



Dare to Discover

**Minutes of the meeting of the Full Governing Body
held at the school on
WEDNESDAY 25TH SEPTEMBER 2024 at 7pm**

Governors Present:

Jenni Caisley (JCa) (CHAIR)
Joanna Cooper (JCo)
Lucie D'Heudieres (LDH)
Russ Fry (RF)
Beci McCaughran (BM) (HEAD)
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)
Joy Eldridge (JE) (Associate member)

		Action
1.	Welcome & Apologies for Absence The Chair welcomed all to the meeting. Apologies were received and accepted from SD and JW. The Chair reminded all Governors to send apologies as early as possible to help ensure the meeting reaches quorate. The meeting was quorate.	
2.	Declarations of Interest 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. 2.2 <u>Governors to confirm completion of Declaration of Interests</u> Governors verbally confirmed at the meeting that they had declared their interests via Governor Hub. Two Governors remain outstanding on this item. ACTION: Clerk to follow up on two remaining declarations on Governor Hub	Clerk
3.	Membership Matters 3.1 <u>The Clerk confirms the expiration of tenure for 3 Co-Opted Governors.</u> Governors were made aware of the 2 Governor tenures that are due to end in the coming months. Gratitude was expressed towards Liz Hurles, following her recent departure as Governor.	



Dare to Discover

	<p>3.2 <u>There are currently 4 co-opted vacancies on the governing board. Discussion on succession planning.</u></p> <p>Governors welcomed new recruit SDa to the board.</p> <p>There has been no success recruiting Governors from the incoming parents to the school, and likewise no response from local contacts. Governors considered whether people were reluctant to commit to so many meetings, and questioned whether all Governors need to attend the committee meetings as well at the Full Governing Body meetings. JB advised that quick research indicates Governors do not all have to be committee members.</p> <p>ACTION: Research requirements for meeting attendance for Governors</p> <p>Governors considered the following methods to recruit:</p> <ul style="list-style-type: none">• Advertising volunteering opportunities in local companies• Approaching members of the PTFA• Holding Governor elections for Parent Governors• Consulting other Chairs of Governors for advice• Contacting Local Authority• Advertising posters seeking needed skills <p>ACTION: To actively source new Governors using methods listed above</p> <p>3.3 <u>Review updated Governor roles and responsibilities</u></p> <p>Amendments were considered due to departing Governors.</p> <p>RATIFICATION: Changes to the Link Governor roles were made as follows:</p> <ul style="list-style-type: none">• English – JCa• DT – RF• PE – JW• Safeguarding – SDa• Mental Health and Wellbeing – SDa• PTFA – SDa <p>3.4 <u>Appointment of a new Chair and Vice-Chair of the P&R Committee</u></p> <p>It was decided that KH would continue as Chair and JW as the Vice-Chair of the P&R Committee until the next FGB meeting, when elections will be held.</p> <p>ACTION: Add P&R Committee membership to December FGB agenda</p> <p>3.5 <u>Governors to review membership of the Pay Panel and to confirm a date for the Pay Committee to meet to review Staff Pay Recommendations</u></p> <p>RATIFICATION: Governors unanimously appointed SDa as a member of the Pay Committee.</p> <p>BM advised that the Pay Policy is not yet available and that a date for the Pay Committee can not be agreed until the policy is published.</p>	<p>Clerk</p> <p>ALL</p> <p>Clerk</p>
--	--	--------------------------------------



