



Dare to Discover

Minutes of the meeting of the Full Governing Body held in person at the school on **TUESDAY 26th SEPTEMBER 2023 at 7pm**

Governors Present:

Jenni Caisley (JCa)
Toby Cave (TCa)
Joanna Cooper (JCo)
Siddharth Deshpande (SD)
Joy Eldridge (JE)
Russ Fry (RF)
Kate Harvey (KH)
Paul Herrington (PH)
Liz Hurles (LH)
Beci McCaughran (BM) (HEAD)

Others present:

Helen Andrews (HA) (Camclerk) – remote

		Action
1.	Welcome & Apologies for Absence The Chair welcomed all to the meeting. Welcome was given to Paul Herrington. Governors introduced themselves and the experience they bring to the board. Apologies were received and accepted from EY. JW and LDH were not present at the meeting. The meeting was quorate.	
2.	Declarations of Interest 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. Action: Governors are asked to complete and return the Declaration of Pecuniary Interest 2023-24 form as soon as possible, ahead of September 2023.	GOVS
3.	Membership Matters 3.1 The Clerk confirms there are no governor tenures about to expire. 3.2 <u>There are currently 2 co-opted vacancies on the</u>	



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	<p><u>governing board.</u> A discussion took place concerning succession planning. Governors were appreciative of TCa remaining on the board as an Associate Member for this term to hand over the H&S role to JW.</p> <p>The Chair tabled the details of a potential candidate who has a financial background and is the parent of a child currently in Reception. She has been invited to the next P&R Committee meeting.</p> <p>Ratification: After careful consideration, governors unanimously appointed Nishta Otukar (NO) as a Co-Opted Governor.</p> <p>In terms of succession planning, NO is interested in leading the P&R Committee after a formal handover by KH.</p> <p>Ratification: To aid in her development, governors approved the appointment of JCo to the P&R Committee with immediate effect.</p> <p>3.3 <u>Discussion on Co-Chairing</u> NGA guidance on Co-Chairing was shared by the Clerk ahead of the meeting. The Chair is hopeful that interested governors will contact her with regards fulfilling the Chair role in the future.</p> <p>3.4 <u>Agree Subject Link Roles</u> The proposals were circulated ahead and presented at the meeting. Ratification: The following Subject Links were unanimously appointed: English – LH Maths, Science – SD Geography – PH History – JW Computing – RF Art – JCa DT – KH Music – PH PSHE – EY French – JCa PE – KH RE – JE EY - LDH</p> <p>3.5 <u>Governors to review & approve the Governor Code of Conduct 2023-24</u> Ratification: Governors unanimously approved the Governor Code of Conduct 2023-24.</p>	
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	<p>Action: Governors to email their confirmations that they have “read and agree to abide by the Governor Code of Conduct 2023-24” as soon as possible.</p>	GOVS
3.6	<p><u>Review Annual Schedule of Work 2023-24</u> The Annual Schedule of Work 23-34 was presented at the meeting. The Chair explained the board’s monitoring duties and schedule of monitoring for the year ahead.</p> <p>Planned monitoring confirmed for the term: School website audit – RF T&L – groups making best possible progress – LH P&R – induction policy – JE</p> <p>Action: Clerk to send website audit template to RF.</p> <p>Last term’s online safety monitoring visit led by TC, RF and JW remains outstanding</p> <p>Subject Links – History, Art, Science, and English</p> <p>FGB Spring term – EY, JCa T&L Spring – SEND – RF P&R Spring – H&S cycle – JW (KH can support if required) Subject Links – PE, Geography, EY, RE, and Maths</p> <p>FGB Summer term – GB effectiveness – JE, JCa T&L Summer – broad & balanced curriculum – TBC P&R Summer – additional funds to support pupils and staff– KH, NO Subject Links – PSHE, DT, MFL, and Computing</p> <p>Governors discussed a staff survey to consider wellbeing. Dependent on analysis of the feedback, a monitoring visit can be arranged to probe any concerns which may arise.</p>	RF
3.7	<p><u>Governors to review Annual Governance Statement 2022-23</u> The drafted Annual Governance Statement 2022-23 is currently being drafted with input by governors.</p>	
3.8	<p><u>Academisation (SI)</u> JE and BM attended the LA Director of Education’s meeting concerning academisation. Schools are being urged to remain being LA-led and the benefits this may bring to them.</p>	
3.9	<p><u>Governors to confirm a date for the Pay Committee to meet to review Staff Pay Recommendations</u></p>	



