

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 21 January 2025

Governors Present: Mark Elliott (Chair), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Barry Fuchs, Simon Jarvis, Liam Kelly, Rene Oosthuysen, Alex Smith and Emma de Vaux.

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: apologies for absence were received from Jonty Roland, who was out of the country, and Imogen Nay, who was attending a training event.

AGREED: both apologies.

ii Declarations of Interest

NOTED: no declarations were made in relation to the meeting.

iii Governor Vacancies and Appointments

NOTED: there were currently two vacancies on the governing body: 2 x Foundation Governors (Diocese).

NOTED: Mark Elliott had contacted a suggested Foundation Governor candidate but had not received a reply. The vacancy template document had been updated and circulated. **The Chair asked if governors had any further suggestions to facilitate governor recruitment?**

AGREED: El de Vaux would circulate the Foundation Governor vacancy document via email to the Cambridge Churches Network. **Action: E de Vaux**

Barry Fuchs joined the meeting at this point

iv Minutes of Previous Meeting: 3 December 2024

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

Date	Min. Ref.	Action	Lead	Completed
27/2/24	3iii	Chair to share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Completed Governors to attend parents' evenings and governor newsletter to resume - detailed actions minuted below
3/12/24	1iii	Rene Oosthuysen to forward details of the suggested Foundation Governor candidate to Mark Elliott for consideration by the FGB and Parish Council. All governors to review the vacancy template over the next few days and feedback comments. The final version to be circulated the following week prior to broader circulation in the community. Mark Elliott to highlight the Foundation Governor vacancy to the St. Paul's Church congregation.	R Oosthuysen/ All/ M Elliott	Completed
		As it had not been possible to say a formal, farewell to Sharon Geva, a card was being circulated and was in the School Reception. All governors who had not yet signed it were invited to do so	All	Completed
	1iv	The approved minutes of 17/9/24 to be electronically signed by the Chair and stored on GovernorHub as the official record.	Clerk	Completed – 4/12/24

	2i	anyone wishing to join the OFSTED Working Group should email Mark Elliott	All	Completed
	2vi	the Marketing Group of Alex Smith, Jonty Roland, Emma de Vaux, Barry Fuchs and Rene Oosthuysen to continue to be convened by Alex Smith.	A Smith	Completed
	3i	The Head to verify contractor anti-bullying practice re. other schools.	H Darrell	Completed
	5	AGREED the following agenda items for the next meeting • Standard agenda items • Any items identified in the above minutes	Clerk	Completed
	7	* Celebrating the work of school volunteers * The planned parent survey * The range of autumn term activities undertaken by the school * A big thank you to Bev Jones for her work as a governor and Chair of Governors The Chair and Head would use these points to draft an update to staff and parents.	B Jones / H Darrell	Completed

AGREED: Mark Elliott would post a sign-up document on GovernorHub to ensure a governor presence at all parent events. **Action: M Elliott**

AGREED: Alex Smith would produce an occasional Governor newsletter for circulation to parents and others. **Action: A Smith**

AGREED: the minutes of the previous meeting held on 3rd December 2024 as true and correct record. The minutes would be electronically signed by the Chair and stored on GovernorHub as the official record. **Action: Clerk**

Liam Kelly joined the meeting at this point

v Governor Training Activity

NOTED: Sarah Abrey highlighted the training record as drawn from GovernorHub and uploaded with the agenda. She had pinned a list of recommended training activities to the GovernorHub Noticeboard.

