

# LITTLE PAXTON PRIMARY SCHOOL

## Governors Meeting Minutes

### Minutes of the Full Governors Meeting

Held on Tuesday 20<sup>th</sup> June 2023 at 6.30pm

**Present:**

**Nickie Moore (NM) – Head**  
**Maxine Howells (MH) - Chair**  
**Alex Simkin (AS)**  
**Abby Jordan (AJ)**  
**Kirsty Gatherer (KG)**

**Claire Cannon (CC)**  
**Nicola Hubbard (NH)**  
**Sarah O’Callaghan (SO)**  
**Sam Byers (SB)**  
**Georgina Hobbs (GH)**

**In attendance:**

**Lorna Lawrence – Clerk**  
**Bex Jenkins (RJ) – Associate governor**

		Action owner
1.	<b>Welcome and apologies for absence.</b>  The chair welcomed everyone to the meeting.  Apologies received and accepted from none. Graham Everitt and Ian Cunningham are on long term leave.  The meeting was quorate.  Introductions were made for the two new parent governors. Link roles were discussed with SO taking Behaviour, GH taking Pupil Premium and KG taking Health and Safety. New governors are asked to supply a small piece about themselves for the Paxton Press to SB.	<b>New governors</b>
2.	<b>Declarations of Interest</b>  There were no new declarations of interest.	
3.	<b>Minutes of previous meeting (22/05/23) and matters arising</b>  The minutes were accepted as an accurate record, with one amendment that the policies were only for information apart from the SEND policy which needed governor ratification.  It was noted that a lot of the actions are covered in the agenda items. The Action log has been updated.	
4.	<b>Governor Action Plan</b>  This agenda item is a standing agenda item for governors to be aware of the action plan.	
5.	<b>Headteachers report</b>	

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The headteacher gave a verbal report and covered the following areas:

#### Quality of Education

SATs have taken place in Year 2 and Year 6. Phonics screening in Year 1 and multiplication check in Year 4 have also been undertaken. Year 2 is being moderated this week. Insights is now being used in school to track data.

#### Behaviour and Attitude

One child is at risk of PEX, the school is working closely with the LA.

#### Leadership and Management

The wellbeing governor, safeguarding governor and leadership and management governor have completed a visit. The tender for catering has gone out.

#### Safeguarding

The safeguarding visit report will be ready for the next FGB. The SCR has been monitored by the headteacher. Cambs Safeguarding Conference was attended by the headteacher leading to a review of the schools PSHE offer - is it robust enough? This is work to be done for September. Section 17 paperwork x2 has been completed.

*A governor asked what a section 17 is* It is something that is completed for a child at risk or if social care is involved.

It was noted that governors will monitor PSHE going forward under curriculum monitoring.

Staff are getting better at using My Concern, and any staff not using it have been chased. Any prejudice related incidents are being logged on the correct website. There have been safeguarding assemblies and there are now safeguarding posters around school increasing the children's awareness.

#### Staffing

Teachers know which year group they will be in for next year. The school is fully staffed. LSAs are also in place – discussions with SENDCo as to how 1:1s are used is leading to an overhaul for September. This looks quite different to how the school currently operates.

*A governor asked how the changes are being communicated to the LSAs*

There will be 1-2-1 conversations with them.

*A governor asked if the parents will find the change tough* The SENDCo communicates really well with the parents, and they will be taken through the EHCP to show what provisions are stated and provided.

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The attendance data was available prior to the meeting. It was noted that Pupil Premium attendance was slightly lower than the rest of the attendance – this will be picked up through a pupil premium visit. The headteacher informed governors that there are new term time holiday guidelines being published by the government which may have an impact on attendance figures.

The SDP RAG rating for this academic year was available prior to the meeting. Along with the SDP and SEF for next year. It is suggested that next year governors hold a strategy day to oversee the strategic direction of the school.

The following questions were sent in before the meeting – the answers are recorded next to them.

*The curriculum has been mapped out by skilled subject leaders, who have produced curriculum maps and knowledge organisers which show clear progression and coherence for each subject. Thus, teachers are clear about the expectations at the end of the year, highlighted as end points on the curriculum maps.”*

*There is evidence listed to say why we believe this Thank you*

- *What specifically in the curriculum maps shows this?* There are progression maps and end points documents that show where the children need to be at the beginning and end of the year
- *Who has monitored this and where is this evidenced?* The wider leadership team - firstly subject leaders, then phase leaders, DHT & HT. Also, governors and SIP have monitored some of these documents already. Evidence would be in monitoring forms (Subject Leads and Phase Leads), SIP reports (spoken to SLs and PLs), Gov visits (curriculum, leadership & management).
- *How do we (as non-experts) know that the sequencing is appropriate?* Everything links back to the Early Years Foundation Stage Documents, National Curriculum and/or the Teacher Assessment Framework.
- *How can governors be really confident this is the case?* Come in and see it for yourself. Documents are being shared with governors during visits and more are being shared in future planned monitoring visits. See SIP reports, learning walks and book scrutinies across the curriculum.

