

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 4th July 2023

Governors Present: Beverly Jones (Chair), Sarah Abrey, Andrew Blake (Associate Member), Helen Darrell (Headteacher), Barry Fuchs, Sharon Geva, Liam Kelly (Associate Member), Imogen Nay, Russell Re Manning, Jonty Roland, and Alex Smith.

Also in Attendance: Jacquie Watts (Clerk) and Jonathan Lewis (Director of Education) for part of the meeting.

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

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for absence were received from Suranga Chandratillake, Simon Jarvis and Kate Sharkie.

AGREED: to accept all apologies tendered.

NOTED: apologies for late arrival were submitted in advance by Liam Kelly.

NOTED: this would be Andrew Blake's last meeting as an Associate Member. He was standing down at the end of his term of office, but would continue to be involved in the school Coding Club. **Governors thanked him for his very positive involvement with the governing body and his ongoing commitment to the school.**

NOTED: as recorded in the previous meeting's minutes, Liam Kelly was coming to the end of his term of office as an Associate Member. He was willing to stand for another term.

AGREED: to appoint Liam Kelly for a further term as an Associate Member from 1/8/23 to 31/7/24.

ii Declarations of Interest

NOTED: Imogen Nay was a CSoC trustee.

iii Minutes of Previous Meeting: 25th April 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	2i	A 360 degree review of Governing Body effectiveness involving	B Jones/ S Chandratillake	The 22/23 review of governance had taken place. Peer

		pupils, staff, parents, other stakeholders and possibly the clerk should be considered for 2022/23.		review with another Cambridge school was being considered. The LA had praised St. Paul's best practice approach.
	2i	the governing body skills audit and a governance improvement plan based on the School SIP would be considered alongside the possible 360 degree review.	B Jones/ S Chandratillake	Completed – see above
	3iv	Hilary Aldred, Andrew Blake and Kate Sharkie would meet to review the critical incident that took place in July and would feedback any recommendation to the December FGB meeting.	S Chandratillake	Completed – documents had been uploaded as part of this item. The school had acted appropriately. The individual concerned had not returned
	4i	Bev Jones, Helen Darrell and Sharon Geva would meet to discuss how to reach out to all stakeholders. Other governors were welcome to participate	B Jones/ H Darrell/ S Geva	Postponed – still to take place
6/12/22	1iii	in Hilary's absence, Imogen Nay would scrutinise the SCR when she next visited the school.	I Nay	Completed
	1v	Imogen Nay would ask CSoC's opinion of Cambridge schools joining the DMAT academy.	I Nay	Completed – CsoC had no collective opinion on the matter.
	2i	the Chair would consider an evaluation questionnaire so all governors could share their views on the new way of working.	B Jones	Completed
	2ii	the Chair did not wish to stand for re-election as Chair in 23/24, though she was willing to continue as a governor. She asked governors to consider expressing an interest in standing as Chair as soon as possible to permit succession planning and a meaningful handover	All	No volunteers had come forward – ongoing and on agenda
	5	agenda would include a monitoring update from	B Jones/ Clerk	Completed

		Suranga Chandratillake. Chair would invite Jon Lewis or an LA representative to attend the meeting to talk about the steps towards Academy status		
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	Cannot be undertaken until September 23 at earliest
25/4/23	1iii	The minutes of the two previous meetings would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.	B Jones	Completed
	1iv	SEND and Safeguarding would form part of discussions at the June workshop meeting	B Jones R Re Manning	Safeguarding discussed but not SEND. Russell Re Manning to take forward.
	1v	Sarah Abrey would consider creating an at-a glance record of visits to be uploaded to GovernorHub.	S Abrey B Fuchs	In hand – Barry Fuchs was developing a record.
	2ii	The school would arrange a fresh DBS check for Suranga Chandratillake's reappointment	H Darrell	To be done.
	3ii	the Headteacher would identify additional resources, if any, to support the school's learning goals.	H Darrell	Being reviewed as part of the new SIP.
	4ii	Liam Kelly would consider creating more realistic financial forecasts for the school outside of the LA system.	L Kelly	In hand.
	5	the following items would be considered at the July meeting: - Termly written Head's report. - a proposed meeting schedule for 23/24 (Action: Head/Chair and Clerk to meet to discuss before next meeting) - Strategic priorities for 23/24 would be	Clerk plus H Darrell /B Jones	Completed

		discussed at the June Workshop		
	7	i. agreed a surplus budget for 23/24, with the LA praising the school's budget planning ii. 172 pupils on roll, signifying a return to pre-COVID levels iii. 22/23 budget outturn generated a small surplus for the school iv. planned 23/24 surplus would be used to enhance classroom practice v. governor visits had explored a wide range of experiences across the whole school The Chair to use the above points to draft, with the Headteacher, an update to staff and parents.	B Jones/ H Darrell	Completed

