



CALDECOTE PRIMARY SCHOOL

Minutes of the Virtual Meeting of the Full Governing Body

Thursday 1st July 2021 at 6.00pm

Due to the Covid-19 pandemic the meeting was held virtually using Zoom.

Present: Kate Duncombe (Vice Chair)
Rebecca Snelling (Co-Headteacher)
Pippa Smith
Cristina Turner
Renu Martingale
Suzy Reed
Shweta Tripathi

Clerk: Vicky Miles

Apologies: Natalie Martin
Karen Stanton (Co-Headteacher)

Reference

Action

1. Welcome to all and apologies for absence

KD formally opened the meeting, extending a welcome to all present.

2. Declaration of interests relating to items on the agenda

None declared.

3. Approval of the Minutes of the Virtual Meeting of the Governing Body held on the 6th May 2021.

The minutes were approved by Governors as a true and accurate record of the meeting, the Chair will sign and handover at the next available point.

4. Matters Arising from the Minutes of the Virtual Meeting of the Governing Body held on the 6th May 2021

Page 2 - Item 4: JS has emailed a bio and photograph – VM has now added to website.

Page 3 - Item 6: KD drafted letter for parent forum. The Parent Forum meeting has now taken place.

5. Headteacher's Report

RS circulated the Headteacher's report ahead of the meeting; updated members and answered questions accordingly. RS reported that

- COVID is still very much a part of what is happening in school. Jonathon Lewis reported that there had been 200 confirmed cases in Cambridgeshire schools this week. Four members of staff either have been or are currently isolating, one child confirmed positive (however, this was while the child was already isolating so no bubble closures). One member of staff remains on a phased return due to Long COVID. Staff are being reminded to stay vigilant at all times.
- Pupil numbers are looking better than previously predicted with a steady stream of new KS2 children, taking the numbers from 192 to 199. There are still only 14 children due to start Reception in September.
- Many changes in staff, resignations received from one fulltime HLTA also Care Club deputy manager, one part time TA and a 40% teacher. From September, maternity leave teacher returning part time (60%), VM appointed as Care Club deputy and a 1:1 TA for a named child 20 hours (currently advertised). One 80% teacher has requested to reduce to 40% on a temporary basis due to personal circumstances. The position was advertised, and we interviewed but were unsuccessful in appointing. The CB23 network were contacted to see if they had had any good unsuccessful candidates, this too was unsuccessful, so therefore are unable to agree to this request.
- Events for the end of term still going ahead and are being adapted to be COVID compliant. All staff continue to undertake increased duties to support this.
- Free School Meals (FSM) - the Local Authority (LA) provided vouchers over Easter and half term. The LA are providing the Holiday, Activity and Food programme (HAF) over the summer, this is an offer of healthy food, a range of play opportunities and different experiences to promote a positive impact on children's physical and emotional wellbeing.
- Staff wellbeing, staff continue to have an immense workload, there are six members of staff currently absent (due to self-isolation and illness), which has a big impact on the school.
- Following a year 6 transition meeting with Comberton Village College we received really positive feedback about pupil mental health and wellbeing. To quote, we are "head and shoulders" above most other schools with the tracking, monitoring and support we give the children and that they were so impressed with all of the mental health support we are providing for pupils.
- We continue to support staff wellbeing. Learning walks have been postponed as external advisor is coming in next week. Staff are currently completing an anonymous wellbeing survey, this will be analysed and used to plan going forward.

PS congratulated the school and mental health team on behalf of the governing board stating that this is obviously very successful.

- Currently identifying and addressing gaps identified by the subject leaders, the gaps will continue to be addressed next academic year.
- Catch up funding used for tutoring to continue.
- Still working in bubbles with a focus on re-establishing relationships and mental wellbeing.
- Year 6 had a virtual transition; reception came for their taster session, which took place outside.
- SATs did not take place, so Year 6 had an adapted SATs week as is their rite of passage and an important part of their transition.
- Year 4 took part in the optional times table screening.
- Year 1 completed an adapted version of the Phonics screening.
- RS and KS are looking at data and target setting for next year.
- Pupil Premium children have traditionally performed well and achieved expected. With an increase in numbers, children on the list have changed and, for example, in maths only 54% achieved expected, a lot lower than usual, this will be a priority next year.

Question: Would it be possible to circulate when data finalised?

RS replied yes, when complete.

