

**STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL FGB**

**8<sup>th</sup> December 2021 at 7.30PM**

**Virtual Meeting**

**MINUTES**

**Governors Present:** Karenza Nutley (KN) (Meeting Chair), Marie Gardner (MG) (Co Chair)  
Tracey How (Headteacher), , Christian Amadeo (CA), Gabrielle Edwards (GE), Debbie  
Littlefair (DL), Ann Lynn (AL), Liz Martin (LM), Gillian McGuire (GM) Catherine Seward (CS).

**Also in Attendance:**

Ryan Ellett (RE) (Associate Governor),  
Ann Abineri (Locum Camclerk)

*The meeting was quorate.*

<b>1.</b>	<b>Apologies for Absence</b> were received and accepted from: Shamus Williams and Sam Brown.	
<b>2.</b>	<b>Declarations of Interest</b> There were no declarations of interest in relation to the meeting's agenda. No amendments to the Register of Pecuniary Interests were requested.	
<b>3.</b>	<b>Election of Vice Chair</b> The Chair asked for nominations or self-nominations. None received. To go on agenda for the next meeting The HT and Chair reminded Governors that having a Vice Chair in place is essential for both effective running of the Governing Body and succession planning.	<b>Action: Chair/ Clerk Item for Agenda</b>
<b>4.</b>	<b>Minutes of last meeting - 22<sup>nd</sup> September 2021</b> Skills audit still to be done. The matter of the path is considered closed. All other actions completed.  Agreed as a true record. To be signed in due course.	
<b>5.</b>	<b>Minutes of Meeting of Resources Committee – 24<sup>th</sup> November 2021</b> CA outlined key points of the minutes which had been circulated It was noted that <b>Ann Lynn's</b> name is missing on the draft Minutes Smarties Pre School: 5% increase in rent from September 2022 was agreed It was confirmed that the school was not able to claim for deep cleaning. BMR reviewed. Catering income – lower due to attendance dip. Funding for 1:1 reduced as a child with an Educational, Health and Care Plan (EHCP) has moved on. An EHCP application has been made for another child.	

	<p>Covid support funding discussed – this is a complex matter and comparison between last year and this year is not possible.</p> <p>Achievement for All has gone into administration and monies lost for a service that has not been received.</p> <p>There have been some difficulties in collecting payments for school trips</p> <p>Outdoor areas improvement discussed – a report was reviewed and costs and funding considered. As a result, a capital works project was approved.</p> <p>The HT added that the PTA are donating £12,000 towards this, school will top up by approximately £6,000.</p> <p>Staff well-being was considered: morale good considering all the pressures.</p> <p>It was noted that due to Covid restrictions parents were not able to attend the nativity play – it was recorded and will be made available to parents.</p> <p>Safer recruitment policy review carried over to next committee meeting.</p> <p><b>A Governor asked about</b> the Smarties rent increase and it was confirmed that Smarties have been told verbally and this will be confirmed in writing.</p>	
6.	<p><b>Minutes of Meetings of Curriculum Committee – 7<sup>th</sup> October &amp; 18<sup>th</sup> November 2021</b></p> <p>Key points of the Minutes which had been circulated:</p> <p><u>7<sup>th</sup> Oct</u></p> <p>Curriculum gaps were considered with input from subject leaders.</p> <p>Feedback from parent pupil questionnaires – predominant themes were school dinners, information from school. It was noted that the parent survey results can be skewed if a family has a number of children in school.</p> <p>Children’s questionnaire – some children expressed that they did not know who to talk to if worried. This may be related to Covid bubbles limiting contact with others.</p> <p>Trips – since this some trips have taken place and some are planned.</p> <p>Communication between school and the church – improving</p> <p><u>18<sup>th</sup> Nov 2021</u></p> <p>Children in need of support. Difficulties in accessing support – responses from services are variable.</p> <p>Tracking of vulnerable groups: it was noted that children who are both in receipt of Pupil Premium and SEND are demonstrating the lowest progress</p> <p>Sports Premium: looking at how to spend this to make best use of it.</p> <p>Governor visit reports were reviewed.</p> <p><b>A Governor asked</b> if Sports Premium could be used for swimming and the HT confirmed that it can be used for swimming within fairly stringent restrictions and this is being followed up with Royston pool.</p> <p><b>A Governor expressed concern</b> about the workload of Pauline Luebcke. The HT responded that a member of staff has been appointed to release Emma Harwood for her support role.</p>	



