



Dare to Discover

**Minutes of the meeting of the Full Governing Body
held at the school on
WEDNESDAY 12TH FEBRUARY 2025 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)

Others present:

Jo Boutell (JB) (School Business Manager)
 Helen Dunn (HD) (Clerk to Governors)
 Ellie Crowe (EC) (Associate member)
 Fraser Rogers (FR) (Observing until appointed)

	Action
<p>Governors were formally introduced to Fraser Rogers, an applicant to join the governing body. Fraser shared his relevant experience and reasons for interest in the vacancy. Governors considered the appropriateness of his attendance at the meeting, prior to his formal induction and full safeguarding checks and unanimously agreed it suitable.</p>	
<p>1. Presentation by Joanna Cooper - Maths Lead JCo explained to Governors that she has been appointed as an LLME (Local Leader of Maths Education) with NCETM (National Centre for Excellence in the Teaching of Mathematics). She is working with Cambridgeshire Maths Hub and other maths leaders locally and nationally. She is rolling out her training to her colleagues, in particular the Teaching Assistants (TAs) at the school. The programme has been funded by the Department for Education (DfE) and has been great for her own personal career development.</p> <p>The programme focusses on Teaching for Mastery and is based on excellent teaching models from China. Best practice from Shanghai has been adapted and redesigned for the United Kingdom education system.</p> <p>The programme teaches 5 key ideas, which include representation and structure, and the concept of 'keep up, not catch up'. JCo can see how these ideas and concepts can translate into teaching at Fulbourn and how to make these teaching methods bespoke for the local children. It is also possible to use these ideas for children outside of the typical learning journey, by adapting models and vocabulary used.</p> <p>LDH arrived at the meeting at 7.05pm</p>	



Dare to Discover

	<p>Q. Are the changes to teaching, as recommended by Maths Hub, already underway at Fulbourn? A. The school has been part of the mastery programme with the maths hub for the last three years and these changes are further refining our maths provision. The use of the NCETM resources is currently being trialled in three classes before being fully implemented across the school.</p> <p>Q. Are many schools adapting this method? A. Yes, schools have the freedom to choose their teaching methods, but NCETM is a popular and common choice.</p> <p>Q. Will this concept be rolled out to other subjects beyond Maths? A. It is possible that other subjects may in the future receive similar funding from the DfE and may look at best practice from leading countries.</p> <p>Governors passed on their thanks to JCo for her engagement in this topic, and particularly all her hard work post-Covid.</p>	
<p>2.</p>	<p>Welcome & Apologies for Absence The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from SD and JW.</p> <p>The meeting was quorate and held in person.</p>	
<p>3.</p>	<p>Declarations of Interest 3.1 To receive any declarations of interest in items on the agenda</p> <p>There were no declarations of interest in items on the agenda for this meeting.</p>	
<p>4.</p>	<p>Membership Matters 4.1 The Clerk confirms the expiration of tenure for 2 Co-Opted Governors.</p> <p>Governors were made aware of the 2 Governor tenures that have recently ended.</p> <p>Action: The Chair is to contact Siddharth Deshpande to thank him for his tenure.</p> <p>4.2 Governors noted the current vacancies on the Governing Board</p> <p>The Chair proposed to elect Fraser Rogers as a new Governor. Fraser is a local resident of Fulbourn and potentially a future parent at the school. He has worked over 20 years in the NHS, in leadership roles spanning Estates and Facilities, Operations Management and Corporate Governance</p> <p>Ratification: Governors unanimously approved FR as Co-Opted Governor.</p>	<p>Chair</p>



