

MINUTES OF THE FULL GOVERNING BODY MEETING
held via video conferencing at 6.30pm on Tuesday 6th December 2022

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

Also in Attendance: Jacquie Watts (Clerk) and Stephanie Florczyk (Deputy Headteacher) also Phillip Murray (prospective governor).

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

1. GOVERNOR BUSINESS

i Apologies for Absence

NOTED: apologies for late arrival were received from Russell Re Manning. Apologies for absence were received from Hilary Aldred, Liam Kelly (Associate Member) and Kate Sharkie.

AGREED: to accept the three apologies for absence.

Barry Fuchs joined the meeting at this point.

ii Declarations of Interest

NOTED: Imogen Nay was a CsoC trustee. The governor candidate, Phillip Murray, was a potential CSoC trustee.

iii Governor Appointments

NOTED: Phillip Murray had been proposed by CSoC as a Foundation governor. He was welcomed to the meeting and invited to introduce himself. He was the Associate Priest at Little St. Mary's and a prospective CSoC trustee.

AGREED: to appoint Phillip Murray as a Foundation (CSoC) governor for a period of four years commencing on 7th December 2022 until 6th December 2026, subject to DBS and Section 128 clearance.

Stephanie Florczyk joined the meeting at this point.

NOTED: Sarah Abery had been nominated as staff governor for a second term of office.

AGREED: to appoint Sarah Abrey as staff governor for a second four year period commencing with immediate effect and until 5th December 2026.

NOTED: Hilary Aldred was resigning as a governor at the end of term because of family and work commitments.

AGREED: in Hilary's absence, Imogen Nay would scrutinise the SCR when she next visited the school.

Action: I Nay

lv Minutes of Previous Meeting: 20th September 2022

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
29/3/22	14	Suranga Chandratillake would arrange a Zoom presentation on the re-branding for governors' information	S Chandratillake	Completed
5/7/22	6	The Headteacher would frame the 22/23 SIP based on the strategy.	H Darrell	Completed
	6	to review the new governance processes and structures in December 2022 to determine if they should continue, be modified or be terminated and the old structure reinstated.	Chair/Clerk	On Agenda
	13	the Headteacher would consider ways in which the school could evidence that Collective Worship was invitational. This might include inviting governors to observe acts of Collective Worship.	H Darrell	Completed
	18	AGREED: Beverly Jones, Jonty Roland and Barry Fuchs would meet before the next meeting to discuss governor induction. Governors who felt they had not had a proper induction because of Covid were also welcome to attend.	B Jones/ J Roland/ B Fuchs	Completed
20/9/22	1ii	Kate Sharkie would complete her annual declaration online as soon as possible.	K. Sharkie	Completed
	1vi	the Head and Finance Link Governor would further consider costs associated with subject delivery and report back to the next FGB meeting.	H Darrell/ S Chandratillake	Consideration of a needs-based analysis still to be discussed.
	1vi	the Head would consider a calendar of curriculum presentations to take place before the start of each FGB meeting.	H Darrell	Completed

	2i	A 360 degree review of Governing Body effectiveness involving pupils, staff, parents, other stakeholders and possibly the clerk should be considered for 2022/23.	B Jones/ S Chandratillake	To be done, but discussions had taken place with Jonty Roland
	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	To be undertaken as part of the previous action
	2ii	Reference to governors joining in-person meetings virtually should be removed from standing orders and a statement confirming meetings should either be in-person or online should be added.	Clerk	Completed
	2ii	the clerk should investigate or produce a protocol for allowing observers to attend meetings.	Clerk	On agenda
	2iv	use of GovernorHub declaration summaries should be discussed and resolved.	H Darrell/ B Jones/ Clerk plus school administrator as necessary	Completed
	3i	an additional workstream would be created in the School Improvement Plan with a focus on KS1.	H Darrell	Completed
	3i	the Headteacher would consider the wording for objective 2 of the SIP and the relationship between staff professionalism and well-being. She would also advise link governors when it was a good time to visit the school and would report back to the next FGB meeting on how staff were responding to greater freedom in setting their development plans.	H Darrell	Outcome unknown as the Head's internet connection temporarily failed at this point
	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	H Aldred/ A Blake/ K Sharkie	Report written but not yet shared with other governors