	<p>outlined an example, explaining that the process of gaining the trust of victims of domestic violence is very gradual. The school is contacted by police in cases where police involvement occurs and this is a prompt for dialogue with parents. It was also noted that children may have witnessed violence in the past and this may affect behaviours over time.</p> <p><b>A Governor asked</b> if there is anything the Governors can do to support and the HT explained that if Governors hear anything that concerns them within the community, to contact the HT. This is something that staff do well.</p> <p><b>A Governor commented</b> that on recent Safeguarding training, Governors were informed that Governors need to be aware how to act in the case of disclosure. The HT responded with guidelines and identified the Designated Staff, adding that any member of staff would help. It was agreed that Safeguarding training for Governors would be beneficial.</p> <p>External Safeguarding training was also recommended</p> <p><b>A Governor asked</b> for an update on peer mentoring. The HT reported this is going well and she will report back to Governors.</p> <p>It was noted that this is a new report format and that. It was noted that Christian distinctiveness is embedded throughout so that it is not mentioned separately.</p> <p>The new format was well received by those present.</p>	<p><b>Action: the HT</b></p> <p><b>Action: the HT</b></p>
<p><b>9.</b></p>	<p><b>Safeguarding (standing item)</b> 23<sup>rd</sup> November Visit: LM and DL visited and the Single Central record was checked.</p> <p>It was noted that all Governors need to confirm that they have read and understood the Keeping Children Safe in Education 2021 update.</p> <p>The HT confirmed that the issue relating to the bus is being dealt with.</p> <p>Safeguarding Children in Education – a Checklist for Governing Bodies- further sections discussed. DL working on this.</p> <p>DL has followed up the Job Description for the Safeguarding Governor and will put this onto the Drive. Job Descriptions for other roles also received</p>	<p><b>JDs to Drive</b></p>
<p><b>10.</b></p>	<p><b>School Development Plan</b></p> <p>It was noted that the school is now in the last year of the Three Year Plan. The HT confirmed that she has removed references to the now defunct National Well-being Project.</p> <p>Review of progress against the School Development Plan – to be reported at next FGB.</p> <p>The HT suggested that Red Amber Green rating of the plan would be beneficial.</p> <p><b>A Governor asked</b>, in relation to priority 1 – improving outcomes of the Early Years Foundation Stage (EYFS) whether the outcome is measurable? The HT</p>	<p><b>Action: HT</b></p>

