

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIA ZOOM ON 19 MAY 2021 AT 7.30PM**

Governors Present: Marie Gardner (Chair for the meeting), Christian Amadeo, Sam Brown, Gabrielle Edwards, Ryan Ellett (Associate Governor), Tracey How (Headteacher), Debbie Littlefair, Ann Lynn, Liz Martin, Gillian McGuire, Karenza Nutley (Co Chair), Catherine Seward, Shamus Williams.

Also in Attendance: Jacquie Watts (Clerk)

The meeting was quorate.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

Action By:

1.	<p>Apologies for Absence</p> <p>NOTED: there were no apologies for absence.</p>	
2.	<p>Declarations of Interest.</p> <p>NOTED: there were no declarations of interest in relation to the meeting's agenda.</p>	
3.	<p>Minutes of Last Meeting – 24th March 2021</p> <p>NOTED: the minutes of the full governing body meeting held on 24th March 2021 as circulated with the agenda.</p> <p>NOTED: the following MATTERS ARISING:</p> <ul style="list-style-type: none"> • Appointment of Governors (min. 3 refers) – the Clerk had contacted the Diocese and Ann Lynn's appointment as a Foundation Governor had been confirmed. • Minutes of Last Meeting (min. 3 refers) – the Clerk had sent a copy of the approved minutes to the school for electronic signature and publication on the school website. • Health and Safety (min. 10 refers) – the Health and Safety Link Governor advised the Health and Safety review was scheduled for the following week. <p>AGREED: the minutes of the previous meeting held on 24th March 2021 as a true and correct record of the meeting. They would accordingly be signed by the Chair for the meeting. The Clerk would send a copy of the minutes to the school for uploading onto its website.</p>	Clerk
4.	<p>Minutes of Meeting of Resources Committee – 28th April 2021</p> <p>NOTED: the minutes as circulated with the agenda. The Chair of Resources summarised the committee's areas of discussion including: COVID funding, contract approval and annual budget approval for 21/22. The meeting also discussed staff well being and staff changes in light of the resignation of the School Business Manager. The school now had a Finance and HR Manager and an Office and Premises Manager. The Committee was recommending acceptance of the First Aid and Supporting Children with Medical Conditions Policy as listed on the FGB agenda.</p>	

	<p>NOTED: the performance management of staff and the use of PP funding would be discussed at the next meeting.</p> <p>AGREED: to receive and ratify the Resources Committee minutes of 28th April 2021.</p>	
5.	<p>Minutes of Meeting of Curriculum Committee – 6th May 2021</p> <p>NOTED: the minutes as available in the shared folders. Karenza Nutley, on behalf of the Chair of Curriculum, summarised the committee’s discussions as including: RSE, catch up activities, remote learning, Christian distinctiveness and governor visits. Work on the RSE policy and curriculum was ongoing and would be documented by September. Parental views on remote learning had been diverse.</p> <p>AGREED: to receive and ratify the Curriculum Committee minutes of 6th May 2021.</p>	
6.	<p>Correspondence</p> <p>NOTED: there was no recent correspondence to report. The school had received a routine request for a report from Litlington Parish Council and had provided it. Gabrielle Edwards had attended the Parish Council meeting on behalf of the school.</p>	
7.	<p>Headteacher’s Report</p> <p>NOTED: the Headteacher’s report as available in the governors’ folders. Governors were invited to ask questions.</p> <p><i>Gillian McGuire joined the meeting at this point.</i></p> <p>NOTED: in response to questions from governors, how the school was covering Maths during the long term sickness of the two Maths leads and arrangements for the two new PE leads. Governors queried how play therapy could be supported by SP funds. The Head advised that SP funding could be used for both physical and mental health. How SP funds could and were being used was discussed, including LA Sports Partnership, field and PE equipment maintenance, transport for competitions and tournaments and staff training. Governors asked if any SP funds would be left over? The school had budgeted for full expenditure of the carryover of funds from 20/21, but had not committed itself to expenditure against 21/22 funds, as they had not yet been 100% confirmed. Possibilities for further expenditure included tasters in other sports such as para-olympics, ultimate Frisbee, archery, trampolining and golf, as had happened in previous years.</p> <p>NOTED: governors asked for an explanation of “book look”. The Headteacher explained the work sampling process. Governors also questioned the school’s role in the proposed Village Fete. Because of the pandemic and the need to maintain social distancing, the school fete was going to be held across the village, with stalls located in different front gardens. The Church had agreed to provide teas, coffees and cakes. In effect, it was a socially</p>	

	<p>distanced community event led by the school. It was scheduled to take place on 17/7/21.</p> <p>NOTED: the school was seeking to end its contract with its current School Improvement partner because of expense, as other cluster schools had pulled out of the contract. The school was considering returning to the broadly comparable LA package.</p> <p>AGREED: the Headteacher would circulate details of the proposed improvement partner contractual changes for governor approval by email.</p> <p>NOTED: Governors asked about parental attendance at the recent Zoomed parents' evening. Attendance had been good, with more parents attending than usual. Some parents who did not like Zoom had asked for a phone conversation instead. Zoom events were more time efficient and less pressurised for staff. The down side was that parents did not get to see pupil's work, but they would have seen much of it during lockdown. Governors asked if it was easier for parents to forget to attend Zoom events? The school had not experienced this and pointed out it was easier to rectify oversight of a Zoom event than an event requiring physical attendance. Governors asked about transition arrangements for year 6 in the absence of the traditional residential. The school would be holding a leavers' party and was considering other events to mark progress to secondary school, including a day trip.</p>	TH
8.	<p>Safeguarding</p> <p>NOTED: Liz Martin provided an oral report rather than the governor drive report listed on the agenda. She had recently discussed processes and policies with the school. The Prevent Action plan had been completed. The Single Central Record had recently been reviewed by Phil Nash. Liz Martin was hoping to undertake a formal safeguarding review before the July FGB meeting. The Headteacher added that the SCR audit by Phil Nash had gone well, with no significant actions required. He had identified a typo on the record and the school needed to record the dates when checks were carried out, rather than just the checks themselves. Staff had been trained on the SCR for when the School Business Manager left.</p>	
9.	<p>SFVS and Approved School Budget 2021-2022</p> <p>NOTED: the documents as available in the governors' folders. The 2021-2022 School Budget had been approved by the Resources Committee at its April meeting. The LA considered the budget to be "buoyant".</p> <p>AGREED: to ratify the approval of the school budget for 2021-2022.</p> <p>AGREED: to approve the SFVS for 2021.</p>	
10.	<p>Health and Safety</p> <p>NOTED: there was nothing to report beyond the Health and Safety review scheduled for the following week, as noted under matters arising above.</p>	
11.	<p>Policies</p>	

	<p>NOTED: the First Aid and Supporting Children With Medical Conditions Policy as uploaded to the governor drive and recommended by the Resources Committee.</p> <p>AGREED: the First Aid and Supporting Children With Medical Conditions Policy.</p>	
12.	<p>FGB Self Evaluation</p> <p>NOTED: the two evaluation documents circulated with the agenda: the updated response to the Governance Review conducted by Anna-Marie Cooper from the LA and the updated Governing Body self-evaluation. Governors felt the documents were comprehensive and evidenced that governors had continued to function despite the pandemic.</p> <p>AGREED: the two evaluation documents.</p>	
13.	<p>Governor Training and Briefings</p> <p>NOTED: the current record of governor training as available online. The Chair encouraged all governors, especially those who had not yet undertaken any training, to do so by the end of term and to let her know so the record could be updated. Recent training undertaken or about to be undertaken included Headteacher Reviews (Karenza Nutley), SEN (Sam Brown), Prevent Lead Update Training (Tracey How) and Termly Briefing (Sam Brown). Sam Brown provided an overview of the termly briefing, which had included sessions on safeguarding, ICT and cyber security, an OFSTED update and a COVID focused presentation by Jon Lewis, Service Director of Education for Cambridgeshire County Council. Documents from the termly briefing were available on the governors' shared drive. Governors discussed whether the entire FGB should receive a presentation on cyber security, along with the implications of it and business continuity planning. The Headteacher confirmed a presentation could be provided to the FGB or Resources Committee if requested.</p> <p>NOTED: the Diocesan training package recently circulated by the Clerk. The Headteacher encouraged governors to engage with aspects of it. The Chair had already booked a place on one session.</p>	
14.	<p>Governor Visits.</p> <p>NOTED: the paper circulated by email before the meeting suggesting possible visits and monitoring activities to take place before the end of the summer term. A previous session had been interviews with six parent-scientists rather than one year-six parent-scientist as listed.</p> <p>AGREED: governors should identify activities they were interested in undertaking or they should email Karenza Nutley as soon as possible (and by the end of this half-term – deadline subsequently confirmed as Friday 28th May) with proposals. Ann Lynn was interested in writing, reading and Christian ethos activities and was happy to visit the school in person. Sam Brown was willing to undertake a SEND visit by Zoom or in person. Visits would be spread out across the final half of term and would take place outdoors wherever possible. Karenza Nutley would email round a template for interested governors to complete.</p>	<p>All</p> <p>KN</p>
15.	AOB	

	NOTED: there was no other urgent business	
16.	Date and Time of Next Meeting AGREED: the next scheduled meeting of the Full Governing Body would take place on Thursday, 15 th July at 7.30pm by ZOOM. It was hoped some policies could be approved then, rather than being considered in large quantities in September. <p style="text-align: right;">The meeting finished at approximately 8.45pm</p>	

Drafted by: Jacquie Watts
Clerk To The Governors
20th May 2021

Approved by the Full Governing Body on:

Date:15th July 2021.....

Signature (Chair):.....

