



Dare to Discover

**Minutes of the meeting of the Full Governing Body
held in person at the school on
TUESDAY 5th DECEMBER 2023 at 6pm**

Governors Present:

Jenni Caisley (JCa) (CHAIR)
Toby Cave (TCa)
Joanna Cooper (JCo)
Joy Eldridge (JE)
Russ Fry (RF)
Kate Harvey (KH)
Liz Hurles (LH)
Beci McCaughran (BM) (HEAD)
James Wright (JW)

Others present:

Helen Andrews (HA) (Camclerk)

		Action
1.	Welcome & Apologies for Absence The Chair welcomed all to the meeting. Apologies were received and accepted from SD, LDH, PH, and EY. NO was 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.	
3.	Membership Matters 3.1 The Clerk confirms there are no governor tenures about to expire. Governors noted it was TC's last meeting on the governing board. On behalf of the governors, the Chair thanked TC for his valued contribution throughout the whole of his tenure. TC has served many tenures on the governing board. 3.2 <u>There are currently 2 co-opted vacancies on the governing board. Discussion on succession planning.</u>	



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	<p>Governors learnt that the PTA are also losing two key members of their committee at the end of the year. Governors were urged to consider strategies to fill the vacancies on the board.</p> <p>Induction plans were discussed for the three new governors on the board. The Chair plans to meet with new governors outside the meeting to discuss mentoring through their induction process.</p> <p>Ratification: KH will mentor NO, RF will mentor PH. JCa will be in touch with LDH to see if a mentor would be of interest to her.</p> <p>3.3 <u>Governors to consider the appointment of JCa as Co-Chair of Governors</u> Ratification: Governors unanimously appointed JCa as Co-Chair.</p> <p>3.4 <u>Review and ratification of Committee Terms of Reference 2023-24</u> Ratification: Governors unanimously approved the P&R Committee and T&L Committee Terms of Reference 2023-24.</p> <p>3.5 <u>Academisation (SI)</u> BM proposed forming a working party to consider the choices available to the school ahead of any immediate need to consider conversion.</p> <p>Action: JCa will email governors for volunteers to form an Academisation Working Party.</p> <p>The school is in a good position, it does not need to prioritise academisation at this current time.</p>	JCa
4.	<p>Minutes of Previous FGB Meetings The Minutes of the meeting held on 26th September 2023, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	
5.	<p>Matters Arising from Minutes of Previous Meeting 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: From July 2023 meeting - Governors will initiate self-evaluation of the governing board in or around May 2024.</p>	

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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. Completed, closed.	
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. Completed, closed.	
3.6	Clerk to send website audit template to RF. Completed, closed. Report on agenda	
6.0	BM will log physical injuries to staff for analysing at the next FGB. Deferred to next meeting. Clerk to enquire if there is a Cluster Chairs group for the area. HA advised that there is no Cluster Chair's forum for this 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. This item is ongoing.	
7.1	Governors were asked to email the Clerk confirming that they have read KCSIE 2023 (Part 1). Completed, closed.	
7.2	Governors to complete annual PREVENT Awareness Training after the update provided by the Home Office – anticipated to be after 31st October 2023. Still waiting for the Home Office update.	
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.	
9.2	BM to seek further advice from the local authority on the removal of smart watches by visitors to the school. EC advised that that LA have provided a model policy, the LA's view is that it is fine for smart watches to be worn in school. Leaders have agreed that staff will sign to say that they have read the Mobile Phone Policy for guidance around use.	
10.1	Governors will review the SDP at the next meeting in consideration of additional monitoring arrangements for the year ahead. On agenda Progress with the School Development Plan to be a standing item on all future governor meeting agendas. Completed, closed. Governors to approve the SDP at the next FGB meeting. On agenda	
10.2	Governors to review the Summary of Subject Link Visits Report at the next FGB meeting. JCa and BM have received SD's report. The analysis has helped to determine the latest approach to monitor subject content on the school website.	



