



Dare to Discover

**Minutes of the meeting of the Full Governing Body
held at the school on
WEDNESDAY 19TH MARCH 2025 at 7pm**

Governors Present:

Jenni Caisley (JCa)	(CHAIR)
Beci McCaughran (BM)	(HEAD)
Joanna Cooper (JCo)	
Lucie D'Heudieres (LDH)	
Sarah Davies (SDa)	

Others present:

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

		Action
1.	<p>Welcome & Apologies for Absence The Chair welcomed all to the meeting.</p> <p>Apologies were received and accepted from Fraser Rogers and Russ Fry. James Wright was not in attendance.</p> <p>The meeting was quorate and held in person.</p>	
2.	<p>Declarations of Interest 2.1 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>	
3.	<p>Membership Matters Governors were introduced to Ajay Sachdev, a potential applicant to join the governing body. Governors noted AS's interest in potentially joining the board and welcomed him to observe the meeting.</p> <p>3.1 The Clerk confirms there are no Governor tenures about to expire.</p> <p>3.2 Governors noted the current vacancies on the Governing Board The Chair informed Governors that there were no further candidates identified by the Governor Recruitment Agency. The Headteacher (HT) informed Governors that recruitment had been attempted through the family assemblies but were unsuccessful. It is important to continue to seek Parent Governors to ensure the parent body is represented effectively. The school intend to advertise via The Mill and using Citizenship Day to promote volunteering as a Governor in the local community. They will try to promote the Local Authority (LA) role specifically. The Clerk advises that the School Governance team have been made aware of the open vacancies on the Governing Board.</p>	



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	<p>3.4 <u>Academisation</u> (SI) The HT informs that the landscape is changing – financial incentives for academising have been removed, however schools still see the benefits in considering this. Governors agreed it wise to leave this option on the table and keep as a standing item on agendas.</p>																			
<p>4.</p>	<p>Minutes of Previous FGB Meetings The Minutes of the meeting held on 12th February 2025, were submitted, approved and will be signed electronically by the Chair as an accurate record.</p>	<p>Clerk</p>																		
<p>5.</p>	<p>Matters Arising from Minutes of Previous Meeting</p> <p>5.1 Governors were asked if they had any matters arising from the previous minutes which were not already included on the agenda. There were no matters arising.</p> <p>5.2 To review action grid from last meeting</p> <table border="1" data-bbox="301 882 1165 1794"> <tr> <td colspan="2">Carried over from previous meetings:</td> </tr> <tr> <td>From July 2023 meeting</td> <td>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>Agreed to conduct Skills Audit soon, so they can seek specific skills in new Governors.</i> Ongoing</td> </tr> <tr> <td>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. Remove action</td> </tr> <tr> <td>9.5</td> <td>Create policy summaries and include in newsletters <i>AI generated summaries are being added to the website for the Attendance, Complaints and Behaviour Policies.</i> Completed. Closed.</td> </tr> <tr> <td colspan="2">From FGB meeting held 12th February 2025:</td> </tr> <tr> <td>4</td> <td>Ratify and sign Minutes from FGB 4th Dec 24 Completed. Closed.</td> </tr> <tr> <td>4.1</td> <td>Contact Siddharth Deshpande to thank him for his tenure. Completed. Closed.</td> </tr> <tr> <td>11.1</td> <td>Reassign Subject Links next meeting – add to agenda Completed. Closed.</td> </tr> <tr> <td>12.2</td> <td>Source Safer Recruitment courses and look for shorter courses Completed. Closed.</td> </tr> </table> <p>The HT notified Governors of 3 items that should be discussed under the Any Other Business section of this agenda:</p>	Carried over from previous meetings:		From July 2023 meeting	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>Agreed to conduct Skills Audit soon, so they can seek specific skills in new Governors.</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. Remove action	9.5	Create policy summaries and include in newsletters <i>AI generated summaries are being added to the website for the Attendance, Complaints and Behaviour Policies.</i> Completed. Closed.	From FGB meeting held 12th February 2025:		4	Ratify and sign Minutes from FGB 4 th Dec 24 Completed. Closed.	4.1	Contact Siddharth Deshpande to thank him for his tenure. Completed. Closed.	11.1	Reassign Subject Links next meeting – add to agenda Completed. Closed.	12.2	Source Safer Recruitment courses and look for shorter courses Completed. Closed.	<p>JCa</p>
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	<ul style="list-style-type: none"> • sQuid • School lunches • Insurance 	
<p>6.</p>	<p>Headteacher's Update</p> <p>6.1 Head Teacher's Report</p> <p>The Headteacher (HT) circulated a report ahead of the meeting for Governors to review.</p> <p>Roll Numbers: The school is experiencing a falling roll, but there are several other local schools in the same situation. Roll number currently 258. They are expecting 40-42 new reception pupils in the new academic year, but losing 45 children from Year 6 and a small number from other classes across the school. This is an issue that needs addressing.</p> <p>Special Educational Needs and Disabilities (SEND) and Pupil Premium (PP): SEND levels remain consistent and there are currently 6 EHCPs pending. One of these is over 7 months overdue. The Local Authority (LA) have put in new procedures to deal with the enormous back log of applications, but currently new applications seem to be completed more quickly. The LA are insisting that they will not be back-dating the funding for any approved EHCPs but the school are actively challenging this decision, including writing to a Member of Parliament (MP) about the problem.</p> <p>Q. Can parents contact the MP directly, as well as the school, to apply pressure. A. Yes, this might help.</p> <p>Free school meals numbers are consistent.</p> <p>The Premises and Resources committee have recently looked at the vulnerabilities of pupils across all classes, which was visually demonstrated in graphical form by the numbers of SEND/PP/Safeguarding needs and any overlaps in each group. It showed a fluctuation across different classes, demonstrating a varying demographic.</p> <p>There is a looked-after child in the school now and staff are learning new procedures associated with them.</p> <p>Attendance: Attendance remains positive compared to national data, but the school would like to improve these further.</p> <p>National data shows that 16% of children are missing over 10% of school time. Persistent absence levels at Fulbourn Primary are significantly below National Average at 7.5%.</p> <p>Visual representation of attendance was included in the report and discussed in detail.</p>	



