



St Paul's Church of England Primary School

MINUTES OF THE FULL GOVERNING BODY MEETING

held via video conferencing at 7pm on Monday 27th September 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 – Chair, Sarah Abrey, Tom Auld, Andrew Blake (Associate Member), Helen Darrell (Headteacher), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Nick Giesler (Associate Member), Kate Sharkie, Alex Smith & Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk)

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

1. Apologies for Absence

NOTED: apologies for absence were received from Hilary Aldred, Suranga Chandratillake and Russell Re Manning. Russell Re Manning was currently in hospital following an accident.

AGREED: to accept all apologies for absence tendered. The Governing Body's best wishes for a speedy recovery were forwarded to Russell. Beverly Jones would arrange for a card or gift to be sent to him at an appropriate time. **Action: B. Jones**

NOTED: Simon Jarvis apologised in advance for his late arrival and Nick Giesler for his expected early departure.

2. Declarations of Interest

NOTED: there were no declarations of interest in relation to the meeting.

3. Election of Chair

NOTED: the Clerk asked for nominations for the position of Chair for 2021/22. Beverly Jones was nominated and seconded. There were no other nominations.

AGREED: to appoint Beverly Jones as Chair of the Governing Body for the academic year 2021/22 and until the first FGB meeting of the Autumn Term 2022.

NOTED: Beverly Jones highlighted that she would only serve as Chair for one more year and others would need to step forward in 2022. Her intended focus in the current year would be Strategy, Holding the Head to Account and Financial Performance, although she stressed that all governors were accountable for the financial performance of the school.

4. Election of Vice Chair

NOTED: the Chair asked for nominations for the position of Vice Chair for 2021/22.



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Suranga Chandratillake was nominated and seconded, having previously indicated his willingness to stand. There were no other nominations.

AGREED: to appoint Suranga Chandratillake as Vice Chair of the Governing Body for the academic year 2021/22 and until the first FGB meeting of the Autumn Term 2022. The Chair recorded her thanks to him for stepping up into the role.

5. Minutes of Previous Meeting – 6th July 2021

NOTED: the minutes as circulated with the agenda.

AGREED: the minutes of the previous meeting held on 6th July 2021 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.

NOTED: the following matters arising:

- **Retirement of Michael Beckett (Min. 3 refers)** – Michael Beckett had now retired as the Vicar of St. Paul's Church and stepped down as an ex-officio governor. A leaving event had been held for him at the school. There was no immediate replacement for him. Julia Evans would provide a link between the school and the church and Russell Re Manning would be meeting with the Chair of the PCC to discuss filling the governor vacancy left by Michael's retirement.
- **Review of Standing Orders and Committee Terms of Reference (Min. 6 refers)** – Hilary Aldred had still to redraft the section of the Standing Orders on video-link participation. The Clerk had resent a copy of the current standing orders to Hilary Aldred to facilitate this, but had not heard back from her. **Some governors advised that they had received comments from her.** The matter would be discussed as item 10 on the agenda.
- **Minutes of T&L Committee – 18th May 2021 (Min. 7 refers)** – link governor appointments would be considered as item 11 on the agenda. The Head had deleted the agreed sentence from the RSHE Policy. The clerk reminded governors they should email link governor monitoring reports to her and then share them online themselves via the shared folders. The Clerk would submit reports emailed to her to the next appropriate Committee meeting, unless she determined they related to issues the FGB should consider as a whole, for example Safeguarding and Health and Safety. Sarah Abrey advised the old shared folders were available for use and she hoped to launch new folder arrangements shortly.
- **Minutes of F&P Committee – 22nd June 2021 (Min. 8 refers)** – the Chair had asked CSoC to lead a training session for governors of all CSoC schools to explain the role of CSoC and its relationship to its schools. Park Street and St. Philip's Schools had so far expressed an interest and it was hoped a date could be arranged for a session this term.
- **Headteacher's Report (Min. 9 refers)** – The Headteacher had circulated the proposed amended Vision Statement to all governors.
- **School Improvement Plan (min. 10 refers)** – the agreed actions were noted. The SIP would be discussed as Item 15 on the agenda.
- **Pay Committee 2021-22 (Min. 16 refers)** – the Pay Committee had met.



