembers meeting.	SR, AG	Complete

## 8. Objectives for 2022/2023 School Year

Due to SDP being unavailable, objectives were not set at the last meeting of 21/22.

Governors felt their objectives should be aligned with the schools so that both are working together effectively. The Chair asked governors if they would be open to answering questions regarding their opinions of the strengths and weaknesses of the GB so that objectives can be set that will be impactful. PW to send last year's governor action plan to the chair as a basis. ACTION. Objectives for 2022/23 – Chair and SB

It was also mentioned that a possible objective for Governors this year would be to support the school to strategically plan for reduced intake numbers. ACTION Sept 015

The DHT brought attention to the section of the SDP outlining the CLT's aims regarding cohesive working with school governors to strengthen the school.

## 9. Review of the Instrument of Government and Governors' Code of Practice

No comments were given, and all governors agreed.

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

Both documents were supported by the GB to allow the GB to operate.

Due to length of meetings, it was felt that monthly meetings were necessary as opposed to 6 weekly meetings.

Governors felt that the agenda needs to be refined to make meetings more impactful and highlighted that Topic discussions presented by the CLT need to be more strategic and not open discussions. The CLT felt that through improving link governor communication this could be addressed.

It was decided that the HT performance management committee would be made up of MH, PW and AW. **The GB ratified the Constitution of the Committees of the Governing Body.**

#### **11. Review of the Delegation of Decisions Planner**

*Page 2 – “other than exceptions advised by the DfE” to add in regarding the decision on school days.*

Governors highlighted that despite the appointment of the DHT being assigned to the FGB this was not the case following the appointment of the new DHT last year. The chair highlighted the importance of governors keeping these key documents in the forefront of their minds so that the GB can ensure they are completing their responsibilities.

The appointment of teachers to leadership routes was initially delegated as an FGB decision but has since been changed to a responsibility of the headteacher. The question of the implications of this change was raised.

Prior to ratification the Governors would like to check the schools financial guide regarding decisions as it was thought that the decision was delegated to the headteacher for expenditure up to £1000 and anything over this was to be agreed by the FGB. **ACTION Clerk to check financial guide.**

Governors discussed the delegation of decisions regarding the External advisors of performance manager of head teacher. The decision planner says that the GB appoint the external advisor for performance management of the head teacher, but it was questioned if this was the case as the advisor is assigned to the school by the LA as part of a support package the school have purchased. Some governors felt that technically the GB have appointed him by purchasing the package despite not having influence over the individual assigned through this. The question was asked to the GB if they were happy with the current advisor. It was felt that this was depended on what the GB want from the advisor; a fresh perspective or continuation of what has been working currently. Governors decided that the current advisor has already been decided for this year through purchasing of package, but as it is the governors' responsibility going forward this should be considered.

It was recommended that the hiring policy should be a decision for the SBM not the GB, and that a line should be included to clarify this is only for rooms owned by the school, not community rooms that are owned by the CC.

The GB approved the document subject to changes mentioned above. The clerk will circulate the amended document once finalised. **ACTION Clerk to circulate final version of the Delegation of Decisions planner.**

#### **12. Appointment/Re-appointment of Governors with particular responsibilities:**

- Child Protection/Safeguarding – (statutory) – Ian Cunningham. **ACTION handover to be arranged**
- Special Educational Needs/Gifted and Talented (statutory for SEN) – Sam Byers
- Pupil Premium (recommended) – Andrew Kinglake
- Curriculum/Quality of Education – Neil Donoghue, Tim Gawler & Vacancy
- Link governor for training/ Website compliance – Alex Simkin
- Finance – Austin Willett
- Effectiveness of Leadership & Management/ Safer recruitment – Paul Warmington

Regarding governor vacancies, it was felt that the GB should be looking for governors to take on link roles in curriculum, quality of education and pupil premium. SB confirmed that she is happy to sit on Curriculum/quality of education in the interim. To encourage communication, governors felt that other link roles such as communication and inclusivity should also be recruited for. EYFS, ICT, Wellbeing were all mentioned as link roles that could be up taken once new governors have been appointed. The possibility of a link governors for subject leads or “middle management” was also discussed. Governors also discussed link roles to specific curriculum subjects, but it was felt that this would not be the right way to go currently. It was felt that improving

communication with parents was key as currently parents only contact governors with grievances, whereas the GB want to be in communication with parents before negative circumstances arise. **ACTION Chair and VC to look at communication link governor role.**

### 13. Head-teacher's report

QU: Are the EYFS intake numbers for 2022/23 above expectation? 37 total. **ACTION regarding the intake numbers for next year, important for an action for the FGB to support the school to strategically plan for this looking at school structure and budget.** The currently projected intake for next year looks like moving to single form entry will be necessary.

