



# Dare to Discover

**Minutes of the meeting of the Full Governing Body  
held at the school on  
WEDNESDAY 4<sup>th</sup> DECEMBER 2024 at 7pm**

**Governors Present:**

Jenni Caisley (JCa) (CHAIR)  
Beci McCaughran (BM) (HEAD)  
Joanna Cooper (JCo)  
Lucie D'Heudieres (LDH)  
Russ Fry (RF)  
Sarah Davies (SDa)  
Kate Harvey (KH)

**Others present:**

Jo Boutell (JB) (School Business Manager)  
Helen Dunn (HD) (Clerk to Governors)  
Ellie Crowe (EC) (Associate member)

		Action
1.	<b>Welcome &amp; Apologies for Absence</b> The Chair welcomed all to the meeting.  Apologies were received and accepted from SD, JW and JE.  The meeting was quorate and held in person.	
2.	<b>Declarations of Interest</b> 2.1 <u>To receive any declarations of interest in items on the agenda</u>  There were no declarations of interest in items on the agenda for this meeting.	
3.	<b>Membership Matters</b> 3.1 <u>The Clerk confirms the expiration of tenure for 2 Co-Opted Governors.</u>  Governors were made aware of the 2 Governor tenures that are due to end in the coming months.  3.2 <u>Governors noted the current vacancies on the Governing Board</u>  The Chair notified Governors that they are working with a Specialist Governor Recruitment agency, who are seeking Governors for Fulbourn Primary with any skill set, but particularly financial skills.  3.3 <u>Review and ratify Terms of Reference for the P&amp;R and T&amp;L committees</u>  <b>Ratification:</b> Governors unanimously approved both sets of Terms of Reference.	