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	<p>11.4 Governors to complete the Annual Governor Skills Audit and share with the clerk for analysis ahead of the next FGB meeting. To complete by the end of 2023.</p>	
<p>6.</p>	<p>Headteacher's Report The Headteacher's Report was circulated ahead of the meeting.</p> <p>The school is experiencing a falling roll, leavers have left the school due to their families moving out of the area. The 10-class structure continues to be the most efficient plan strategically for the school.</p> <p>In terms of SEND, the school is now above the national average for this cohort. A number of high-needs children are now receiving reduced timetables or alternative provision. Pupil Premium numbers are falling. The school continues to make best use of Pupil Premium funding. Leaders are very proud of current attendance rates, which is remaining consistent compared to national data. Persistent absence remains closing associated to the Pupil Premium cohort; the school continue to be proactive in supporting regular attendance. BM reported high anxiety experienced in the community, which is largely responsible for instances of persistent absence.</p> <p>Challenge: Concerning effective interventions, is this where the Pastoral Team visit homes and encourage attendance? The school relies on a variety of strategies to support regular attendance. Families all have their own reasons for persistent absence. BM associates the funding provided by the Fulbourn Clock Charity impacts the most vulnerable families in the village. The school are currently working on sharing this information with the Clock Charity.</p> <p>Challenge: A governor asked, do you see regular patterns of attendance? Some people used to not bother bringing their children prior to the Wednesday arrangement being in place as parents were required to collect their children at lunchtime on Wednesdays. Attendance is managed by many members of school staff across the school; it is a whole team approach.</p> <p>The report records a reduction in dangerous challenging behaviour. At their last meeting, the T&L Committee shared a robust discussion on the bespoke provision available for high needs children. The school recruits the right people in school to manage challenging behaviour. The school is able to respond proactively to clashes as they arise across the school. There are some particular case studies which should be captured ahead of the next Ofsted inspection.</p>	

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	<p>Challenge: A governor noted that there have been two reports of parents reporting bullying. It was clarified that this data relates to parents reporting that their child is being bullied in school.</p> <p>Parental engagement has significantly increased since the Breakfast Events have been set up. The most recent workshop has been around maths. Children get their breakfast and play games whilst parents have time for a coffee and a catchup with the class teacher. The time of day is proving very convenient for families.</p> <p>Governors were advised of the staffing changes since the last meeting. BM explained the advantages of long-term supply, which now offers the same level of commitment as employment. The school continues to weigh up the advantages of long-term supply. In terms of budgetary impact, long-term supply does not include school holidays. Long-term supply is currently covering maternity leave. Many teachers are now choosing long-term supply placements over fulltime employment. Staff absence is high, relating to seasonal illnesses and a long-term absence/maternity leave which has skewed the data.</p> <p>Challenge: A governor asked, do strike days get included in this data? No.</p> <p>Pupil numbers – forecasts are unreliable and constantly changing. Open days were well attended. For one family, Fulbourn was the seventh school they had visited! The same 10-class model will work next year, based on pupil forecasts.</p> <p>BM explained the small schools' strategy.</p> <p>Action: Clerk to share high level overview of the LA analysis of Small Schools Sustainability.</p> <p>EC gave a short presentation on online safeguarding to governors. EC explained the analysis tool used to monitor web usage in school. Reporting is robust, concerns are reported to BM and EC. The problem is that children's access to i-Pads are not traceable in the Smoothwall system. EC is working with the ICT Service to ensure individual i-Pads are tracked via the system. The Firewall prevents children accessing harmful content on the internet.</p> <p>BM gave her thanks to EC for her work in implementing Smoothwall across the school.</p>	<p>HA</p>
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	<p>Challenge: A governor asked, when the children are using the i-Pads, are they using their own logins? Not currently, the ICT Service plan to visit during the school holidays to update the iPads with the relevant software to monitor this.</p> <p>Challenge: You mentioned a member of staff who is responsible for checking up website content from a safeguarding perspective. A governor challenged that there should be policy in place to protect this member of staff from potential future HR issues. BM understood the governor’s concerns. All staff should have a legitimate reason for monitoring website content concerns as they arise. BM wants to avoid a lengthy evidence trail where it is necessary. Searches are currently undertaken on staff personal devices as the firewall prevents harmful content being accessed.</p> <p>Action: BM will contact the school’s DPO to seek reassurance that internal website monitoring does not conflict with staff sharing of personal data.</p>	BM
7.	<p>School Development Plan Update The SDP continues to be updated, how projects are assigned across the team have been established. Work on wellbeing and the OPAL project are developing well.</p> <p>The SDP has been discussed at both committees in depth. OPAL is a project that was already on the SDP but a successful bid with a local wind farm has allowed the project to be brought forward. The majority of school behavioural issues are triggered through dysregulation that occurs at lunchtimes. The funding is supporting the purchase of a shed which will house lots of resources to support play and lunch and breaktimes.</p>	
8.	<p>Safeguarding 8.1 <u>General Update</u> Governors received a full update within the Headteacher’s Report for this meeting.</p>	
9.	<p>Committee Updates 9.1 <u>P&R Committee – meeting 22nd Nov 2023</u> The drafted minutes from the last meeting were shared. The Chair gave an overview of the main points discussed.</p> <p>Governors shared their frustrations concerning the new budgeting software adopted by the local authority.</p>	



