

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 2nd July 2024

Governors Present: Beverly Jones (Chair), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Mark Elliott, Barry Fuchs, Simon Jarvis, Liam Kelly (Associate), Imogen Nay, Rene Oosthuysen, Jonty Roland, 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 Sharon Geva. The meeting was quorate.

AGREED: to accept apologies tendered.

NOTED: the Chair thanked everyone for their considerable activity on GovernorHub, at school and online outside of formal meetings.

ii Declarations of Interest and 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.

iii Governor Vacancies and Appointments

NOTED: there was currently one vacancy on the governing body: 1 x Foundation Governor (Diocese). After 6/7/24 there would be a vacancy for a CSoC Foundation Governor and after 31/7/24 there would be a vacancy for an Associate Member.

NOTED: Simon Jarvis was willing to stand for another four years as a CSoC Foundation Governor. CSoC supported his reappointment. Liam Kelly was willing to stand as an Associate Member for another year. Rene Oosthuysen was in discussion with a potential Diocesan Foundation governor candidate, but the individual wished to take their time deciding whether or not to apply.

AGREED: to reappoint Simon Jarvis as a Foundation Governor (CSoC) for a period of four years from 7/7/24 to 6/7/28.

AGREED: to reappoint Liam Kelly as an Associate Member for a period on one year from 1/8/24 to 31/7/25.

iv Minutes of Previous Meeting: 30th April 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 would work with Imogen Nay to present a school covenant document to the May Foundation meeting.	H Darrell/ I Nay	Ongoing. St Paul's PCC and Foundation Governors met on 3/6/24. I Nay to upload minutes to GovernorHub.
	2i	the Head would consider detail required for the SIAMS prompt sheet and then consult with Imogen Nay to finalise it.	H Darrell/ I Nay	Ongoing – evolving documents shared with Foundation Governors.
	2i	new Church Schools Trust to be invited to make a presentation to the next FGB meeting. CSoC input should also be sought	B Jones	On agenda
	3i	Rene Oosthuysen and Emma de Vaux to attend next meeting between staff and school adviser.	R Oosthuysen/ E de Vaux	Completed
	3iii	the Chair would 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	Still to be done
	1v	Barry Fuchs would lead on Cyber Security and undertake staff training	B Fuchs	Still to be done

	2i	Imogen Nay to raise Academy Trusts at the CSoC Board.	I Nay	Completed but ongoing at CSoC
	2i	governors would still value a presentation from ACT and hoped Bev Jones could arrange one as previously discussed	B Jones	On agenda
	4ii	Suranga Chandratillake to speak to Finance Manager about remodelling budget forecasts to show different scenarios. Other governors welcome to join him.	S Chandratillake	On agenda
	4iii	Establish a marketing group of Barry Fuchs, Rene Oosthuysen, Jonty Roland and Alex Smith. Alex Smith to start discussions via email	A Smith	On agenda
	5	Agreed the following additional agenda items: • Marketing • ACT Presentation • Governor Links for 24/25 • Governor monitoring reports	Clerk	Completed
	6	Sarah Abrey to check monitoring report link on GovernorHub was refreshed, so Clerk could see monitoring reports when posted.	S Abrey	Completed
	7	Agreed the following points: i. governors had agreed a budget for 24/25. ii. governors had created a marketing group to promote the school iii. governors were working towards	H Darrell/ A Smith	Completed

		closer collaboration between St. Paul's school and St. Paul's Church iv. governors were pleased to see evidence of excellent pupil tracking by the school throughout the school year. The Chair and Head would use these points to draft an update to staff and parents.		
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AGREED: the minutes of the previous meeting held on 30th April 2024 as true and correct record. The minutes would be electronically signed by the Chair and passed to the school for safekeeping.

Action: Clerk

v Governor Training Activity

NOTED: governor training undertaken since last meeting and recorded on GovernorHub. The school adviser had recommended the school use National College training materials for staff. Log ins would be provided to Governors to enable them to access governance materials.

AGREED: Natasha Thake would create accounts for governors and provide login details and instructions on GovernorHub.

Action: N Thake

vi Ratification of Decisions Taken via Governor Hub

NOTED: the planned replacement of one of the school boilers. Funding had been secured and a contractor chosen. Work would take place over the summer. The new boiler would be greener and more energy efficient.

AGREED: to ratify the previous online decision to replace the broken school boiler.

vii Governor Monitoring Reports

NOTED: monitoring reports uploaded since the previous meeting. **Jonty Roland had provided a written summary of reports on the GovernorHub Noticeboard and further summarised the comments orally. Governors asked if there was a plan to undertake the annual reports required as part of the annual governance evaluation referenced in agenda item 1viii?**

AGREED: all should produce the required reports and upload them to GovernorHub as completed and no later than the start of the 24/25 academic year. A good report structure would be 3 things that had gone well and 1 area requiring development.

