

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 5th December 2023

Governors Present: Beverly Jones (Chair), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Emma De Vaux, Sharon Geva, Imogen Nay, Russell Re Manning, Jonty Roland, and Alex Smith (Co Chair).

Also in Attendance: Jacquie Watts (Clerk), Natasha Thake (Deputy Headteacher) and Rene Oosthuysen (prospective governor).

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

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Barry Fuchs, Simon Jarvis and Liam Kelly (Associate Member).

AGREED: to accept all apologies tendered.

NOTED: apologies for late arrival because of teaching commitments were received in advance from Russell Re Manning.

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.

NOTED: all governors had now submitted their annual declarations via GovernorHub.

iii Governor Vacancies and Appointments

NOTED: following the resignation of Kate Sharkie for personal reasons, the FGB currently had one CSoC Foundation Governor vacancy and one Diocesan Foundation Governor vacancy.

NOTED: as per the agenda, CSoC had nominated Rene Oosthuysen to fill the CSoC vacancy. She had cleared DBS and Section 128 checks.

AGREED: Rene Oosthuysen need not leave the meeting while her appointment was discussed.

AGREED: to the appointment of Rene Oosthuysen as a CSoC Foundation Governor for a period of four years commencing from 5/12/23 until 4/12/27.

AGREED: given her HR experience, Rene should be invited to join the HTPM Panel to replace Kate Sharkie. Alex Smith would become the Health and Safety Link Governor and Emma De Vaux would be the link for Early Years.

NOTED: the school was actively looking for someone with chairing skills to fill the Diocesan vacancy and take on the Chair role when Beverly Jones stepped down. It was hoped that

Rene Oosthuysen might assist, given her recruitment experience, and that the FGB might involve Sue Carpenter because of her marketing skills. If anyone was aware of a suitable governor candidate they were invited to notify the Chair.

iv Minutes of Previous Meeting: 19th September 2023

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
20/9/22	4i	Bev Jones, Helen Darrell and Sharon Geva to meet to discuss how to reach out to all stakeholders. Other governors welcome to participate.	S Geva	Completed 4/10/23. Discussed outcomes. S Geva would upload notes to GovernorHub in due course.
23/3/23	4	Head to analyse where pupil intake is from to establish any changes in patterns of catchment or out of catchment	H Darrell	Completed
25/4/23	1v	Sarah Abrey to consider creating an at-a glance record of visits to be uploaded to GovernorHub.	S Abrey B Fuchs	Completed
	2ii	The school to arrange a fresh DBS check for Suranga Chandratillake's reappointment	H Darrell	Completed
4/7/23	2iv	Agreed the Educational Visits Policy, subject to Barry Fuchs liaising with the Head to create a statement re. celebrating and making the most of the School's location.	B Fuchs/ H Darrell	Head had emailed B Fuchs and was waiting on a response
	4i	Suranga Chandratillake and Liam Kelly to consider the implications of the CCC audit letter for St. Paul's and Liam Kelly to consider more realistic financial forecasts for the school outside of the LA system.	S Chandratillake/ L Kelly	Completed

19/9/23	1ii	the Clerk to ask Kate Sharkie to make her annual declaration asap.	Clerk/ K Sharkie	Completed
	1vi	The minutes of 4/7/23 would be physically signed by the Chair and passed to the school for safekeeping.	B Jones	Completed
	1vii	following on from the School's safeguarding audit, it was important all governors undertook and logged governor safeguarding training asap.	All	On agenda
	1vii	governor reflection on the safeguarding training would be placed on the agenda for the next FGB meeting.	Clerk	On agenda
	2i	the Clerk would ask Kate Sharkie to complete her skills audit as soon as possible.	Clerk/ K Sharkie	Completed
	2i	once all Skills Audit responses were received, the Clerk would analyse the results and circulate them to the Chairs and Vice Chair.	Clerk	On agenda
	2ii	Suranga Chandratillake to upload the current Governor Strategic Framework to GovernorHub. All to remind themselves of it and consider whether there should be any changes.	S Chandratillake	Completed
	2ii	Russell Re Manning and Jonty Roland would discuss possible link changes. Jonty Roland would lead on overseeing governor monitoring for 23/24. Emma (El) de Vaux would consider taking on the Staff Well Being Link. the Head to produce a list of class link governors to ensure parents were not monitoring a class that included their child. She would liaise with Jonty Roland over the broader list of link governors. The new 23/24 list would be posted on GovernorHub for	R Re Manning/ J Roland J Roland E de Vaux H Darrell/ J Roland	Completed AGREED: class links as published on GovernorHub