*Where dates are recorded (on SDP), which actions do these apply to? As the dates and actions are not lined up reading across the page, it is difficult to tell what happened when / by which person. The format of the new SDP has been skewed by putting it on google drive, but we will ensure a pdf is created once it is finalised. It doesn't need to be in place until September but as you can see, we are already working on some of the priorities now.*

*On the RAG rating document, what actions / priorities have you identified and how do these link with the “SDP final” document? They link to the SDP final as these are the priorities for the next year based on our RAG rating of this year. So, SDP final is for 2023-2024. This will be reviewed again at the end of the year with the ‘Final Review’ section completed in July linking to the priorities for 23/24 section. This will then be shared with you as governors.*

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	<p><i>“Orovia does not have the function to run a budget monitoring report on the new financial year tab.” How will monthly monitoring of expenditure be carried out? We now have log in to SBS online our new budget software where we can then run reports each month going forward.</i></p> <p>Governors had a discussion on how they can evidence some of the RAG rating in the SDP. Advice will be sought from the School Improvement Advisor, and it can tie in with a quality of education governor visit.</p> <p>The chair highlighted the following 5 key areas for governors raised in the LAIG from 24<sup>th</sup> May:</p> <ul style="list-style-type: none"><li>• With a number of staff changes for September it is essential that your clear plan is developed and followed to ensure consistency and embedding of school policy and procedure.</li><li>• The changes in SEND leadership appear to be having a positive impact and links with external agencies are improving, there now needs to be tangible evidence from this.</li><li>• The school continues to make changes to ensure progress on the improvement journey and this now needs to be sustained and embedded to show impact.</li><li>• A greater and more forensic focus on data and assessment will allow teachers to take responsibility for their pupils and adapt teaching.</li><li>• A core of governors are moving forwards positively with monitoring and school engagement, however, governance and leadership structures need to be streamlined to improve communication and support a strategic focus.</li></ul>	
6.	<p><b>Stakeholder voice</b></p> <p>The pupil voice outcomes were looked at during the recent wellbeing governor visit and will be shared in the visit report. Discussion on it will be carried forward to the July meeting.</p> <p>The headteacher shared the SEND parent survey results in the meeting – these are positive. <i>A governor asked what the response rate was as a % and if there is a comparative survey done previously to compare the results.</i> The headteacher will look into this.</p> <p>Governors had a discussion about the differences between the parent survey and parent view results. The school have been more proactive about the link to parent view and are hoping to see a positive impact soon.</p> <p>It was noted that the staff training survey and SEND children survey results were positive.</p>	NM

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	<p>The staff survey will be carried forward to the next meeting with results to be circulated.</p> <p><i>A governor asked how often the surveys are done and if comparative data could be looked at,</i> they go out approx. every 6 months. There is also a curriculum focused survey every 3 weeks for children and staff.</p> <p>The chair will investigate who is to undertake exit interviews of staff members</p>	<b>MH</b>
<b>7.</b>	<p><b>Ofsted</b></p> <p>The document containing questions Ofsted may ask governors is in the Ofsted folder on the google drive. Governors are asked to take a look at this. Action: MH to review the gaps on the document</p>	<b>MH</b>
<b>8.</b>	<p><b>Data Committee report</b></p> <p>The data committee will report back at the next FGB. Data is being collected and will be placed in the relevant folder by 3<sup>rd</sup> July for review.</p>	
<b>9.</b>	<p><b>Link governor reports</b></p> <p>A leadership and management governor visit was completed and the report circulated.</p> <p>A curriculum visit was completed, and the report circulated. A brief verbal update was given.</p> <p>It was noted that there are a lot of governor visits scheduled before the end of the academic year.</p>	
<b>10.</b>	<p><b>Policies to review</b></p> <p>The following policies were reviewed:</p> <ul style="list-style-type: none"> <li>• Exclusion Policy – <b>Decision - approved</b></li> <li>• Children with health needs who cannot attend school - <b>Decision - approved</b></li> <li>• SEND statement - <b>Decision – approved</b> Governors wanted a huge thank you noted for Rosie for the hard work done on this piece of work.</li> <li>• Governor’s statement of behaviour principles - <b>Decision - approved</b></li> <li>• ECT Policy - <b>Decision - approved</b></li> <li>• First Aid Policy – headteacher approved, for info only.</li> <li>• SRE Policy – headteacher approved, for info only.</li> <li>• Allegations of abuse against staff - headteacher approved, for info only.</li> </ul>	

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<b>11. Safeguarding</b>	<p>A safeguarding visit was completed yesterday, the report will follow. The audit of the SCR will be part of the next visit.</p> <p>Governors discussed the transition to My Concern and the follow ups with staff.</p> <p>BJ will be having DSL training. Governors discussed the structure of DSL cover to ensure it didn't all fall on the headteacher. This is being addressed.</p>	
<b>12. Governor Business</b>	<p>A demo on governorhub was given and governors were in agreement to start using this for the next academic year.</p> <p>The structure of the governing board was discussed – the chair will circulate the different options and governors will be invited to give their views and the final decision will be discussed at the next FGB.</p>	
<b>13. Correspondence received</b>	<p>The chair has been contacted to meet a potential LA governor.</p>	
<b>14. Consider impact of meeting</b>	<ul style="list-style-type: none"><li>• Big focus on stakeholder views</li><li>• Update on visit reports</li><li>• Safeguarding discussion</li><li>• Update on SEND impact</li></ul>	
<b>14. Any other business</b>	<p>Governors are invited to the year 6 production.</p>	
<b>13. Date of next meeting</b>	<p>Next FGB will be on 17<sup>th</sup> July at 6.30pm.</p>	

The meeting closed at 8.38pm

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#### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from February 2023</b>			
2	<i>Populate “questions that Ofsted might ask governors” – Update 22/05/23 – MH to look at gaps</i>	NM	July FGB
<b>Actions from 27<sup>th</sup> March 2023</b>			
2	<i>Skills audit to be completed by all governors</i>	All governors	July FGB
<b>Actions from 20<sup>th</sup> June 2023</b>			
1	<i>Write an about me piece for Paxton Press</i>	All governors	July FGB
2	<i>Get response rates to surveys in % terms</i>	NM	July FGB
3	<i>Investigate who completed exit interviews</i>	MH	July FGB