

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 17th September 2024

Governors Present: Beverly Jones (Chair for the meeting), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Mark Elliott (Co-Chair), Barry Fuchs, Sharon Geva, Simon Jarvis, Liam Kelly (Associate), Imogen Nay, Jonty Roland, Alex Smith and Emma de Vaux.

Also in Attendance: Jacquie Watts (Clerk) and Natasha Thake (Deputy Headteacher), plus Alison Anderson of [ACT MULTI ACADEMY TRUST - Home \(act-academytrust.com\)](https://act-academytrust.com) for part of the meeting

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

ACT PRESENTATION (item 2i on the Agenda)

AGREED: to take this item out of agenda order to allow Alison Anderson of ACT to make her presentation before the business of the evening.

NOTED: the Chair briefly introduced Alison, pointing out that while the school did not have a strong appetite for becoming an Academy, it was seeking information about all options open to it.

Suranga Chandratillake joined the meeting at this point

NOTED: the presentation covered the history of and reasons for the Academy Trust's formation

Barry Fuchs, Liam Kelly and Alex Smith joined the meeting during the above

NOTED: the presentation explored the Diocesan nature of the MAT, its financial viability, likely size and top slicing arrangements. **Governors asked questions about Diocesan links, costs and savings, the background of current trustees and whether this might change in the future, the benefits of belonging to the MAT, curriculum requirements and whether there had been recent dialogue with CSoC.**

NOTED: the Chair thanked Alison Anderson for an informative presentation. She asked governors to forward any further questions to her and she would send them through to Alison.

Alison Anderson left the meeting at this point

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Rene Oosthuysen because of conflicting commitments. The meeting was quorate.

AGREED: to accept apologies tendered.

ii Declarations of Interest and Annual Business Interest Declaration

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.

NOTED: all governors had completed their annual pecuniary interest declarations for 24-25 via GovernorHub.

iii Election of Chair

NOTED: the Clerk reminded everyone of the process for electing a Chair or co-Chairs and asked for nominations. Mark Elliott and Beverly Jones were nominated and seconded as Co-Chairs until such time as Bev ceased to be a governor. There were no other nominations.

AGREED: to appoint Mark Elliott and Beverly Jones as Co-Chairs for 2024-25 and until the first FGB meeting of 25/26. When Bev Jones ceased to be a governor, Mark Elliott would become sole Chair.

AGREED: Bev Jones would serve as Chair for the meeting.

iv Election of Vice Chair

NOTED: the Chair asked for nominations for the role of Vice Chair. Alex Smith was nominated and seconded. There were no other nominations.

AGREED: to appoint Alex Smith as Vice Chair for 2024-25 and until the first FGB meeting of 25/26.

v Governor Vacancies and Appointments

NOTED: there was currently one vacancy on the governing body: 1 x Foundation Governor (Diocese).

NOTED: Sharon Geva, Alex Smith and Bev Jones would all come to the end of their terms of office during the autumn term 2024. Bev Jones would be standing down as a Foundation Governor (Diocese). Alex Smith indicated he was willing to stand again as an LA Governor. Sharon Geva wished to give other parents the opportunity to stand for

election as a parent governor, but indicated she was willing to be nominated for a second term if no other parents came forward during the election process.

AGREED: the Clerk and Alex Smith would liaise outside the meeting to pursue his re-application to continue as an LA governor.
Action: A Smith/ Clerk

AGREED: the school would hold parent governor elections as soon as possible and in time for the parent governor appointment to be confirmed at the December FGB meeting.
Action: H Darrell

NOTED: the Chair highlighted the parent governor elections were an opportunity to stress the governing body's aim for diversity and its willingness to embrace all faiths and none. She thanked Sharon Geva for her efforts on behalf of the school to date.

vi Minutes of Previous Meeting: 2nd July 2024

NOTED: the minutes as uploaded to GovernorHub with the agenda. The Clerk led the review of the minutes and action points.