		governor approval and then published on the school website.		
	2ii	Alex Smith would produce a template for all governor profiles. Sara Abrey would update the website as far as possible pending new governor profiles.	A Smith/ S Abrey	Currently taking place Governors advised not to refer to pupil year groups in profile
	2iv	Agreed the Relationships and Sex Education Policy, subject to the Head reviewing whether more could be said about stable life partnerships in addition to marriage.	H Darrell	Completed
	2iv	the Clerk would ask Kate Sharkie to make her annual Code of Conduct and KCSiE confirmations asap.	Clerk/ K Sharkie	Completed
	5	Agreed the following additional agenda items for the December FGB meeting: i) Governor safeguarding feedback (as per minute 1vii). ii) PP and SP funding. iii) Stakeholder engagement, including a parent survey.	Clerk	Completed – on agenda
	7	AGREED: the following five points: i) The school had a clear plan for the 23/24 year. ii) Governors congratulated the school on its positive KS1 results amongst other performance criteria. iii) The Governing Body welcomed the new Deputy Head and new governors to the school. iv) the increase in the number of pupils on roll, with every class welcoming new children. v) the positive impact of	B Jones/ H Darrell	Completed

		the schools new branding. The Chair to draft, with the Headteacher, an update to staff and parents.		
AGREED: Alex Smith would edit the governor profiles submitted and share them with the Headteacher. Action: A Smith AGREED: the minutes of the previous meeting held on 19th September 2023 as true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping. Action: B Jones				
v Governor Training Activity NOTED: most governors had undertaken safeguarding training. Sarah Abrey would remind those who had not, or who had forgotten to log their training. Action: S Abrey NOTED: a governor asked if the school undertook a safeguarding audit? The school undertook it annually and shared the results with governors. NOTED: other training undertaken by governors, such as induction training. The Chair commented that St. Paul's governors were undertaking training and an approach to sharing the workload that closely matched NGA recommendations.				
viii Ratification of Decisions Taken via Governor Hub NOTED: no recent decisions taken had been taken via email or GovernorHub that had not already been agreed.				
2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION				
i Governor Skills Audit NOTED: the Skills Audit uploaded with the agenda. As a new governor, Emma de Vaux had yet to complete it. Action: E de Vaux NOTED: it was a strong skills profile, with the weakest areas being knowledge of the Head's appraisal process and chairing skills. These areas were already being addressed by training and planned governor recruitment. AGREED: to defer the agenda item on Christian Distinctiveness until Russell Re Manning was able to join the meeting.				
ii Policy Update NOTED: the policy documents uploaded to GovernorHub with the agenda. NOTED: the Pay Policy was based on the EPM model. AGREED: the Pay Policy.				

NOTED: there had been very little change to the **Health and Safety Policy**.

AGREED: the Health and Safety policy.

NOTED: the few changes to the **Staff Code of Conduct**.

AGREED: the Staff Code of Conduct.

NOTED: the few changes to the **Discretionary Leave of Absence**.

AGREED: the Discretionary Leave of Absence.

NOTED: the proposed pupil **Admissions Policy** for the academic year 2025 -2026 matched the previous year's policy.

AGREED: the St. Paul's Primary School Admissions Policy for the academic year 2025 -2026.

Russell Re Manning joined the meeting at this point

iii Church School: Christian Distinctiveness

(this item was taken after minute 3i, but is recorded here for ease of minuting under section 2 of the minutes)

NOTED: Foundation Governors had met on 9 November 2023. Russell Re Manning would upload meeting notes to GovernorHub in due course. **Action: R RE Manning**

NOTED: the meeting had discussed the role of the Foundation Governor and the School's preparation for a SIAMS inspection the following year. The Head had produced a SEF to support this. Discussions focussed on the theological underpinning of the school's vision and ethos and the ongoing work in relation to this.

NOTED: in terms of Diocesan news, Andrew Read had left his post as Diocesan Director of Education and had been replaced by Sarah Conant as Acting Director. The Diocese was promoting a non-compulsory covenant between each school and its local church. The Head and Imogen Nay had discussed this.

AGREED: Imogen Nay would upload the proposed covenant to GovernorHub for all governors to consider and for discussion at the next Foundation Governors meeting. **Action: I Nay**

NOTED: forthcoming pupil activities at St. Paul's Church and the school Christmas Dinner.