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	<p>3.4 <u>Academisation</u> (SI)</p> <p>There were no updates regarding academisation at this time.</p>																													
<p><b>4.</b></p>	<p><b>Minutes of Previous FGB Meetings</b> The Minutes of the meeting held on 25<sup>th</sup> September 2024, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	<p><b>Clerk</b></p>																												
<p><b>5.</b></p>	<p><b>Matters Arising from Minutes of Previous Meeting</b></p> <p>5.1 <u>Governors were asked if they had any matters arising from the previous minutes which were not already included on the agenda.</u></p> <p>There were no matters arising.</p> <p>5.2 <u>To review action grid from last meeting</u></p> <table border="1" data-bbox="301 815 1259 1861"> <tr> <td data-bbox="301 815 480 943">From July 2023 meeting</td> <td data-bbox="480 815 1259 943">Governors will initiate self-evaluation of the governing board in or around May 2024. <i>Look at skills audit response in Dec 24 and then choose a few questions from the self evaluation.</i> <b>Ongoing</b></td> </tr> <tr> <td data-bbox="301 943 480 1043">8.1 from March 24 meeting</td> <td data-bbox="480 943 1259 1043">BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting. <b>Ongoing</b></td> </tr> <tr> <td data-bbox="301 1043 480 1111">2.2</td> <td data-bbox="480 1043 1259 1111">Follow up on two remaining declarations on Governor Hub <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1111 480 1178">3.2</td> <td data-bbox="480 1111 1259 1178">Research requirements for meeting attendance for Governors <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1178 480 1245">3.2</td> <td data-bbox="480 1178 1259 1245">Actively source new Governors <b>Ongoing.</b></td> </tr> <tr> <td data-bbox="301 1245 480 1312">3.4</td> <td data-bbox="480 1245 1259 1312">Add P&amp;R Committee membership to December FGB agenda <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1312 480 1379">3.5</td> <td data-bbox="480 1312 1259 1379">Arrange a meeting date for the Pay Committee via email <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1379 480 1447">3.6</td> <td data-bbox="480 1379 1259 1447">Include additional wording in Code of Conduct <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1447 480 1514">3.6</td> <td data-bbox="480 1447 1259 1514">Follow up on Governor Hub Code of Conduct agreements <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1514 480 1603">3.8</td> <td data-bbox="480 1514 1259 1603">P&amp;R statement to be added and wording to be amended as suggested <b>Ongoing</b></td> </tr> <tr> <td data-bbox="301 1603 480 1671">3.9</td> <td data-bbox="480 1603 1259 1671">Check regulations and all Governor DBS certificates <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1671 480 1738">6.1</td> <td data-bbox="480 1671 1259 1738">Add Finance system to next P&amp;R agenda <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1738 480 1805">7.3</td> <td data-bbox="480 1738 1259 1805">Check training record for PREVENT <b>Completed. Closed</b></td> </tr> <tr> <td data-bbox="301 1805 480 1861">7.4</td> <td data-bbox="480 1805 1259 1861">Safeguarding attendance for all Governors <b>Completed. Closed</b></td> </tr> </table>	From July 2023 meeting	Governors will initiate self-evaluation of the governing board in or around May 2024. <i>Look at skills audit response in Dec 24 and then choose a few questions from the self evaluation.</i> <b>Ongoing</b>	8.1 from March 24 meeting	BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting. <b>Ongoing</b>	2.2	Follow up on two remaining declarations on Governor Hub <b>Completed. Closed</b>	3.2	Research requirements for meeting attendance for Governors <b>Completed. Closed</b>	3.2	Actively source new Governors <b>Ongoing.</b>	3.4	Add P&R Committee membership to December FGB agenda <b>Completed. Closed</b>	3.5	Arrange a meeting date for the Pay Committee via email <b>Completed. Closed</b>	3.6	Include additional wording in Code of Conduct <b>Completed. Closed</b>	3.6	Follow up on Governor Hub Code of Conduct agreements <b>Completed. Closed</b>	3.8	P&R statement to be added and wording to be amended as suggested <b>Ongoing</b>	3.9	Check regulations and all Governor DBS certificates <b>Completed. Closed</b>	6.1	Add Finance system to next P&R agenda <b>Completed. Closed</b>	7.3	Check training record for PREVENT <b>Completed. Closed</b>	7.4	Safeguarding attendance for all Governors <b>Completed. Closed</b>	<p><b>GOVS</b></p> <p><b>HEAD</b></p> <p><b>GOVS</b></p> <p><b>JCa</b></p>
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	9.4	Make a slight change in wording regarding penalty notices on Page 9 of Attendance Policy <b>Completed. Closed</b>	<b>RF</b>
	9.5	Create policy summaries and include in newsletters <b>Ongoing</b>	
	10.1	Feedback to be obtained from new staff regarding induction process <b>Completed. Closed</b>	
	10.1	Send reminders for upcoming monitoring each term <b>Completed. Closed</b>	
	10.1	Locate guidance on parent elections and adverts from Governor Hub <b>Completed. Closed</b>	
	11.1	Log all recent Safeguarding certificates on Governor Hub <b>Completed. Closed</b>	
	11.3	Add agenda item for next FGB in Dec to ensure future Governors attend briefings <b>Completed. Closed</b>	
	11.4	Add Skills Audit to next agenda in Dec FGB <b>Completed. Closed</b>	
<b>6.</b>	<p><b>Headteacher's Written Update</b></p> <p>6.1 <u>Head Teacher's Report</u></p> <p>A written report was circulated to Governors ahead of the meeting.</p> <p><b>Pupil Numbers:</b> Numbers have fallen since last year, but pupils are still joining the school as well. There have been 15 pupils join in the last year (with 3 more joining imminently), and 21 pupils leave. There is a high amount of movement generally. Some children are joining due to the SEND support at the school.</p> <p><b>Q.</b> A Governor asked how many pupils have left, who have SEND needs? <b>A.</b> No pupils leave with SEND needs. A tracker conducted last year looked at reasons why pupils leave the school and this showed the majority reason being house prices in the area.</p> <p>'Home-grown' pupils (those that stay at the school for the whole journey from Reception to Year 6) are falling in numbers due to high movement in and out of the school.</p> <p><b>SEND data:</b> The Head shared data from 2022, 2023 and 2024 to demonstrate the dynamics, and Governors could see the significant rise in SEND pupils over the 3 years.</p> <p><b>Q.</b> A Governor asked if this meant that the number of EHCPs were higher too? <b>A.</b> It would be, but they have several EHCP applications stuck in the system.</p>		



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The Head informed Governors that the Educational Psychologist Assessments are being conducted online now which is proving challenging but can lead to quicker appointments.

**Pupil Premium (PP):**

Data for PP is consistent, and the school are offering the same support to PP children as it previously has. They are grateful to the Clock Charity for their funding in support of this.