		December FGB meeting.		
	3iv	Sarah Abrey would send Simon Jarvis a copy of the Digital Safety Policy	S Abrey	Completed
	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	Scheduled to take place the following week
	7	The Chair would use the six points identified to draft, with the Headteacher, an update to staff and parents.	B Jones/ H Darrell	Completed

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

AGREED: the minutes of the previous meeting held on 20th September 2022 as a true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

v Governor Training Activity

NOTED: no recent training activities had been added to the training record. Governors were reminded that useful training was available via GovernorHub and the NGA. Completed training should be added to the training record. **Suranga Chandratilake recommended the LA induction session for newly appointed governors.**

NOTED: The Chair reported on the two events she had attended on the White Paper and funding. John Lewis of the LA was recommending that all schools consider Academy Status. St. Paul's would be obliged to join DMAT. The meeting discussed the pros and cons of this. Whilst there was no rush for St. Paul's to seek academy status, it was felt it would be helpful to have an LA representative attend an FGB meeting to explain the process of becoming an Academy. Governors asked what CSoc's opinion on the matter was?

AGREED: Imogen Nay would ask CSoc's opinion of Cambridge schools joining the DMAT academy.
Action: I Nay

NOTED: the financial issues facing the County Council and all schools. The Chair and Vice Chair would be meeting with the LA Finance Adviser in the new term to start the budget setting process. Pupil numbers on roll for the October census had been positive and CSoc's funding of an additional teacher was extremely helpful. Governors asked if the mixed class arrangement would be reviewed? The Head advised it was under constant review and the number of classes that could be afforded would be reviewed as part of the budget setting process. Costs would be determined with the budget and operational decisions would be made in the Summer Term. A return to seven classes was attractive but would be disruptive if pupil numbers meant it was not sustainable. **A governor pointed out that a large number of pupils would be leaving the school when year 6 progressed to secondary education.**

Russell Re Manning joined the meeting at this point

vi Ratification of Decisions Taken via Governor Hub

NOTED: decisions recently taken online via GovernorHub

NOTED: Simon Jarvis commented on the Pupil Premium Strategy and felt it was an improvement on previous years'. The gap between PP pupils and others had widened during the pandemic. The three year strategy was ambitious in attempting to close the gap. He thanked the staff involved in drafting the strategy.

NOTED: a Sports Premium strategy was being written and would be posted on GovernorHub for governors' information. The main focus was funding to create a level 5 PE specialist

AGREED: Alex Smith would talk to the Head and Deputy re. the Sports Premium Strategy. Stephanie Florczyk would forward a copy of the Sports Premium strategy to him.

Action: A Smith/ S Florczyk

NOTED: governors asked who would lead on the strategies when Stephanie Florczyk left at the end of term? Sarah Abrey would be leading on the Sports Premium Strategy and the Head would lead on the PP strategy until a new Deputy was in post.

NOTED: the meeting discussed governor visits and monitoring. Most governors had made contact with their linked member of staff. The aim was for each governor to undertake at least one monitoring activity per term. Visits had taken place but had not been uploaded to the system. If governors had any immediate concerns following a visit they should contact the Headteacher or the member of staff visited. If the matter concerned the Headteacher, they should contact the Chair. **Governors raised technical difficulties with the system, especially reading documents once uploaded.**

AGREED: Sarah Abrey and Suranga Chandratilake would consider how best to share monitoring reports going forward.

Action: S Abrey/ S Chandratilake

NOTED: many governors had read and approved the Admissions Policy for 23/24.

AGREED: to ratify documents posted and decisions taken in relation to:

- Governor Visits and Monitoring
- Admissions Policy 23-24
- Pupil Premium Strategy

Phillip Murray left the meeting at this point.

Vii Link Governors

AGREED: Philip Murray would take on the link role for legal and regulatory compliance and also link with the Rabbit class.

NOTED: Imogen Nay would take on aspects of, and possibly all of, the Safeguarding role.

2. ENSURING CLARITY OF VISION, ETHOS, STRATEGIC DIRECTION

i Review of Governor Processes and Structures

NOTED: the Chair and Clerk had discussed the impact of the new governance structure to date. It appeared to be working well for governors and the school, which was the main requirement, but the Clerk was now "out of the loop" on many discussions and less well

placed to advise and remind the Board about certain matters.

