



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 630pm on Monday 6th December 2021

(Governors having previously agreed that Standing Orders should be temporarily waived to allow 100% governor attendance by remote access for the duration of the COVID 19 situation)

Governors Present: Beverly Jones (BJ)– Chair, Sarah Abrey (SA), Hilary Aldred (HA), Tom Auld (TA), Suranga Chandratillake (SC), Helen Darrell (HD-Headteacher), Simon Jarvis (SJ), Sharon Geva (SG), Russell Re Manning (RRM), Alex Smith (AS) & Virginia Weston (VW)

Also in Attendance: Andrew Blake (AB -Associate Member), Liam Kelly (LK -Associate Member), Nick Giesler (NG -Associate Member), Natalie Drewery (Locum CamClerk)

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

1. Apologies for Absence

Apologies for absence were received and accepted from Kate Sharkie (KS).

2. Declarations of Interest

There were no declarations of interest in relation to agenda items for the meeting.

3. Identification of AOB

LK requested governors discuss the email sent out from the school on 03.12.21 relating to COVID.

4. Minutes of Previous Meeting – 27th September 2021

The minutes of the previous meeting held on 27th September 2021 were approved as a true and accurate record. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

Review of action items:

Item 1 – BJ would arrange for a card or gift to be sent to RRM at an appropriate time - *actioned*

Item 8 - BJ would forward HA's annual declaration of interest to the Clerk. The Clerk would liaise with RRM when appropriate to obtain his declaration – *actioned*. It was clarified for the record, that HA had sent the PI declaration and KCSIE advice prior to the last meeting.

Item 10 – Re-writing the Standing orders regarding video-link participation and the section on Associate Governors' voting permissions – **Action roll forward: Chair to follow up with Clerk**

Item 10 - Chair would add a reference to the school website to the effect that members of the public could attend meetings if they wished - **Action roll forward: Chair to follow up with HD**

Item 11 - AS would brief LK about the role of link governor for History & Geography - *actioned*

Item 14 - HD would speak to the Co-Chair of the PTFA about Social Media and search engine optimisation – *actioned*

Item 15 - T&L Committee would work with HD to see whether a set of numerical indicators could sensibly be identified - *actioned*

Item 17 - HA and NG should read both required KCSIE and Safeguarding documents and advise the school in writing that they had done so – *actioned, note clarification under item 8 above.*



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5. Head's Report

The Chair thanked all governors for the monitoring actions they have undertaken this term to support and challenge HD; all have embraced governors' accountability for the school. Governors can be assured that all activities HD reports on have been witnessed firsthand by governors.

The Chair thanked HD for her comprehensive report, inviting her to take governors through the highlights before receiving governor questions.

HD noted following the Ofsted report, the school is moving forward, with marketing work, the curriculum and extra-curricular activities the focus this term. There were no significant context changes and attendance is good, in comparison to national and Cambridgeshire data.

Q/. A governor questioned the attendance data asking if this has dropped as a result of COVID and would this further reduce over the next few weeks.

A/. HD clarified that absence is due to various illnesses. Recommended guidance is followed. If absence is a result of COVID, the school codes this in a different format which does not impact the attendance data.

Q/. Noting the pupil numbers on roll are low, given this is a school priority focus, a governor asked what the monthly trend is.

A/. HD clarified at the census date, there were 138 on roll, this has risen to 142, consisting of leavers and in year joiners. Although movement has started to slow down, a few more pupils are due to start in the new year.

Governors commented that enrolment impacts the budget and given the school is now Ofsted good, this should attract new families. Although the website is under review, it was suggested the good rating be emblazoned on the website as soon as possible.

Action: HD to add Ofsted outcome to the website.

HD noted the success of the recent open days and parent tours; positive comments have been received from parents. More parent engagement has been afforded this term. The Chair extended thanks to all staff and concurred the feedback from the community was how impressed parents were with the relaxed atmosphere to school. SA added that staff are used to visitors to school, it feels natural, and staff welcome the visits.