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9.2	<p><u>T&L Committee – meeting 28th Nov 2023</u> The drafted minutes of the last meeting were shared. The Chair provided an overview of the main points of discussion.</p> <p>Informational presentations were considered beneficial for future FGB meetings.</p>	
10.	<p>Policies for Review</p> <p>10.1 <u>Data Protection Policy</u> Ratification: Governors unanimously approved the Data Protection Policy.</p> <p>10.2 <u>Parental Code of Conduct</u> Provided in hard copy format and tabled at the meeting. BM reiterated her ongoing concerns around the unreasonable behaviour presented by a small cohort of parents. These issues are growing; school leaders consider the implementation of a Parental Code of Conduct is timely. The policy has been based on a School Bus model.</p> <p>Challenge: A governor asked, who is the audience for this policy? The intention is that the CofG and Headteacher will communicate to the school community raising concerns around the behaviour of a small number of families on the school premises. This communication will showcase the Parental Code of Conduct to raise expectations of behaviour with families.</p> <p>Challenge: A governor was concerned that the timeframes cited within the policy (such as response within 72-hour time) may not be achievable. Governors suggested quoting school days within the policy rather than hours as this accounts for times when the school is operating. The Clerk advised this was consistent with local authority model policies and recommended that the local authority received a copy of the policy for their input.</p> <p>Governors discussed the Headteacher’s power to ban parents from the school premises. This is a statutory obligation for school leaders to be able to ban parents from the premises in exceptional circumstances.</p> <p>Challenge: There are a lot of issues listed in the Parental Code of Conduct that are illegal behaviour, therefore, was it required in the document?</p>	

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	<p>It was agreed that some examples of behaviour could be communicated within the Chair of Governor's communication rather than the Code of Conduct to streamline the document.</p> <p>Governors were unanimous in agreeing that no member of school staff should be exposed to this type of behaviour from parents. BM is hopeful this will have an impact, both on the wellbeing of staff and parental behaviour.</p> <p>Action: Governors will review the impact the Parental Code of Conduct has made at the next meeting.</p> <p>Challenge: A governor asked, what do you think is causing a growth in these incidents? School leaders believe it is the current social and economic climate.</p> <p>Ratification: Governors unanimously approved to the Parental Code of Conduct in principle; governors will share their feedback with the Chair of Governors who will use her Chair's powers to approve the final version before the end of term.</p> <p>Action: Governors to send their feedback on the Parental Code of Conduct to JE by Monday 11th December 2023.</p> <p>The aim is to communicate the behavioural concerns ahead of closing over the Christmas period.</p>	<p>GOVS</p> <p>GOVS</p>
10.3	<p><u>Mobile Phone Policy</u> Refers to the change around use of SMART watches.</p> <p>Ratification: Governors unanimously approved the Mobile Phone Policy.</p>	
10.4	<p><u>Attendance Policy</u> The policy now defines the school's processes to monitor attendance. The policy is very clear on practical examples of when Headteacher discretion can be used for term time leave requests.</p> <p>Ratification: Governors unanimously approved the Attendance Policy.</p>	
10.5	<p><u>RSE Policy</u> No change apart from dates. Parental collaboration took place at the last full review of the policy last year.</p>	