NOTED: the following matters arising from the minutes:

Date	Min. Ref.	Action	Lead	Completed
27/2/24	2i	the Head to work with Imogen Nay to present a school covenant document to the May Foundation meeting.	H Darrell/ I Nay	The document was awaiting the signature of the Head and Chair
	2i	the Head to consider detail required for the SIAMS prompt sheet and consult with Imogen Nay to finalise it.	H Darrell/ I Nay	Ongoing – evolving documents being shared with Foundation Governors.
	3iii	the Chair to share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Still to be done
30/4/24	1iv	Minutes of 27 February 2024 to be physically signed by Chair and passed to school for safekeeping	A Smith	Completed

	1v	Barry Fuchs would lead on Cyber Security and undertake staff training	B Fuchs	S Abrey had undertaken training and would be Cyber Security lead until such time as B Fuchs was trained
2/7/24	1iv	Minutes of 30 th April 2024 to be electronically signed by Chair and passed to the school for safekeeping.	Clerk	Completed
	1v	Natasha Thake to create National College accounts for governors and provide login details and instructions on GovernorHub	N Thake	Completed
	1vii	All to write required annual governance evaluation reports and upload to GovernorHub as completed no later than the start of the 24/25 academic year. A good report structure was 3 things that had gone well and 1 area requiring development.	All	See minute below
	1viii	Agreed revised vision statement as previously uploaded to 'GovHub' subject to "school" being used in place of "institution". The agreed words to be uploaded to 'GovHub' and discussed further at the autumn term strategy workshop.	A Smith	Completed subject to date for Strategy Workshop being agreed
	2i	ACT to join the first FGB meeting of the autumn term to talk about their approach	Clerk	Completed
	2iii	Agreed Digital Safety Policy subject to Clerk checking if the LA had model terms for the use of	Clerk	Completed

		WhatsApp and including reference to WhatsApp use in the 24-25 Governor Code of Conduct.		
	2iv	Sue and Tamsin, who had been instrumental in the rebranding, would be referenced again when an update on marketing was included in the school newsletter	A Smith	Completed
	5	Agreed the following additional agenda items: • ACT Presentation • Further review of governor link roles for 24/25 • School Improvement Plan • Governance start of academic year matters	Clerk	Completed
	7	• Marketing is a key priority for the school. • Governors were pleased with positive staff continuity. • Governors were pleased that when staff moved on it was for positive personal or career reasons. • The school welcomed Debbie Morley to the staff team as an experienced EY practitioner. • Governors were pleased a more energy and environmentally efficient school boiler was being installed. • Governors highlighted the work of the Head and Deputy Head as a positive leadership team	B Jones/ H Darrell	Completed

		enhancing the work of the school. The valued support of the local church. The Chair and Head to use these points to draft an update to staff and parents.		
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NOTED: there had been some confusion over minute 1vii of 2/7/24 as to whether the requested reports related to the annual governance evaluation or the annual monitoring and visit evaluation.

AGREED: the governance evaluation for 23/24 was complete, subject to the Chair arranging a peer review session with Trumpington School. **Action: B Jones**

AGREED: the reports sought related to the monitoring evaluation. The matter was now complete.

AGREED: all approved and signed FGB minutes from this meeting onwards would be stored on GovernorHub.

AGREED: the minutes of the previous meeting held on 2nd July 2024 as true and correct record. The minutes would be electronically signed by the Chair for the meeting and stored on GovernorHub as an official record. **Action: Clerk**

vii Governor Training Activity

NOTED: significant governor training undertaken since the last meeting and recorded on GovernorHub and/or the training record. The meeting discussed whether it would be better to use Governor Hub as the main record rather than Google docs.

AGREED: Sarah Abrey and the Clerk would discuss record keeping possibilities for training outside the meeting. **Action: S Abrey/ Clerk**

NOTED: governors were reminded that all should undertake or refresh their safeguarding training this term. Also, an update re. OFSTED was available for all to consider, along with the LA Governor Training Guide for 24/25 and the Diocesan Training Programme for the same period.

vii Ratification of Decisions Taken via Governor Hub

NOTED: no decisions had been taken between meetings.

viii Governor Monitoring Reports

NOTED: there had only been a few monitoring reports uploaded since the start of the academic year, so Jonty Roland had not summarised them for the meeting.

AGREED: link governor roles for 24/25 would be reviewed by Sarah Abrey and Mark Elliott. In the meantime, 23/24 governor link roles would carryover into 24/25 as minuted for the July FGB, plus Emma de Vaux had agreed to lead on SEND once Bev Jones stepped down as a governor.
Action: M Elliott/ S Abrey

AGREED: once reviewed, Link Governor roles would be approved via GovernorHub and the decision ratified at the next meeting of the FGB.
Action: M Elliott/ S Abrey/Clerk

NOTED: the governor report on EAL and progress made by the school in this area. The meeting discussed the pros and cons of using Google docs to capture and summarise governor monitoring. It was felt that there should be greater use of data to evidence and evaluate strategic outcomes.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i ACT Presentation

NOTED: governors reflected on the presentation at the start of the meeting. Governors were reminded to forward any further questions to the Chair. The possibility of forming a working group to look at options available to the school was discussed. St. Luke's joining an Academy had set a precedent for CSoC schools in terms of their relationship with CSoC.