AGREED: the Chair would consider an evaluation questionnaire so that all governors could share their views on the new way of working.
Action: B Jones

ii Governor Improvement Progress Report

NOTED: the draft protocol for observers attending meetings as uploaded to GovernorHub with the agenda.

AGREED: the protocol for observers attending meetings.

NOTED: 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. The Clerk stressed the importance of seamlessly electing a new Chair.

Action: All

iii Church School: Christian Distinctiveness

NOTED: the vacancy for a Foundation Governor that would be created at the end of term by the resignation of Hilary Aldred.

AGREED: Foundation governors would reflect on the Skills Audit and the requirements for the replacement Foundation governor when they met the following week.

Action: Foundation Governors

NOTED: the Foundation Governor meeting would also consider the revised SIAMS framework that would take effect in September 2023 and be in place when the school had its SIAMS inspection. Kate Sharkie would be feeding back as the relevant link governor. Governors thanked Imogen Nay for her contribution to the school. The school Christmas service would be held in St. Paul's Church on 20 December 2022 at 9.30am. All governors were invited.

iv Legal and Regulatory Compliance

NOTED: the 24/24 Admissions Policy would be uploaded to GovernorHub in the Spring Term for governor approval.

Action: H.Darrell

NOTED: the policies listed on the agenda for approval:

AGREED: the Freedom of Information document.

AGREED: the Staff Code of Conduct subject to the insertion of more St. Paul's specific detail.

AGREED: the Induction document.

AGREED: the Teachers' Pay document subject to ratification of some elements by the Pay Committee.

AGREED: the Data Protection document subject to completion.

NOTED: governors were reminded to comment on and agree policies on line ahead of

the meeting to speed up the approval process.

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

i School Improvement Plan and the Headteacher's Termly Report

NOTED: the documents uploaded to GovernorHub. **The Headteacher's report was comprehensive and included information that would previously have been considered by the T&L and F&P committees, including staff and pupil attendance figures, exclusions, complaints and PP data.** The Head highlighted key issues from the reports including the current challenges of staff recruitment and staff travel to work. Developments in modern languages were noted, as was the support St. Paul's was providing to a number of nearby schools. The school was working on a Botanic Gardens project. **Governors were pleased to see the positive development of activities in keeping with the strategic plan agreed by the governing body.**

NOTED: governors asked questions about pupil bullying and well-being, and commented favourably on the school sharing its expertise with others. Questions were also asked about the two mixed classes, their challenges and their successes. An experienced teacher would be taking on half the job share role next term. **Governors commented on the positive atmosphere in the school and thanked the Head for all her work in leading the school through a period of change and the staff for all their efforts and support.**

ii Pupil Data

NOTED: the data group would next be meeting on 16 December 2022.

AGREED: Jonty Roland would join the data group.

iii Staff Well being

NOTED: the transport challenges referenced in the Head's report. Congestion in central Cambridge, especially around Hills Road, was vastly increasing journey time for existing staff and adding to the difficulty of staff recruitment. Public transport had worsened and was proving unreliable. The planned congestion charge would also impact negatively on existing staff and staff recruitment. **A governor had written to the County about conditions around Hills Road, but had never received a response.**

AGREED: governors should respond individually to the congestion charge consultation before the deadline and highlight the predicament of the school. The Chair would contact Cllr. Richard Howitt regarding the situation. The Head would let staff know that governors were pursuing the matter.

Action: All/ B. Jones/ H. Darrell

iv Safeguarding

NOTED: Hilary Aldred had reviewed the SCR during the term and the annual return to the LA authority had been approved and submitted.

AGREED: the Headteacher would upload the annual safeguarding return to GovernorsHub for governors' information.

Action: H Darrell

4. FINANCIAL PERFORMANCE AND VALUE FOR MONEY

i Budget Update

NOTED: the financial report and the oral update provided by Suranga Chandratillake. **The school was on track to achieve its budget, though the Finance Manager was concerned by increasing energy costs and the percentage increase in the cost in paper. Suranga Chandratillake explained the SFVS process being led by Liam Kelly for the current year.**

5. ADDITIONAL ITEMS FOR NEXT MEETING

AGREED: the agenda would include a monitoring update from Suranga Chandratillake. The Chair would invite Jon Lewis or an LA representative to attend the meeting to talk about the steps towards Academy status. **Action: B Jones/ Clerk**

6. AOB

NOTED: as another example of sharing good practice, Stephanie Florczyk would be joining Ramsey Junior and Infant schools as Vice Principal. The governors congratulated her on her promotion.