Referring to the curriculum, HD noted the focus on extra-curricular work, including swimming, clubs, life bus, Bikeability. Year 6 pupils have taken on helping roles and house teams have been re-established, with a number of events planned.

Pupil Progress interventions are in place for the term, end of year assessments conducted and being analysed. A phonics test for Year 2 pupils, vice the cancelled Year 1 test, has been conducted. External links with the LA and diocese continue.

Q/. A governor commented how impressive it was that the school has received a visit from another school to understand The Write Stuff; governors should be proud the school is able to do this.

A/. HD acknowledged this was a turning point, being able to share best practice, writing moderation etc.

HD noted the SIP has been updated, including commentary on the small steps of learning.

The Chair thanked HD for a very full picture of the term, giving breadth and depth where needed, noting the focus is now on good teaching and learning. Comments / questions were invited.

A governor commented this was the clearest and most useful HT report so far and thanked HD for the written report and summary.



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Q/. Regarding catch up funding, the differential in English work within year groups was acknowledged, noting the lower end were disadvantaged pupils and questioned has the gap extended during COVID and how can the catch up be achieved as fast as possible. A/. HD explained that gaps have been identified and for SEND and PP pupils, individual plans are in place for interventions. There are other catch-up interventions taking place and the funding is paying for a teacher to work with small groups on English & Maths tuition. The plans and interventions are reviewed termly. Q/. A governor asked if there is a sense that progress is being made. A/. HD advised that the assessments have been complete, once the data is collated and reviewed the position will be known. The staff meeting this week will focus on pupil progress and next steps. This was discussed in detail at T&L committee.
6. Safeguarding Issues & Communication with parents HD advised this had been commented upon within the HT report. There were no further points to highlight.
7. School Improvement Plan HD advised this had been commented upon within the HT report. There were no further points to highlight.
8. a) Minutes of T&L Committee Meetings - 5th October and 29th November 2021 The Minutes of 5th October were received; in response to a question raised about subject leader presentation at T&L, AS confirmed these are taking place and planned for within meetings. It was noted due to the illness of the Clerk, the minutes of 29th November were not yet available, as such AS was invited to provide a brief report on the meeting: • AS noted the simplified SIP, with clear actions and targets for monitoring. • The small steps of knowledge for the curriculum were discussed and LK will undertake a history/geography visit, reporting back at the next T&L meeting. • Future development of the curriculum, looking at year groups was discussed; research on other schools and how this impacts teaching will be explored further. • Subject Leader Development Plans – staff will discuss their plans at the January training day. Staff are expected to build on/research their subjects and be creative in finding learning. • Catchup funding was reviewed, noting the teaching plan and how the same supply teachers are being used for consistency. • Monitoring activities – all visits are in the process of being set up; reports back in January. • A pilot for peer mentoring through the LA mental health service is being planned. 8b) Governor Visits and Monitoring Activities via T&L (Including Subject areas, SEND, PP, SP, Catch-Up and Pupil Welfare) • Early Years • Art/DT The Chair questioned if all subject areas have been monitored or planned for this term. AS noted that several visits have taken place, reports to follow and others planned for. The Chair clarified the monitoring schedule is not too onerous, staff are ready and willing to speak to governors, therefore she encouraged all to book their visits in.
9. a) Minutes of F&P Committee – 16th November 2021 The minutes of the meeting were received; there were no comments or questions



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arising.

SC summarised the content of the meeting, noting finances are slightly ahead of plan. Discussion was noted on future planning and potential options to raise capital. Catchup, PP and Sports funding need to link with T&L committee for the measure of impact. The Pay & Progression Committee reported back and confirmed the recommendations received from HD and the HTPM.

b) Governor Visits and Monitoring Activities via F&P (including Health and Safety, Safeguarding, Staff Well Being, Marketing)

- **Marketing** - SC advised that the work has been undertaken and will be presented to governors and staff, with a public launch next term.

10. Governor Visits and Monitoring Activities

The record of visits and monitoring reports as circulated with the agenda were noted and questions invited:

- **Cultural Capital** – SG highlighted that two questions have been added into the monitoring form to address cultural capital: 'Does the curriculum reflect cultural capital?', 'Is it inclusive/ demonstrates diversity?'.

