



# Dare to Discover

## Minutes of the meeting of the Full Governing Body held in person at the school on **WEDNESDAY 5<sup>th</sup> JULY 2023 at 7pm**

### Governors Present:

Jenni Caisley (JCa)  
Siddharth Deshpande (SD)  
Joy Eldridge (JE)  
Russ Fry (RF)  
Kate Harvey (KH)  
Beci McCaughran (BM) (HEAD)  
James Wright (JW)  
Elizabeth Young (EY) – arrived at 7.10pm

### Others present:

Helen Andrews (HA) (Camclerk) – remote  
Lucie D’Heudiere (LDH) - observing

		Action
<b>1.</b>	<b>Welcome &amp; Apologies for Absence</b> The Chair welcomed all to the meeting.  Apologies were received and accepted from TC and JCo. EY will be joining the meeting late due to work commitments. LH was not present at the meeting.  The meeting was quorate. The Clerk joined the meeting remotely on this occasion.  The Chair welcomed LDH to the meeting as an observer and potential governor. LDH has an educational background which will benefit the governing board going forward, if appointed.  LY joined the meeting at 7.10pm.  Governors introduced themselves and the roles they serve on the governing board to LDH.	
<b>2.</b>	<b>Declarations of Interest</b> There were no declarations of interest in items on the agenda for this meeting.  The Clerk circulated a copy of the Declaration of Pecuniary Interests Form 2023-24.	<b>GOVS</b>



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	<p><b>Action:</b> Governors are asked to complete and return the Declaration of Pecuniary Interest 2023-24 form as soon as possible, ahead of September 2023.</p>	
<p><b>3.</b></p>	<p><b>Membership Matters</b></p> <p>3.1 The Clerk confirms there are no governor tenures about to expire.</p> <p>3.2 <u>There are currently 3 co-opted vacancies on the governing board. Discussion on succession planning:</u> LDH is interested in becoming a governor, governors received details of another interested person who is interested in becoming a governor (PH). Governors learnt of the experience and skills they could bring to the governing board.</p> <p>LY has also been in contact with another person who may be interested in joining the board. This will be followed up at a later stage. A Governor Bulletin will be drafted ahead of the end of term which will share details of vacancies on the board.</p> <p>TC will be stepping down as a Co-Opted Governor from the end of the year. He is happy to stay on as an Associate Member for the P&amp;R Committee to retain his H&amp;S experience.</p> <p>3.3 <u>Governors to consider the appointment of Lucie d’Heudieres as Co-Opted Governor</u> <b>Ratification:</b> Governors unanimously appointed LDH as a Co-Opted Governor. LDH is a teacher at a local Primary School. She holds the following responsibilities at her school: EYFS Lead, SENCo, RE and PSHE Lead, STEPS and Behaviour Lead, DSL and Senior Wellbeing Lead and Mental Health Champion. Her aims are to be on the senior leadership team exploring headship, she is really keen to gain governance experience.</p> <p><u>Governors to consider the appointment of Paul Herrington (PH) as a Co-Opted Governor</u> <b>Ratification:</b> Governors unanimously appointed PH as a Co-Opted Governor.</p> <p><u>Governors to consider the appointment of TC as Associate Member of the P&amp;R Committee:</u> <b>Ratification:</b> Governors unanimously appointed TC as an Associate Member of the P&amp;R Committee from 1<sup>st</sup> September 2023.</p> <p>3.4 <u>Governors to approve Governor Meeting Dates 2023-24</u> Governors were advised of the changes to the day for some governor meetings to allow PH to participate. Timings have</p>	