7. FIVE POINTS TO SHARE WITH STAFF AND PARENTS

AGREED: the following five points:

- i. school improvement priorities being actioned
- ii. the development of solid PP and SP strategies
- iii. the sharing of good practice with other schools
- iv. increased parental involvement in the school
- v. increased community links, including the Botanic Gardens project

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 28th March 2023 at 6.30pm. **The Chair stressed if governors did not feel their voice was being heard they should contact the Chair, Headteacher or Clerk.**

NOTED: future FGB meetings were scheduled to take place on Tuesday 25th April 2023 and Tuesday 4th July 2023 at 6.30pm.

AGREED: the Clerk would ensure they were listed on GovernorHub. **Action: Clerk**

The meeting concluded at approximately 20:30 hours

Drafted by: Jacquie Watts
Clerk to the Governors
8th December 2022

Approved by The Governing Body on:

Date:

Signature (Chair):

FGB Action Summary Grid

Date	Min. Ref.	Action	Lead	Completed
20/9/22	1vi	the Head and Finance Link Governor would further consider costs associated with subject delivery and report back to the next FGB meeting.	H Darrell/ S Chandratillake	Consideration of a needs-based analysis still to be discussed.
	2i	A 360 degree review of Governing Body effectiveness involving pupils, staff, parents, other stakeholders and possibly the clerk should be considered for 2022/23.	B Jones/ S Chandratillake	To be done, but discussions had taken place with Jonty Roland
	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	To be undertaken as part of the previous action
	3i	the Headteacher would consider the wording for objective 2 of the SIP and the relationship between staff professionalism and well-being. She would also advise link governors when it was a good time to visit the school and would report back to the next FGB meeting on how staff were responding to greater freedom in setting their development plans.	H Darrell	Outcome unknown as the Head's internet connection temporarily failed at this point
	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.	H Aldred/ A Blake/ K Sharkie	Report written but not yet shared with other governors
	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	Scheduled to take place the following week
6/12/22	1iii	in Hilary's absence, Imogen Nay would scrutinise the SCR when she next visited the	I Nay	

		school.		
	1v	Imogen Nay would ask CSoC's opinion of Cambridge schools joining the DMAT academy.	I Nay	
	1vi	Alex Smith would talk to the Head and Deputy re. the Sports Premium Strategy. Stephanie Florczyk would forward a copy of the Sports Premium strategy to him	A Smith/ S Florczyk	
	1vi	Sarah Abrey and Suranga Chandratilake would consider how best to share monitoring reports going forward	S Abrey/ S Chandratilake	
	2i	the Chair would consider an evaluation questionnaire so all governors could share their views on the new way of working.	B Jones	
	2ii	the Chair did not wish to stand for re-election as Chair in 23/23, 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	
	2iii	Foundation governors would reflect on the Skills Audit and the requirements for the replacement Foundation governor when they met the following week.	Foundation Governors	
	2iv	the 24/24 Admissions Policy would be uploaded to GovernorHub in the Spring Term for governor approval.	H.Darrell	
	3iii	governors should respond individually to the congestion charge consultation before the deadline and highlight the predicament of the school. The Chair would contact Cllr. Richard Howitt regarding the situation. The Head would let staff know that governors were pursuing the matter.	All/ B. Jones/ H. Darrell	
	3iv	the Headteacher would upload the annual	H Darrell	

		safeguarding return to GovernorsHub for governors' information.		
5		the agenda would include a monitoring update from Suranga Chandratilake. The Chair would invite Jon Lewis or an LA representative to attend the meeting to talk about the steps towards Academy status	B. Jones/ Clerk	
7		AGREED: the following five points: i. school improvement priorities being actioned ii. the development of solid PP and SP strategies iii. the sharing of good practice with other schools iv. increased parental involvement in the school v. increased community links, including the Botanic Gardens project The Chair would use these points to draft, with the Headteacher, an update to staff and parents.	B Jones/ H Darrell	
8		the Clerk would ensure future meeting dates were listed on GovernorHub.	Clerk	