

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 30th April 2024

Governors Present: Alex Smith (Chair), Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher), Mark Elliott, Barry Fuchs, Simon Jarvis, Liam Kelly (Associate), Imogen Nay, Rene Oosthuysen, Jonty Roland,

Also in Attendance: Jackie 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 Emma de Vaux, Sharon Geva and Beverly Jones. The meeting was quorate.

AGREED: to accept apologies tendered.

NOTED: Mark Elliott was welcomed to his first formal governing body meeting. All introduced themselves.

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 still one vacancy on the governing body: 1 x Foundation Governor (Diocese). No candidates had come forward.

NOTED: Simon Jarvis would be coming to the end of his term of office in July 2024. **He had not yet decided if he would reapply for another four years or not, but would let people know in due course.**

iv Minutes of Previous Meeting: 27th February 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
4/7/23	2iv	Agreed Educational Visits Policy, subject to Barry Fuchs liaising with Head to create	B Fuchs/ H Darrell	Completed

		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	Completed except for newly appointed governor
	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	Completed
5/12/23	1iv	Alex Smith to edit governor profiles submitted and share them with the Headteacher.	A Smith	Completed but governors were asked to check website for accuracy
	1v	Sarah Abrey to remind governors who had not undertaken safeguarding training, or who had forgotten to log training.	S Abrey	Completed except for newly appointed governor
	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	Completed
27/2/24	1iii	To amend the advertisement to seek a governor interested in a leadership role. All governors to promote and publicise the advertisement.	B Jones/ All	Completed
	1iv	The minutes of the previous meeting held on 5 th December 2023 to be signed by the Chair and passed to the school.	B Jones	Completed
	2i	Foundation governors to meet once a term. The Head would set meeting dates for the next year. Governors unable to attend were asked to indicate this in advance of the meeting.	H Darrell/ Foundation Governors	Commenced and ongoing
	2i	Head to work with Imogen Nay to present a school covenant document to the May Foundation meeting.	H Darrell/ I Nay	Ongoing. HD and IN to meet

	2i	Head to consider detail required for the SIAMS prompt sheet and then consult with Imogen Nay to finalise it.	H Darrell/ I Nay	Drafted and ongoing - to be shared with next Foundation Governors meeting. SIAMS inspection expected in 24/25.
	2i	the new Church Schools Trust to be invited to make a presentation to the next FGB meeting. CSoC input should also be sought	B Jones	No one from trust or CSoC in attendance at meeting
	3i	for the next meeting the Head would tabulate the SIP and RAG rate progress.	H Darrell	Completed and on agenda
	3i	Agreed Rene Oosthuysen and Emma de Vaux would attend the next meeting between staff and the school adviser.	R Oosthuysen/ E de Vaux	EdV had attended one meeting. Next was scheduled on 9/5/24
	3i	the Head would respond further to the question about static data at the next FGB meeting and in particular would identify and explore barriers to learning and the steps the school was taking to address this.	H Darrell	Completed and on agenda
	3iii	the Chair would share ideas for parent evenings, including promotion of Parent View, on GovernorHub.	B Jones	Still to be done
	4iii	The Chair would sign the SFVS documentation so the return could be made by the deadline.	B Jones	Completed
	5	Agreed the following agenda items for the next meeting: - Curriculum – why is some data “stuck”, what are the barriers to learning and what needs to be done to move forward? - Academy Information – a presentation from Alison Anderson of the new Church Schools Trust and the views of CSoC. - Marketing - Budget 2024/25	Clerk	Completed and on agenda

	7	- governors were pleased to be updated on innovations to the school's curriculum. - governors are focused on the SIAMS inspection expected in 2024/25, - in light of the current local political climate, governors are exploring the impact of academisation on schools. - governors want to promote St. Paul's school as a local beacon and will be reviewing marketing next term. The Chair and Head would use these points to draft an update to staff and parents.	B Jones/ H Darrell	Completed
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AGREED: the minutes of the previous meeting held on 27th February 2024 as true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping. **Action: A Smith**

Liam Kelly joined the meeting during the above discussions

v Governor Training Activity

NOTED: governor training undertaken since last meeting. **Alex Smith had uploaded feedback from his last training event on GovernorHub for others' information and would share more information following the next session for Chairs.**

NOTED: the Clerk highlighted the need for at least one governor to undertake the same Cyber security training as staff, following the increased safeguarding emphasis.

