

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 29 April 2025

Governors Present Emma de Vaux (Chair for the meeting), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Barry Fuchs, Simon Jarvis, Liam Kelly, Imogen Nay, Rene Oosthuysen, Jonty Roland and Alex Smith (Co-Chair)

Also in Attendance: Jacquie Watts (Clerk) and Natasha Thake (Deputy Headteacher)

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: all governors were present. There were therefore no apologies for absence and the meeting was quorate.

ii Declarations of Interest

NOTED: Imogen Nay was a CSoC trustee and related to a member of staff at the school. No other declarations were made in relation to the meeting.

iii Governor Vacancies and Appointments

NOTED: there were currently three vacancies on the governing body: 2 x Foundation Governors (Diocese) and 1 x Foundation Governor (CSoC).

NOTED: earlier that day, the LA had suggested via email an individual who might meet foundation Governor criteria. The Co-Chairs and Head would consider the application, meet with the candidate and propose them to either CSoC or the Diocese if considered appropriate.
Action: H Darrell, E de Vaux, A Smith

NOTED: Jonty Roland was also in discussion with a potential governor and would share details in due course if matters progressed positively.

iv Minutes of Previous Meeting: 18 March 2025

NOTED: the minutes as uploaded to GovernorHub with the agenda and the following matters arising from the minutes:

Date	Min. Ref.	Action	Lead	Completed
21/1/25	1iv	Alex Smith to produce an occasional Governor newsletter for circulation to parents and others.	A Smith	To be discussed under the item on Marketing

	3vi	the Health and Safety Link governor would follow up on the Cambridge Kids rating and subsequent improvements and would be kept informed of further developments.	A Smith/ H Darrell	Cambridge Kids had been reinspected on 24/3/25 and had been awarded 4 out of 5 food hygiene stars
18/3/25	1v	21/1/25 agreed minutes to be electronically signed by Chair & stored on GovernorHub as the official record	Clerk	Completed - 20/3/25
	1vi	Rene Oosthuysen to share a link to recent Diocesan training offers	R Oosthuysen	Outstanding - Rene would share a link via email, though many governors received emails direct from the Diocese.
	2ii	the Co-Chairs and Vice Chair to seek a meeting with the Chair of CSoC to introduce themselves and explore shared strategic priorities.	A Smith/ E de Vaux/ J Roland	In hand - planned social connection in June and to be discussed further under item 4 ii
	2iv	Rene Oosthuysen to leave examples at the School Office of marketing company's posters, school prospectus and school story book customised for the school.	R Oosthuysen	Completed
	2iv	Head to meet with the marketing company as soon as possible	H Darrell	Completed
	2v	Jonty Roland to share raw survey data with the Head, especially re SEND responses.	J Roland	Completed
	3i	the Head to post revised vision statement on GovernorHub noticeboard for all to read and comment on, prior to approval of the final version at the next FGB meeting.	H Darrell/ Clerk	Completed - on agenda

	4ii	SFVS benchmarking data was available online. L Kelly would share the link.	L Kelly	Completed 20/3/25
	4ii	Agreed the 2025 SFVS for submission by the end of March, subject to it being edited to reflect the circle structure the FGB currently followed, meaning it did not have a Finance and Personnel or Finance Committee.	L Kelly	Completed
	4iii	to convene a governor finance workshop between 22/4/25 and 29/4/25 at 6.30pm involving Liam Kelly, the Headteacher and Simon Jarvis. Other governors were welcome subject to availability.	L Kelly/ H Darrell	Completed
	5	Agreed the following agenda items for the next FGB meeting: • Standard agenda items • Budget 25/26 • School Vision Statement • Feedback from the OFSTED Group • Marketing	Clerk	Completed
	7	Agreed the following points: • governors thanked CSoC for its grant to the school; • the FGB was delighted to have elected two new Co-Chairs and was hoping to find enthusiastic individuals to fill its three Foundation governor vacancies	J Roland/ A Simth/ E de Vaux/ H Darrell	Completed