S Jarvis joined the meeting at this point

NOTED: The Head queried if all governors had undertaken safeguarding training, as this was not reflected on the GovernorHub record. The change to using GovernorHub as the official training record meant that some previous NGA and other non LA training was captured on the previous record and not on GovernorHub. **All present confirmed they had undertaken Safeguarding training.**

vii Ratification of Indicative Decisions Taken via GovernorHub

NOTED: the migration of school data from SIMS (ESS) to Bromcom in the face of resistance from ESS had been discussed and indicatively approved via GovernorHub. **The Chair asked if anyone had anything further to add? All were content with the indicative decision reached.**

AGREED: to ratify the indicative decision to migrate from ESS to Bromcom, as the mitigation of risk was considered acceptable.

viii Governor Monitoring Reports

NOTED: individual link governor reports available via Google Docs. Jonty Roland was not available to summarise activity, but would hopefully do so for the following meeting. **The Chair asked if there were any issues to be highlighted? Sarah Abrey commented there had been few visits since the last FGB meeting because of the Christmas holidays.**

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Feedback From OFSTED Working Group

NOTED: the Chair highlighted the notes of the first meeting of the Group as uploaded to GovernorHub with the agenda. The meeting had focused on the practical aspects of OFSTED inspection. The meeting to be held after half-term would consider the bigger picture and the creation of a clear narrative around the school vision.

NOTED: governors present at the Working Group meeting felt it had provided useful clarity. The recently updated NGA OFSTED training module was recommended for all governors.

AGREED: the Chair would provide a link to the NGA OFSTED training module.

Action: M Elliott

ii Feedback From Academisation Group

NOTED: the group was meeting with the CEO and other ACT representatives the following week. A similar meeting would be arranged with DEMAT. The meetings would be fact finding and would work through the same issues and questions with both Academy Trusts, especially in relation to the financial position and any potential benefits to St. Paul's. The group would also be reaching out to CSoC to establish their views.

AGREED: feedback from the meetings would be provided to the next FGB meeting.

Action: M Elliott / Clerk

iii Church School: Christian Distinctiveness

NOTED: as minuted above, the OFSTED Working Group would be using the School's vision to construct an OFSTED narrative.

NOTED: the next meeting of the Foundation Governors Group was taking place on 31/1/25.

NOTED: school links with St. Barnabas would be highlighted as part of item 3i.

iv Policy Update

NOTED: the three policy and key documents uploaded to GovernorHub with the agenda. Documents were based on previous documents or EPM/ LA templates.

AGREED: the following policy and key documents:

- **Accessibility Plan** - subject to removal of the reference to the T&L Committee.

Action: H Darrell

- **Attendance Policy**

NOTED: in response to governor questions, this was an LA model policy customised to the operation of the school. The LA was recommending a more rigorous approach in light of central government's emphasis on reducing pupil non-attendance and OFSTED's focus on the same. **A governor queried the process for requesting authorised absences and issuing of fines.** The authorised absence process was set out in an appendix to the policy, but grounds for authorising absence were significantly limited. The Head explained the school's operational process. The levels of fines were in keeping with government recommendations. The school advised the LA of absences falling within the policy and the LA issued invoices to the parents. The fine income was retained by the LA. **A governor asked if parents were fined individually or collectively by family?** The approach was as set out in the policy document and the LA issued the fines in accordance with its own protocols.

- **Whistleblowing Policy** - as based on the EPM model

v Marketing

NOTED: Alex Smith would be convening a meeting of the Marketing Group for the Spring Term. The group would pull together key dates and documents required and would then draft a marketing plan and timetable to ensure regular and timely marketing activities. The impact of Instagram activities would also be considered. Christmas posts and those related to the football event had received a high number of likes. Ways of tagging others to broaden the sharing of posts would also be considered.

NOTED: The Chair congratulated the school on the high profile of football.

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

i Headteacher's Update

NOTED: as the FGB agenda had been published only three school weeks after the previous FGB meeting, the Head provided an oral update on school activity. The written termly Head's Report would be provided to the March FGB meeting.

NOTED: the range of activities undertaken by the school since the last meeting including White Rose CPD in relation to Maths, a visit by the English adviser, and Subject Leader interviews in preparation for OFSTED. Links with St. Barnabas Church had been established. **The Chair asked if St. Barnabas might be a potential source of Foundation governors?**

AGREED: the Head would raise the issue of Foundation Governor vacancies with St. Barnabas.