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	<p>mirrored the previous year, on a Tuesday or a Thursday rather than a Wednesday.</p> <p><b>Ratification:</b> Governors unanimously approved the Governor Meeting Dates 2023-24.</p> <p>3.5 Governors to appoint a Chair and Vice-Chair of the Governing Board, effective 1<sup>st</sup> September 2023 JE proposed the arrangement of a Co-Chair arrangement for the next academic year.</p> <p><b>Action:</b> Clerk to circulate guidance on co-chairing.</p> <p><b>Ratification:</b> As an interim arrangement, JE will remain Chair whilst a permanent solution can be found for the remainder of the academic year.</p> <p>JE wishes to stand down as Chair in consideration of succession planning as soon as viably possible.</p> <p><b>Ratification:</b> LY was unanimously appointed Vice-Chair of Governors.</p> <p>3.6 <u>Governors to appoint Chairs and Vice-Chairs of Committees -</u> New Chairs are kindly asked to ensure that the Terms of Reference are reviewed at the first committee meeting of the academic year</p> <p><b>Ratification:</b> KH appointed as Chair of P&amp;R Committee with a focus on succession planning for the following academic year.</p> <p><b>Ratification:</b> JCa appointed Chair of T&amp;L Committee, SD appointed as Vice-Chair.</p> <p><b>Ratification:</b> Governors unanimously agreed that committee meetings would remain virtual whilst FGB meetings will be held in person at the school.</p> <p>3.7 <u>Governor responsibilities and committee membership arrangements for 2023-24:</u></p> <p><b>Ratification:</b> Governors unanimously agreed for the membership of the T&amp;L Committee to remain the same as this academic year.</p> <p><b>Ratification:</b> LDH was unanimously appointed as a member of the T&amp;L Committee.</p> <p><b>Ratification:</b> Provisionally, PH was appointed as a member of the T&amp;L Committee, depending on his availability to attend meetings.</p>	<p><b>HA</b></p>
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	<p><b>Ratification:</b> Governors agreed that membership of the P&amp;R Committee to remain the same as this academic year, with the view to strategically appoint governors with financial and health &amp; safety skills to bolster the membership of the committee.</p> <p><b>Ratification:</b> Link roles were agreed as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">SEND &amp; PP – RF</td> <td style="width: 50%;">Academic Data – SD</td> </tr> <tr> <td>Safeguarding – LY, PH to shadow</td> <td>PTfA – KH</td> </tr> <tr> <td>EYFS/Rec – Ld’H</td> <td></td> </tr> <tr> <td>English - LH</td> <td>Policies – JB</td> </tr> <tr> <td>Maths – SD</td> <td>H&amp;S – JW</td> </tr> <tr> <td>Mental Health &amp; Wellbeing – PH</td> <td>Clock Charity – JW</td> </tr> </table> <p><b>Action:</b> Subject Links to be agreed at next meeting.</p>	SEND & PP – RF	Academic Data – SD	Safeguarding – LY, PH to shadow	PTfA – KH	EYFS/Rec – Ld’H		English - LH	Policies – JB	Maths – SD	H&S – JW	Mental Health & Wellbeing – PH	Clock Charity – JW	<b>GOVS</b>
SEND & PP – RF	Academic Data – SD													
Safeguarding – LY, PH to shadow	PTfA – KH													
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English - LH	Policies – JB													
Maths – SD	H&S – JW													
Mental Health & Wellbeing – PH	Clock Charity – JW													
3.8	<p><u>Governors to agree required panels for the coming academic year, e.g. pay panel, complaints panel, staff grievance and disciplinary appeals panel, exclusions panel</u></p> <p><b>Ratification:</b> The following panels were agreed:          Pay – JW, KH, JE          HTPM – RF, JCa, LH          Adhoc panels will be based on governor expertise and availability at the time.</p>	<b>JE, KH, JCa</b>												
3.9	<p><u>Governors to review Annual Governance Statement 2022-23</u>          A draft was supplied as a prompt.</p> <p><b>Action:</b> JE and Committee Chairs will input on the detail required for the Governance Statement 22-23. To be approved at the next meeting.</p>	<b>JE, KH, JCa</b>												
3.10	<p><u>Academisation (SI)</u>          Governors acknowledged that the UK Government White Paper has since been dissolved. A number of local schools are forming their own federations. Other local schools are marketing themselves with specific expertise, such as STEM. The landscape for MATs in the surrounding area is developing. Governors received a confidential update on the constitutional arrangements for a variety of local schools to gain an understanding of governance arrangements in the local vicinity.</p>													
3.11	<p><u>Governor Services SLA 2023-24</u></p> <p><b>Ratification:</b> Governors unanimously approved to sign up for the Governor Services Training and Development and Cam Clerking SLAs for 2023-24.</p>	<b>JE</b>												