		• 93% of parents completing the parent survey would recommend the school to others • governors were developing a detailed understanding of the school's data • the school's new approach to behaviour management was showing positive early results • the FGB had found its fact finding activities in relation to Academy Status to be useful but would be taking no further action on the matter Jonty Roland to draft a piece for the Chairs and Head to use in an update to staff and parents.		
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AGREED: the minutes of the previous meeting held on 18 March 2025 as true and correct record. The minutes would be electronically signed by the Chair and stored on GovernorHub as the official record. **Action: Clerk**

v Governor Training Activity

NOTED: Sarah Abrey, as Training Link Governor, highlighted the training record drawn from GovernorHub and uploaded with the agenda. There was not much to add as little fresh training had been recorded. Going forward, she would make further training suggestions based on the link governor and monitoring refresh and would pin suggestions to the GovernorHub noticeboard. She hoped to see increased training activity in future months. A governor advised she had undertaken recent training but had not updated her personal record. The Clerk endorsed the Training Link Governor's comments and reminded governors of the desirability of undertaking refresher training in key areas such as Safeguarding, Prevent, Inclusion and Safer Recruitment.

vi Ratification of Indicative Decisions Taken via GovernorHub

NOTED: proposed revisions to the school's Vision Statement had been shared with, and commented on by, governors online. It was a substantive agenda item and therefore ratification was not required.

vii Governor Monitoring Reports

NOTED: individual link governor reports available via Google Docs. Jonty Roland had summarised activity on the GovernorHub Noticeboard. **He highlighted a recent report on English dated 27 April as especially useful and informative.**

NOTED: the draft updated monitoring strategy recently posted to GovernorHub for comment and eventual approval. Proposals were linked to SIP priorities, included both class and subject lead links and suggested monitoring questions linked to SIP priorities. Jonty Roland asked for comments over the next two weeks, with a view to finalising and indicatively agreeing the document online for use and subsequent ratification at the next FGB meeting. **Action: All/ J Roland**

NOTED: the Head planned to include further suggested monitoring activity in the 25/26 SIP. **Governors asked where they could find subject plans, especially those not integral to the SIP?** For 24/25, governors should ask their staff contact to send them a copy. the school would consider making plans available on GovernorHub for 25/26.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Feedback From OFSTED Group

NOTED: the group had not met recently.

ii Church School: Christian Distinctiveness

NOTED: the next Foundation Governor meeting would take place later in the week.

iii Policy Update

NOTED: the three documents listed on the agenda for approval and uploaded to GovernorHub with the agenda.

Allegations Against Staff - The document was based on an EPM model.

AGREED: the **Allegations Against Staff Policy**.

Data Protection (and related privacy policies) - The document was as recommended by the IT service.

AGREED: the **Data Protection Policy (and related privacy policies)**

Feedback Policy - The policy drew on the school's previous policy, best practice and the results of recent reviews.

AGREED: the **Feedback Policy**.

iv Marketing

NOTED: work with Stoneworks was ongoing. Development of the prospectus, story book posters and case studies was taking place. Photos were scheduled with an independent photographer. It was hoped to conclude matters in May so information would be available by the Autumn Term for 26/27 applications and posters could go up in the summer term for late 25/26 applications. Possible destinations for the materials were discussed. **The package was considered to be good value for money. Governors asked if the photographer had been provided by Stoneworks?** The school was using the photographer previously retained for website images to avoid duplication.

NOTED: Alex Smith, felt the governor newsletter previously agreed had been superseded by the Stoneworks project.

AGREED: the proposed governor newsletter should be abandoned.

NOTED: CSoC had previously provided support for marketing.

AGREED: the Head would consider seeking a contribution to marketing costs from CSoC
Action: H Darrell

NOTED: governors commented favourably on school posts on Instagram.

3. HOLDING THE HEADTEACHER TO ACCOUNT FOR THE PERFORMANCE OF THE SCHOOL

i Headteacher's Update

NOTED: the Head provided an oral update on recent activities at the school including: the presence of Homerton and Long Road students, 21 Reception place offers made for 25/26, 47 1st, 2nd and 3rd choice applications made, the Easter Service at the school, the Easter Concert, regular attendance meetings, Head and staff training, new Year 1 teachers being supported by SLT, the positive start by the new cleaning company, pupil progress meetings and a formal complaint being handled by one of the Co-Chairs.