Action: H Darrell

ii School Improvement Plan 2024-25

Noted: the plan uploaded with the agenda. There had been no changes since the last meeting. A full update would be provided for the March FGB meeting. **A governor expressed concern that the crucial attainment section was still coded red.** The Head advised the section only related to Foundation subjects and a meeting was planned for the following day. Outcomes would be included in the March update.

iii Pupil Data

NOTED: the report produced by the Chair in terms of KS2 data, as uploaded to GovernorHub with the agenda. The Data Group would be meeting the following week to scrutinise progress and attainment over the Autumn Term. **Simon Jarvis had produced a summary of data as OFSTED would see it, drawing on government statistics. It would inform key narratives that all governors should be aware of, such as the level of EAL pupils at St. Paul's in comparison with other schools. Although government statistics were historic, they were useful for identifying trends. Current data, however, remained crucial.** The Head commented that it evidenced many of the barriers to achievement that the school had already identified and reported on narratively.

AGREED: Simon Jarvis and the Chair would review the summary data being presented to the Data Group and agree what should be circulated to all governors.

Action: M Elliott/ S Jarvis

NOTED: the Head had responded in writing to the KS2 document

AGREED: the Data Group would consider the KS2 document and data, and the Head's response, prior to sharing with the full FGB.
Action: H Darrell/ S Jarvis

NOTED: governors asked for a brief summary of the school's views in relation to KS2. The school was scrutinising the target setting process: how targets were formed and how they were shared with governors. Improvement actions were being taken in relation to Year 6 and would then be cascaded to the rest of the school. Target setting and review processes were in place, but needed tightening and adjusting in some areas. Key barriers to learning needed to be taken into account. EAL levels was one such barrier. Strategies were already in place to address EAL needs and the school was giving further thought to any other strategies that could be implemented. **The Chair stressed that governors needed to require and receive the right amount of key data at the right level to be able to monitor and make sense of the school's journey.**

iv Staff

NOTED: no key issues were raised by the school.

NOTED: the formerly titled HTPM panel had met and completed their review of 23/24. They had been advised they had no discretion to make any further decisions.

v Safeguarding

NOTED: staff had received training on child on child abuse, including anti-bullying. The school continued to monitor pupil attendance from a safeguarding perspective.

NOTED: as minuted above, all governors present confirmed they had undertaken Safeguarding training.

vi Health and Safety

NOTED: the school had been indirectly notified that Cambridge Kids had received a low hygiene rating for their work at St. Paul's almost a year ago. The school had discussed the situation with them and requested a full report. Cambridge Kids had subsequently corrected weaknesses they hoped would result in a higher rating when they were next inspected. An inspection was expected imminently as re-inspection within the year was mandatory. **Governors asked if the school had been notified formally of the original inspection and grade, or if there had been any criticism of the school.** The school had not been notified as it was not legally responsible for Cambridge Kids and there had been no criticisms of the school. The school building and facilities had been deemed satisfactory and the area in question was a classroom, not a formal kitchen.

AGREED: the Health and Safety Link governor would follow up on the rating and subsequent improvements and would be kept informed of further developments.
Action: A Smith/ H Darrell

NOTED: a governor asked about pupil behaviour and unwanted ingress by members of the public? So far, the Spring Term had been relatively quiet. The Head was hopeful that Autumn Term strategies had been of benefit, though she was not complacent and was aware pupil behaviour could worsen. She had reached out to the local community in terms of unwanted visitors. An individual had been identified and visits had ceased.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: Liam Kelly reported the December monthly accounts had been received. Activity was in accordance with, or marginally better than, budget. This indicated that the 24/25 outturn would be in line with budget or potentially better than budget by 3 or 4%.