The Chair reminded governors that cultural capital is a DfE led requirement which governors are expected to monitor.

Q/. A governor sought clarification in terms of the school experience.

A/. SG explained how extracurricular activities can be related to curriculum topics; out of school experiences or visits can be incorporated across the curriculum in different subjects and provided examples for science and English. For inclusivity and diversity, governors should question, does the music, books, scientists studied represent diversity of culture and background.

Governors noted that the school's vision is linked to Christian Distinctiveness and there is evidence of an overlap with cultural capital.

- **Visits Record 21-22** - The record provided for the meeting, summarising current visits was noted.

(NG left at 1936 hours due to technical issues)

11. a) Church Schools

RRM advised that a meeting with the PCC has not yet taken place; this will be followed up. Regular foundation governor meetings will be held to embed Christian Distinctiveness.

b) Governor Visits and Monitoring Activities linked to Church Schools

- Christian Distinctiveness
- Collective Worship

RRM noted the report on Christian Distinctiveness dated 07.10.21 fits with the cultural capital discussion and raises challenges and opportunities.

12. Governor Training

Governors reported they have attended / completed several training courses this term.

Action: SA to re-circulate the link and requested all governors complete the link to report training and where appropriate feedback for other governors.

Action: SA to circulate the LA training information for next term, with recommendations, once received.

(TA joined at 2000 hours)

13. AOB

LK requested discussion on the email from school on 03/12/21, regarding COVID and raised concern that the policy is not satisfactory in notifying parents.



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A governor further commented that the LA policy defines 10% or 5 outbreaks as reportable and was surprised that the school does not have to report to parents if outbreaks are less than 10%.

The Chair understood that governors who are parents have had firsthand experience, however advised the leadership have followed the LA guidance and are responsible for the day-to-day management of the school.

A governor noted that the Education Director regularly sends out the LA process and expressed confidence in the approach taken, noting that HD has followed this advice. As a LA school we are obliged to follow the advice to deal with levels of infection.

(RRM left at 2002 hours)

A governor commented the concern raised was regarding the wording of the letter, having not been aware that there could be cases in school, but parents would only be advised if over 10% or 5 cases. The policy should be clear for parents, so that they know when and how they will be notified of cases in school.

(AS left at 2012 hours)

The Chair agreed that the school could have included additional advice when using the LA template.

Governors considered they need to be confident in the communication from school being in accordance with the expectations of the LA.

Action: HD to review the LA template letter in light of governors' discussion.

(HA left at 2016 hours)

(AB left at 2018 hours)

14. Date and Time of Next Meeting

Being mindful of future planning discussions, governors were alerted to the potential additional meeting of the FGB prior to the March meeting. Considering this further, it was decided that a meeting for the FGB will be held on the same date following a F&P committee meeting once recommendations are drafted.

The next meeting of the FGB will be Monday 29th March 2022 at 6.30pm via Zoom.

The Chair thanked all governors for all they have done this year.

The meeting concluded at 2025 hours

Drafted by: Natalie Drewery

Locum clerk

6th December 2021

Approved by The Governing Body on:

Date:

Signature (Chair):

Action grid on next page



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Action grid

Item No.	Action	Whom/ By When
4	Item 10 – Re-writing the Standing orders regarding video-link participation and the section on Associate Governors' voting permissions – Action roll forward: Chair to follow up with Clerk	Chair/Clerk 29/03/22
4	Item 10 - Chair would add a reference to the school website to the effect that members of the public could attend meetings if they wished - Action roll forward: Chair to follow up with HD	Chair/HD – 29/03/22
5	HD to add Ofsted outcome to the website	HD - asap
12	SA to re-circulate the link and requested all governors to complete the link to report training and where appropriate feedback for other governors.	SA/ All - ongoing
12	SA to circulate the LA training information for next term, with recommendations, once received	SA – January 22
13	HD to review the LA template letter in light of governors' discussion.	HD - asap