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	Governors agreed that the Pay Committee would meet after the P&R meeting on 11 th October 2023.	
4.	Minutes of Previous FGB Meetings The Minutes of the meeting held on 5 th July 2023, were submitted, and will be signed electronically by the Chair as an accurate record.	
5.	<p>Matters Arising from Minutes of Previous Meeting</p> <p>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>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. <i>A bid has been submitted, this action is ongoing.</i></p> <p>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. <i>On agenda</i></p> <p>3.5 Clerk to circulate guidance on co-chairing. <i>Completed, Closed</i></p> <p>3.7 Subject Links to be agreed at next meeting. <i>On agenda</i></p> <p>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. <i>On agenda</i></p> <p>3.11 JE to action the SLA for Governor Services Clerking and Training Services for 2023-24. <i>Completed, closed</i></p> <p>5.0 Governors to set up a rota to ensure members of the governing board attend next year's future Termly Governor Briefings. <i>On agenda</i></p> <p>7.2 Governors to read KCSIE 2023 – link here <i>On agenda</i></p> <p>10.1 The focus for the next FGB meeting will be to evaluate the monitoring areas ahead of the new academic year. <i>On agenda</i></p> <p>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. <i>On agenda</i></p> <p>11.2 Governors reminded to complete PREVENT Awareness training http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course <i>On agenda</i></p> <p>11.3 Governors will initiate self-evaluation of the governing board in or around May 2024. <i>To be carried forward</i></p>	
6.	Headteachers Verbal Update BM gave a huge thanks to staff, particularly the Site Manager, for working over the holidays. The school looks fabulous for the start of the new year. Governors were advised that some areas of the school have been redecorated. The Site Manager is working towards redecorating the school in areas which are now looking tired.	