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Behaviour:

Visual data of the behaviour logs were provided. Governors were reminded that the method for logging of behaviour changed in September 2024, and this is evident in the data shown. The October data showed a very high level of logs, but this was accredited to the staff logging all behaviour incidents and often including very low level behaviour which did not meet the agreed threshold for logging on to My Concern. Additional staff training has been delivered, and the data has settled to more accurately reflect behaviour incidents in school that meet the agreed threshold. Year 5 shows a high level of behaviour logs and many of these relate to children with EHCPs and risk reduction plans.

School Development Plan:

Key updates were included in the report.

Staffing:

3 new Midday Supervisors are being interviewed and will be joining the team soon. Behaviour and Safeguarding training is being prioritized and extended within their induction as none of the new Midday Supervisors have previously worked within a school.

The Early Career Teacher (ECT) successfully on track to complete their first year.

Staff absence remains challenging, with 2 long-term-sickness absences requiring cover from across the school. The staff are now starting to feel the strain, after this prolonged period providing cover.

Q. Is the member of the teaching staff on long-term-sickness absence looking to start a phased return after Easter, as mentioned in a previous meeting?

A. This is not definite and so another plan needs to be considered for longer term. The school are working closely with EPM for HR advice.

2 years ago, the school decided that too much was being spent on Supply Teachers, who are expensive and less efficient than the contracted school staff. As a result, they hired 1 additional Higher Level Teaching Assistant (HLTA), adding to the one already in post. Now only rarely do additional supply staff need to be used. They are satisfied that it is worth budgeting for going forward.

Safeguarding:

Offsite Alternative Provision (AP) is being used by the school, which requires rigorous safeguarding, DBS and insurance checks are conducted by the school, as they are ultimately responsible for the safety of the child attending. Thanks were passed to EC, JB and the SENDCO for their hard work in building relationships with the AP settings, which are currently the Equine Centre and NT&S.