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

i School Improvement Plan 2023-2024 and the termly Headteacher's Report

NOTED: the Headteacher's termly report and SIP update uploaded to GovernorHub with the agenda. **Governors asked questions about pupil visits and challenges currently facing the school.** Children with high levels of need and challenging behaviour was cited as a challenge, but it was one seemingly facing many schools. Other challenges were staff recruitment, staff travel into and across Cambridge, pupil mobility and the high level of pupils with little or no English language skills. **The Chair highlighted a number of pupil exclusions following extreme behaviour, including an assault against the Deputy Head. The school was proud of being inclusive, but also had to be mindful of pupil and staff health and safety. She wanted the FGB to**

be aware of what staff were doing in order to include children. The meeting thanked staff for going above and beyond what was required of them in order to be inclusive.

NOTED: governors asked questions about the number of pupils on roll, concern logs, TA vacancies and sickness, curriculum plans and the need for governors to monitor and verify them during visits, specifically - was every child being taught properly and was the curriculum embedded?

AGREED: Curriculum would be an item on the next meeting's agenda. **Action: H Darrell/ Clerk**

ii Stakeholder Engagement

NOTED: proposals to highlight governor presence and ensure they were accessible to parents, including physical identification and a governor table at parents meetings, had been discussed under matters arising. **NGA guidance on stakeholder engagement was noted.**

AGREED: the Chair would upload NGA stakeholder engagement guidance to GovernorHub.
Action: B Jones

NOTED: the number of governors who were also parents enabled a high level of governor presence within the school and access to the parent voice. It was felt that more could be done, however, to capture the pupil voice. **Governors should consider what they were asking pupils when visiting the school.** The Clerk recommended the inclusion of safeguarding questions and considerations when talking to pupils.

AGREED: the Headteacher would draft a handful of questions that could be asked of pupils and share them with governors for governors to add additional questions. **Action: H Darrell**

NOTED: governors praised the school use of Instagram as developed by the Deputy Headteacher. A governor asked about the creation of a parent survey.

AGREED: Parent View would be used to conduct a parent survey. Parents would be asked via the school newsletter to complete Parent View questions before the end of term. This included governors who were parents. The results would be considered at the next governor workshop and/or the February FGB meeting.
Action: H Darrell/Chair then H Darrell/ Clerk

iii Staff

NOTED: the pay committee report as uploaded with the agenda was accepted and ratified.

NOTED: Rene Oosthuysen was joining the HTPM panel. **The HTPM panel had made recommendations to the Pay Committee. The external adviser on the panel had been very complimentary about the Headteacher and the school**

NOTED: in terms of staff well-being, earlier discussions regarding pupil behaviour and Cambridge traffic. All staff were currently Christmas-busy. **Governors asked if there was a school well-being group?** The staff governor responded there was no group as it was a small school and staff supported one another. The school was very open about what was working and where its challenges lay. The well-being link governor would be publicised in the staff room.

iv Safeguarding

NOTED: this had been highlighted in the Head's report and discussed under various items on the

agenda.

NOTED: there were no issues relating to staff discipline or grievance.

V Health and Safety

NOTED: this had been highlighted in the Head's report and discussed as part of that item.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: the oral report from Suranga Chandratillake. He felt the school was in good shape financially and had accumulated reserves, which it would need to dip into by the end of the year because of the cost of maintaining six classes. CSoC was financially supporting two additional TAs. The introduction of a new accounting system by the LA meant it had not been possible to produce and circulate the usual monthly financial figures, but it was hoped the system would be fully operational by January, following delays.

NOTED: the school was turning away pupil applications for classes that had reached capacity. There was a potential argument for returning to a seven class structure, though CCC demographics were not predicting growth in pupil numbers. Even if a seven class structure eventually enabled growth, there would be an initial cost to this for one or two years and the school and FGB would need to consider if there were better alternative uses of the school reserve. The meeting discussed possibilities in terms of growth and other positive investments, including more professional input, but this would be dependant upon successful recruitment. A decision would be needed as part of the 24/25 budget setting process.

ii PP and SP Funding

NOTED: the reports uploaded to GovernorHub with the agenda. There had been minor adjustments within this year's element of the three-year PP plan to reflect progress made. These had been shared with the Simon Jarvis as the PP link governor and he was happy with them.