Dare to Discover

	<p>ACTION: BM to arrange a meeting date for the Pay Committee via email</p> <p>3.6 <u>Governors to review & approve the Governor Code of Conduct 2024-25</u></p> <p>A Governor suggested additional wording for the document to include 'Classrooms throughout the school will be a safe environment'</p> <p>ACTION: include additional wording in Code of Conduct</p> <p>RATIFICATION: All Governors agreed to approve the Code of Conduct 24-25, via Governor Hub.</p> <p>ACTION: Clerk to follow up on Governor Hub agreements</p> <p>3.7 <u>Review Annual Schedule of Work 2024-25</u></p> <p>Agenda item discussed under Item 10</p> <p>3.8 <u>Governors to review Annual Governance Statement 2023-24</u></p> <p>KH has provided a statement on behalf of the P&R Committee which is to be added to the statement. Her addition refers to school finance, health and safety and summarises other aspects of the P&R Committee remit.</p> <p>A Governor suggested amending the wording of the statement regarding behaviour following Covid.</p> <p>ACTION: P&R statement to be added and wording to be amended as suggested</p> <p>RATIFICATION: Governors unanimously approved the Annual Governance Statement 23-24, with amendments listed above.</p> <p>3.9 <u>Governors to approve updated GB Standing Orders</u></p> <p>LA model standing orders have been adapted to school specific preferences. Governors discussed timelines for sharing meeting minutes but agreed to remain with the guidelines stated in the Standing Orders.</p> <p>Challenge: It was questioned whether all Governors require an Enhanced DBS check, rather than a standard DBS. The most recent KCSiE guidelines were checked during the meeting, which indicated that Enhanced DBS was necessary for all Governors.</p> <p>ACTION: JB to check regulations and all Governor DBS certificates.</p> <p>RATIFICATION: Governors unanimously approved the GB Standing Orders</p> <p>3.10 <u>Annual review of the Instrument of Government</u></p>	<p>BM</p> <p>Clerk</p> <p>Clerk</p> <p>JCa</p> <p>JB</p>
--	---	---



Dare to Discover

	<p>Governors were informed that it is possible (following a set process) to reassign Governor roles for existing Governors in order to achieve all elements of the Instrument of Government.</p> <p>RATIFICATION: Governors unanimously approved the Instrument of Government</p> <p>3.11 <u>Academisation (SI)</u></p> <p>There were no updates regarding academisation at this time.</p>	
<p>4.</p>	<p>Minutes of Previous FGB Meetings The Minutes of the meeting held on 2nd July 2024, were submitted, and will be signed electronically by the Chair as an accurate record.</p>	
<p>5.</p>	<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 Governor reminded the Board that a Monitoring report had been submitted late for the last FGB meeting and it was decided to address this report at the next T&L meeting.</p> <p>Governors were also reminded to ensure that all monitoring reports were saved correctly and made accessible for viewing.</p> <p>A review of the actions from the previous meeting took place:</p> <p><i>From July 2023 meeting</i> <i>Governors will initiate self-evaluation of the governing board in or around May 2024. Look at skills audit response in Dec 24 and then choose a few questions from the self evaluation</i></p> <p>It was decided to delay the Skills Audit until further Governors had been recruited, as this takes priority.</p> <p><i>8.1 from March 24 meeting</i> <i>BM will arrange for the EYFS Lead to present on the work undertaken on the EYFS curriculum at a future FGB meeting.</i></p> <p>Ongoing</p>	
<p>6.</p>	<p>Headteacher's Verbal Update</p> <p>6.1 <u>Head Teacher's Report</u></p> <p>Summer Holiday progress. Volunteers generously gave their time to redecorate the main hall ready for the new academic year. The hall is looking great and the displays were prepared to the theme of 'Ethic of Excellence'. Leaking windows were also replaced in the Hive using an Energy Efficiency grant.</p>	



