

# LITTLE PAXTON PRIMARY SCHOOL

## Governors Meeting Minutes

### Minutes of the Full Governors Meeting

Held on Thursday 25<sup>th</sup> April 2023 at 6.30pm

**Present:**

**Nickie Moore (NM) – Head**  
**Maxine Howells (MH) - Chair**  
**Alex Simkin (AS)**

**Samantha Byers (SB)**  
**Claire Cannon (CC)**  
**Nicola Hubbard (NH)**

**In attendance:**

**Lorna Lawrence – Clerk**  
**Alison Gatward (AG) – School Business**  
**Manager**  
**Kirsty Lindores (KL) - Observer**

		Action owner
1.	<p><b>Welcome and apologies for absence.</b></p> <p>The chair welcomed everyone to the meeting.</p> <p>Apologies received and accepted from, Graham Everitt, Abby Jordan, Samantha Byers and Ian Cunningham.</p> <p><b>Action –</b> The chair to speak to IC for an update on his position.</p> <p>The meeting was quorate.</p> <p>Kirsty Lindores is in attendance as an observer to potentially become a parent governor.</p> <p>Governors were reminded that the meetings are confidential.</p>	MH
2.	<p><b>Declarations of Interest</b></p> <p>There were no new declarations of interest.</p>	
3.	<p><b>Minutes of previous meeting (27/03/23) and matters arising</b></p> <p>The minutes were accepted as an accurate record.</p> <p>The actions were discussed and the actions on the minutes and the action log were updated.</p> <p>Getting Ofsted ready training will be put onto the induction for the new governors.</p> <p>Governor roles were discussed. It was noted that the Pupil Premium link role is still vacant. Governors were asked to look at the monitoring schedule, in particular a safeguarding visit is needed this term. Governors are also asked to look at the questions that Ofsted may ask in relation to their link roles.</p>	

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4.	<b>Governor Action Plan</b>  A review of the action plan as taken place by the chair and a RAG rating done. A space for comments was left for governors but none have been made prior to the meeting. A lot is still amber and red. Governors are reminded that they need to be holding senior leaders to account with effective challenge.	
5.	<b>Headteachers report</b>  The headteachers report was a verbal report, however the headteacher had written notes for this which will be circulated after the meeting.  The following reports were circulated prior to the meeting: SIA report LAIG summary Pupil outcomes  The headteacher covered the following points: The SDP has been re-written for next year with 3 new priorities. A new SEF has also been completed. An update on monitoring that has taken place was given with evidence of SEND adjustments that are taking place in school. SATs are coming up this term and also the phonics screening and multiplication checks. An update on applications received for teaching positions and the deputy head teacher post was given, it was noted that it is looking positive with deputy head teacher interviews taking place next Friday. It is thought there will be staff movement known at the end of this term with several resignations expected. Safeguarding – My concern is in place but will be fully launched in September once all the training has been completed. The paper process is being followed in the meantime. A new DSL has completed their training and a child friendly safeguarding policy has been written. SEND – there is a SEND information session running tomorrow. Health and Safety – a house that borders the school is having an extension.  <i>A governor asked for clarification about reading and writing and the SDP</i> The headteacher explained about Little Wandle and the recent visit that put this into question and why the school want to look at developing this scheme alongside some of the initiatives the school does. It is felt that it is a valued objective to have.  <i>A governor asked about My Concern and wanted assurance nothing was falling through a gap between the paper process and My Concern</i> My Concern is still in an early phase. Paper versions are still being used for now	

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	<p>so the headteacher is confident nothing is being missed. My Concern will be properly launched in September with training taking place later in the term.</p> <p><i>A governor asked a question about Year 6 data and in the summary given it states that they are an immature cohort but what are the barriers to learning for each child and what are the plans for this?</i> The headteacher stated that this would be covered in the new data committee that will be created.</p> <p>The chair spoke about the LAIG report and encouraged the governors to look at it in detail and the 5 key points within it. Governors had a discussion on monitoring and have been asked to book in monitoring visits and to make clear what the monitoring is looking at.</p>	All governors
6.	<p><b>Budget sign off</b></p> <p>The budget presentation was shared on the screen. Figures were circulated prior to the meeting, although it was noted that due to a late meeting with the financial advisor governors didn't get 7 days to review these.</p> <p>The following questions were sent in advance of the meeting:</p> <p><i>Teaching support in version 5 (14 classes) - has 550.3 and version 6 (13 classes) has 525.3. April, with 14 classes, has 590.5. What effect does this have?</i> If there were 14 classes the school would look to support a child without an EHCP in class and with the inclusion worker or any year group support, thereby saving 25 hours.</p> <p>April figures are LSA support currently. Some LSA's have temporary additional hours for this academic year will not be carried forward to next year. Some LSA's are on temporary contracts for a year - these will be renegotiated according to the EHCP hours.</p> <p><i>The reduction of staff goes from 17.9 to 17.6 in version 5 and 17.9 to 16.6 in version 6. Apart from the reduction of the number of classes, what else is factored in here?</i> This is due to P/T staff leaving and being replaced by 1 F/T teacher. Therefore, overlap is lost.</p> <p><i>In summary: What are the key decisions being required from governors about staffing structure? What is the thinking behind each proposal?</i> Previous agreement for 14 classes. As discussed at last meeting cost implication but the best for the children. 13 classes most likely in Y1 and Y2. Current numbers are based on 32 children in EYFS which forces 2 classes</p> <p><i>To what extent is the budget covering the requirements of the pupil premium and sports premium grants? Are these both in line with best practice? How do you know?</i> Sports grant is ring fenced - to be spent on coaches to upskill staff, cover so staff can attend competitive events with children. PE equipment. Also looking into a PE themed visitor/event day e.g., skipping. Spend according to</p>	