	<p>explained this relates to comparison of Good Level of Development data and Average Point Score with other schools. <b>The Governor commented</b> that it would be beneficial for these scores to be more measurable. The HT responded that at present children have had intermittent pre-school experience, making assessment difficult and that she will discuss this with Reception teacher.</p> <p><b>A Governor asked</b> if a Governor should be appointed to ensure that children take responsibility for the school environment. It was agreed that MG will look at this.</p> <p><b>A Governor asked</b> if Governors could contribute to Priority 3. Following a short discussion, it was agreed that Head Teacher Performance Appraisal and Pay Committee contribute. It was noted that all Governors are stakeholders and should be prepared to answer questions.</p> <p>HT stated that she will update the SDP for committees meetings next term who will feed back to the FGB on their areas of responsibility.</p>	<p><b>Action:</b> <b>HT</b></p> <p><b>Action:</b> <b>MG</b></p> <p><b>Action:</b> <b>HT</b></p>
<p><b>11.</b></p>	<p><b>Self-Evaluation Form</b></p> <p>It was noted that this is a new format. The HT explained that she had discussed this with the School Improvement Advisor and chosen this format. Evaluative conversation had taken place and evidence identified. The HT is continuing to gather evidence to demonstrate that the school is a solidly Good school.</p> <p><b>A Governor asked</b> in which areas we are close to Outstanding. The HT explained that this is behaviour – the school community has a positive approach to learning. Children contribute, such as a recent deputation of children to share opinions on school dinners.</p> <p><b>A Governor asked</b> what the school could do to get to Outstanding and the HT responded that children would need to achieve outstandingly well over a sustained period of time. This was being difficult to demonstrate with small cohorts where one child represents a high percentage. Data will need to be supported with explanation. CS added that continual delivery of outstanding teaching is not possible and that there is more to education than that which can be measured in statistics. <b>The Governor who asked the question pointed out</b> that some schools are graded outstanding and the HT acknowledged that but said that recent inspections of schools in this and adjoining counties have shown that previously outstanding schools have dropped to Good or Requires Improvement. <b>Another Governor pointed out</b> that becoming Outstanding could increase enrolments.</p> <p>This was acknowledged to be a matter for further discussion and this could take place in discussion of the Three Year Plan. Those present welcomed further discussion of this.</p> <p>A Working Party was suggested.</p>	

	<p><b>A Governor asked</b> if cultural capital is still a key area and CS responded that this is still crucial, for instance understanding the choice of pictures and music used in school.</p>	
12.	<p><b>Policies</b></p> <p><u>Pay Policy</u>  <b>A Governor asked</b> about the reference to the review committee in Annex A. It was noted that this is the appeals committee. It was also noted that the updated policy was not available from EPM before the Pay Review.  Policy approved</p> <p><u>ECT</u>  Policy approved</p> <p><u>Grievance procedure</u>  Policy approved</p> <p><u>Governors allowance policy</u>  Policy approved</p> <p><u>Discipline procedure (staff)</u>  Policy approved</p> <p><u>Complaints policy</u>  Policy approved</p> <p>It was noted that this is a pdf on the website but a word document of the form will be added to the website.</p> <p><u>Code of Conduct for all adults</u>  Policy approved</p> <p><u>SEND policy</u>  Approved</p> <p><b>A Governor noted that</b> policies need to be uploaded to the website more promptly. A system whereby the Clerk informs Cath Watters (Office and Premises Manager) was agreed upon.</p> <p>Further discussion of the website took place. RE offered to carry out a further review of the website. The HT pointed out that not all policies need to be on the website and some could be available on application to school.</p>	
13.	<p><b>Health and Safety (Standing Item)</b>  No report</p>	
14.	<p><b>Governor Training &amp; Briefings</b>  RE is booked onto the next Termly Governance Briefing.  A number of Governors are booked on to training sessions.</p>	
15.	<p><b>Governor Visits</b>  Two Foundation Governors (JM and AL) attended the nativity.  Report to be submitted.</p>	

	<p>LM joined a school trip to Wimpole for the South Cambs Cross Country. The event comprised 22 schools, approx. 800 pupils. Our school had a Year 6 success. Another pupil demonstrated notably kind behaviour.</p> <p>Due to Covid, most visits now planned for Spring Term 2022.</p>	
16.	<p><b>AOB</b></p> <p>The HT updated Governors on a recent occurrence. <b>Governors agreed</b> that a payment be made from available voluntary funds in this instance.</p> <p>It was noted that the HT will let Governors know when school events will be available online to view.</p>	
17.	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday 9<sup>th</sup> February 2022 <b>via Zoom.</b></p>	

*The meeting finished at 8.20 pm.*

**Approved by the Full Governing Body on:**

**Date: .....9<sup>th</sup> February 2022.....**

**Signature (Chair):.....**

*M. Gercher*