AGREED: Mark Elliott would convene a small group consisting of himself, the Head, Simon Jarvis and Imogen Nay to consider Academy status, including the school's relationship to CSoC.
Action: M Elliott

ii Annual Review of Governor Effectiveness and Governor Skills Audit

NOTED: as previously minuted, the evaluation for 23/24 was now concluded, but a peer review with Trumpington had still to be arranged.

iii Governance Improvement Plan 2024/25 and Related Matters

NOTED: the revised Standing Orders as uploaded to GovernorHub with the agenda.

AGREED: the revised Standing Orders for 24/25. All present confirmed they would adhere to them. The Clerk would finalise the document and upload it to GovernorHub for reference.
Action: Clerk

NOTED: the Governor 23/24 Attendance Record uploaded to GovernorHub with the agenda and published on the school website.

AGREED: the Governor 23/24 Attendance Record as accurate.

iv Church School: Christian Distinctiveness

NOTED: St. Paul's was not listed for a SIAMS inspection in 24/25. The next meeting of the Foundation Governors was scheduled for 26/9/24 at 9.15am. Jonty Roland would chair.

NOTED: Imogen Nay thanked everyone who came to the joint school and church event. It had proved very enjoyable.

v Policy and Key Document Update

NOTED: the policy and key documents uploaded to GovernorHub with the agenda. Changes to previous versions had been minimal.

- Governor Code of Conduct for 2024
- KCSiE
- Safeguarding
- Staff Code of Conduct
- Induction – this included a reference to governors
- Term Dates 25/26.

AGREED: the following policy and key documents:

- **Governor Code of Conduct for 2024** – all governors confirmed adherence to the updated Code. The Clerk would finalise the document, upload it to GovernorHub for reference and invite all to confirm acceptance online.

Action: Clerk

- **KCSiE** - all governors had confirmed on GovernorHub that they had read Part I
- **Safeguarding** – all governors confirmed they had read the school policy
- **Staff Code of Conduct**
- **Induction**
- **Term Dates 25/26.**

vi Marketing

NOTED: Alex Smith provided an update on marketing group discussions. Opportunities for increasing use of social media had been considered, along with the use of Google AdWords. Alex Smith had yet to talk to the Head about words to be used. Other matters discussed included changes to the website, school tours, Open Day, publicity regarding the new Reception teacher. Alex Smith was happy to interview her and take a photo, if she was content to have her photo published online. The meeting discussed publishing profiles and photos of all staff. The Head cautioned that some staff did not want their photographs published on the internet.

NOTED: the Chair thanked all involved in the consideration of marketing opportunities. As all Cambridge City schools still had pupil places this year, the need to market the school was increasingly important.

Sharon Geva left the meeting at this point

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

i School Improvement Plans and Headteacher update

NOTED: the SIP document uploaded with the agenda. It was now the full SIP rather than a summary overview.

NOTED: *as raised during item 3iii (see below), a governor queried why not all strategic pillars were reflected in the SIP and what would be happening about those that were not included? The timespan of the two documents did not match and it was therefore not surprising that not all strategic objectives would be reflected in every annual SIP. The matter would be discussed further at the forthcoming November Strategic Workshop, when what had already been covered and what had still to be covered could be considered in detail.*

ii Pupil Data

NOTED: the data group had met at the end of term. The Head had not been in a position to provide a final summary of SATS data to this meeting as she had only just concluded the official checking process that permitted the removal of recent arrivals and other pupils from the final data. She had commented there was nothing unexpected in the data and much of it was pleasing. She would provide a summary of pupil data in due course.

Action: H Darrell

iii Staff

AGREED: the Pay Committee for 24/25 would consist of Suranga Chandratillake, Barry Fuchs and Simon Jarvis.

NOTED: the performance pay scheme had been scrapped by the new government.

The Chair briefly lost internet connection at this point. The meeting discussed the SIP further (as added in italics to minute 3i) and then resumed discussions on staffing matters when she rejoined the meeting.

AGREED: the HTPM panel for 24/25 would consist of Mark Elliott, Alex Smith and Rene Oosthuysen.

NOTED: there was nothing to report under staff well being, which was routinely covered in the Head's termly report and via link governor reports.