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	<p>government guidance. E.g., RG golf lesson previously. Pupil Premium - funding the general LSA support. We have also included funding for food for some of our most vulnerable children. Some of the interventions provided are only possible if we have the correct staff available to carry them out. In order to prioritise high quality teaching as per DfE definition for its purpose.</p> <p>Governors had a discussion about the budget and the figures that were presented when the decision was made to stick with 14 classes. If this is still followed a balanced budget will be set but with slightly less support staff.</p> <p><i>A governor asked if children who don't have an EHCP but need additional support, if their needs will be met</i> They will but it will stretch the teachers. The chair highlighted a risk to teacher wellbeing.</p> <p><i>A governor asked if the funding from the LA covers the hours actually needed</i> The answer was not known to this</p> <p>Governors could not reach a decision to agree the budget and have been asked to send any questions that they may have to achieve more clarity by 9am Tuesday 2<sup>nd</sup> May. Another meeting will then be scheduled to make a decision before the deadline of submission.</p>	
7.	<b>Link Governor reports</b>  The finance report is in the meeting folder and governors are asked to read it.	
8.	<b>Policies to review</b>  The following policies were reviewed: <ul style="list-style-type: none"><li>• School Complaints Policy - Decision – <b>approved</b></li><li>• Health, Safety &amp; Wellbeing Policy – <b>Decision - approved</b></li><li>• Exclusion Policy – Decision – to come back to next meeting once answers to the below question is found</li><li>• Disciplinary Procedure – <b>Decision - approved</b></li><li>• Code of Conduct all adults – <b>Decision - approved</b></li><li>• Children with health needs who cannot attend school Decision – to come back to the next meeting after further clarification.</li></ul> <p><b>Children with health needs policy questions:</b> <i>3.1.3 perhaps worth clarifying "remote learning" - is this live? or completing tasks independently?</i> Remote learning could be sign posted to specific platforms like White Rose or via work provided by school. Suggested amend below.</p>	

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	<p>3.1.3 Suitable packs of work will be sent home and direction given to remote learning such as websites where lessons or work can be found. Tasks will be completed and returned to the teacher.</p> <p>Governors agreed to this change.</p> <p><i>3.2.1 - is this from Cambs LA policy as opposed to legal obligation as section 19 (1996 education act) applies regardless of whether the school can / is willing to provide</i> Further clarification is needed</p> <p>Exclusion policy:</p> <p><i>What is Cambs position on managed moves? Some LAs have said no to them because of challenges around off-rolling, would seem sensible to be in line with local policy?</i> Further clarification is needed.</p>	
9.	<b>Safeguarding</b>  A safeguarding update was given during the headteachers report. It was noted that the children know who the DSL is.	
10.	<b>Correspondence received</b>  An email had been sent to all governors from a member of staff that has left.  There has been positive correspondence received from parents evening.	
11.	<b>Consider impact of meeting</b> <ul style="list-style-type: none"><li>• The budget hasn't been agreed but has been questioned and further clarification requested</li><li>• Clarified and confirmed points from the SIA report.</li></ul>	
12.	<b>Any other business</b>  AG took the governors through an update on the catering contract. The current account is running at a loss and the contract expires in November. A decision has to be made whether to give them notice and go out to tender. AG runs through the pros and cons. <b>Decision – governors agreed to go out to tender.</b>  The chair thanked the governors and school leaders for all their hard work.	
13.	<b>Date of next meeting</b>  Next FGB will be on 22 <sup>nd</sup> May at 6.30pm.	

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The meeting closed at 8.28pm

#### **ACTIONS:**

No.	Action	Owner	Timescale
<b>Actions from February 2023</b>			
1	<i>Staff, Pupil and Parent Questionnaires To be created and distributed Summary evaluation for governors to show positive feedback, any concerns and then actions – Update 27/03/23 – Pupil questionnaire still to be completed.</i>	NM	April FGB
2	<i>Populate “questions that Ofsted might ask governors”</i>	NM	April FGB
3	<i>OPAL update including impact – April Agenda</i>	NM	April FGB
<b>Actions from 27<sup>th</sup> March 2023</b>			
2	<i>Skills audit to be completed by all governors</i>	All governors	April FGB
3	<i>Attendance comparison figures for PP and SEND</i>	NM	April FGB
<b>Actions from 27<sup>th</sup> April 2023</b>			
1	<i>Chair to speak to IG for an update on position</i>	MH	
2	<i>Governors to book in monitoring visit</i>	All governors	