NOTED: the meeting discussed pupil application numbers, comparison with and improvements on previous years' figures. **Governors asked if there had been any changes to pupil attendance rates?** There had been a small improvement, with Spring Term attendance close to, but 0.5% below, the National average. Attendance of Free School Meals and SEND pupils was also broadly in line with National Averages and persistent absence levels had improved.

ii Revised Vision Statement

NOTED: the revised vision statement shared with, and commented on by, governors online. Revisions had been made following a useful pre-SIAMS visit and aimed to link the statement succinctly with the school's Christian values. All comments received had been supportive of the revisions. **A governor had submitted suggested changes earlier in the day that lengthened the statement and made specific reference to academic**

progress. The meeting considered the proposed changes, but favoured the more succinct version linked to School values.

AGREED: the following revised vision statement:

"At St. Paul's CE VA Primary School, we are committed to nurturing every child to live "life in all its fullness" (John 10:10). Rooted in our Christian values of love, wisdom, and a welcoming community, our mission is to help each child to thrive and reach their full potential.

Our vision is to be a beacon of love where all are valued equally. We aim to empower our children to make positive choices, and seek to welcome and embrace the diversity of our local and global communities."

iii Staff

NOTED: as previously discussed, new staff in Year 1 were being supported by SLT. The school was not aware of any well being issues.

iv Safeguarding

NOTED: the Head and Deputy Head had reviewed the school's logs of concern.

v Health and Safety

NOTED: as previously discussed, the recent good food hygiene rating for Cambridge Kids. The standard of cleaning in the school had improved following the start of the new cleaning contract.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: Liam Kelly reported the 24/25 financial year-end outturn remained as expected and was a good outcome for the school. The meeting discussed recent work to the school boiler. The school confirmed it had not needed to find the money from its revenue budget as the costs had been covered by government funding and CSoC.

ii CSoC Support for St. Paul's

NOTED: the CSoC annual financial statement for 2025. **Governors felt the detail was largely retrospective and had no questions to raise at this stage. Funding for 2025/26 would need to be applied for. Despite having no immediate questions, governors valued the support provided by CSoC and the offer to talk to the FGB about funding was appreciated. The meeting discussed whether an informal introduction of the new Co-chairs to CSOC prior to inviting CSoC to an FGB meeting would be beneficial.**

AGREED: to thank CSoC for the letter and their continued support and to invite David Farrar and Isobel Rawlinson to the next meeting of the FGB. The clerk would write to CSoC on behalf of the FGB.

Action: Clerk

iii Budget 25/26

NOTED: Liam Kelly led discussions on the budget proposals. The series of meetings that had taken place to produce draft proposals was noted, including the meeting with the LA. The LA was content with school reserves broadly in keeping with 12% of school income, meaning approximately £100k. The school was funded for approximately 148 pupils in 25/26, but the school roll was likely to drop to around 138 pupils leading to a further decrease in income in 26/27 and making 7 classes untenable in the view of the LA. The 7 class budget proposal had therefore been abandoned, and the draft budget was based on a 6 class model for 25/26. Governors were asked to approve the budget and underpinning class numbers for 25/26. Early consideration of the position in 26/27 would need to take place once the October 2025 pupil census numbers were known. The Head concurred with the summary and had nothing to add.

NOTED: Governors asked questions about the risks to school finances in 26/27, staffing implications, the recent government statement about an increased but unfunded pay offer, sports funding, and timing of further decisions. The additional pay increase had not been directly included in the budget, but the school felt that prudent staff budgeting meant that the additional pay costs could be absorbed. Timing of future decisions would depend on staff turnover, the October 2025 census and the impact of current marketing activities, demands on TAs and the deployment of the same. The school would use its past experience to ensure the transition to six classes was as smooth as possible

AGREED: the 2025/25 budget and the utilisation of school reserves leading to a planned in-year deficit of £95,668.64 at the end of 25/26. The budget would necessitate the move to a six class structure in 25/26.