Dare to Discover

	<p>The Headteacher also notified Governors that there is another potential new Governor who may come through the recruitment agency.</p> <p>3.4 <u>Academisation</u> (SI)</p> <p>There were no updates regarding academisation at this time.</p>																									
5.	<p>Minutes of Previous FGB Meetings</p> <p>The Minutes of the meeting held on 4th December 2024, were submitted, approved and will be signed electronically by the Chair as an accurate record.</p>	Clerk																								
6.	<p>Matters Arising from Minutes of Previous Meeting</p> <p>6.1 Governors were asked if they had any matters arising from the previous minutes which were not already included on the agenda.</p> <p>There were no matters arising.</p> <p>6.2 To review action grid from last meeting</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 80%;">Item</th> </tr> </thead> <tbody> <tr> <td></td> <td>Carried over from previous meetings:</td> </tr> <tr> <td style="vertical-align: top;">From July 2023 meeting</td> <td>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> Ongoing</td> </tr> <tr> <td style="vertical-align: top;">8.1 from March 24 meeting</td> <td>BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting. Ongoing</td> </tr> <tr> <td style="vertical-align: top;">3.2</td> <td>Actively source new Governors Completed. Closed.</td> </tr> <tr> <td style="vertical-align: top;">3.8</td> <td>P&R statement to be added and wording to be amended as suggested Completed. Closed.</td> </tr> <tr> <td style="vertical-align: top;">9.5</td> <td>Create policy summaries and include in newsletters Ongoing</td> </tr> <tr> <td></td> <td>From FGB meeting held 4th December 2024:</td> </tr> <tr> <td style="vertical-align: top;">4</td> <td>Ratify and sign Minutes from FGB 25th Sept 24 Completed. Closed.</td> </tr> <tr> <td style="vertical-align: top;">9</td> <td>Carry forward policies to next FGB Completed. Closed.</td> </tr> <tr> <td style="vertical-align: top;">11.2</td> <td>Carry forward Governor attendance at next briefings to next FGB Completed. Closed.</td> </tr> <tr> <td style="vertical-align: top;">12.2</td> <td>Work on behalf of the FGB in deciding the best broadband provider for the school</td> </tr> </tbody> </table>		Item		Carried over from previous meetings:	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> 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. Ongoing	3.2	Actively source new Governors Completed. Closed.	3.8	P&R statement to be added and wording to be amended as suggested Completed. Closed.	9.5	Create policy summaries and include in newsletters Ongoing		From FGB meeting held 4th December 2024:	4	Ratify and sign Minutes from FGB 25 th Sept 24 Completed. Closed.	9	Carry forward policies to next FGB Completed. Closed.	11.2	Carry forward Governor attendance at next briefings to next FGB Completed. Closed.	12.2	Work on behalf of the FGB in deciding the best broadband provider for the school	<p>All</p> <p>BM</p> <p>BM/RF</p>
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Dare to Discover

	Completed. Closed.	
<p>7.</p>	<p>Headteacher's Update</p> <p>7.1 Head Teacher's Report The Headteacher (HT) presented slides at the meeting for Governors to review.</p> <p>Roll Numbers: The falling roll number is slowly continuing. This is largely attributed to families moving away from Fulbourn for cheaper housing, and not due to school performance. The Local Authority (LA) are still predicting an increase in numbers for the new academic year. Fulbourn are aware of 40 children with Fulbourn as their first choice for the new Reception cohort.</p> <p>Absence: Data was presented for pupils in years 1-6 of statutory school age, which shows above national and local attendance. The attendance rates of reception were discussed in relation to the high numbers of term time leave requests. As they are not legally required to attend school before they are 5 years old, some families are taking their children abroad for long periods of time, sometimes 8-10 weeks to visit family abroad. This means that even though the child does not legally have to attend school, they do have to be included in attendance data which reflects on the school. Local Authority advice is that these pupils should remain on roll, with the school responsible for their safeguarding, indefinitely. The school has challenged whether there should be a limit to the length of this period.</p> <p>Staffing: A member of the teaching team's long-term-sickness absence continues. The Senior Leadership Team (SLT) have been covering this absence in teaching, which they are enjoying but this does reduce their capacity in their other responsibilities and administration. Feedback from parents demonstrates that they are very positive about the cover arrangements. The sustainability of this arrangement is under constant review.</p> <p>Q. What are the next steps for the Long-term-sick employee at this point? A. The school will continue to follow the policy through, but EPM are being very supportive, and they are receiving good HR advice.</p> <p>The teacher who went on adoption leave is thriving and happy. The adoption leave post was advertised but no external applications were received. One of the school's HLTAs has been appointed to the vacancy as an Unqualified Teacher and is currently working with the school to secure her Qualified Teacher Status (QTS). This member of staff is familiar with the class and school so has secured good consistency for the children.</p> <p>Q. Are there any legal obligations for numbers of hours taught by a 'qualified' teacher?</p>	



Dare to Discover

A. No, schools are able to use unqualified teachers. The school wishes to support the staff member to secure the QTS, both to ensure the best level of training and qualification for all school staff and to ensure practitioners are fairly paid for the role they undertake.