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<p>Pupil numbers are not great – 275 on roll. BM remains confident that it was the right risk to drop the number of classes. All local schools are experiencing declining pupil numbers. School leavers tend to be leaving the country at the moment, children are not leaving to join other local schools.</p> <p>SEND – EHCPs are rising. The whole country is experiencing high level of SEND. FSM currently stands at 14%.</p> <p>Attendance is going well at the moment. 99.9% of children are arriving to school on time. Covid-19 has been present in school, with little impact on staffing. All staff have received a flu jab. The first attendance meetings will commence from this term. All children with 10% absence will receive attention. The national figure for persistent absence is 17.7% compared to the school's score of 9.4%. Governors were advised of the strategies put in place to promote team relationships and regular attendance. To date, there have not been many Term Time Leave Requests from parents. The LA have not devised a model Attendance Policy but have provided guidance for schools to create their own. Staff are working hard to safeguard unrecorded absences.</p> <p>A conversation took place concerning the "headteacher discretion" cited in the guidance. The press is being very supportive around parental expectations around absence and sickness.</p> <p>Ratification: The Attendance Policy was delegated to the governing board to review at the next T&L Committee.</p> <p>Governors were advised of the process for communicating poor attendance to families.</p> <p>A high number of Pupil Premium children were lost in the previous Year 6 cohort. However, numbers across the school remain high.</p> <p>Staffing is considered a success. The school has retained all support staff, except for one TA who has left the country. The recruitment of an additional 4 teaching assistants has also been possible when recruiting teaching assistants in the country is currently a challenge.</p> <p>BM recognised EC for her continued focus on safeguarding the pupils at the school. Governors were advised of the continued challenge for support from Social Care and the Early Help Team. The lack of immediate response is difficult for managing more complex concerns where external guidance is necessary.</p> <p>Challenge: A governor asked, is the LA able to support safeguarding in schools effectively?</p>	
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<p>The DSLs within the school meet daily to ensure they have met their due diligence. The LA are challenged to ensure that the school has done everything possible to support children and their families. Social Care is a service on its knees; schools are expected to go far beyond what is expected of them.</p> <p>EC is supported by a great team of DSLs, they are able to share their frustrations and feelings with each other. The Pastoral Team are a valuable element of safeguarding at school. Should the Pastoral Team no longer be locally funded, it will not be possible to sustain the level of safeguarding need across the school. There are some vulnerable families that rely on the support that the Pastoral Team provide.</p> <p>Challenge: The Chair was concerned that safeguarding was becoming so large that the other responsibilities of the Assistant Headteacher may be impacted. Safeguarding remains a priority for the school.</p> <p>Behaviour & SEND – one pupil currently on a reduced timetable. There are many families at different places on their journey to achieving specialist provision for their high-needs children. 2:1 funding has been received for 50% of children with EHCPs, which is making a positive impact for these children. Due to the additional capacity created by the recruitment of additional support staff, the school is now a safe space.</p> <p>BM feels that the Fulbourn School approach to behaviour is well embedded throughout the school. Staff work collaboratively to retain the behavioural expectations of children in school.</p> <p>Governors learnt that senior leaders do expose themselves to potential physical risk from challenging behaviours presented by a small cohort of children.</p> <p>Challenge: A governor asked, is there any PPE that can help to reduce that risk? The school has Kevlar gloves for certain children. Everything is risk assessed and the Health & Safety Team at the LA are very supportive of the school. There is the risk that staff have normalised this behaviour therefore overlooking the significance of the danger staff put themselves in.</p> <p>Governors were advised of the reporting procedure for reporting incidents to the local authority. The process is very time-consuming but valuable if the LA is to be aware of the full picture of daily practice in school.</p> <p>Action: BM will log physical injuries to staff for analysing at the next FGB. Clerk to enquire if there is a Cluster Chairs group for the area.</p>	
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	<p>BM and Chair of Governors to contact H&S Team to ask for the threshold of H&S reporting. JE will raise the issue of how governors can identify a mechanism to protect staff from physical assault by children with high level of needs.</p> <p>Governors are extremely concerned by the level of physical injury that senior leaders are presently exposed to on a daily basis.</p>	BM, HA, JE
7. Safeguarding	<p>7.1 <u>Governors to read KCSIE 2023 – link here</u> Action: Governors were asked to email the Clerk confirming that they have read KCSIE 2023 (Part 1).</p> <p>7.2 <u>Governors to complete annual PREVENT Awareness Training – link here</u> Governors were advised that the Home Office is currently updating their PREVENT Awareness guidance and training. The new training is expected to be available from 31st October 2023.</p> <p>Action: Governors to complete annual PREVENT Awareness Training after the update provided by the Home Office – anticipated to be after 31st October 2023.</p> <p>7.3 <u>Annual Safeguarding Training for Governors Update</u> Action: Governors who were unable to attend the annual governor safeguarding update led by EC should complete the NGA Learning Link module on safeguarding. Share certificates with the Clerk.</p>	GOVS GOVS GOVS
8. Committee Updates	<p>8.1 <u>P&R Committee</u> – next meeting 11th October 2023</p> <p>8.2 <u>T&L Committee</u> - next meeting 3rd October 2023</p>	
9. Policies for Review	<p>9.1 <u>Child Protection Policy</u> Ratification: Governors unanimously approved the Child Protection Policy which has been personalised from the latest LA model Safeguarding & Child Protection Policy.</p> <p>9.2 <u>Use of Mobile Phone and Other Smart Devices Policy</u> The Site Manager will receive a school mobile telephone to conduct his role within school.</p> <p>Sanctions for having devices within school are covered under the Disciplinary Policy.</p>	



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	<p>Challenge: A governor asked, will unaccompanied visitors be asked to remove smart watches on their arrival to the school? The way to safeguard children is to ask unaccompanied visitors to remove their smart watches. There are not many visitors that are unaccompanied during their time on the school premises. Staff do challenge individuals with visible mobile phones.</p> <p>Action: BM to seek further advice from the local authority on the removal of smart watches by visitors to the school.</p> <p>Ratification: Governors unanimously approved the Use of Mobile Phones and Other Smart Devices Policy, pending advice from the local authority around the use of smart watches by visitors.</p>	BM
<p>10. Governor Monitoring</p> <p>10.1</p> <p>10.2</p>	<p><u>Agree Governor Monitoring Schedule for 2023-2024</u></p> <p>Action: Governors will review the SDP at the next meeting in consideration of additional monitoring arrangements for the year ahead.</p> <p>BM explained the new format of the SDP to governors ahead of circulation. It was agreed that each committee will review the SDP ahead of review and ratification at the next FGB meeting. The SDP is still under collaboration by subject leads. The new format allows each objective to be RAG-rated to show progress throughout the year, the SDP is a live document to be updated at regular periods. Longer-term strategic objectives will be discussed at FGB level, with committees overseeing current themes.</p> <p>Action: Progress with the School Development Plan to be a standing item on all future governor meeting agendas. Governors to approve the SDP at the next FGB meeting.</p> <p><u>Summary of Subject Link Visits (SD)</u></p> <p>In line with process, the report will be reviewed by subject leaders ahead of review by governors.</p> <p>Action: Governors to review the Summary of Subject Link Visits Report at the next FGB meeting.</p>	<p>HA</p> <p>SD, GOVS</p>
<p>11. Governor Training & Development</p> <p>11.1</p>	<p><u>Governor Training Record</u></p> <p>From this academic year, the training record will be created within Governor Hub. Governors are to update their own training and certificates of completion. The Clerk will provide a summary of Governor Training at each FGB meeting via a report created by Governor Hub. Governors were advised that any LA-led training</p>	