Dare to Discover

<p>Inset Days. Inset Days were productive, focussing on the theme 'Ethic of Excellence', addressing the Behaviour Curriculum and updating Explorer's Code.</p> <p>Positive start to the new academic year. Both children and staff have settled in well, despite some illness circulating.</p> <p>New Reception Cohort. The new Reception intake have settled well, are lively and mixed ability. It is interesting to see this intake, following the Covid19 pandemic years. The school have identified a high level of needs within this cohort. As such, there has been an increased adult presence required which has been a challenge following the reduction of 4 Teaching Assistants last term. Applications have been submitted for emergency funding in order to accommodate this need and in the meantime additional adult cover has been supplied by the pastoral team and senior leadership. One adult has been placed in this area immediately for the short term.</p> <p>CHALLENGE: Governors asked about the experience within the adult supervision for the Reception children, particularly those with additional needs and this was explained to them.</p> <p>Delays within the SEN system continue, despite the school emailing to chase funding frequently. The Leadership team remain vigilant on this topic and intend to request granted funds are back dated to the date that the statutory assessment should have been completed.</p> <p>CHALLENGE: A Governor enquired whether the school's SENDCO sits on the panels for assessment, in order to learn more about the thresholds for assessment. It was explained that the school has 100% success in having needs assessments accepted. It is simply the funding delays which are problematic.</p> <p>CHALLENGE: A Governor enquired when the SEND report will be available and reviewed, to which the response was the next FGB meeting.</p> <p>Finance. The local authority system (SBF) is still not functioning efficiently and has been unusable since before the summer. Therefore, the School Business Manager (JB) is having to calculate everything manually, which they fear could lead to inaccuracies. They are particularly worried about the effect this could have on staff pay and recording all expenditure. Concerns are being raised about this system across many forums and through complaints systems, but in the meantime is proving very frustrating. They hope that the Local Authority will be addressing this soon. School Leaders plan to address this issue at the next Premises and Resources Committee meeting.</p> <p>ACTION: Add to P&R agenda</p> <p>The new Finance Administrator has started in role and is learning the job. Governors thank JB for managing this induction while also dealing with the system failure and increased workload.</p> <p>Attendance. Fulbourn Primary reports an attendance record of 2.4% (National Average 5.9%) for the start of this term, which shows excellent data results.</p>	<p>Clerk</p>
---	---------------------



Dare to Discover

	<p>Acknowledgement and thanks were given to the staff and pastoral team for this achievement.</p> <p>Yellow Line Bid. The recent request to the Council for yellow lines on roads near the school was unfortunately turned down. The School were disappointed with this result, and the Parish Council continue to try to assist with grant funding for this. Parking in the area has been atrocious, with restricting cones being ignored and buses for school trips unable to depart the school area.</p> <p>PTFA. The newly formed PTFA have put together a fantastic new team</p> <p>School App. Amazing response from families using the new school app for updates and information. This has been a great success with almost all families actively using the new function. The app proved useful for the recent school trip, where arrival times were updated regularly to keep parents informed. Regular parent surveys will be conducted on the app, with the first planned this week.</p> <p>Safeguarding. The first few weeks of term has produced a high amount of safeguarding workload for EC and her team. Thanks were given for all the hard work spent on this.</p> <p>The Chair thanked the whole Senior Leadership team and staff on everything done for the first few busy weeks of the new academic year.</p> <p>6.2 <u>School Development Plan (SDP)</u></p> <p>The newly revised SDP provides a 3 year over-arching plan, but with no big surprises. A range of people are contributing to this plan. OPAL and Careers will continue, as will scrutinising the CAT tests. The Behaviour Curriculum has been introduced.</p> <p>CHALLENGE: A Governor asked where the Monitoring plan was covered in the SDP. Is a Governor reviewing what is being monitored and what may be missed in the SDP? BM explained this was covered in the last FGB meeting and she re-shared the previous SDP with Governors during this meeting via email. BM is keeping track of all monitoring.</p>	
<p>7.</p>	<p>Safeguarding</p> <p>7.1 <u>Governors to confirm they have read KCSIE 2024</u></p> <p>Noted by Governors and will be tracked via Governor Hub</p> <p>7.2 <u>'Working together to Safeguard Children' provided for information</u></p> <p>Noted by Governors</p> <p>7.3 <u>Governors to confirm completion of bi-annual PREVENT Awareness Training</u></p> <p>ACTION: Clerk to follow up</p>	<p>Clerk</p>