**Sickness:**

Sickness has been high, and the school have had a bad run of hand, foot and mouth cases, leading to higher sickness absence. School Leaders will keep a close eye on this to check whether this is a local fluctuation in data or an emerging trend. Data is still below national average, but the gap has reduced.

**Q.** A Governor asked if any parents are querying the new Attendance policy?

**A.** Yes this is a frequent occurrence and the school are often communicating with parents who are questioning this.

The Head pointed out that the sickness data is also impacted by two individual cases – one pupil who has not attended school at all this year due to long term sickness and rehabilitation, and another pupil who attends on an agreed part time basis.

The Head is not worried by the data but will track it closely.

There has been one parent contact meeting held under the new Attendance Policy.

The school are utilising help from Nessie (Emotionally Based School Avoidance) and the Mental Health in Schools Team – both of which work closely with the families, rather than directly with the pupils. Lots of work also being carried out on attendance from within the school and by school staff.

**Individual Year Group Demographics:**

Data was presented to Governors regarding all year groups, but particular attention drawn to Year 5 who have 13 PP, 11 SEND, 2 EHCPs and 2 more EHCPs pending. In addition, the majority of the pupils with both PP and SEND are boys. This presents a complex dynamic for school staff.

Year 3 data also shows a high level of SEND pupils. Governors discussed the effect the Covid19 pandemic had on this year group, as they were unable to attend Pre-school.

**Behaviour:**

There have been two suspensions this term, but this is regarding the same child. There has been little support from the Local Authority regarding this child, but the school are hopeful support is imminent.



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<p>A small number of reports of bullying behaviours are being carefully monitored, including some in the youngest children in the school. These can present additional challenges when investigating as young children;s accounts can be unreliable. Careful adult monitoring is being deployed. One incident of bullying has been recorded on My Concern this term.</p> <p>Regarding any prejudice incidents, the school are being very careful to determine where each case sits within the defined threshold and whether to log the incident on MyConcern or to report on the 'Prejudice Reporting in Education' system.</p> <p><b>Q.</b> A Governor asked if it is easy to determine correctly between prejudice and racism.</p> <p><b>A.</b> It is difficult to define this sometimes and the school are therefore very careful with their reporting. If the school decide to not log a low-level comment or incident, then it is always used as a teaching opportunity instead.</p> <p><b>Q.</b> A Governor asked if the reporting system has changed for prejudice and racist incidents?</p> <p><b>A.</b> The recording with the Local Authority hasn't changed. MyConcern is new and the record stays with the pupil until they are 25 years old.</p> <p>The Head highlights that the data for Dangerous Behaviour looks alarming but should be broken down into sub-categories, which would then be more reassuring.</p> <p><b>Q.</b> A Governor asked if the high behaviour logs shown for Year 5 have come from multiple children or just a few?</p> <p><b>A.</b> This is mainly a small number of children in Year 5, but they can sometimes trigger other children to behave badly.</p> <p><b>Staffing:</b> The staffing team have been joined this term by the new Finance Assistant and Caretaker, as well as a 1<sup>st</sup> year ECT. Many thanks were given by the Head to JB, the School Business Manager, who has been vital in inducting the new staff.</p> <p>The member of staff who is currently absent on long-term sick, has not indicated an expected return date yet but the school are applying all the relevant policies to this case.</p> <p>The school are managing with very little supply staff cover, which is preferable and means a better quality of teaching.</p> <p><b>Safeguarding:</b> The data presented is sub-categorised and therefore detailed and useful. It demonstrates a wide range of issues.</p> <p><b>Q.</b> A Governor asked for more detail regarding the 'No Category' data.</p>	
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	<p><b>A.</b> School Leaders are trying to not create too many categories so some cases are recorded under 'no category'. The 48 concerns logged here will be reviewed to see if any can be grouped under a new category.</p> <p><b>Pupil Forecast:</b> Forecast numbers are fluctuating a lot and therefore it is hard to track this and make reliable predictions.</p> <p>6.2     <u>Ofsted Changes</u> Will be covered in a future meeting</p> <p>6.3     <u>DfE Curriculum and Assessment Review</u> Will be covered in a future meeting</p>	
<b>7.</b>	<p><b>Safeguarding</b></p> <p>7.1     <u>General Update</u> A general update was provided within the Headteacher's Report.</p> <p>A very recent full Safeguarding Review has been carried out by the Local Authority and the report was circulated with Governors ahead of the meeting. A standard Safeguarding Review had been due, as it had not been done for over 3 years, however the school decided to pay for the full review at this time, as the Ofsted window approaches. The review was intense and took over 6 hours.</p> <p>Governors thanked the senior staff involved (particularly EC and the Head) in the review and SDA for attending as the Safeguarding Governor.</p> <p>Overall, the report from the review was very positive with only a few areas highlighted for improvement. The school have found the suggestions helpful and will be acting on them. Examples of areas for improvement include adopting the Safer Recruitment policy and presenting policies clearly and in only one location.</p> <p>Excellent minutes from the CamClerk service helped greatly throughout the review, and thanks were given to the previous clerk who helped with the majority of this.</p>	
<b>8.</b>	<p><b>Committee Updates</b></p> <p>8.1     <u>T&amp;L Committee, 27<sup>th</sup> November 2024</u> The minutes of the T&amp;L Committee meeting, dated 27<sup>th</sup> November, were circulated ahead of the meeting. RF was thanked for chairing the meeting and he provided a brief overview of the main points of discussion at the meeting. In particular, he mentioned the excellent presentation given from the school's Computing Lead, E-Safety was addressed, monitoring visits were discussed, as well as the curriculum.</p> <p>8.2     <u>P&amp;R Committee, next meeting 20<sup>th</sup> November 2024</u> The minutes of the P&amp;R Committee meeting, dated 20<sup>th</sup> November, were circulated ahead of the meeting. The Chair provided a brief overview of the main points of discussion at the meeting. Committee members discussed the failing</p>	