Action: All

viii Governor link Roles 24/25 and Feedback from Governor Strategy Workshop (including Annual Governance Evaluation)

NOTED: the Chair queried if there was sufficient governor capacity to maintain class link roles in 24/25? In 23/24 the role had met with mixed success. Should a different approach be considered?

NOTED: the succession planning document uploaded to GovernorHub by the Chair, proposing a phased transition from the current Chair to the one newly elected in the 2024 Autumn Term. It also recommended that 23/24 governor link roles be carried over into 24/25 pending further review of class links.

AGREED: to carryover 23/24 governor link roles into 24/25 as follows:

- Early Years – Emma de Vaux
- Sport – Alex Smith
- Finance – Suranga Chandratillake and Liam Kelly
- Data – Simon Jarvis with Jonty Roland and Sharon Geva
- Safeguarding – Imogen Nay
- Special Needs – Beverly Jones (until December 2024, at which point a replacement link governor would be required.)

NOTED: governor proposals to slightly adjust the wording of the school vision arising from the strategy workshop. The Head supported the wording refresh subject to the word "school" being used in place of "institution".

AGREED: the revised vision statement wording as previously uploaded to GovernorHub subject to the word "school" being used in place of "institution". The agreed words would be uploaded to GovernorHub and discussed further at the strategy workshop in the autumn term.

Action: A Smith

NOTED: further discussion was needed around success criteria for strategic priorities and ways in which governors could clearly communicate their ambition for the school.

NOTED: the online annual governance evaluation had been completed by the majority of governors. All governors were positive about the governance structure adopted by St. Paul's that focused on FGB meetings and did not require a formal committee structure. Areas for development were governor induction and governor evaluation of practice. A formal induction process was suggested, together with a lead governor for new governor induction. The School would approach Trumpington Community College for a peer review.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Church Schools Trust (ACT) and CSoC

NOTED: CSoC had confirmed it did not have a stance on school academies, but would consider its views at a future meeting.

NOTED: following a mix up over email addresses, ACT was unable to attend this meeting, but had agreed to join the first FGB meeting of the autumn term to talk about their approach.

Action: Clerk

NOTED: the Chair had provided a link to the ACT website on GovernorHub for information. ACT was willing to explore potential links with CSoC. The meeting discussed current size requirements for academies and the County Council position.

NOTED: the Chair highlighted the growing number of pupils with complex needs, the impact on the time and safety of the Head and Deputy Head and the lack of County Council support for pupils with bespoke needs, meaning schools had to support the children, sometimes at the expense of other activities.

NOTED: governors commented that it would be useful to identify what support ACT was able to provide pupils with bespoke needs, as well as general support for SEND and other key areas. ACT was seen as a rural trust centred around Buckden. City centre school needs were likely to be different to those of rural schools. Governors observed that if the school wished to consider Academy status there was only ACT and DEMAT to choose from.

ii Church School: Christian Distinctiveness

NOTED: minutes of meetings were on GovernorHub. **There were no key points to highlight.**

iii Policy Update

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

- Behaviour Policy – needed to be rigorous to support the school and its children. **The school could not afford to let the needs of a few impact negatively on other pupils and staff.** The Head highlighted the few additions made to the policy.
- Digital Safety Policy – Sarah Abrey highlighted issues within the policy, including the need for rules for use of the governor WhatsApp group because staff phone numbers were included and their confidentiality needed to be maintained. **Governors discussed related issues and the possibility of including use of WhatsApp in the 24/24 Governor Code of Conduct. Governors asked if the LA had any template words for WhatsApp use? The possibility of using a Community Group facility on WhatsApp was also raised.**
- Critical Incident Policy – based on a CCC model, there were no major changes. It had been trialled successfully.

AGREED: the following policy documents:

- Behaviour Policy
- Digital Safety Policy – subject to the Clerk checking if the LA had model terms for the use of WhatsApp and including reference to WhatsApp use in the 24-25 Governor Code of Conduct.
- Critical Incident Policy

Action: Clerk

iv Marketing

NOTED: the marketing group had met with the parents behind the school's rebranding to discuss options. The group had met several times to discuss ideas in general. Proposals included a marketing campaign around Open Day, school tours, website update, other web presences, low cost, cosmetic improvements to the school building.

NOTED: Sue and Tamsin, who had been instrumental in the rebranding had been highlighted in previous school newsletters, but could be referenced again when an update on marketing was included in the school newsletter.

Action: A Smith

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

i Headteacher's Report

NOTED: the document uploaded to GovernorHub. **The Chair commented it was a good report. Governors asked questions about the Logs of Concern.** The Head advised My Concern recorded and tracked issues of safeguarding and behaviour for pupils (staff were not included). The term "well being" often related to issues that were a pre-cursor to safeguarding. Bullying, if identified as such rather than one-off acts of unkindness, was tracked.

NOTED: governors commented that costs were raising but pupil numbers were dropping. The meeting discussed the 10% drop in the birth rate as advised by the LA and related matters.