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	<p><b>Action:</b> JE to action the SLA for Governor Services Clerking and Training Services for 2023-24.</p> <p>3.12 <u>Publishing of Governing Boards' Diversity Data – NGA Guidance</u> The Clerk advised that the publishing of governing board diversity data was not statutory currently, although considered best practice, it is not yet clear how this data can be published without breaking UKGDPR rules. The Clerk shared NGA guidance around the publishing of GB Diversity Data for information.</p> <p><b>Ratification:</b> GB decided to hold off publishing GB data until it becomes a statutory requirement in consideration of the UK GDPR implementations of publishing personal data.</p>	
<p><b>4.</b></p>	<p><b>Minutes of Previous FGB Meetings</b> The Minutes of the meeting held on 3<sup>rd</sup> May 2023, including the separate confidential minute, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	
<p><b>5.</b></p>	<p><b>Matters Arising from Minutes of Previous Meeting</b> Governors were asked if they had any matters arising from the previous minutes which were not already included on the agenda.</p> <p>A review of the actions from the previous meeting took place:</p> <p>11.3 From an earlier meeting: JE and EY will share ideas and put together a strategy for governor recruitment and ultimately succession planning. <b>Both have made good progress with the strategy, with recent and potential recruitment of skilled governors.</b></p> <p>13.2 From an earlier meeting: EC and BM will contact JW to arrange next steps concerning the next round of bids to the Fulbourn Clock Charity. <b>Remains open.</b></p> <p>3.2 Clerk to add "New statutory obligation to publish GB diversity data" on the agenda of the next meeting. <b>On agenda</b></p> <p>11.2 JW and JCa have not completed their PREVENT training. The Chair urged them to complete this as soon as possible. <b>All governors completed PREVENT Awareness training, the SCR and governor training record has been updated.</b></p> <p>12.0 BM will put JE in touch with the relevant member of staff to allow her to complete her monitoring responsibilities. <b>No longer relevant. Closed.</b> BM will share some dates suitable for a governor safeguarding training session. <b>LY will arrange a date between 11-22<sup>nd</sup> Sept 2023.</b></p> <p>RF attended the recent Termly Governance Briefing. RF advised of the updates to attendance from the DfE. There is a new process for schools</p>	



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	<p>responding to persistent absence. BM's opinion is that the school is already offering above what has been specified in the new guidance. It will not change school policy. BM believes that the new guidance will make more impact in secondary schools. The number of children Missing in Education is concerning. There are no children on roll at Fulbourn Primary School that are classed as Missing in Education (CME).</p> <p>The briefing also discussed how the Cambridge and Peterborough County Councils will separate. The Service Director will remain the same. Governors acknowledged the new Lead for Governance, who presented the Governor Briefing.</p> <p><b>Action:</b> Governors to set up a rota to ensure members of the governing board attend next year's future Termly Governor Briefings.</p>	<b>GOVS</b>
<p><b>6.</b></p>	<p><b>Headteachers Verbal Update</b></p> <p>A presentation was shared by BM, a slide showed the celebrations and challenges experienced over the last 12 months. This has been a busy year! The Hive has just had its first birthday. Funding has been used effectively to source a music teacher and opportunities for arts, a forest school, and sports. Every single child gets access to music, the arts, forest school and sports clubs, with additional access offered to vulnerable cohorts. The Hive is funded by the Fulbourn Clock Charity. The enrichment element of the offer comes from members of staff who lead specific clubs based on their personal interests to provide additional opportunities for the children. Governors were pleased to learn of the clubs planned for the next academic year.</p> <p>Ofsted came and inspected the school – the school retained its good judgement. The impact of having had the inspection has given members of staff the freedom to develop their areas without the imposing threat of an inspection.</p> <p>BM provided governors with an overview of trips that have taken place this year, trips still sit very much at the heart of the curriculum offer at Fulbourn Primary School. Trips are discussed regularly at parent events. The school continue to be creative around making these trips financially viable.</p> <p>The Eco curriculum has been transformative in shaping the outdoor areas on the school site. Children are actively engaged with activities throughout the school year, not just in the summer months.</p> <p>Data continues to look optimistic. The PP cohort have made good progress on last year's data. Phonics continues to be strong across the school, the school is becoming a Centre of Excellence for the teaching of phonics. All children that are classed as disadvantaged have achieved their phonics</p>	