In summary, capacity is down but the children's experience has been excellent. Supply teachers and TAs are expensive and hard to find good quality, so they have done well to cover internally so far.

A long-term-sickness absence in the midday supervisor team is currently being covered by the office team and the Governors passed on their thanks for their continuing help.

There have been three applications for bank Midday Supervisor positions which is excellent news.

Health and Safety:

Regarding the ongoing Boiler issues, the school are happy to report the required part is arriving imminently. The mild weather has meant additional measures were minimal during this period to maintain staff and pupil health and safety.

OPAL:

The feedback from the OPAL scheme has continued to be excellent and the lunchtime team continue to report positively on the impact on pupils.

Donations:

The school are happy to report that a donation was received for £1000 which has been used to purchase Air Fryers and have sped up the cooking process of school dinners. Full risk assessments have been completed, and they are very happy to have the new technology.

Safeguarding:

Data was presented to the Governors in a month-by-month format from Sept 2023 to February 2025. It was highlighted that the logs increase significantly from September 2024 as this is when Behaviour logs were included in this reporting system.

SEND:

It has been noted that some schools in the Local Authority are now receiving back pay for children who should have been granted EHCPs. The HT plans to complain to the LA imminently on this matter.

School App:

A visual demonstration of the new school app was given to Governors, highlighting that all forms of communication are now focused through this tool. The Newsfeed was demonstrated and various pages explained, including where to find important forms. A survey has been completed on this new form of communication and another survey will be conducted next term.



Dare to Discover

	<p>Q. Even though it is an internal system, are there children who can not be photographed and displayed on this app? A. There are no families who have refused use of their child's image on the app and no one uncomfortable with the use of the new app. There are currently no children on role who have a known safeguarding risk associated with published images.</p> <p>7.2 Ofsted Proposals – School Inspection toolkit The school's Ofsted window opens in October, and it is possible that they will be assessed early within that window. The HT highlighted the new Ofsted framework and explained the new areas and judgements.</p> <p>One area that the HT highlights is Leadership and Governance as a focus for Fulbourn, noting that recording educational challenges in meetings and minutes are important.</p> <p>Q. Is it encouraged to ask educational challenges outside of the Teaching and Learning Committee? A. The school should receive educational challenges in every aspect of governance.</p> <p>Governors discussed recent monitoring visits and how additional questions can be added to challenge the educational provision at the school. They decided to incorporate such questions into future monitoring visits in order to assess and improve the curriculum taught at the school.</p>	
8.	<p>Safeguarding 8.1 <u>General Update</u> EC provided an update to Governors and notified them on the recent monitoring visits conducted by SDa, in her role as Safeguarding Link Governor. The reports produced by these visits were commended for their detail.</p> <p>The staff continue to be diligent in their responsibility to report safeguarding concerns and inappropriate behaviour.</p> <p>Domestic situations at home are still a source for many concerns raised. The biggest concern remains materials being accessed at home. Challenges continue with varying levels of e-safety for children at home. The school focusses on educating parents to limit what children are watching and amounts they can watch. The Two Johns have been scheduled again to address the children. The school are also looking at tools to build into PSHE lessons. Interventions have been conducted on a group of Year 5 boys who are known to be avid gamers. The school are also raising awareness through the weekly newsletters.</p> <p>The curriculum is age appropriate, but the problem arises when not all children have age appropriate access online at home.</p> <p>Q. Is the change in recording linked in anyway to a change in behaviour?</p>	