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	<p>SBS finance system and the effect this has on the School Business Manager. The Chair updated Governors of a jointly signed letter from herself and the Chair of Governors which had been sent to the Local Authority, inviting a representative to attend the next P&amp;R meeting to discuss the problems with the finance system. The reply was so far non-committal and Governors were informed at the time that the Local Authority Financial Advisor has recently resigned.</p> <p>8.3 <u>P&amp;R Committee membership</u> Governors are aware of the imminent end of tenure of the Chair of the P&amp;R Committee and will keep a close eye on ensuring there are enough members to make the meeting quorate. Governor recruitment efforts continue.</p> <p><b>Q.</b> A Governor asked if other Governors who are not in the Committee can attend meetings to make sure they are quorate? <b>A.</b> Yes this can be done and will help.</p> <p><b>Q.</b> A Governor asked if Committees can be combined? <b>A.</b> It might be possible to review the Terms of Reference to enable this, or Committees could be run back-to-back with the same attendees.</p>	
<p><b>9.</b></p>	<p><b>Policies for Review</b> It was decided to carry all listed policies over to the next meeting. All policies listed in the agenda are not statutory and can be reviewed at a later date.</p> <p><b>Action:</b> Carry forward the policies to next FGB.</p>	<p><b>Clerk</b></p>
<p><b>10.</b></p>	<p><b>Governor Monitoring</b></p> <p>10.1 <u>Review Governor Monitoring Schedule for 2024-2025</u> The monitoring schedule is on track with some monitoring visits strategically delayed to suit the needs of the school. The Safeguarding review has covered one of the monitoring requirements.</p> <p>10.2 <u>Review of Monitoring reports</u> Recent monitoring reports were circulated to Governors ahead of the meeting and no questions arose from these.</p>	
<p><b>11.</b></p>	<p><b>Governor Training &amp; Development</b></p> <p>11.1 <u>Governor Training Record</u></p> <p>The Governor Training Record was circulated ahead of the meeting.</p> <p>Governors were reminded to make full use of available training opportunities.</p> <p><b>Q.</b> A Governor asked if it is acceptable to attend any Safer Recruitment course. <b>A.</b> Yes, any course is fine. GovernorHub courses and Local Authority courses are good choices.</p> <p>11.2 <u>Governor attendance at future briefings</u></p>	