Safeguarding recommendations from the LA highlight that it is best practice to ensure we regularly communicate with the school community which volunteers



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	<p>have completed full safeguarding checks (e.g. PTA and Men in School) and which have not (e.g just one-off volunteering to sell lollies). Adults who are safeguarding trained and DBS checked should be clearly identified to parents and the school community. This is being communicated.</p> <p>Parental Engagement: Successful events and workshops have been held this term and parental engagement was high. There was notably higher attendance from parents of the lower years.</p> <p>Events: Photos of various recent events were shared with Governors and these included a theatre trip to see Matilda, World Bood day, Pirate Day for Early Years and a visit from 'History off the page', who are an external company who brought an immersive experience to the pupils of Fulbourn Primary, as well as a range of activities and a person dressed in character.</p> <p>Payments for trips are being reviewed. The school have preferred to spread the costs for trips across the year, to help parents manage their contributions, but due to a high number of families not paying the voluntary contribution, the school may have to now consider cancelling some planned trips in the summer term and going forwards.</p> <p>Future Pupil Number Forecast: There are 40 children expected to join the school in the Reception cohort for September 2025. The school can take a maximum of 45 new starters, but classes can only accommodate 30 in lower years and 31 in older years. Consideration needs to be brought to class structures, despite unpredictable future numbers. Governors may need to consider implementing operational PANs to balance the budget. This will mean the school is unable to grow and they may have to turn away local children for a temporary period.</p>	
<p>7.</p>	<p>Safeguarding</p> <p>7.1 General update Time is being spent with the new 'looked-after' child and adapting the relevant processes for them.</p> <p>The school are reviewing all actions from the recent Safeguarding Audit, including a review by the Safeguarding Governor.</p> <p>New resources are being used to communicate the safeguarding and whistleblowing messages to all staff and adults. An online safeguarding quiz was one of the recent methods used to keep the information fresh. The safeguarding team are very good at updating the posters around the school, so everyone is aware of the relevant safeguarding and whistleblowing representatives and contacts.</p> <p>7.2 Early Help</p>	



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	<p>EC delivered a presentation to Governors to show them how the school are focusing on Early Help interventions, with a view to preventing the need for Social Care.</p> <p>The school provide or signpost to a range of early interventions for families and children and have an excellent Pastoral Team, of 3 people, working on this for the school families.</p> <p>A range of concerns can be addressed this way, including attendance worries, emotional wellbeing, friendship difficulties, bullying, learning progress, anxieties, transition to secondary school, and more.</p> <p>The school have excellent links to local services including a Child and Family Worker who runs coffee mornings at the school, and is ELSA trained (a qualification in emotional support).</p> <p>Data was presented to indicate the number of children who have been offered and accessed the various interventions.</p> <p>Interventions include Sensory Circuits, ELSA, Ready Steady Go Breakfast Club, Attendance meetings, and more.</p> <p>More data was presented to Governors to demonstrate the number of referrals to external services (that do not meet the Social Care threshold).</p> <p>All of these interventions and support from the Pastoral Team are designed to avoid/prevent the need for Social Care or bridge the gap while waiting for Social Care.</p> <p>Q. For what reasons are families not taking up the support when it is offered to them? A. There is a range of reasons why families may not agree to use the extra support. Some families feel there is a stigma attached to receiving such support. Others feel the timings are inconvenient. Some parents feel it is not the right time to accept further support. The school are often reassuring to families when addressing a pupil's need, so that families don't feel like the need is abnormal or uncommon. This can mean parents feel the extra support isn't always necessary.</p>	
8.	<p>Committee Updates</p> <p>9.1 P&R Committee – minutes of the last committee meeting on the 12th March were made available for Governors to read ahead of the meeting. The minutes need to be checked by the Head and Chair.</p> <p>8.2 P&R Committee membership and Chair As there were very few members of the P&R committee in attendance, this item was rolled forward to the next FGB</p> <p>8.3 T&L Committee membership and Chair</p>	