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	<p>A. No. Behaviour has always been logged but not all types of behaviour have to be recorded as this creates a long term paper trail that isn't always necessary.</p> <p>Q. If you take out the behaviour logs from the data, is there a change to the safeguarding logs?</p> <p>A. There are two children who have prompted multiple necessary logs, but without those two children, there is even a slight drop in safeguarding logs.</p> <p>Q. Other than the Two Johns, what else is being done about Online safety?</p> <p>A. A review of available resources to enhance the current curriculum, additional interventions, increased communication of safety advice for parents.</p> <p>Q. Can we live stream the talk from the Two Johns to reach more families at home?</p> <p>A. The Two Johns are not keen to do this as the content is sensitive, and little ears may be able to hear the message in this way.</p> <p>Q. Is there a better time for the Two Johns to present, in order to reach more people?</p> <p>A. All timings options have been explored.</p>	
<p>9.</p>	<p>Committee Updates</p> <p>9.1 P&R Committee – minutes of the last committee meeting were made available for Governors to read ahead of the meeting. No issues arising from these.</p> <p>9.2 P&R Committee membership and Chair will be readdressed at a later date.</p>	
<p>10.</p>	<p>Policies for Review</p> <p>10.1 Parent and visitor code of conduct 10.2 Capability of staff policy 10.3 Staff discipline, conduct and grievance 10.4 Social media policy 10.5 Equality Objectives 10.6 ECT policy 10.7 Admission arrangements 10.8 School Census data 2024</p> <p>The HT informed Governors that there were no major changes to any of the above policies and the census data is for information only.</p> <p>Ratification: The Governors unanimously agreed to adopt all the policies listed above.</p>	
<p>11.</p>	<p>Governor Monitoring</p> <p>11.1 Review Governor Monitoring Schedule for 2024-2025</p>	



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	<p>The Chair confirmed that all planned monitoring visits were conducted this term and that external audits were used to cover some spring term monitoring requirements.</p> <p>RF to conduct the spring term SEND visit shortly. JCa invited new Governor FR to join her on a monitoring visit in the summer term.</p> <p>Action: Reassign Subject Links next meeting – add to agenda</p> <p>11.2 Review of Monitoring reports - Website - Use of Additional funds</p> <p>Q. Where is the best place to save the monitoring reports? A. It's best not to duplicate the files. You can find the reports in the folders on Governor Hub, under the meeting they were reviewed. You can also search within Governor Hub to find them.</p> <p>Governors are reminded that even though the visits are being carried out, it is vital that a report is recorded as well. Each Subject Link is listed on the monitoring schedule and the website – these are not live documents but are updated regularly, so Governors should remind themselves of their subject link responsibilities.</p> <p>Thanks were passed to RF for his recent IT monitoring report and all the other invaluable help he has offered the school in recent months.</p>	Clerk
12.	<p>Governor Training & Development</p> <p>12.1 Governor Training Record Governors noted the training record which was circulated ahead of the meeting.</p> <p>12.2 Governor Safer Recruitment training Governors remarked that this is a very long course to attend but acknowledged it's vital importance.</p> <p>Action: Source Safer Recruitment courses and look for shorter courses.</p> <p>12.3 Governor Skills Audit Governors planned to complete a Skills Audit within the next couple of months, once new Governors were on board.</p>	Clerk
13.	<p>Any Other Business / Upcoming Events</p> <p>13.1 AOB Governors acknowledged a gap in English for data monitoring since the recent departure of previous Link Governor. This will be picked up by JCa.</p> <p>13.2 Date of next FGB meeting – Wed 19th March 25</p> <p>RF gave his apologies for the next FGB meeting.</p>	



Dare to Discover

	The HT highlighted the focus on the budget for the next meeting.	
	<p>Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person) 19th March 2025 7th May 2025 2nd July 2025</p> <p>Dates of Committee Meetings 2024-2025 – Wednesdays, to start at 7pm (virtual)</p> <p>T&L Committee– 5th March, 16th July</p> <p>P&R Committee– 12th March, 23rd Apr, 18th June</p>	
	With there being no further business, the meeting was closed at 8.14pm	

ACTION GRID FROM FGB MEETING, 12th February 2025

	Item	Owner	Deadline
	Carried over from previous meetings:		
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
9.5	Create policy summaries and include in newsletters	BM/RF	Nov 24
	From FGB meeting held 12th February 2025:		
4	Ratify and sign Minutes from FGB 4 th Dec 24	Clerk	Jan 25
4.1	Contact Siddharth Deshpande to thank him for his tenure.	Chair	Feb 25
11.1	Reassign Subject Links next meeting – add to agenda	Chair/Clerk	Feb 25
12.2	Source Safer Recruitment courses and look for shorter courses	Clerk	Feb 25

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



Dare to Discover

- 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