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	<p>Not discussed at this meeting.</p> <p><b>Action:</b> Carry forward this item to next FGB</p> <p>11.3 <u>Governor Skills Audit</u> Awaiting new Governors before conducting Skills Audit.</p>	<b>Clerk</b>
<b>12.</b>	<p><b>Any Other Business / Upcoming Events</b></p> <p>12.1 <u>Move to Governor Hub</u> Governors were informed of plans to move documents and procedures from Teams to Governor Hub from the new year. Governors were requested to ensure they have access to Governor Hub and familiarise themselves with the layout.</p> <p>12.2 <u>AOB</u></p> <p><u>Proposal for staffing restructure</u> – Confidential Item</p> <p><u>Broadband Provider</u> Governors were informed of a brief history to broadband provision via the Local Authority (LA), including that the contract had previously been with Eastnet, and then a recent tender was rewarded to Virgin, but that has now collapsed. The LA have now informed schools that they must source their own Broadband provider, with no subsidy from the LA or help with the quotes/tender. With the LA not prepared to take any financial responsibility for this provision and a very tight deadline of the 30<sup>th</sup> November, local schools have found this very difficult to manage and many have missed the deadline.</p> <p>It has proven a lot of hard work to understand the offerings from different companies as they are not quoting for like-for-like services and there is a lot of new technicalities to understand in the process. Services must be DfE and KCSIE compliant. There is also the whole package to consider, including firewalls/security/support. The school have managed well on 100MB but many companies will only quote for a minimum of 200MB. Quotes so far have been wide ranging from £13k to £25k. The school are being careful to make the right decision.</p> <p>The Head and JB have been working through this process and believe they have identified two viable quotes but would like assistance in taking this further. The ICT service have not always responded in a timely fashion. One Governor, with a greater understanding of the process, has offered to help with this process.</p> <p><b>Q.</b> A Governor asked if it is possible to stay with the current Virgin provider? <b>A.</b> Yes, this is another option.</p> <p><b>Q.</b> A Governor asked if it is possible to obtain the details of the LA tender? <b>A.</b> Not possible. They can only communicate via the ICT service who have not been responding to their questions.</p>	



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<p>The Head proposed that the Governors elect RF to work on behalf of the FGB in making the best decision before Christmas.</p> <p>A Governor noted that the Jisk quote indicates there is no financial penalty for leaving after 3 years, but it was decided that this could not necessarily be trusted.</p> <p>Groups of Headteachers have tried to obtain better deals by joining together but the internet providers have not allowed this.</p> <p>The Head and all Governors thanks JB for doing an amazing job at managing the Broadband provision, the failing SBS system and the staff changes.</p> <p><b>Action:</b> The Governors unanimously agreed for RF to work on behalf of the FGB in deciding the best broadband provider for the school.</p> <p>12.3 <u>Date of next FGB meeting</u> – Wed 12<sup>th</sup> February 25</p> <p>There being no further business, the meeting closed at 8.24pm.</p>	RF
<p><b>Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person)</b>          12<sup>th</sup> February 2025          19<sup>th</sup> March 2025          7<sup>th</sup> May 2025          2<sup>nd</sup> July 2025</p> <p><b>Dates of Committee Meetings 2024-2025 – Wednesdays, to start at 7pm (virtual)</b></p> <p><b>T&amp;L Committee</b>– 5<sup>th</sup> March, 16<sup>th</sup> July</p> <p><b>P&amp;R Committee</b>– 22<sup>nd</sup> Jan, 12<sup>th</sup> March, 23<sup>rd</sup> Apr, 18<sup>th</sup> June</p>	

### ACTION GRID FROM FGB MEETING, 4<sup>th</sup> December 2024

	Item	Owner	Deadline
	<b>Carried over from previous meetings:</b>		
From July 2023 meeting	Governors will initiate self-evaluation of the governing board in or around May 2024. <i>Look at skills audit response in Dec 24 and then choose a few questions from the self evaluation.</i>	GOVS	Ongoing
8.1 from March 24 meeting	BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting.	BM	Future FGB
3.2	Actively source new Governors	ALL	Ongoing



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3.8	P&R statement to be added and wording to be amended as suggested	JCa	Oct 24
9.5	Create policy summaries and include in newsletters	BM/RF	Nov 24
<b>From FGB meeting held 4<sup>th</sup> December 2024:</b>			
4	Ratify and sign Minutes from FGB 25 <sup>th</sup> Sept 24	Clerk	Jan 25
9	Carry forward policies to next FGB	Head/Clerk	Feb 25
11.2	Carry forward Governor attendance at next briefings to next FGB	Clerk	Feb 25
12.2	Work on behalf of the FGB in deciding the best broadband provider for the school	RF	Dec 24

### 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