Dare to Discover

7.4	<p><u>Annual Safeguarding Training for Governors Update (EC)</u></p> <p>Safeguarding training was recently held by EC and was attended by 3 Governors. All Governors need to ensure they attend this training annually. JCa highlighted that the training was excellent and highly recommended</p> <p>ACTION: Follow up that all Governors have attended an update</p>	EC/ Clerk
8.	<p>Committee Updates</p> <p>8.1 <u>T&L Committee, 16th July 2024</u> The minutes of the T&L Committee, dated 16th 2024, were circulated ahead of the meeting. A representative of the T&L Committee provided a brief overview of the main points of discussion at the meeting. In particular, it was highlighted that there is a good challenge around the data for the next T&L Committee to review.</p> <p>10.2 <u>P&R Committee, next meeting 9th Oct 2024</u> No update at this meeting.</p>	
9.	<p>Policies for Review</p> <p>9.1 <u>Pay policy</u></p> <p>The Pay Policy is not yet ready for review due to delays in government approval.</p> <p>9.2 <u>Mobile phone and smart watches</u></p> <p>This policy was scrutinised in detail last year</p> <p>RATIFICATION: Governors unanimously approved the Mobile phones and Smart Watches Policy</p> <p>9.3 <u>Governor allowances policy</u></p> <p>Governors noted that the allowance had never been claimed and discussed how the allocated funds were handled year on year.</p> <p>RATIFICATION: Governors unanimously approved the Governor Allowance Policy.</p> <p>9.4 <u>Attendance Policy</u></p> <p>Local Authority have sent more guidance on this policy and the school are adopting the model policy.</p> <p>CHALLENGE: A Governor questioned the timeline for door knocks on Page 6, asking why some visits are triggered after 1 day, rather than the standard 3 days. BM explained the school have chosen to act quicker where there is an identified safeguarding risk. It was highlighted that robust follow up processes after the first door knock are required.</p> <p>ACTION: It was suggested to make a slight change in wording regarding penalty notices on Page 9.</p>	Clerk



Dare to Discover

	<p>RATIFICATION: Governors unanimously approved the Attendance Policy, with the suggested amendment.</p> <p>9.5 <u>Approve LA Safeguarding and Child Protection Policy 24-25</u></p> <p>The LA model has been used with very few changes and some personalisation.</p> <p>RATIFICATION: Governors unanimously approved the Safeguarding and Child Protection Policy</p> <p>Question: A Governor offered to create a brief summary for some of the longer policies for quick reference to make the lengthier policies more user friendly and accessible. BM was keen to review the summaries but was mindful of legally binding statements. It was suggested that the summaries could be used in newsletters and linked to the full policies.</p> <p>ACTION: To create policy summaries and include in newsletters</p>	<p>BM/ RF</p>
10.	<p>Governor Monitoring</p> <p>10.1 <u>Review Governor Monitoring Schedule for 2024-2025</u></p> <p>The following Governor Monitoring Schedule was agreed:</p> <p>Autumn 1: Statutory Duties – RF</p> <p>Autumn 2: TLC Pupil Outcomes – LdH P&R Finance -value for money (swapped from Summer)– KH</p> <p>Spring 1: Happy and Safe place - Requested a full safeguarding review from Local Authority – SDa and JW P&R Health & Safety – SDa</p> <p>Spring 2: TLC SEND – RF</p> <p>Summer 1: Comms – JCa</p> <p>QUESTION: Governors asked if mini surveys can be conducted regarding the School App and whether usage data can be assessed, to which BM advised they could</p> <p>Summer 2: TLC Curriculum and Assessment – LdH P&R Induction Policy (swapped from Autumn 2 – Governor responsible for this visit will be determined once we have increased membership with the Premises and Resources Committee)</p> <p>QUESTION: A Governor suggested that in the run up to the Induction Policy being reviewed in the Summer Term, any new staff in the meantime can be asked for feedback on their induction?</p>	<p>RF</p> <p>LdH KH</p> <p>SDa/ JW SDa</p> <p>RF</p> <p>JCa</p> <p>LdH</p>