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	<p>screening, which is an excellent result. BM explained there has been a considerable culture change concerning the teaching of phonics across the school. Providing those opportunities for reading for enjoyment has engaged children in wanting to read.</p> <p>Data will be shared in a future meeting but, initial headlines are encouraging.</p> <p>Child wellbeing continues to be a big focus for school. The ELSA is now in place. A Friday Club will be implemented next year to support children who struggle with anxiety ahead of the weekend. BM provided governors with an overview of the plans to support children wellbeing in the new academic year. The strategy around coloured zones for self-regulation is proving to be a good strategy and will be developed in the new year. The aim is for children to understand their emotions and acquire the tools to be able to self-regulate. New planners are coming out for the children next year, there will be a dedicated space within the diaries for children to log their emotions on a personal level.</p> <p>Fabulous news from the Fulbourn Clock Charity as the school is now classified as a priority for funding going forward.</p> <p>Attendance is a success. Compared to persistent absence across the country, the school's data is strong. There are high numbers of school refusers across the country currently.</p> <p>Staff retention is strong this year, the school is happy to retain the team into the new year. BM explained the outreach opportunities undertaken by various members of staff which provides an additional income stream for the school and provides excellent CPD for staff.</p> <p>Governors congratulated school staff for the achievements of this academic year.</p> <p>The Chair attended a Celebration Assembly on 9<sup>th</sup> June 2023, which was a real joy to witness.</p>	
<b>7.</b>	<b>Safeguarding</b> 7.1 <u>Annual DSL Safeguarding Report to Governors 2023</u> Safeguarding is a considerable job in school, this impacts on EC's time and wellbeing. BM commended EC for her exceptional skill in managing the school's safeguarding compliance as DSL.  Capacity in social care and external agencies continue to be tight. The systems are so overstretched, it makes accessing external support for children and their families is only achieve through persistent challenge by the school. The school is becoming quite	



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	<p>resourceful in sourcing strategies to support children whilst waiting for external support. Pastoral Leads have been given the opportunity to learn what the Early Help Service can offer children and their families. It makes referrals more impactful if they are supported by the correct evidence to support them.</p> <p>The number of EHCPs continue to rise. The next phase of applications is currently underway.</p> <p>7.2 <b>Action:</b> <u>Governors to read KCSIE 2023 – link <a href="#">here</a></u></p>	<b>GOVS</b>
<b>8.</b>	<p><b>Committee Updates</b></p> <p>8.1 <u>P&amp;R Committee, 21<sup>st</sup> June 2023</u>          Minutes of last meeting circulated. The school finance team have been managing the transition of the LA's financial budgeting system. This has caused some challenge as the rollout of the new system has not been effective. Issues continue to exist, which makes monitoring of school finances an additional challenge than it should be. The Chair of the Committee described some of the issues the Finance Team have encountered since the migration was implemented. The school have been advised that the issues should be corrected by November 2023. The impact on time and resources to maintain an oversight of the school's financial position is considerable. BM thanked KH for the support she has provided to the Finance Team during this process.</p> <p>8.2 <u>T&amp;L Committee, next meeting 12<sup>th</sup> July 2023</u></p>	
<b>9.</b>	<p><b>Policies for Review</b></p> <p>9.1 <u>Complaints Policy and guidance</u>          This is an updated LA model policy which has been personalized for school use. Governors appreciated the additional guidance which has been circulated alongside the model.</p> <p><b>Ratification:</b> Governors unanimously approved the Complaints Policy.</p>	
<b>10.</b>	<p><b>Governor Monitoring</b></p> <p>10.1 <u>Review of Monitoring Schedule for 2022-2023</u>          The monitoring schedule has been very aspirational this year, with the majority of monitoring areas being visited. SEND and the focus on the Staff Induction Policy will be monitored in the new year.</p> <p><b>Action:</b> The focus for the next FGB meeting will be to evaluate the monitoring areas ahead of the new academic year.</p> <p>10.2 <u>Governor discussion on recent monitoring activities</u></p>	<b>GOVS</b>





