

**MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY
Held on 23rd March 2023 commencing 4.00 p.m. in person at the school**

Governors Present: Sarah Abrey, Suranga Chandratillake, Helen Darrell (Headteacher) Barry Fuchs, Sharon Geva, Simon Jarvis, Beverly Jones (Chair) Philip Murray, Kate Sharkie, Andrew Blake (Associate Member) Liam Kelly (Associate Member)

Minutes: Beverly Jones

1. Governor Business
i) Apologies for Absence NOTED: apologies were received from Rev'd Imogen Nay, Russell Re Manning, Jonty Rowland, Alex Smith AGREED: the apologies were accepted by the Governors.
ii) Declarations of Interest NOTED: there were no declarations of interest
iii) Minutes of the previous meeting 6th December 2022 NOTED: all Governors acknowledged that the minutes were available for them to review on Governorhub. It was agreed to wait until the next meeting to formally approve the minutes with the support of the Clerk to Governors. The Chair invited Governors to record any matters arising on Governorhub before the next meeting.
iv) Format of the meeting NOTED: the Chair confirmed that the meeting had replaced the planned meeting on 28th March 2023 to support leadership capacity in the school and in particular Headteacher wellbeing. She thanked Governors for accommodating the change and for attending at short notice. NOTED: the main agenda items had been shared on Governorhub and the Chair confirmed the order for the meeting: 1. Subject presentation: Computing 2. Financial Performance and Value for Money 3. Holding the Headteacher to Account for the performance of the school 4. Ensuring clarity of vision, ethos and strategic direction 5. AOB 6. Date of Next meeting
2. Subject Presentation: Computing

NOTED: Sarah Abrey, Subject Lead for Computing offered laptops around the classroom for Governors to access. Each laptop was showing the type of work that a particular class would follow as part of the curriculum. The aim was for Governors to see progression from Early Years to Year 6.

NOTED: The Computing Curriculum map was displayed for Governors to see the plan across the years.

NOTED: In response to a question from a Governor, SA summarised the safeguard measures that are in place to prevent access to unsuitable sites. This includes the Cambridgeshire County Council filter system. Governors learnt about the laptops available to pupils and SA confirmed she would like to obtain a further 16 tablet computers to support learning. Each class has between 45 minutes to 1 hour of computing per week.

3. Financial Performance and Value for Money

NOTED: The School Financial Value Standard (SFVS) template was shared on Governorhub at the start of the month. All Governors had reviewed the document and 2 x Governors had offered comments on Governorhub.

NOTED: Liam Kelly has been the Governor monitoring the completion of the template and has worked with the Finance Manager. He had shared a discussion document on Governorhub summarising the main points that arise from the completion for 2022.

NOTED: He introduced the item:

1. There are no significant changes to the Governance structure for Finance
2. School is 6 classes and not 7
3. Finance Manager has reviewed the data offered and identified inaccuracies.
4. Pupil progress scores are presented for the first time since Covid
5. The category for writing has moved upwards

A Governor asked why pupil data is included in a document focused on school finance. The Head confirmed that pupil outcomes are the purpose of expenditure and therefore good outcomes for pupils represent good value.

NOTED: The Head informed Governors that an international pupil who is admitted part way through the school will not have an initial score and therefore their progress cannot be measured.

NOTED: A Governor asked for clarification about Leadership time. LK confirmed that all teachers are allocated 10% time for Planning, Preparation and Assessment. The 20% Leadership time is for the Head + 0.4 for the Deputy Head and 0.4 for the Head of Inclusion. This has not altered from the return last year. The Head advised that the Head of inclusion has reduced by 0.2 this academic year to reflect fewer pupils on roll.

NOTED: There was a discussion about what constitutes an appropriate amount of Leadership time for the school with a reduced number of pupils on roll. This included ensuring there is sufficient capacity to respond to the full range of work as well as ensuring that staff funding is not being taken away from the classroom to support leadership.

AGREED: to consider how we distribute funding to ensure we have an appropriate staffing

model to reflect a reduced number of pupils on roll.

AGREED: the submission of the SFVS 2023 to the DfE.

NOTED: The Chair reminded the meeting that the Vice Chair and the Head plus the Finance Manager will meet the LA Finance Officer on 29th March 2023 to confirm the budget plan for 2023-2024. This will be presented to Governors for approval at the April meeting.

4. Holding the Headteacher to Account for the performance of the school

NOTED: The Head offered a verbal report:

1. Total Number of Pupils on Roll: 166
2. Admissions to reception class for September 2023: Current first choice numbers are lower than last year but 2nd and 3rd choice numbers have increased.

A Governor asked if this was the case in other schools. The Head was aware of anecdotal evidence that in some schools this was the case.

A Governor asked if we know where the intake are coming from. The Head confirmed that the distance from the school can be identified.

AGREED: to analyse where the intake is drawn from to establish any changes in patterns of in catchment or out of catchment.

3. Attendance

NOTED: Data relating to attendance is published in the newsletter. There has been a focus on lateness with closure of the gate earlier requiring late arrivals to enter the school via reception.

SC left the meeting at this point.

A Governor asked if attendance is reviewed for patterns.