NOTED: in terms of future years, the 2024 census for 25/26 funding had recorded 148 pupils on roll as opposed to the 162 forecast. This was likely to impact on the budget for 25/26, although increases to funding levels had yet to be factored in. The Governor Finance workshop on 25 February 2025 would focus on this and budget setting for 25/26.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following agenda items:

- Standard agenda items
- SFVS
- Budget 25/26
- Parent Survey
- Feedback from the Academisation Group
- Termly Headteacher's Report

Action: Clerk

6. AOB

NOTED: arising from the OFSTED Working Group, it was proposed that, by default, each governor's three monitoring visits should be in person, though remote activity was still possible. Governors commented that many of them visited the school anyway and highlighted the benefits of in person visits in terms of getting to know the school. The Head welcomed in person visits.

AGREED: to update the visit and monitoring guidance document to show that visits, by default, should be in person. **Action: S Abrey**

NOTED: Sara Abrey confirmed the document had been updated during the course of discussions and highlighted the benefits of liaising with the member of staff being visited in advance, so key documents could be provided and read prior to the meeting.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following five points:

- approval of new attendance policy
- opportunities to meet with governors at parent events
- thanks to the 40% of parents who completed the parent survey. Governors were currently analysing results and would respond in detail after the March FGB meeting
- the FGB was seeking members of the community to fill current Diocesan Foundation Governor vacancies
- governors would be attending a series of curriculum presentations across the next two terms

The Chair and Head would use these points to draft an update to staff and parents.

Action: M Elliott/ H Darrell

NOTED: more governors were needed to sign up for curriculum presentations at the latter part of the academic year.

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting would take place on Tuesday 18th March 2025 at 6.30pm via TEAMS.

NOTED: the Finance Workshop would be taking place on 25th February 2025 prior to the next FGB meeting.

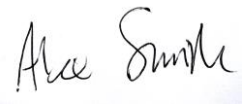
The meeting concluded at approximately 19:55 hours

Drafted by: Jacquie Watts
Clerk to the Governors
22 January 2025

Approved by The Governing Body on:

Date: 18 March 2025.....

Signature (Chair):



FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
21/1/25	1iii	El de Vaux to circulate the Foundation Governor vacancy document via email to the Cambridge Churches Network	E de Vaux	

	1iv	Mark Elliott to post a sign-up document on GovernorHub to ensure a governor presence at all parent events.	M Elliott	
	1iv	Alex Smith to produce an occasional Governor newsletter for circulation to parents and others.	A Smith	
	1iv	approved minutes of meeting of 3 December 2024 to be electronically signed by the Chair and stored on GovernorHub	Clerk	Completed – 21/1/25
	2i	the Chair to provide a link to the NGA OFSTED training module for all	M Elliott	
	2ii	feedback from the Academisation meetings would be provided to the next FGB meeting.	M Elliott / Clerk	
	2iv	Approved the Accessibility Plan subject to removal of the reference to the T&L Committee.	H Darrell	
	3i	the Head would raise the issue of Foundation Governor vacancies with St. Barnabas.	H Darrell	
	3iii	Simon Jarvis and the Chair to review summary data being presented to the Data Group and agree what should be circulated to all governors.	M Elliott/ S Jarvis	
	3iii	Data Group to consider KS2 document & data, and Head's response, prior to sharing with FGB.	H Darrell/ S Jarvis	
	3vi	Health and Safety Link governor to follow up on the Cambridge Kids rating and subsequent	A Smith/ H Darrell	

		improvements and to be kept informed of further developments.		
	5	Agreed the following agenda items for the next meeting: • Standard items • SFVS • Budget 25/26 • Parent Survey • Feedback from the Academisation Group • Termly Headteacher's Report	Clerk	
	6	update visit and monitoring guidance document to show that visits, by default, should be in person.	S Abrey	Completed – 21/1/25 prior to end of meeting
	7	• approval of new attendance policy • opportunities to meet with governors at parent events • thanks to the 40% of parents who completed the parent survey. Governors were currently analysing results and would respond in detail after the March FGB meeting • the FGB was seeking members of the community to fill current Diocesan Foundation Governor vacancies • governors would be attending a series of curriculum presentations across the next two terms The Chair and Head to use these points to draft an update to staff and parents.	M Elliott/ H Darrell	

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