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6. Governor Details and Attendance Register for 2020/21 NOTED: the attendance register as circulated with the agenda. AGREED: the document as a true and correct record for the year to be published on the school website.
7. Identification of AOB NOTED: no other business was identified.
8. Annual Pecuniary Interest Declaration NOTED: the Chair reminded the meeting that the governing body needed to tighten up on timely and accurate adherence to administrative matters. The Clerk confirmed that all but two governors had submitted their annual declaration of interests to her in advance of the meeting: Hilary Aldred and Russell Re Manning. The Chair advised that Hilary had sent her declaration to her rather than the Clerk. AGREED: The Chair would forward Hilary Aldred's annual declaration of interest to the Clerk. The Clerk would liaise with Russell Re Manning when appropriate to obtain his declaration. Action: B. Jones/ Clerk
9. Code of Conduct NOTED: the document circulated with the agenda. AGREED: unanimously that all governors present had read and would adhere to the Code of Conduct.
10. Review of Standing Orders and Committee Terms of Reference NOTED: the Standing Orders and Terms of Reference circulated with the agenda. The section of the Standing Orders on video-link participation had still to be redrafted as noted previously. The meeting discussed the advantages and disadvantages of video-link and face-to-face meetings. The Clerk notified the meeting of LA advice on the matter. A governor queried whether remote access to a face-to-face meeting, as currently permitted by the Standing Orders, was for Committee meetings only or could be for a FGB meeting and also, how meetings were made public? Another governor wondered whether the voting position of Associate Members could be made clearer in the Standing Orders? AGREED: the Standing Orders as circulated, subject to the Clerk: • re-writing the section on video-link participation to indicate that FGB and Committee meetings could either be held face-to-face or by video link as determined at the time and that all face-to-face meetings could be accessed remotely by phone or video link by one person agreed in advance as currently set out in Standing Orders; • re-writing the section on Associate Governors' voting permissions to make matters clearer. Action: Clerk



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AGREED: the Chair would add a reference to the school website to the effect that members of the public could attend meetings if they wished. **Action: B. Jones**

AGREED: the Committee Terms of Reference as circulated for consideration by the individual committees.

11. Membership of Committees and Governor Responsibilities

NOTED: the proposals circulated with the agenda.

AGREED: membership and responsibilities for 2021/22 as below:

Governor	Type	T & L	F & P	Pay Committee	Link
Helen Darrell	Headteacher Ex-Officio	√	√		
Vacancy	Foundation - Vicar Ex-Officio				
Beverly Jones	Foundation (Diocese)		√		Arts & Culture, Early Years
Kate Sharkie	Foundation (Diocese)		√		MFL, Health & Safety, Staff Well Being
Vacancy	Foundation (Diocese)				
Simon Jarvis	Foundation (CSOC)	√		√	English, Curriculum 2022/23
Ginny Weston	Foundation (CSOC)	√			SIAMS
Hilary Aldred	Foundation (CSOC)		√	√	Safeguarding, Equality
Sarah Abrey	Staff	√			Governor Training
Alex Smith	Local Authority	√			Curriculum 2021/22, Activities Outside The Classroom, PTA
Russell Re Manning	Foundation (CSOC)		√		Pupil Welfare (including behaviour),



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					Foundation Governors, RSHE
Tom Auld	Parent		√		Fund Raising
Sharon Geva	Parent	√			Science, Cultural Capital
Suranga Chandratillake	Co-Opted		√	√	Marketing, Making St Paul's a school of first choice, School structure
Andrew Blake	Associate	√		√	Maths & IT
Nick Giesler	Associate	√			SEND, PP
Liam Kelly	Associate		√		History & Geography

HTPM Panel: Hilary Aldred and Russell Re Manning. The Chair would join the panel if diary issues prevented either member from attending a meeting of the panel.

Discipline and Grievance Panels: to be convened by the Chair on an ad hoc basis as necessary.

Foundation Governors: all governors listed as Foundation governors should attend meetings.

AGREED: Alex Smith would brief Liam Kelly about the role of link governor for History & Geography. **Action: A. Smith/ L. Kelly**

12. Minutes of T&L Committee

NOTED: there had been no meetings of the committee since the last FGB meeting. The TF&P Committee was next scheduled to meet on 5th October 2021.

13. Minutes of F&P Committee

NOTED: there had been no meetings of the committee since the last FGB meeting. The F&P Committee was next scheduled to meet on 16th November 2021.

14. Headteacher's Report

NOTED: the Headteacher, Chair and Clerk had met to consider good governance. As a result the Clerk had circulated an email to all governors reminding them of CCC recommended meeting priorities and governing body processes. Governors were advised to raise issues with the Headteacher in advance of meetings and in a timely manner, so that appropriate information could reasonably be prepared. Questions on information presented could be asked during meetings.