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	<p>The following governor monitoring report were received and circulated ahead of the meeting:            Computer Coding Club Report            SCR Monitoring Report            Maths Monitoring Report            Science Monitoring Report</p> <p><b>Action:</b> SD has volunteered to review all the subject link reports and collate a summary of the findings. This will be provided and discussed at the next meeting.</p> <p>10.3 <u>Review monitoring schedule in consideration of next academic year</u>            Deferred to next meeting.</p>	<b>SD</b>
<b>11.</b>	<p><b>Governor Training &amp; Development</b></p> <p>11.1 <u>Governor Training Record</u>            The updated Governor Training Record was circulated to governors ahead of the meeting.</p> <p>11.2 <b>Action:</b> Governors reminded to complete PREVENT Awareness training <a href="http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course">http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</a></p> <p>11.3 <u>Governor Skills Audit</u>  <b>Ratification:</b> Governors agreed to defer the skills audit until the GB is at full capacity.</p> <p>The Clerk advised a GB self-evaluation would be useful for providing content for the Annual Governance Statement.  <b>Action:</b> Governors will initiate self-evaluation of the governing board in or around May 2024.</p>	<b>GOVS</b>          <b>GOVS</b>
<b>12.</b>	<p><b>Any Other Business</b></p> <p>The date of the next FGB meeting will be Tuesday 26<sup>th</sup> September 2023.</p> <p>There being no further items of any other business, the meeting closed at 9.05pm.</p>	
	<p><b>Dates of FGB Meetings 2023-2024 – to start at 7pm</b></p> <p>Safeguarding Training &amp; Governor social – w/c 11<sup>th</sup>-22<sup>nd</sup> Sept - TBC</p> <p>Tues - 26<sup>th</sup> September 2023            Tues - 5<sup>th</sup> December 2023            Tues - 6<sup>th</sup> February 2024            Tues – 19<sup>th</sup> March 2024            Thurs 9<sup>th</sup> May 2024            Tues 2<sup>nd</sup> July 2024</p>	



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<p><b>Dates of Committee Meetings 2022-2023 – to start at 7pm</b></p> <p><b>T&amp;L Committee (Tues)</b> – 3<sup>rd</sup> Oct, 28<sup>th</sup> Nov, 5<sup>th</sup> March 2024, 16<sup>th</sup> July</p> <p><b>P&amp;R Committee (Weds)</b> – 11<sup>th</sup> Oct, 22<sup>nd</sup> Nov, 24<sup>th</sup> Jan 2024, Tues - 12<sup>th</sup> March 2024, Tuesday 23<sup>rd</sup> Apr, 19<sup>th</sup> June</p> <p><b>Staff Governor Social</b> – Thursday 18<sup>th</sup> July 2024</p>
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**Action Grid on Next Page / ...**

## ACTION GRID FROM FGB MEETING, 5<sup>th</sup> July 2023

	<b>Item</b>	<b>Owner</b>	<b>Deadline</b>
13.2	From a previous meeting: EC and BM will contact JW to arrange next steps concerning the next round of bids to the Fulbourn Clock Charity.	EC, BM	ASAP
2.0	Governors are asked to complete and return the Declaration of Pecuniary Interest 2023-24 form as soon as possible, ahead of September 2023.	GOVS	Sept 2023
3.5	Clerk to circulate guidance on co-chairing. <b>Completed, Closed</b>	HA	ASAP
3.7	Subject Links to be agreed at next meeting.	GOVS	Sept 2023
3.9	JE and Committee Chairs will input on the detail required for the Governance Statement 22-23. To be approved at the next meeting.	GOVS	Sept 2023
3.11	JE to action the SLA for Governor Services Clerking and Training Services for 2023-24.	JE	ASAP
5.0	Governors to set up a rota to ensure members of the governing board attend next year's future Termly Governor Briefings.	GOVS	Sept 2023
7.2	Governors to read KCSIE 2023 – link <a href="#">here</a>	GOVS	Sept 2023
10.1	The focus for the next FGB meeting will be to evaluate the <u>monitoring areas</u> ahead of the new academic year.	GOVS	Sept 2023
10.2	SD has volunteered to review all the subject link reports and collate a summary of the findings. This will be provided and discussed at the next meeting.	SD	Sept 2023
11.2	Governors reminded to complete PREVENT Awareness training <a href="http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course">http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course</a>	GOVS	Sept 2023
11.3	Governors will initiate self-evaluation of the governing board in or around May 2024.	GOVS	May 2024

**THE GOVERNING BODY HAS THE FOLLOWING CORE STRATEGIC FUNCTIONS:**

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Signed as an accurate record.....

Date.....26.09.23.....  
FGB Minutes 05.07.2023 v1 (+JE, BM)



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## **Establishing the strategic direction, by:**

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

## **Ensuring accountability, by:**

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

## **Ensuring financial probity, by:**

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed