



# Dare to Discover

**Minutes of the meeting of the Full Governing Body  
held at the school on  
WEDNESDAY 7<sup>th</sup> May 2025 at 7pm**

**Governors Present:**

Jenni Caisley (JCa)	(CHAIR)
Beci McCaughran (BM)	(HEAD)
Fraser Rogers (FR)	
Russell Fry (RF)	
Sarah Davies (SDa)	
Ajay Sachdev (AS)	(Observing until elected)

**Others present:**

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

		<b>Action</b>
<b>1.</b>	<p><b>Welcome &amp; Apologies for Absence</b> The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from Joanna Cooper. James Wright and Lucie D’Heudieres were not in attendance.</p> <p>The meeting was quorate and held in person.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b> <b>2.1 To receive any declarations of interest in items on the agenda</b></p> <p>There were no declarations of interest in items on the agenda for this meeting.</p>	
<b>3.</b>	<p><b>Membership Matters</b> <b>3.1 The Clerk confirms the following terms of office are due to expire within the next term: EC-9<sup>th</sup> June, RF-7<sup>th</sup> June, JW-13 Jul.</b></p> <p><b>Ratification:</b> Governors unanimously approved EC to continue as Associate Member.</p> <p><b>Ratification:</b> Governors unanimously approved RF to continue as Parent Governor.</p> <p>As JW was not present at this meeting, it was agreed to liaise with JW regarding his future membership on the Governing Board and to readdress this at the next FGB in July 2025.</p> <p><b>Action:</b> Update Governor Hub with the continued memberships for EC and RF and add agenda item for JW’s term of office.</p> <p><b>3.2 Formally elect Ajay Sachdev as Co-Opted Governor</b></p>	<b>Clerk</b>





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<b>6.</b>	<p><b>Headteacher's Update</b></p> <p><b>6.1 Head Teacher's Report</b></p> <p>SATs:</p> <p>As predicted, the school are currently experiencing high needs in both Year 5 and Year 6. There is dysregulation currently in the Year 6 class, in the run up to SATs and Year 5 are also affected by the change in routine. Despite this, the school feel optimistic about SATs week, as a result of the careful support being put in place.</p> <p>There are several additional adults helping throughout the SATs week, as there is a need for significant additional assistance, in the form of readers and prompters, for several pupils. Moderation for the assessments during SATs is expected. One Governor is attending to represent the Governing Body to complete the SATs governor monitoring checklist and will then also assist during the exams.</p> <p>Recruitment:</p> <p>The recruitment round for the Teacher position is going well. Trainees from the Cambridge faculty and previous trainees have also shown an interest in this vacancy.</p> <p>Health and safety:</p> <p>The council have recently tarmacked over the yellow lines that they previously installed on the roads surrounding the school. There is a Local Highways Improvement bid in process, as there is a need for these safety measures outside the school.</p> <p>Internet:</p> <p>The Internet provider has now been changed. Gratitude was given to EC, JB and RF for working on this transition.</p> <p>The Multi-Factor Authentication (MFA) app for accessing the school's systems from anywhere other than the school premises is now in place and has presented some challenges. Teaching Assistants are not required to access their emails from home on their mobiles but often choose to so they can feel prepared for their day ahead. For a small number of teaching assistants, this is no longer possible because they do not have access to technology that can access school emails through MFA. This is being further investigated.</p> <p><b>Q.</b> A Governor asked whether anyone is still able to access the system without MFA</p> <p><b>A.</b> The Headteacher confirmed MFA is mandatory for everyone.</p> <p>There have been two recent cybersecurity breaches over the last month. The first attempt was to hack the school system to gain access to holiday meal vouchers. This affected many schools in the local area. The school staff responded with vigilance and the school were not compromised as a result. The second security breach involved hackers logging in to the school payroll system and attempting to redirect payments into alternative bank accounts for the highest earners at the school. It is thanks to school staff's vigilance that these</p>	
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breaches were identified. This was a problem which affected several local schools. The EPM communication, treatment of staff and responses has been greatly unsatisfactory.

**Q.** Have we communicated adequately to school staff regarding the importance of password protection?

**A.** Regular advice and reminders are sent to staff. The school will now consider allowing staff time to receive extra training on password protection and to enable them to reset their passwords.

Roll Number:

Pupil numbers are still falling, and the current roll is 253. This pupil mobility is predominantly a result of families moving out of Fulbourn for financial reasons.

Clock Charity:

The Clock Charity have generously approved funding for a teaching post for one year. Without this, an operational Pupil Admissions Number (PAN) would be recommended by the Local Authority, which would cap numbers at 31 pupils in three year groups and will therefore not enable anyone else to join the school. This will make it impossible for the school to grow in the future. The County planning team are still expecting growth in the area and school numbers to increase.

The Clock Charity have also agreed to convert an unused room on the school premises into a new sensory room for SEND needs.

### **6.2 Complaints Log**

A report was circulated to Governors ahead of the meeting.

The Complaints log has doubled in size over the last 3 years. The severity of complaints is falling, but regularity is increasing. A small number of families account for a disproportionately high number of the complaints. Only two complaints have been addressed formally under the complaints policy and all but two informal complaints have been satisfactorily resolved. Time spent on complaints is high, adding to the workload, particularly as often two members of staff are required to attend complaints meetings.

Governors discussed some of the complaints mentioned in the log, with examples given and some details considered.

**Q.** Have any of the complaints listed led to changes being implemented in the school?

**A.** Yes, changes are considered and implemented wherever possible. An example was shared which involved further supporting club booking process for parents.

### **6.3 Home School Agreement**

This document is without change but it needs to be approved by Governors before September. The document was updated two years ago and is statutory.



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	<p><b>Ratification:</b> The Governors unanimously agreed to adopt the Home School Agreement.</p> <p><b>6.4 Enrichment activity and impact</b> A report was circulated to Governors ahead of the meeting.</p> <p>The Enrichment information is being collated to further demonstrate this strength of the school's provision Funding from the Clock Charity supports this programme, which disproportionately benefits the most disadvantaged pupils.</p> <p><b>Q.</b> This report is impressive; is it possible to add this to the school website so parents can appreciate the amazing offers and opportunities provided by the school? <b>A.</b> Yes, and this may also help encourage the families to pay the voluntary contributions for school trips too.</p> <p>Governors discussed challenges with obtaining voluntary contributions for school trips and were informed that a significant donation has been received from a member of the school community that wishes to remain anonymous. A different plan will be necessary for the next school year.</p> <p>The Chair of Governors reminded the Governing Board to provide active challenge on education-related topics.</p>	
<p><b>7.</b></p>	<p><b>Safeguarding</b> <b>7.1 General update</b> Adjusting to the new filtering and monitoring system changes proved challenging. Achieving effective communications between the ITC service and the new providers was a time-consuming process. Transition between firewall providers was complex but an appropriate firewall, filtering and monitoring was in place throughout.</p> <p>The new company is being very responsive. The reporting of inappropriate internet sites has been straight forward and is working efficiently.</p> <p>The Senior Leadership Team (SLT) receive a daily report of anything that has been searched inappropriately on the school site. As is recommended best practice, the SLT intend to routinely test the new system. From the reports received so far, the offences continue to be low level. Historically, although very rare, the most concerning terms have involved racist language. The school will continue to respond robustly and rapidly if such terms are flagged by the filtering and monitoring system.</p> <p>Homeschooling since the Covid pandemic has become more significant for the school. Homeschooling is more popular and the process for notifying the school that a family wishes to home-school can be as simple as an email. The school always seeks to meet with families that are considering homeschool, but this meeting is not statutory and parents do not have to attend. There is roughly one family a month in Fulbourn who consider homeschooling. There have been approximately six families over the last three years who have withdrawn their</p>	



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	<p>child from the mainstream school setting at Fulbourn and started homeschooling. The school's biggest concern about this process is that when a child is being homeschooled, their safeguarding file is archived at the last school they were on roll. There are flaws in the system and the school is concerned about this process. Future white papers are set to add additional safeguards in this area, but they are yet to be finalised.</p>	
<b>8.</b>	<p><b>Committee Updates</b></p> <p><b>8.1 P&amp;R Committee - summary of meeting held on 12<sup>th</sup> March and 23<sup>rd</sup> April from the Acting Chair and minutes included.</b> No summary was provided as the Acting Chair was not present at the meeting. Governors did note that a H&amp;S Governor review is now overdue. JCa to integrate this into her next school visit.</p> <p><b>8.2 P&amp;R Committee- elect new Chair</b> JW has previously agreed to Chair the next P&amp;R committee meeting in June and a new Chair will be elected at the start of the next academic year.</p> <p><b>8.3 To approve the Budget 2025-2026</b> Details of the proposed budget were presented to Governors prior to the meeting and again during the meeting.</p> <p>This has been the tightest budget set over the last five years. The new director of education has introduced additional layers of monitoring, particularly focused on deficit budgets. For the first time, the school feels this budget will have a negative impact on the staff and the pupils. Everything has been cut down to a minimum level.</p> <p>Reductions in the proposed budget include:</p> <ul style="list-style-type: none"><li>• No Sports coach</li><li>• No Sports teaching assistant</li><li>• No Forest school</li><li>• CPD training reduced greatly- essential training only</li><li>• One less midday supervisor (due to natural reduction)</li><li>• IT visits reduced</li><li>• No supply cover</li><li>• No music tuition</li><li>• 6 months without an HLTA</li><li>• One less lunchtime sports coach</li></ul> <p>This results in a projected £64,000 carry-forward.</p> <p>The school presented Governors with ideas on how to counteract these changes and discussed at length any options the school have to provide alternatives.</p> <p>Governors were presented with data showing projected carry-forward versus actual carry-forward over the last 5 years.</p> <p>The school will continue to try to maximise income.</p>	



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The main factor that may help improve this budget is to receive the back pay from the overdue SEND funding. The school are yet to receive clarity of the LA's position on this matter.

Although this budget forecasts an in-year deficit, it plans to utilise less than half of the carry forward.

Any additional funds received mid-year would be used to re-introduce the spends that have the highest impact on the children.

The carry-forward has reduced from last year's £127,000 to £64,000.

**Q.** Why aren't we being more positive with our projected figures, as they have consistently been significantly above projections when additional funds are received?

**A.** The LA's financial advisor advises that we should only include income which is confirmed. Therefore, to meet the LA's request that we project to spend less than 50% of our carry forward, early cuts are necessary.

**Q.** A Governor requested more information about the 50% cap on carry-forward spend.

**A.** This has been newly introduced by the LA and is a recommendation by the LA advisor rather than written in policy or guidance.

**Q.** What can we consider adding back in to the budget, if we are willing to reduce the projected carry-forward?

**A.** Decisions are particularly challenging as the school are committing to changes that will affect the following academic year 2026-2027. The academic year runs from September, but the financial year (and budget setting) runs from the previous April. If the school were to spend more on the budget, they would use the extra funds to release leadership capacity. The current draft budget requires a significant increase in teaching time for all senior leaders. The priority would be to increase capacity by re-instating the specialist sports coaching to cover PPA and leadership release time.

As in previous years, to submit a deficit budget, the school needs to apply for a deficit license and produce a three-year recovery plan.

Governors considered whether to spend on vital provision for pupils and the efficiency of the SLT, by submitting a reduced carry-forward, or whether to submit a budget that projects a carry-forward spend of less than 50% but meets the needs of the staff and pupils in the school. Governors discussed when to decide on the continuation of valuable external providers, in relation to setting the budget.