AGREED: Barry Fuchs would lead on Cyber Security and undertake the training. **Action: B Fuchs**

vi Ratification of Decisions Taken via Governor Hub

NOTED: no recent decisions had been taken via email or GovernorHub.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Church Schools Trust and CSoC

NOTED: no one from the new Church Schools Trust or CSoC was present. The Head had recently spoken to a CSoC representative who had stated CSoC did not have the capacity to establish an Academy Trust. The new Church Schools Trust, begun at Buckden, was known as ACT. **Some governors expressed disappointment at CSoC's position, though it was pointed out that the**

CSoC Board had not yet made a formal decision on the matter. Imogen Nay would raise Academy Trusts at the CSoC Board.

Action: I Nay

AGREED: governors would still value a presentation from ACT and hoped Bev Jones could arrange one as previously discussed.

Action: B Jones

NOTED: governors suggested a presentation from CSoC would also be useful, if not on Academy Trusts, then on CSoC's vision for its schools, as St. Paul's would value being part of a conversation with CSoC about the future.

ii Church School: Christian Distinctiveness

NOTED: the minutes of the most recent Foundation Governor meeting as uploaded to GovernorHub. **Jonty Roland provided an oral commentary on discussions, including a survey on school values, a Parish/School agreement and staff changes. In terms of a Parish/School agreement, the group hoped to arrange a more open discussion to involve all governors.**

iii Policy Update

NOTED: the policy documents uploaded to GovernorHub with the agenda. Changes to the previous versions had been minimal and the Head had received little feedback,

AGREED: the following policy documents:

- Fire Safety
- Intimate Care
- Lettings
- SEND
- Supporting Pupils With Medical Conditions

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

i Curriculum – unsticking the data

NOTED: the document uploaded to GovernorHub with the agenda. The Head described it as a snapshot of key data against national averages. School results were broadly in line with national averages except writing, which was a development priority within the SIP. Many schools were struggling with writing. The Deputy Head was focusing on writing improvements. The Head explained the impact of EAL pupils and a transient local population on the data and provided examples, including steps taken by the school to improve pupil learning and outcomes. As suggested by the School adviser, the School tracked pupils who had progressed through the school from Reception to Year 6 to evidence the impact the school was having on pupil learning. **Governors asked how many Year 6 pupils had progressed through the school all the way from Reception?** The previous year it had been 9 pupils out of a class of 30. **A governor asked how many Year 6 pupils were ready to progress to secondary school?** The school found this difficult to answer. Data captured the academic position, but it was also a case of behaviour, resilience, practical skills and social interactions. Some SEND and EAL students were not ready for these reasons. It also depended on the secondary school: the curriculum offered, its size and expectations of pupil behaviour. Some pupils found some secondary behaviour regimes uncomfortably strict. The school would have to review each pupil individually to take a view on the level of readiness and the Head did not have such judgements to hand. Preparing pupils for the next stage was an integral part of the primary school role. **Governors felt the school's approach to pupil behaviour was good.**

ii Pupil Data

NOTED: the report of the most recent data monitoring group, as uploaded to GovernorHub with the agenda, and its overlap with the previous agenda item. **Simon Jarvis provided an oral commentary. He felt the school had made a significant change in how it managed and used data and it was now a tool to drive forward developments. The school had a good approach. The data in the report was now out of date as the Data Group was meeting again that week.**

iii School Improvement Plan 2023-2024

NOTED: the RAG rated SIP update uploaded to GovernorHub with the agenda. The Head felt the school was on track to achieve SIP actions and evidence the impact. **Governors were content with the RAG rated approach but wondered if the school was being too harsh on itself, as items that were progressing well were only marked as amber? A discussion ensued about the uses of Red, Amber and Green in different contexts.** The school only used green to show completed actions, which was standard in education. **In response to questions from governors, the teaching of EAL and MFL, the impact of future staff changes and the school's response to them were discussed.**

iv Stakeholder Engagement

NOTED: the Head summarised the range of recent activities involving parents and school volunteers. **Governors highlighted and asked questions about the School newspaper, noting that it had appeared in the Cambridge News. Governors also asked if school clubs were likely to suffer as many volunteers were year 6 parents whose children would be leaving the school in the summer?** The Head acknowledged the school would need to consider fresh volunteers.

v Staff

NOTED: no statutory panels had met and there was little to report. The Head and Rene Oosthuysen would be meeting the following day to discuss the broad staffing picture.

vi Safeguarding

NOTED: at the suggestion of the LA the School had booked an LA Safeguarding review to take place during the term. The last review had been in 2020.