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	<p>scheduled is automatically updated within individual training records for each governor.</p> <p>11.2 The LA Training Schedule 2023-24 and NGA Learning Link Module List 2023-24 was circulated to governors for their information and future reference ahead of the meeting.</p> <p>11.3 <u>Governor Briefing Rota</u> TC will attend the briefing this term. The Clerk is also attending and will circulate the resources ahead of the next meeting.</p> <p>11.4 <u>Governor Skills Audit</u> A governor skills audit will be reviewed at the next FGB meeting.</p> <p>Action: Governors to complete the Annual Governor Skills Audit and share with the clerk for analysis ahead of the next FGB meeting.</p>	GOVS
12.	<p>Any Other Business The date of the next FGB meeting will be Tuesday 5th December 2023. This will start at 6pm with a governor/staff social thereafter.</p> <p>There being no further items of any other business, the meeting closed at 9.10pm.</p>	
	<p style="text-align: center;">Dates of FGB Meetings 2023-2024 – to start at 7pm Tues - 5th December 2023 Tues - 6th February 2024 Tues – 19th March 2024 Thurs 9th May 2024 Tues 2nd July 2024</p> <p style="text-align: center;">Dates of Committee Meetings 2022-2023 – to start at 7pm</p> <p>T&L Committee (Tues) – 3rd Oct, 28th Nov, 5th March 2024, 16th July</p> <p>P&R Committee (Weds) – 11th Oct, 22nd Nov, 24th Jan 2024, Tues - 12th March 2024, Tuesday 23rd Apr, 19th June</p> <p style="text-align: center;">Staff Governor Social – Thursday 18th July 2024</p>	

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ACTION GRID FROM FGB MEETING, 26th SEPT 2023

	Item	Owner	Deadline
From July 2023 meeting	Governors will initiate self-evaluation of the governing board in or around May 2024.	GOVS	May 2024
2.2	Governors are asked to complete and return the Declaration of Pecuniary Interest 2023-24 form as soon as possible, ahead of September 2023.	GOVS	ASAP
3.5	Governors to email their confirmations that they have "read and agree to abide by the Governor Code of Conduct 2023-24" as soon as possible.	GOVS	ASAP
3.6	Clerk to send website audit template to RF. Completed, closed	HA	ASAP
6.0	BM will log physical injuries to staff for analysing at the next FGB. Clerk to enquire if there is a Cluster Chairs group for the area. BM and Chair of Governors to contact H&S Team to ask for the threshold of H&S reporting. JE will raise the issue of how governors can protect staff from physical assault by children with high level of needs.	BM HA BM, JE	Next meeting Next meeting
7.1	Governors were asked to email the Clerk confirming that they have read KCSIE 2023 (Part 1).	GOVS	ASAP
7.2	Governors to complete annual PREVENT Awareness Training after the update provided by the Home Office – anticipated to be after 31 st October 2023.	GOVS	Nov 2023
7.3	Governors who were unable to attend the annual governor safeguarding update led by EC should complete the NGA Learning Link module on safeguarding. Share certificates with the Clerk.	GOVS	ASAP
9.2	BM to seek further advice from the local authority on the removal of smart watches by visitors to the school.	BM	Next meeting
10.1	Governors will review the SDP at the next meeting in consideration of additional monitoring arrangements for the year ahead. Progress with the School Development Plan to be a standing item on all future governor meeting agendas. Governors to approve the SDP at the next FGB meeting.	GOVS HA, GOVS	Next meeting Next meeting
10.2	Governors to review the Summary of Subject Link Visits Report at the next FGB meeting. SD to share the finalised version with the Clerk for circulation ahead of the next FGB meeting.	SD	Next meeting



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11.4	Governors to complete the Annual Governor Skills Audit and share with the clerk for analysis ahead of the next FGB meeting.	GOVS	ASAP
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THE GOVERNING BODY HAS THE FOLLOWING CORE STRATEGIC FUNCTIONS:

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