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NOTED: the Headteacher summarised a positive and busy start to the school year including: staff CPD, the farewell to Michael Beckett, PGCE students, a visit from Julie Evans of St. Paul's Church, Early Years, a planned visit from the Cambridge Independent. **Governors highlighted the benefits of a School Twitter Account and other social media.** The Head advised it was on her list of things to do and she would speak to Barry about it. **Governors asked about contact with local pre-schools and suggested ones the school could contact in addition to those already approached. Governors also asked why St. Paul's did not appear in online searches for Cambridge Schools? In response to questions from governors, the Head confirmed that the school roll was currently approximately 140 pupils, with 11 pupils in the Reception Class.**

AGREED: the Headteacher would speak to the Co Chair of the PTFA about Social Media and search engine optimisation. **Action: H. Darrell**

15. School Improvement Plan

NOTED: the document circulated with the agenda. Some tightening up of wording had taken place, but the main objectives were substantially unchanged. **A governor praised the tighter and sharper approach, but queried why there weren't more outputs and quantifiable targets? The meeting discussed the pros and cons of numerical targets in a primary school where many strengths could not be enumerated.**

AGREED: the T&L Committee would work with the Headteacher to see whether a set of numerical indicators could sensibly be identified. **Action: H. Darrell/ T&L Committee**

NOTED: the issue of SIAMS was raised and whether it should be incorporated in the SIP? There were overlaps between the two which should eventually be cross-referenced but there was a separate SEF for SIAMS.

16. Pupil Performance

NOTED: the documents circulated with the agenda. The FGB was invited to consider top-level data, with the underpinning detail reviewed by the T&L Committee. The school would be focusing on improving handwriting this term and also on Maths. It would continue to monitor catch-up. The youngest children had been most affected by the pandemic and lockdown. **Governors asked how pupil handwriting compared to other schools, especially those where it was taught differently and asked how prepared the school was for the re-introduction of SATs?** The school highlighted a book comparison soon to be undertaken with St. Albans school and changes to the Early Years Curriculum in terms of handwriting. Phonics screening had started, but the absence of current national averages made the school's SATS readiness difficult to quantify.

Simon Jarvis joined the meeting towards the end of this agenda item.

17. Safeguarding Issues and Communications With Parents

NOTED: the school had successfully been using My Concern since Last Easter and it was now well established. All staff had received safeguarding training as part of INSET.



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NOTED: 3 governors had not responded to say they had read the School's Safeguarding Policy and Part I of the KCSIE: Hilary Aldred, Nick Giesler and Kate Sharkie. Kate Sharkie advised she had responded by email rather than Google Docs as requested.

AGREED: Hilary Aldred and Nick Giesler should read both required documents and advise the school in writing that they had done so. **Action: H. Aldred/ N. Giesler**

AGREED: the School's Safeguarding Policy.

AGREED: the Annual Safeguarding Report.

NOTED: the range of communications with parent in the first weeks of term. There had been no complaints received.

18. Governor Visits and Monitoring Activities

NOTED: the record of visits and monitoring reports for 2020/21 as circulated with agenda. The Clerk advised that two reports from 2020/21 had subsequently been received and would be considered by the forthcoming T&L Committee. The Chair stressed that monitoring could be undertaken remotely as well as via a school visit.

Tom Auld left the meeting at this point

19. Governor Training

NOTED: the documents circulated with the agenda. The link governor for training had not received any recent training updates from governors. Now link governors had been confirmed for 21/22 she would advise them of targeted training. **CCC training was repeated from year to year. NGA training was recommended. The Chair was arranging CSoC training as previously advised. SIAMs and other Diocese training could be accessed by all governors.**

20. Church Schools

NOTED: In Russell Re Manning's absence, the document circulated with the agenda and recent discussions. Rather than creating its own policies on church matters, the school would be adopting Church and Diocesan guidance, including statements on Religious Education and Collective Worship. The school was working with St. Paul's Church to deliver collective worship once a week in the absence of a vicar.

21. SEND Policy

NOTED: the policy had been amended following discussions with Nick Giesler.

AGREED: the SEND Policy.

22. AOB

NOTED: the advice from the Chair and Clerk to refer any parental concerns to the



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Headteacher.
23. Change of Terms Dates 2021-22 AGREED: the extra bank holiday would be taken at the end of the 21/22 school year. The last day of term would therefore be 21 st July, not 22 nd July 2022.
24. Date and Time of Next Meeting AGREED: the next meeting of the FGB was Monday, 6 th December 2021 at 6.30pm via Zoom. NOTED: The Chair thanked all governors for their time and commitment.
The Meeting concluded at approximately 9.05pm

Drafted by: Jacquie Watts
Clerk To The Governors
28th September 2021

Approved by The Governing Body on:

Date: 6 December 2022 ...

Signature (Chair):