Dare to Discover

	<p>ACTION: Feedback to be obtained from new staff regarding induction process</p> <p>QUESTION: Governors requested that reminders are sent at the end of each term for the future monitoring schedule of the following term.</p> <p>ACTION: BM to send reminders for upcoming monitoring</p> <p>Governors noted again the urgent need for new Governors on the Board. BM proposed holding parent elections in the next few weeks, with parents being self-proposing. Elections should be run before half term and ready for new members at the next FGB in December.</p> <p>ACTION: Locate guidance on parent elections and adverts from Governor Hub</p>	<p>BM</p> <p>BM</p> <p>Clerk</p>
<p>11.</p>	<p>Governor Training & Development</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 and specifically Safer Recruitment.</p> <p>ACTION: Log all recent Safeguarding certificates on Governor Hub.</p> <p>11.2 <u>LA Training Schedule 24-25 and NGA Learning Link Module List 24-25</u></p> <p>Noted by Governors</p> <p>11.3 <u>Governor Briefing Rota to be agreed</u></p> <p>Two Governors (LdH and RF) confirmed they were booked to attend the upcoming Governor Briefing in October.</p> <p>ACTION: Add agenda item for next FGB in Dec to ensure future Governors attend briefings</p> <p>11.4 <u>Governor Skills Audit</u></p> <p>It was agreed that the priority should be to urgently recruit new Governors before conducting a skills audit.</p> <p>ACTION: Add Skills Audit to next agenda in Dec FGB</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>Any Other Business / Upcoming Events</p> <p>12.1 AOB</p> <p>BM updated Governors on the lunchtime provision, stating the dinners are considered well-presented and delicious. The catering staff continued under the new providers and are getting on well. The children are giving great feedback, and a survey is scheduled soon. Details of the contract are still being ironed out.</p>	



Dare to Discover

	<p>The new caretaker is starting imminently.</p> <p>12.2 Date of next FGB meeting – Wednesday 4th December 2024</p> <p>There being no further business, the meeting closed at 8.55pm.</p>	
	<p>Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person) 25th September 2024 4th December 2024 12th February 2025 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– 2nd Oct, 27th Nov, 5th March, 16th July</p> <p>P&R Committee– 9th Oct, 20th Nov, 22nd Jan, 12th March, 23rd Apr, 18th June</p>	

ACTION GRID FROM FGB MEETING, 25th September 2024

	Item	Owner	Deadline
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	Dec 2024
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
2.2	Follow up on two remaining declarations on Governor Hub	Clerk	Nov 24
3.2	Research requirements for meeting attendance for Governors	Clerk	Oct 24
3.2	Actively source new Governors	ALL	Nov 24
3.4	Add P&R Committee membership to December FGB agenda	Clerk	Dec 24
3.5	Arrange a meeting date for the Pay Committee via email	Head	Nov 24
3.6	Include additional wording in Code of Conduct	Clerk	Oct 24
3.6	Follow up on Governor Hub Code of Conduct agreements	Clerk	Oct 24
3.8	P&R statement to be added and wording to be amended as suggested	JCa	Oct 24
3.9	Check regulations and all Governor DBS certificates	JB	Oct 24



Dare to Discover

6.1	Add Finance system to next P&R agenda	Clerk	Oct 24
7.3	Check training record for PREVENT	Clerk	Nov 24
7.4	Safeguarding attendance for all Governors	EC/Clerk	Nov 24
9.4	Make a slight change in wording regarding penalty notices on Page 9 of Attendance Policy	Clerk	Oct 24
9.5	Create policy summaries and include in newsletters	BM/RF	Nov 24
10.1	Feedback to be obtained from new staff regarding induction process	BM	Apr 25
10.1	Send reminders for upcoming monitoring each term	BM	Ongoing
10.1	Locate guidance on parent elections and adverts from Governor Hub	Clerk	Oct 24
11.1	Log all recent Safeguarding certificates on Governor Hub	Clerk	Nov 24
11.3	Add agenda item for next FGB in Dec to ensure future Governors attend briefings	Clerk	Dec 24
11.4	Add Skills Audit to next agenda in Dec FGB	Clerk	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