vii Health and Safety

NOTED: Alex Smith had undertaken a safety walk at the school the previous week and all seemed well. The school boiler, had, however, broken down that day. PCM were dealing with the matter and as the weather was warm, the lack of a boiler was not an issue.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: Suranga Chandratillake reported that final year end figures were not yet available, but the school had concluded 23/24 with increased reserves. Use of the reserves to benefit the school was desirable and discussions had indicated this might include upgrading IT kit or returning to a 7 class structure. The LA had expressed support for a return to 7 classes. The pros and cons of this approach were debated in detail.

ii Budget 2024/25

NOTED: the draft budget uploaded to GovernorHub with the agenda and Ray Byford's comments on the budget as reported by the Head via GovernorHub. **Suranga Chandratillake felt the proposed budget was unduly cautious, though the Finance Manager was of the opinion that it was a sensibly pragmatic approach. Governors asked further questions about a return to a 7 class structure and the potential benefits to the school were debated further, including the number of additional pupils required to make the increase financially viable. Close monitoring would be crucial.** The school felt it had other funding possibilities for upgrading IT kit, including capital expenditure. A staggered replacement schedule was desirable for practical reasons and to prevent future replacement happening all at once.

NOTED: arising from questions from governors, the meeting discussed the perceived pessimism of the proposed budget and three year forecast, anomalies in LA recommended forecasting, the timing of the October pupil census in terms of previous pupil growth patterns, LA demographic statistics, investment or otherwise of reserves, the possibility of developing worse case, best case and middle ground scenarios, the possibility of finessing the proposed budget further before agreeing it. The Clerk advised that the LA was unlikely to have time to remodel the budget before the May deadline, that it would be difficult for the school to undertake remodelling in the time available and that the FGB would need to determine a mechanism for approving the budget before the deadline if it did not do so at this meeting. **Governors commented that fine tuning budget models and forecasts could take place after the main budget was agreed and submitted to the LA.**

AGREED: to return to a 7 class structure and the 24/25 budget predicated on this, for submission to the LA within the deadline.

AGREED: Suranga Chandratillake would speak to the Finance Manager about remodelling forecasts to show different scenarios. Other governors were welcome to join him.

Action: S Chandratillake

iii Marketing

NOTED: an increased focus on marketing was needed to support growth.

AGREED: to establish a marketing group of Barry Fuchs, Rene Oosthuysen, Jonty Roland and Alex Smith. Alex Smith would start discussions via email.

Action: A Smith

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the following additional agenda items:

- Marketing
- ACT Presentation
- Governor Links for 24/25
- Governor monitoring reports

Action: Clerk

6. AOB

NOTED: the update on Governor monitoring activity posted on the GovernorHub noticeboard. **Governors were encouraged to undertake outstanding monitoring visits. Sarah Abrey would check that the monitoring report link on GovernorHub was refreshed, so the Clerk would know when monitoring reports were posted.**

Action: S Abrey

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following four 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 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.

Action: A Smith/ H Darrell

8. DATE AND TIME OF NEXT MEETING

AGREED: the next scheduled meeting would take place on TUESDAY, 2 JULY 2024 at 6.30pm by video link.

NOTED: changes to the times and dates of curriculum presentations. The MFL presentation would not now be happening.

The meeting concluded at approximately 20:40 hours

Drafted by: Jacquie Watts

Clerk to the Governors

1 May 2024

Approved by The Governing Body on:

Date: 2nd July 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. HD and IN to meet
	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	Drafted & ongoing - to be shared at next Foundation Governors meeting. SIAMS inspection expected in 24/25.

	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	No one from trust or CSoC in attendance at meeting
	3i	Rene Oosthuysen and Emma de Vaux to attend next meeting between staff and school adviser.	R Oosthuysen/ E de Vaux	EdV had attended one meeting. Next was scheduled on 9/5/24
	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	
	1v	Barry Fuchs would lead on Cyber Security and undertake staff training	B Fuchs	
	2i	Imogen Nay to raise Academy Trusts at the CSoC Board.	I Nay	
	2i	governors would still value a presentation from ACT and hoped Bev Jones could arrange one as previously discussed	B Jones	
	4ii	Suranga Chandratillake to speak to Finance Manager about remodelling budget forecasts to show different scenarios. Other governors welcome to join him.	S Chandratillake	
	4iii	Establish a marketing group of Barry Fuchs, Rene Oosthuysen, Jonty Roland and Alex Smith. Alex Smith to start discussions via email	A Smith	
	5	Agreed the following additional agenda items: • Marketing • ACT Presentation • Governor Links for 24/25 • Governor monitoring reports	Clerk	
	6	Sarah Abrey to check monitoring report link on GovernorHub was refreshed, so Clerk could see when	S Abrey	

		monitoring reports were posted.		
	7	Agreed the following four 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 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.	H Darrell/ A Smith	