Russell Re Manning joined the meeting part way through the above discussions

NOTED: Imogen Nay had taken on the role of Safeguarding Link Governor.

NOTED: there were no other items from the minutes that governors wished to raise.

AGREED: the minutes of the previous meeting held on 25th April 2023 as true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

Action: B Jones

Iv (originally 2.i on the agenda) Academy Status

NOTED: Jonathan Lewis thanked all governors for their support of the school. He then gave a slide show presentation on the pros and cons of Academy Status and issues to be considered.

NOTED: governors thanked Jonathan Lewis for an informative and insightful presentation. Questions were asked regarding the potential for negotiating terms of entry into a MAT, whether the LA could provide the shared experience available in a MAT through other means, the situation regarding the proposed LA MAT, information about DMAT.

Liam Kelly joined the meeting at this point

NOTED: governors had no further questions to ask as they had gained considerable information from the presentation. The Chair stressed the governing body was not committed to joining an

Academy, but felt it had a duty to consider all options. The meeting thanked Jonathan Lewis for a useful talk.

Jonathan Lewis left the meeting at this point.

v Governor Training Activity (1iv on the agenda)

NOTED: training at been discussed at the recent governor workshop. **Jonty Roland had undertaken further training since then.** The need for all governors to undertake safeguarding training before the next meeting was stressed, as was the need to log their training when undertaken. A recent OFSTED inspection at another school had involved OFSTED scrutiny of the governor training records to see when individuals had last undertaken training.

vi Ratification of Decisions Taken via Governor Hub (1v on the agenda)

NOTED: no recent decisions taken had been taken online via email, GovernorHub or information posted on GovernorHub.

Vii Annual Schedule of Meetings 2023/24 (1vi on the agenda)

NOTED: the proposed schedule of meetings uploaded to GovernorHub with the agenda and as prepared by the Chair, Head and Clerk. **Governors queried the timing of some meetings.** Some were routine, others were variable. All FGB and Governor Workshop meetings would commence at 6.30pm.

AGREED: the Annual Schedule of Meetings for 2023/24.

Viii Publication of Equality and Diversity Information (1vii on the agenda)

NOTED: the recent DfE recommendation that governing bodies publish governor equality and diversity data on the school website. The NGA and other associations had raised concerns that data for small governing bodies could identify individuals and breach data protection.

AGREED: the school was committed to championing equality and diversity and the FGB gave consideration to this when seeking new governors, but any action in response to the DfE recommendation should await further advice from the NGA or the DfE.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Academy Status Update

NOTED: this was taken out of agenda order, as minuted in 1iv above.

ii Governor Improvement Progress Report

NOTED: no governors had come forward to discuss taking on the Chair role when the current Chair stepped down. The possibility of recruiting a Chair who would be new to the Governing Body was being considered.

NOTED: workshop feedback had been provided on GovernorHub. Headlines were summarised.

NOTED: the positive governance review survey results were also available on GovernorHub.

iii Church School: Christian Distinctiveness

NOTED: Foundation Governors had met in June. Discussion had included Academy Status and SIAMS. The school was not on the list for SIAMS inspections next academic year. A number of successful trips had been noted including the Labyrinth event at St. Paul's Church. Related information was available in the Foundation folder on GovernorHub, including the school's SIAMS SEF. This would need to be refreshed in the Autumn Term once the SIAMS framework had changed.

iv Legal and Regulatory Compliance including policy update

NOTED: the policies listed on the agenda for approval and commented on via GovernorHub:

NOTED: the Relationships and Sex Education Policy would be considered at the September meeting.

AGREED: the SEND Policy, **subject to correction of typos.**

AGREED: the Procedure for Dealing With Allegations Against Staff, which was a model EPM policy.