NOTED: governors thanked the SLT for their hard work in preparing various financial models and ultimately the proposed budget for 2025/26.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following agenda items:

- Standard agenda items
- Christian Distinctiveness
- Feedback from the OFSTED Group
- CSoC item
- SIP Objectives for 25/26
- Proposed FGB meeting schedule for 25/26 - to be drafted by the Clerk

Action: Clerk

6. AOB

NOTED: St Paul's had come third in the Second Division Cambridgeshire Chess Championships and would therefore be promoted to the first division in 2025/26. The

school highlighted the need for additional volunteers to support the chess group in 25/26. **Governors congratulated the school on an excellent performance.**

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following points:

- governors had approved a refreshed vision statement;
- St Paul's had come third in the Second Division Cambridgeshire Chess Championships and would therefore be promoted to the first division in 2025/26;
- the FGB was seeking additional Foundation governors to support the school in its drive towards excellence;
- pupil applications for 2025/26 were positive;
- the FGB and SLT had proactively been planning for 2025/2026.

Jonty Roland would draft a piece for the Chairs and Head to use in an update to staff and parents.

Action: J Roland/ A Simth/ E de Vaux/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 1st July 2025 at 6.30pm via TEAMS.

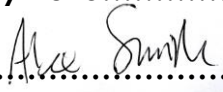
NOTED: governors were encouraged to attend the in-person workshop in June to avoid repetition of discussion at the subsequent FGB.

The meeting concluded at approximately 20:16 hours

Drafted by: Jacquie Watts
Clerk to the Governors
30 April 2025

Approved by The Governing Body on:

Date: 8 July 2025.....

Signature (Chair):.....

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
18/3/25	1vi	Rene Oosthuysen to share a link to recent Diocesan training offers	R Oosthuysen	Completed

	2ii	the Co-Chairs and Vice Chair to seek a meeting with the Chair of CSoC to introduce themselves and explore shared strategic priorities.	A Smith/ E de Vaux/ J Roland	In hand - planned social connection in June and to be discussed further under item 4 ii
29/4/25	1iii	the LA had suggested an individual who might meet foundation Governor criteria. The Co-Chairs and Head would consider the application, meet with the candidate and propose them to either CSoC or the Diocese if considered appropriate.	H Darrell, E de Vaux, A Smith	
	1iv	minutes of the previous meeting held on 18 March 2025 would be electronically signed by the Chair and stored on GovernorHub as the official record.	Clerk	Completed - 29/4/25
	1vii	J Roland asked for comments over the next two weeks on the draft updated monitoring strategy recently posted to GovernorHub, with a view to finalising and indicatively agreeing the document online for subsequent ratification at the next FGB meeting.	All/ J Roland	
	2iv	the Head would consider seeking a contribution to marketing costs from CSoC	H Darrell	
	4ii	The Clerk would write to CSoC on behalf of the FGB to thank CSoC for the letter and their continued support and to invite David Farrar and Isobel Rawlinson to the next meeting of the FGB.	Clerk	Completed – CSoC cannot attend on date but willing to attend future meeting

	5	agreed the following agenda items: • Standard agenda items • Christian Distinctiveness • Feedback from the OFSTED Group • CSoC item • SIP Objectives for 25/26 • Proposed FGB meeting schedule for 25/26 - to be drafted by the Clerk	Clerk	
	7	AGREED: the following points: • governors had approved a refreshed vision statement; • St Paul's had come third in the Second Division Cambridgeshire Chess Championships and would therefore be promoted to the first division in 2025/26; • the FGB was seeking additional Foundation governors to support the school in its drive towards excellence; • pupil applications for 2025/26 were positive • the FGB and SLT had proactively been planning for 2025/2026. Jonty Roland would draft a piece for the Chairs and Head to use in an update to staff and parents.	J Roland/ A Simth/ E de Vaux/ H Darrell	