AGREED: discipline and grievance panels would be convened by the Chairs and/ or the Clerk as and if needed.

iv Safeguarding

NOTED: school staff had undertaken safeguarding training using the LA document. The July safeguarding audit undertaken by the LA had been positive. Imogen Nay, as Safeguarding lead, would be meeting with the LA. The school's Safeguarding policy had been agreed as part of minute 2v.

v Health and Safety

NOTED: new, efficient boilers had been installed over the summer. The school was expected to be well heated over winter.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: Suranga Chandratillake reported that financial activity was in line with budget and there was nothing exceptional to report.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda items:

- Ratification of 24/25 link governor appointments
- Feedback from Strategic Workshop
- Feedback from Academization Group

Action: Clerk

6. AOB

NOTED: there was no AOB in relation to school business. **Imogen Nay reminded the meeting of the Weaver Trust and Arts Festival events taking place at St. Paul's Church. All were invited to attend.**

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following eight points:

- Development priorities had been established for 24/25
- The importance of marketing the excellent work of the school was recognised
- Mark Elliott had joined Bev Jones as Co-Chair
- Positive feedback from the LA on the school's safeguarding activities
- The school's positive and successful focus on EAL
- Governors were delighted to see an increased pupil participation in sport
- The school was fully staffed for 24/25
- Governors commented on the lovely atmosphere at the school and a very positive start to 24/25

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

Action: B Jones/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next meeting of the FGB would take place on Tuesday 3rd December 2024 at 6.30pm via TEAMS

NOTED: the Chair thanked everyone for a positive meeting and thanked the Head, Deputy Head and other staff for all the work undertaken over the summer holiday period. She invited governors to feed back to her and Mark Elliott before the next meeting if they had any thoughts on Academies or other items discussed and encouraged everyone to promote the school and its forthcoming Open Days.

The meeting concluded at approximately 20:19 hours

Drafted by: Jacquie Watts
Clerk to the Governors
19 September 2024

Approved by The Governing Body on:

Date: 3 December 2024

Signature (Chair):

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
27/2/24	2i	Head to work with Imogen Nay to present school covenant document to the May Foundation meeting.	H Darrell/ I Nay	The document was awaiting the signature of the Head and Chair
	2i	Head to consider detail required for the SIAMS prompt sheet and consult with Imogen Nay to finalise it.	H Darrell/ I Nay	Ongoing – evolving documents being shared with Foundation Governors.
	3iii	the Chair to share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Still to be done
17/9/24	1v	the Clerk and Alex Smith to liaise outside the meeting to pursue his re-	A Smith/ Clerk	

		application as an LA governor.		
	1v	the school to hold parent governor elections as soon as possible and in time for the parent governor appointment to be confirmed at the December FGB meeting.	H Darrell	
	1vi	The agreed minutes of the previous meeting to be electronically signed by the Chair for the meeting and stored on GovernorHub as an official record.	Clerk	Completed 18/9/24
	1vii	Agreed Sarah Abrey and the Clerk would discuss record keeping possibilities for training outside the meeting.	S Abrey/ Clerk	
	1viii	link governor roles for 24/25 to be reviewed by Sarah Abrey and Mark Elliott. Emma de Vaux had agreed to lead on SEND once Bev Jones stepped down as a governor.	M Elliott/ S Abrey	
	1viii	once reviewed as per the above, Link Governor roles would be approved via GovernorHub and the decision ratified at the next meeting of the FGB.	M Elliott/ S Abrey/Clerk	
	2i	Mark Elliott to convene a small group of himself, the Head, Simon Jarvis and Imogen Nay to consider Academy status, including the school's relationship to CSoC.	M Elliott	
	2iii	The Clerk would finalise the agreed 2024 Standing Orders document and upload it to GovernorHub.	Clerk	
	2v	The Clerk would finalise the agreed 2024 Code of Conduct document,	Clerk	

		upload it to GovernorHub and invite all to confirm acceptance online.		
	3ii	The Head would provide a summary of 23-24 pupil data in due course.	H Darrell	
	5	Agreed the following additional agenda items: • Ratification of link governor appointments • Feedback from Strategic Workshop • Feedback from Academization Group	Clerk	
	7	• Development priorities had been established for 24/25 • The importance of marketing the excellent work of the school was recognised • Mark Elliott had joined Bev Jones as Co-Chair • Positive feedback from the LA on the school's safeguarding activities • The school's positive and successful focus on EAL • Governors were delighted to see an increased pupil participation in sport • The school was fully staffed for 24/25 • Governors commented on the lovely atmosphere at the school and a very positive start to 24/25 The Chair and Head would use these points to draft an update to staff and parents.	B Jones/ H Darrell	