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	<p>Ratification: Governors unanimously approved the RSE Policy.</p>	
<p>11. Governor Monitoring</p>	<p>11.1 <u>Governors to consider monitoring visits in line with SDP objectives Governor Monitoring Schedule for 2023-2024</u> Monitoring will resume from the new term. Subject Link visits will relate to the development of subject content on the school website.</p> <p>An updated list of Subject Links and guidance around website monitoring will be shared by BM.</p> <p>11.2 <u>School website audit</u> The completed audit was circulated ahead of the meeting.</p> <p>The Clerk advised that she is no longer able to access the website editing platform to make updates on behalf of governors.</p> <p>The School Business Manager and EC have been working on the feedback from the audit. The biggest conclusion were the discrepancies around subject content, which are being explored and actions by Subject Leads. Governor monitoring will oversee these developments.</p>	
<p>12. Governor Training & Development</p>	<p>12.1 <u>Governor Training Record</u> An updated governor training record was circulated ahead of the meeting for review by governors.</p> <p>12.2 <u>Governor Skills Audit</u> The Clerk advised that there has not been sufficient response to the skills audit.</p> <p>Action: Governors to complete and return their skills audit to the Clerk by the end of the term for review at the next FGB meeting.</p>	<p>GOVS</p>
<p>13. Any Other Business</p>	<p>13.1 <u>Review of FGB meeting dates from 2024</u> FGB meetings were moved to a Tuesday to accommodate one governor's attendance. This has impacted on other governors' attendance.</p> <p>Action: JCa will conduct a doodle poll to ascertain more suitable dates.</p>	<p>JCa</p>



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	<p>Committee dates will remain as planned. The four remaining FGB dates will be reconsidered.</p> <p>13.2 <u>Governor Recruitment Suggestion</u> A governor wondered about the advantages of governors leading an assembly explaining the role of school governance in the hope that children will encourage their parents to express their interest. It may positive impact the governor recruitment strategy.</p> <p>Action: JW will arrange an assembly to raise the profile of governance amongst the pupil cohort. Governors will consider this assembly as a means of capturing pupil voice.</p> <p>13.3 A huge thanks to JCa for stepping into the Co-Chair role supporting JE in leading the governing board.</p> <p>The date of the next FGB meeting is scheduled to be Tuesday 6th February 2023. This will start at 7pm and will be held in school.</p> <p>There being no further items of any other business, the meeting closed at 8pm.</p>	JW
	<p>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>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>Staff Governor Social – Thursday 18th July 2024</p>	

ACTION GRID FROM FGB MEETING, 5th DECEMBER 2023

Item	Owner	Deadline
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From July 2023 meeting	Governors will initiate self-evaluation of the governing board in or around May 2024.	GOVS	May 2024
6.0 (from last meeting)	BM will log physical injuries to staff for analysing at the next FGB. 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 BM, JE	Next meeting Next meeting
7.2 (from last meeting)	Governors to complete annual PREVENT Awareness Training after the update provided by the Home Office – anticipated to be after December 2023.	GOVS	2024
7.3 (from last meeting)	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
11.4 (from last meeting)	Governors to complete the Annual Governor Skills Audit and share with the clerk for analysis ahead of the next FGB meeting.	GOVS	Dec 2023
3.5	JCa will email governors for volunteers to form an Academisation Working Party.	JCa	Next meeting
6.0	Clerk to share high level overview of the LA analysis of Small Schools Sustainability. BM will contact the school's DPO to seek reassurance that internal website monitoring does not conflict with staff sharing of personal data.	HA BM	ASAP Next meeting
10.2	Governors will review the impact the Parental Code of Conduct has made at the next meeting. Governors to send their feedback on the Parental Code of Conduct to JE by Monday 11 th December 2023.	GOVS GOVS	Next meeting 11/12/23
13.1	JCa will conduct a doodle poll to ascertain more suitable dates for FGB meetings in the new year.	JCa	ASAP
13.2	JW will arrange an assembly to raise the profile of governance amongst the pupil cohort. Governors will consider this assembly as a means of capturing pupil voice.	JW	Spring 2024

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



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- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

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