QU: Why was the SDP shared with staff before governors could review and approve? The importance of key documents being shared with governors going forward was highlighted.

The running track has been installed however there are ongoing issues with this due to CLT being unhappy with the quality of service provided.

QU: do the school need any help from governors with this? **ACTION IC to liaise with AG to see if support could be provided with this.**

QU: What are the issues mentioned regarding the cleaning team? A staff member broke their leg so there was an unexpected absence. The school are currently recruiting for a new cleaner.

QU: Cap on utilities for schools was announced last week – has the forecast been amended to account for this? For NM to update. **ACTION**

QU: Educational supplies is at the lower end of expenditure, how was this decision made to ensure the effects on pupils are considered? The example of spelling books was given, where parents had commented on high level of paper for homework, so this was moved to class dojo in response. It was felt this would be a question for the SBM.

School hours need to increase in 2023. Governors felt that thought needs to be given to when this will be communicated to parents to allow for a period of consultation.

Copies of monitoring reports from external advisors have been put into the current meeting folder for governors to review. These will be circulated and discussed alongside the HT report going forward.

Governors discussed the need to update the Uniform policy, looking to make purchasing uniform more affordable. **ACTION clerk to check the Statutory DfE guidance on cost of school uniforms.**

### 14. Review of School Structure

Currently Little Paxton is a LA maintained community primary school. Governing Bodies have a legal duty to regularly consider the type of school that would offer the best opportunities both for our pupils and for overall school development. The Governing Body agreed at a meeting on 24<sup>th</sup> April 2017 to review this decision at least annually unless circumstances change or there are changed national directives. It was last reviewed and confirmed by the FGB on 28<sup>th</sup> September 2020.

Governors discussed the recent news that by 2030 all maintained schools will have been converted to MATs, therefore an objective for governors will be to explore the options for the school regarding this. By looking at pros and cons governors felt that they will be able to justify the decision made taking into account what is best for the pupils. **ACTION Task group to be allocated to look at this and report back on findings before Christmas, AS and PW volunteers for this supported by the DHT and chair.** It was decided that the FGB were happy to continue as a local authority school.

### 15. Topic Discussion

No topic discussion was presented at this meeting.

### 16. Topic discussion for next FGB

Governors felt that the SDP needs to be discussed at the next meeting.

QU: There are 4 main areas of SDP – why were these areas chosen? English has been highlighted but why not other subjects as SATs data doesn't suggest English is struggling specifically. Felt this was a question for the HT at next meeting.

The Chair asked governors to compile their comments and questions prior to the meeting to give the CLT as starting point for their topic discussion.

**ACTION** The 2022/23 Meeting planner is on the google drive ready for topic discussions to be planned for this years meetings.

Concerns were raised over staff wellbeing and not placing too much pressure on the CLT to provide key topic discussions monthly.

### 17. Review of Policies

- Governors Allowances – **Ratified**
- ICT and Internet Acceptable Use – **to be reentered for comments.**

QU: How do we train staff to ensure emails sent don't open themselves up to accusations of discrimination? Felt this is important to be clarified from a disciplinary point of view as if proper training hasn't been provided or recorded these incidences can't be held to account. CLT felt this could be picked up in induction training for all staff. **ACTION** clarify staff training on email protocol.

- Protocol to Monitor Attendance – **Ratified**
- Responding to Prejudice-Related Incidents – **Ratified**
- Safeguarding and Child Protection – **Ratified**

### 18. Training Opportunities

The school have renewed their membership to access LA training courses, it is important that all governors utilise these. **ACTION** Clerk to send out available training opportunities

### 19. Correspondence received

No correspondence received.

### 20. Safeguarding

ICT usage policy requires amendment to ensure safeguarding of staff.

As the GB are currently unclear on outcome of the safeguarding review and follow up regarding the catering incident, it was marked as a priority for these actions to be followed up.

### 23. Any other urgent business

The Chair and LA staff are coming into the school on Wednesday to discuss operational issues with staff.

Concern was raised over teachers replying to parents outside of contracted working hours or feeling obliged to respond to parents immediately. CLT will reiterate this message but have been very conscious of this.

### 24. Dates of next meetings of the Governing Body

Full Governing Body 10<sup>th</sup> October 2022.