AGREED: the EYFS Policy

AGREED: the Feedback Policy, whilst noting there had been no significant changes since it was last approved.

NOTED: the Educational Visits policy, which was a model policy from the Key. In future governors would need to approve overnight trips. **Governors asked whether a statement about making the most of the school's location could be included?** Examples of where this was happening were noted.

AGREED: the Educational Visits Policy, subject to Barry Fuchs liaising with the Head to create a statement about celebrating and making the most of the School's location.

Action: B Fuchs/ H Darrell

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

i School Improvement Plan 2022-2023 and the Headteacher's Termly Report

NOTED: the report uploaded to GovernorHub with the agenda. **The Chair highlighted the reduction in staff numbers and the Head's successful endeavours despite reduced staff capacity.**

NOTED: governors found the data in the report helpful. The Head summarised key elements of her report and **responded to governor questions.** There was an increase in visits and enrichment activity. Pupil diversity had increased post Covid. The pupil roll had increased slightly. The increase in logged concerns was the result of a change in recording practice. The school fair had raised approximately £2k. **The Chair praised governor turn out at the event.** The Head felt the SIP had been successfully completed this year. **In response to a question from the Chair, it was confirmed that the FGB also felt confident about the success of the SIP.**

NOTED: governors asked questions about trips and the time taken to research and arrange new ones. Also, KS1 achievements were raised. The Chair was concerned about attendance levels and the number of absences. The meeting discussed the impact of parents not being truthful

about the reason for absences. The three improvement priorities for 23/24, EAL, Reading and Writing were noted and discussed. **A more expansive and ambitious description was requested.**

AGREED: the Head would expand the written priorities. She also intended to add performing arts to the priority list.
Action: H Darrell

ii Pupil Data

NOTED: the data group would be meeting later in July to consider pupil assessment and results.

iii Staff Well Being

NOTED: overall, despite tiredness at the end of term, staff were feeling positive. **The addition of a spiritual dimension to the Well Being Policy was considered positive. The staff governor highlighted the need to be supportive of the Head's Well Being. The Chair stressed this was being monitored by governors.**

iv Safeguarding

AGREED: Imogen Nay as the Safeguarding Governor.

NOTED: the school's Annual safeguarding return as uploaded to GovernorHub with the agenda.

v Health and Safety

NOTED: health and safety matters had been included in the Headteacher's written report.

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Financial Monitoring Update

NOTED: the email from Suranga Chandratillake confirming there was nothing major to report in terms of finance.

NOTED: the CCC audit letter uploaded to GovernorHub as a potential AOB item.

AGREED: Suranga Chandratillake and Liam Kelly would consider the implications of the CCC audit letter for St. Paul's.
Action: S Chandratillake/ L Kelly

5. ADDITIONAL ITEMS FOR NEXT MEETING

NOTED: no additional items were identified.

6. AOB

NOTED: the CCC Audit letter had been considered under item 4i above.

NOTED: the input into the Coding Club by Andrew Blake and especially Sarah Abrey.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following five points:

- i. the level of pupil activity both within and outside of the classroom
- ii. delivery of the School Improvement priorities
- iii. the high level of stakeholder engagement
- iv. teacher research was an asset
- v. the increased number of pupils from all parts of the world

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 19th September 2023 at 6.30pm by video link

NOTED: thanks to Sarah Abrey for all her efforts on behalf of the school and best wishes to Andrew Blake at the end of his term of office.

The meeting concluded at approximately 20:07 hours

Drafted by: Jacquie Watts

Clerk to the Governors

5th July 2023

Approved by The Governing Body on:

Date:

Signature (Chair):

FGB Action Summary Grid

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	3i	the Head would expand the written priorities for 23/24. She also intended to add performing arts to the priority list	H Darrell	
	4i	Suranga Chandratillake and Liam Kelly would consider the implications of the CCC audit letter for St. Paul's.	S Chandratillake/ L Kelly	

	7	i. the level of pupil activity both within and outside of the classroom ii. delivery of the School Improvement priorities iii. the high level of stakeholder engagement iv. teacher research was an asset v. the increased number of pupils from all parts of the world The Chair would use these points to draft, with the Headteacher, an update to staff and parents.	B Jones/ H Darrell	
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