The Head confirmed this is the case. A significant challenge this term has been ill health. In addition international travel to visit family members and some family holiday has had a negative impact on attendance figures.

4. Safeguarding

Staff training has been undertaken relating to the Prevent Agenda and also the "My concern" reporting tool used by staff. <https://www.thesafeguardingcompany.com/myconcern/>

5. SEND

The Code of Conduct continues to be actively implemented by all staff.

6. Health and Safety

The Site officer is supported by PCM Property Management.

All teachers have recently completed the classroom checklist recommended by the Health and Safety Executive.

A Governor asked about the management of access to the loft which the PTFA use for storage. The Head confirmed that links with the PTFA ensure that the arrangements are clear. In addition, the Head is exploring alternative storage for the PTFA essentials.

7. Parental Engagement

The newsletter has a new format which was developed with support from Alex Smith,

Governor.

Parent Consultation events have taken place this term.

An Eco Club has been established with support from Alex Smith.

PTFA have hosted coffee morning and cake sale and plan an event before the end of term.

The PTFA have a library update as a fundraising priority.

Head is exploring with the After School Club providers the possibility of a Breakfast club. **A Governor asked if this would be in partnership with St Alban's School and the Head confirmed this would be part of the discussion.**

8. Teaching and Learning

Visits have included: O2 arena for Young Voices in January, accompanied by Chair of Governors.

Babbage Lecture Theatre for "Thinking Mathematics"

Arts Events have included: Performance by Year 3 & 4 classes, March 2023

Science, Technology, Engineering and Maths Week, March 2023 included Cambridgeshire Science, Maths activity and technology activity.

World book Day was celebrated in March

Sports Clubs have been refreshed

Code Club is active

Monitoring of the classrooms has taken place and there has been a Curriculum Carousel where subject leaders share their work with the rest of the staff.

9. Christian Distinctiveness

Godly Play was led in the school funded by Church Schools of Cambridge (CSOC)

Head attended the Headteacher conference at the beginning of March which included SIAMS presentations.

Rev'd Imogen Nay attended the face to face Diocese Governor training on 10th March 2023. Simon Jarvis and Jonty Rowland attended online SIAMS training offered by the Diocese.

SJ confirmed the importance of considering the SEF.

Foundation Governors met in February.

Rev'd Imogen Nay has set up a Worship Club for pupils of all faiths and none to plan collective worship.

The Easter service will be held at the church on 28th March 2023.

Courageous Advocacy as promoted by the Church of England is encouraged and there are a few pupils who are initiating support for specific charities or causes e.g. Jimmy's Nightshelter and plastic reduction.

The Head confirmed that this is encouraged so that the school do not automatically participate in national themed days.

10. Staffing

A Deputy Headteacher has been appointed to start September 2023

An additional teacher is required for September 2023 and this has been advertised.

A new part time teacher has been appointed to Year 1/ 2 to work with Mrs Day for the Summer Term.

A full time Teaching Assistant was appointed at the start of term and an additional agency Teaching Assistant is supporting in the classroom.

11. Branding

The new sign, funded by CSOC has been positioned at the front of the school

Staff have fleeces with the logo.

SC has liaised with the web designers, March 2023 with regard to the change to the site.

5. Monitoring

i) Subject Presentations to Governors this term:

Early Years

Music

Science

Computing

ii) Class Links have been active in 4 classes

iii) Governors have accompanied extra curricular trips and visits

iv) Governors have experienced live performances and collective worship

There was discussion that all present felt that they have been able to engage with the life of the school and to see the plans in action.

This first year of subject leader presentations has been regarded as successful by subject leaders and Governors with attendance by the majority of Governors at 1 or more of the presentations.

6. Ensuring clarity of vision, ethos and strategic direction

NOTED: 8 x Governors attended an informal workshop on 14th March 2023. The Vice Chair presented the forecast numbers from the Local Authority for the school that indicates that we are unlikely to have a full roll. He also confirmed the budget building process and the expectation that the budget will be balanced. The discussion focused on funding and the need for a strategy regarding the reduced number of pupils on roll. It was agreed that this will be a focus for the Summer Term workshop.

7. AOB

NOTED: The Chair expressed her sympathy for the school where the Headteacher had taken her own life following a recent Ofsted inspection. **Governors confirmed that the inspectors who visited St Paul's in 2021 had acted in a professional and courteous manner.**

St Paul's C of E Primary School

Life in all its fullness

There was discussion about the pressure placed upon staff in schools with the unpredictable timing of an inspection and the expectations of staff during the inspection. In particular, the desire to present the school at its best can lead to a lack of sleep and anxiety during the process for staff at all levels. The additional pressure on a Head is to manage the staff as well as the inspection team.

NGA Awards

NOTED: At the Governor Conference the CEO of NGA encouraged Governors to apply for an award. The Chair offered to review the application process to determine eligibility for the Governing Body before 28th March 2023.

8.. Date of next meeting

AGREED: The next meeting will be held on 25th April 2023 at 6.30 p.m. by zoom.

Drafted by: Beverly Jones

23rd March 2023

Approved by The Governing Body on:

Date:

Signature (Chair):