The meeting closed at 9.30 pm

**Actions carried forward (re-numbered for new academic year)**

2021/22 001	FGB to look at limitations of pay scale ceilings and understand staff motivation, retention and pathways for progression. Piece of work for 2021-22.	Evidence should be significant and sustained. Review pay policy to ensure it meets the needs of the school and addresses the issue of moving through to Upper Pay Scale. Still requiring amendment prior to ratification, recommendation that a governor links with SBM to aid process and consult HR. SB volunteered to do this. Also need to ensure clarity when referring policies back to the CLT. SB to contact CLT before the end of the week regarding this. Has now been sectioned and is ready to be reviewed by FGB and ratified.	AG & SB	October
2021/22 002	Governor Visits template	Provide proposed template to record governor visits. Sent to NM to be approved – once feedback received this will be distributed.	MH	September
2021/22 003	<p>CLT to provide a staffing plan to governors in response to the purchase of the OPAL scheme. This is so governors can be confident that the purchase of the scheme will not negatively impact other areas requiring improvement as per the SDP. CLT to also provide KPI's and measures of success for the scheme.</p> <p>Not received yet – DHT reported this was discussed by CLT following meeting and it was agreed that the information required wasn't available. CLT have provided training to staff to input incidences of behaviour on SIM's in order to provide measurable data. Behaviour incidences were recorded before but not consistently, however the new system will allow for consistency and periodic review. Staff voice data is also being collected by the subject lead through questionnaires for staff as well as parents. CLT felt their attention should be on curriculum development goals and SEND as per OFSTED feedback. With regards to finances this can be discussed with AG.</p> <p>QU: A parents meeting about OPAL was shared in the newsletter, has this happened? This will be happening soon as well as staff training.</p> <p>It was felt that governors need to have confidence in CLT decisions through this data. Although it was understood that focusses have been put on other areas governors felt this should have been discussed with the GB. Concern was also raised over ensuring work life balance is maintained for the staff involved in the opal scheme. It was felt that due to the speed in which funding needed to be allocated governors were not allowed adequate time to scrutinise and challenge – see action June 103.</p> <p>Governors don't want to add pressure to CLT to provide this but felt further evidence was needed in this instance. The work requested should have been completed routinely as part of a process prior to decisions being presented to the FGB.</p>		CLT	September 2022
2021/22 004	Introduce strategic planning for funding so that everybody has adequate time to fully discuss investments and consider all options.		CLT, MH	October
2021/22 005	Policy procedure	Clerk to liaise with AG as to which policies need approving to which level. Shift to working on live documents on the google drive with track changes on until policies are ratified.	AG, Clerk	October



2021/22 006	SR to meet with AG regarding the safeguarding concerns relating to the catering provision. Highlighted for new Safeguarding led to follow up urgently.		AG	ASAP
2021/22 007	Acronym Sheet	Create an acronym sheet for governors to enable them to better understand CLT reports.  Sent to NM – will be distributed once feedback has been received	MH, Clerk	October
2021/22 008	SR to meet with Head to discuss the recent safeguarding review. Highlighted for MH to pick up for October meeting.  Report from meeting required.		SR, Head	October

### New actions arising from this meeting

Sept 009	Governors to review the Register of Interests and send updates to clerk for 2022/23		Clerk, FGB	October
Sept 010	Governor recruitment	List of possible dates from CLT to be circulated so that governors can confirm availability and attend on behalf of the GB. Chair and Clerk to explore marketing opportunities to recruit new governors.	Clerk, MH	ASAP
Sept 011	Finalise governor objectives for 2022/23.		MH, SB	ASAP
Sept 012	Clerk to check financial guide following review of the Delegation of Decisions Planner to ensure both correlate to one another regarding expenditure decisions.		Clerk	ASAP
Sept 013	Circulate finalized version of the Delegation of Decisions planner following discussions of necessary amendments in September 2022 meeting.		Clerk	Once received
Sept 014	Communication Link Governor Role	Chair and VC to explore the role of communication link governor with the aim of improving communication with the GB and parents.	MH, SB	?
Sept 015	FGB to consider ways to support the school to strategically plan for significantly reduced intake numbers for 2023/24 looking at school structure and budget.		FGB	Ongoing
Sept 016	IC to liaise with AG to see if support could be provided regarding the install of the new running track		IC	ASAP
Sept 017	Ensure that the recently announced cap on utility bills for schools has been considered and the budget amended accordingly.		CLT	?
Sept 018	Clerk to check the Statutory DfE guidance on cost of school uniforms so that the school's uniform policy can be amended if required.		Clerk	ASAP
Sept 019	Academisation task group	Task group to be allocated to look at the options for the school regarding academisation and MATs. To report back on findings before Christmas.	AS, DHT, MH	December
Sept 020	2022/23 Meeting planner	Topic discussions for 2022/23 meetings to be decided and input into the meeting planner on the google drive.	MH, Clerk	ASAP
Sept 021	Staff training – email protocol	Clarify staff training on email protocol to ensure staff are being adequately trained and this training is being recorded. Discussed that this training could be included in staff induction training.	CLT	ASAP

Sept 022	Training Opportunities	Clerk to send out a list of available training courses through the LA.	Clerk	ASAP
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