Several Governors declared their intention to write to their local Members of Parliament to express their complaints regarding the overdue SEND funding and backpay. This payment would make a significant difference to the health of the budget and is much needed. Back-pay of EHCP funds which have been delayed because the LA has not met their statutory time-frames, sometimes by more



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	<p>than 8 months, would raise the projected carry-forward above the 50% that the LA prefer.</p> <p>Governors further considered in detail the elements of the budget that can be reduced or areas that should be added back in. They identified that the Sports Coach costs £11,000 and could be added back into the budget to provide much needed capacity to release leadership.</p> <p><b>Ratification:</b> Governors unanimously agreed to approve the proposed budget 2025-2026, with a reduced carry-forward which accounts for the Sports coach (£11,000) being added back in.</p> <p><b>Q.</b> When do we need to notify companies that are not included in the budget, such as the Forest School?  <b>A.</b> The Forest School have already been notified. The school are working with other providers to keep them updated.</p> <p>Thanks were given to JB for working on this particularly challenging budget.</p> <p><b>8.4 T&amp;L Committee - summary of meeting held on 26<sup>th</sup> March given by the Chair and minutes included.</b></p> <p>There was a recent serious safeguarding incident involving some of Year 5, regarding online safety. The Headteacher updated Governors that pupil phones were held overnight as part of the response to the serious safeguarding concern, as advised by the police. The children viewed this as undesirable, but school staff have worked hard to provide appropriate explanations of the severity of the incident and to maintain the trusted relationships they had pro-actively built with these pupils. Staff involved were praised for recognising the increased vulnerability of these pupils and pro-actively creating opportunities for disclosure.</p> <p>The school SENDCO provided Committee members with a presentation regarding the changing process for EHCP applications. Changes involved registering new EHCPs using a new process which are being dealt with separately to the very long backlog of older applications. Governors were also informed that EHCP approved paperwork is now going directly to parents and not coming to the school, which prevents school offering its historic level of support with this process and can lead to further delays, particularly for vulnerable families. There are changes in how to apply for Special Schools, meaning parents can only choose one Special School to apply to at a time. If they are then unsuccessful with this application, parents must start the process again by applying for another Special School.</p> <p>An English presentation was given to Committee members and information given on the 'keep up, not catch up' method.</p>	
<p><b>9.</b></p>	<p><b>Governor Business</b></p> <p><b>9.1 To revise Standing Orders and Committee Terms of Reference</b></p> <p>The Chair of Governors proposed that Committees should achieve quorum with two members present, plus the Headteacher.</p>	





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<b>12.</b>	<p><b>Governor Training &amp; Development</b>  <b>12.1 Governor Training Record</b>          Governors note the training record that had been circulated ahead of the meeting.</p> <p><b>12.2 Governor Skills Audit and Self-Evaluation</b>  <b>Action:</b> Carry Skills Audit forward to the next FGB in July.</p>	<b>Clerk</b>
<b>13.</b>	<p><b>Any Other Business / Upcoming Events</b>  <b>13.1 AOB</b>          The Headteacher shared the DfE's new 'Similar School's Attendance report' for the Spring Term. This report compares the school's attendance with that of schools with a similar demographic. Current figures demonstrate positive trends in attendance data compared to similar schools and this report will become a regular element of the Headteacher's reporting.</p> <p><b>13.2 Date of next FGB meeting – Wed 2<sup>nd</sup> July 2025</b></p>	
	<p><b>Dates of FGB Meetings 2024-2025 – Wednesdays, to start at 7pm (in person)</b>          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>–16<sup>th</sup> July</p> <p><b>P&amp;R Committee</b>–18<sup>th</sup> June</p>	
	<p><b>With there being no further business, the meeting was closed at 8.58pm</b></p>	

### ACTION GRID FROM FGB MEETING, 7<sup>th</sup> May 2025

	Item	Owner	Deadline
3.1	Update Governor Hub with the continued memberships for EC and RF and add agenda item for JW's term of office.	Clerk	May 25
3.2	Initiate onboarding process for AS.	Clerk/Chair	May 25
3.4	Update Governor Hub with the continued memberships for JB	Clerk	May 25
9.1	Amend Standing Orders and Terms of Reference with Committee quorum requirements	Clerk	May 25
9.2	Send the document proposing Link role clusters to all Governors after the meeting. Update on Governor Hub.	HT/Clerk	May 25
9.3	Circulate the agreed meeting dates for 2025-2026 after the meeting.	HT	May 25



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11.1	Conduct a Parent Survey on school communications Send suggested questions to the Chair of Governors	GOVS HT	Summer 25
12.2	Carry Skills Audit forward to the next FGB in July	Clerk/Chair	July 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
- 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