NOTED: Sarah Abrey, as the school lead on SP, shared her thoughts on school activities. The meeting discussed the use of Premier Sport and the value for money it provided, also the school's engagement with Parkside Pool given the decreasing level of pupils unable to self-rescue. Strategies for addressing swimming competency levels were discussed, including use of SP funds to address the clear socio-economic divide, the introduction of KPIs, summer holiday activities and access to the swimming pools of local private schools. A governor asked if there was a finite time period for SP funding being made available to schools? There was currently no indication of changes to funding arrangements.

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda items:

- i) Parent View outcomes
- ii) Curriculum
- iii) Church Covenant
- iv) Budget setting Process 24/25

Action: Clerk

6. AOB

NOTED: the meeting recorded It s thanks to Katie Sharkie for her commitment to the school.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following five points:

- i) Use of Parent View before the end of term to capture the parent voice.
- ii) the FGB had asked the Head to consider additional ways governors could hear the pupil voice.
- iii) the Governing Body were delighted with the Deputy Head's development of the school's Instagram account.
- iv) staff recruitment was a challenge, both to St. Paul's and all schools across the County.
- v) the Governing Body and school had started to consider funding and ways of investing in staffing for September 2024

The Chair would use these points to draft, with the Headteacher, an update to staff and parents.

Action: B Jones/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next scheduled meeting would take place on Tuesday 27th February 2024 at 6.30pm by video link.

NOTED: a Finance Workshop was scheduled for 12th March 2024, but Suranga Chandratillake might need to change the date. He invited all governors to email him before Christmas with issues for discussion.

Action: all

NOTED: the Chair thanked everyone for their ongoing work between formal meetings and the way in which trust between governors enabled the FGB to monitor the school without duplication of effort. The meeting thanked school staff for a positive Autumn Term. A Happy and peaceful Christmas was wished to all.

The meeting concluded at approximately 20:12 hours

Drafted by: Jacquie Watts
Clerk to the Governors
8 December 2023

Approved by The Governing Body on:

Date:

Signature (Chair):

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
4/7/23	2iv	Agreed Educational Visits Policy, subject to Barry Fuchs liaising with Head to create	B Fuchs/ H Darrell	Head had emailed B Fuchs and was waiting on a response

		a statement re. celebrating and making the most of the School's location.		
19/9/23	1vii	following the School's safeguarding audit, it was important all governors undertook and logged safeguarding training asap.	All	On agenda and ongoing
	2ii	Alex Smith to produce a template for governor profiles. Sara Abrey to update website as far as possible pending profiles.	A Smith/ S Abrey	Currently taking place Governors advised not to refer to pupil year groups in profile
5/12/23	1iv	Alex Smith to edit governor profiles submitted and share them with the Headteacher.	A Smith	
	1iv	The minutes of 19/9/23 to be signed by Chair and passed to the school.	B Jones	
	1v	Sarah Abrey to remind governors who had not undertaken safeguarding training, or who had forgotten to log training.	S Abrey	
	2i	To complete Skills Audit	E De Vaux	
	2iii	Russell Re Manning to upload Foundation Governor meeting notes to GovernorHub.	R Re Manning	
	2iii	Imogen Nay to upload proposed covenant to GovernorHub for all governors to consider and for discussion at next Foundation Governors meeting	I Nay	Completed 5/12/23
	3i	Curriculum to be on next meeting's agenda	H Darrell/ Clerk	
	3ii	Chair to upload NGA stakeholder engagement guidance to GovernorHub	B Jones	
	3ii	Headteacher to draft a handful of questions that could be asked of pupils and share them with governors for governors to add additional questions	H Darrell	
	3ii	Parents to be asked via school newsletter to complete Parent View questions before term end.	H Darrell/Chair	

	3ii	Parent View results to be considered at next governor workshop and/or February FGB meeting	H Darrell/ Clerk	
	5	To include on next agenda: • Parent View outcomes • Curriculum • Church Covenant • Budget Setting Process 24/25	Clerk	
	7	• Use of Parent View before the end of term to capture the parent voice. • the FGB had asked the Head to consider additional ways governors could hear the pupil voice. • the Governing Body were delighted with the Deputy Head's development of the school's Instagram account. • staff recruitment was a challenge, both to St. Paul's and all schools across the County. • the Governing Body and school had started to consider funding and ways of investing in staffing for September 2024 The Chair to use these points to draft, with the Head, an update to staff and parents.	B Jones/ H Darrell	
	8	Finance Workshop scheduled for 12/3/24, but Suranga Chandratillake might need to change the date. All governors to email him before Christmas with issues for discussion	All	