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	<p>Thanks were passed to SDA for submitting a thorough and useful report, following the recent Safeguarding Audit. Very few actions were highlighted, and these were minor.</p> <p>- Monitoring data (LDH) This report had included several education and curriculum-focused questions, which had been emailed to the HT soon after the visit for responses. This method had worked well for everyone. The link between SEND provision and lack of appropriate support from the LA, was clear. The Governor plans to submit a complaint to the LA, along with this report, and encourages all other Governors to apply strategic pressure on the LA for improved SEND support.</p> <p>11.3 Review Governor Subject Links The HT proposes to Governors that subjects are clustered together with one link Governor covering a few subjects in one visit. For example: Humanities, Core Subjects.</p> <p>The Clerk advises there are some important link roles that should remain such as Cyber Security, Safeguarding, Website Monitoring, Wellbeing, EYFS.</p> <p>Action: The HT and Chair to make proposal at the next T&L meeting next week on the 26th March.</p>	HT/ Chair
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>The Chair suggested an Ofsted Ready course. 2 Governors are hopeful to attend.</p> <p>Governors are reminded to make full use of the training allocation already paid for.</p> <p>12.2 Governor Skills Audit Governors planned to complete a Skills Audit within the next couple of months.</p>	
13.	<p>Any Other Business / Upcoming Events</p> <p>13.1 AOB -Halal meals A few families have requested Halah meals at schools. The catering company have advised that they would need at least 15 orders a day to make this financially feasible. There are Vegan and Vegetarian meal options at school already that these children can eat if they wish. The school do not feel there will be 15 + halah meals ordered a day and therefore this provision is not currently viable.</p> <p>Q. Might there be other pupils who would choose the Halah option anyway? A. The school still feel there will not be over 15 daily orders.</p>	



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-sQuid

Governors were informed that the school pay provider has recently announced they will be stopping all accounts from the 14th March and no longer operating in the UK. Reach More Parents company are being very transparent and helping with the transition back to the trusted ParentPay provider. sQuid have recently changed their terms at the last minute to say that parents will have to pay a £10 fee to withdraw their funds from the accounts. Fulbourn have calculated that there are c.100 families with money in their sQuid accounts – 70 families have less than £10, 28 families have between £10-£106. The families have not been informed of this change from sQuid as yet but need to be notified now. Reach More Parents are seeking legal action against sQuid.

Governors are asked their thoughts on how to manage this with parents, including whether any of these fees should be covered by the school instead of the parents, as a gesture of good will and to avoid multiple complaints coming in to the office team. A variety of suggestions were considered by Governors.

It was agreed the best course of action was to communicate to the parents the situation and make clear that this is not the doing of the school. The school will then offer to pay the admin fee for everyone with a balance over £10 and refund the balance amount for anyone under £10 but also highlight the total cost to the school that this will incur. Initial calculations indicate this may be c. £600. This plan will protect the staff's wellbeing and save time dealing with complaints.

In addition to this plan, the Governors decided to complain directly to sQuid and can direct other parents to do so too.

Reach More Parents are being supportive and helpful, with excellent communications.

-Budget

The budget build is underway, and costs are increasing across all areas. One suggestion that the school has to reduce costs is in staff insurance. Staff insurance incurs the biggest cost on the budget. It will pay out on absences over 2 weeks and up to 190 days. All the teaching staff are covered, as well as the HLTAs, Caretaker and Finance team.

The school have got value for money this year due to the long-term-sickness absence on the teaching team, but they feel this cost should be re-evaluated going forwards.

Q. Can we shop around for insurance providers?

A. The school can check for better prices, but previous comparisons showed this provider to be highly competitive.

Governors are told that the insurance agreement can be altered for a better price, by reducing the staff covered, or when the insurance will start within an absence.



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8.3	Revise the Standing Orders and Terms of Reference to show a minimum of 3 committee members plus the HT to reach quorum	Clerk / Chair	April 25
8.3	Check if a Governor can join a sub committee on an ad hoc basis when needed	Clerk	April 25
11.3	Propose to the T&L committee new link roles	HT / Chair	March 25
AOB	Review data of insurance costs and claims over the last 5 years	HT	April 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