NOTED: the Head highlighted the following matters within her report: development of curriculum maps, challenges re. pupil needs and behaviours, a decline in PP numbers, staff training, 24/25 admissions (16 offers, 15 acceptances – 1 pupil had moved out of area), health and safety, parental engagement, links with Anglia Ruskin BEd programme, LA support package purchased for 24/25.

NOTED: the SIP Update. Most areas were RAG rated green, except for those where pupil results were still awaited.

NOTED: The Chair was pleased the school was fully staffed for 24/25 and that when staff left it was for positive personal or career reasons. The Chair highlighted Rachael Volland's departure and her significant contribution to the Reception area and the school's improvement journey. Governors commented favourably on new staffing arrangements. Staff looking forward to significant personal milestones were wished all the best.

ii Pupil Data

NOTED: the data group would meet at the end of term or beginning of 24/25 once meaningful pupil data was available.

iii School Improvement Plan 2023-2024

NOTED: this had been discussed as part of the Headteacher's Report.

iv Staff

NOTED: no statutory panels had met. Other staffing matters had been discussed as part of the Head's report.

v Safeguarding

NOTED: this had been discussed as part of the Headteacher's Report.

vi Health and Safety

NOTED: this had been discussed as part of the Headteacher's Report.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: the financial figures to the end of May 2024 as uploaded to GovernorHub. **The school was on-budget in terms of income and expenditure. Reserves were being utilised to support the move back to 7 classes.**

ii Finance Plan Follow Up

NOTED: as agreed, governors had carried out further work on the two to three year forecasts forming part of the 24/25 budget. Likely expenditure increases, such as staff cost of living increases and grade progression for current staff, were included. Potential income changes, such as funding inflation increases and changes in pupil numbers were not included by the LA. Staffing costs formed 80% of the school budget. Consequently deficits were predicted. The meeting discussed the current financial value of a single pupil and the number of additional pupils needed for the school to breakeven. 6 additional pupils per year would be valuable. 8-10 additional pupils per year would be very positive. The meeting also discussed the annual turnover of pupils, with larger classes of older children coming to an end as pupils moved on to secondary school and smaller Reception classes coming through the school. A total school roll of 170 pupils by the October census date was considered effective by Ray Byford of the LA.

NOTED: the Head made herself available at the end of the summer holidays to deal with late enrolments. **Governors thanked Liam Kelly for his clear presentation of the budget and funding situation.**

5. ADDITIONAL ITEMS FOR NEXT MEETING

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

Action: Clerk

6. AOB

NOTED: the Chair reminded governors of the succession planning document and proposed arrangements for co-Chairing in the autumn term subject to elections for Chair and Vice Chair at the first FGB meeting of 24-25.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following seven points:

- 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 that 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 enhancing the work of the school.
- The valued support of the local church

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

Action: B Jones/ H Darrell

8. FUTURE MEETINGS

i ANNUAL SCHEDULE OF MEETINGS 24-25

NOTED: the document uploaded to GovernorHub with the agenda proposing dates for six FGB meetings in 24/25 (two per term).

AGREED: 24/25 FGB meeting dates as follows:

Tuesday	17 September 2024
Tuesday	03 December 2024
Tuesday	21 January 2025
Tuesday	18 March 2025

Tuesday 29 April 2025
Tuesday 08 July 2025

AGREED: Foundation governors would meet on Thursdays at 9am on:

- 26 September 2024
- 30 January 2025
- 1 May 2025

ii DATE AND TIME OF NEXT MEETING

AGREED: the next scheduled meeting would take place on Tuesday, 17 September 2024 at 6.30pm via TEAMS.

NOTED: the Chair thanked everyone for a positive meeting and their many efforts during on behalf of the school in 2023/24 and commented that St Paul's school would be well represented at the forthcoming CSoC event.

The meeting concluded at approximately 20:26 hours

Drafted by: Jacquie Watts
Clerk to the Governors
4 July 2024

Approved by The Governing Body on:

Date: 17th September 2024.....

Signature (Chair):.....

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
27/2/24	2i	the Head would work with Imogen Nay to present a school covenant document to the May Foundation meeting.	H Darrell/ I Nay	Ongoing. St Paul's PCC and Foundation Governors met on 3/6/24. I Nay to upload minutes to GovernorHub.
	2i	the Head would consider detail required for the SIAMS prompt sheet and then consult with Imogen Nay to finalise it.	H Darrell/ I Nay	Ongoing – evolving documents shared with Foundation Governors.

	3iii	the Chair would 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	Still to be done
	1v	Barry Fuchs would lead on Cyber Security and undertake staff training	B Fuchs	Still to be done
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 would 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	
	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	
	2i	ACT had agreed to join the first FGB meeting of	Clerk	

		the autumn term to talk about their approach		
	2iii	Agreed Digital Safety Policy subject to Clerk checking if the LA had model terms for the use of WhatsApp and including reference to WhatsApp use in the 24-25 Governor Code of Conduct.	Clerk	
	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	
	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	
	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	B Jones/ H Darrell	

		school boiler was being installed. • Governors highlighted the work of the Head and Deputy Head as a positive leadership team 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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