- All children happy, settled and behaving well. Attendance is good, children that are isolating are engaging with remote learning. New children have settled well, Lesley Whitehead is very efficient in sending all the information they need for their induction.
- It has been an unsettled term for one-year group due to staff changes, the children are coping remarkably well.
- Behaviour difficulties displayed by one child causing immense strain – the ratio is currently 2:1 (two TAs).
- Working closely with a couple of families to support behaviour.
- Virtual assemblies continue.
- Local Authority Advisor was positive and complimentary about many areas, also provided some useful advice about areas to develop for the RAP next year.
- Subject Leadership a big focus. Currently analysing results from subject leaders RAG rating themselves against the OFSTED criteria; results will identify areas for development on the RAP.
- Continuing Professional Development (CPD) - RS to finish National Professional Qualification for Headship (NPQH) next year, two members of staff will enrol for the National Professional Qualification for Middle Leadership (NPQML) course in September.
- Co-Head survey of staff is currently underway, the results to be reviewed and analysed.
- Budget review with Gaynor Pope (financial advisor) was positive, due to the staff changes and increased numbers in KS2 the forecast carry forward is healthier than anticipated.
- Wraparound Care will run for 4 weeks during the summer.

KD thanked RS for a job well done, and explained that the governors are aware that there is currently a tremendous strain on the school and can only hope things get better and return to normal. All governors are pleased and proud of everything that everyone is doing.

6. Review of Recovery Plan

The governors area was reviewed and completed by KD in May, all areas now green, RS and KS agreed. RS shared a summary, took governors through and explained key areas. There are outstanding actions that are mainly around curriculum and subject leadership, the analysis taking place will identify the actions that will go into the RAP.

- Pupils – this will continue to focus on SEN and disadvantaged, making sure that they reach identified targets.
- The hope is that many areas on the summary will be green by next half term.
- The governor's review of spending, 3 year Pupil Premium Plan, change in support will need to be reviewed by governors.
- Remote Learning continues for children who are having to isolate.
- Subject leaders have collated details of what areas of their subject have been missed during lockdown, teachers will cover these areas next year. Subject leaders did not carry out an action plan last year, as it was put on hold, next year this will take place and then shared with governors. This area is currently amber.
- A scale of need was carried out to identify which children have fallen behind due to COVID, this will be reviewed again in September, this will inform which children will receive tutoring.

7. Annual Safeguarding Report

RS explained that this report is carried out at the end of the academic year. Many questions have been answered as a 'yes', we are up to date and compliant.

Question: Why is the date an old date on the governor safeguarding training?
RS explained that as not all governors had completed the most recent training, the date is the last date this was completed by all. PS and KD to contact governors that are yet to complete. RS to email names to PS and KD.

PS, KD
RS

Question: Were there any concerns around online safety – was there a gap?
RS explained that all staff have completed this, but not all governors, so this cannot be ticked as 'yes'.

Question: How often do these need to be completed?
RS replied it is a requirement to complete every year.

Question: Do we all have to complete training again in September?
RS replied yes, it will be good for new governors. There will be an update to KCSIE as well.

PS reviewed the Annual Safeguarding Report, made a few suggestions and explained that overall it looked sound. PS suggested including Designated Safeguarding Lead training and dates on the Headteachers report. RS agreed.

CT added that it was clear that the Keeping Children Safe in Education, 2020 (KCSIE) had been updated in the policy.

All governors present agreed to ratify the policy, RS to add to the website tomorrow.

RS

8. Reports from Committees

PPF Committee update from PS

- CCTV system upgraded, much more effective
- Phone system updated to voiceover internet protocol, cost effective and assured that if the internet was to go down, there are points in and around school that staff can go to make calls in the event of an emergency
- Sports Premium funding used to make improvements on the playground and play equipment to enable children to play safely.
- Staff changes have been positive for the budget, the carry forward prediction was £29,000 this has increased to £49,000 this brings it closer to a range schools are happy to work within and places us in a much stronger position, meaning no redundancies at present.
- The majority of the Pupil Premium money went on putting additional TAs in the classroom and on TA catch up time and the school was managing to maintain this to support all current PP pupils (and more)
- Health and Safety in good order, this is a lot to do with Lesley Whitehead's husband.
- There is a lot of chat about COVID Catch-Up Funding, the press have created unrealistic expectations, a piece has been written for the newsletter to explain what the COVID funding was used for.
- The tutoring has been onerous for the teacher; the school would like to manage this directly going forward.

PCS committee update from KD

- Received a curriculum update
- Natalie Martin reported that adults continue to log concerns using 'My Concern'. There have been more online concerns raised, teachers are currently addressing.
- RS introduced a new spelling programme as part of a project for her NQPH, this will be monitored over time – children are not using correct spellings within their writing. School trialling the programme this half term.
- All policies updated, Anti-Bullying had already been done.

PS and KD suggested that to save time in updating governors with notes from both committee meetings instead the minutes of all committee meetings be circulated to all governors. VM to action.

VM

9. Election of the Chair for the Academic Year 2021-2022

Nominations received for PS and KD to both stand as Co-Chairs, both elected – unopposed.

10. Election of the Vice Chair for the Academic Year 2021-2022

No nominations received, no elections made.

PS informed the committee that both herself and KD were prepared to chair both committees (PCS and PPF) for one year to allow for succession planning, but will need vice chairs.

11. Formation of Committees

PPF	PCS
PS	KD
RM	ST
CT	SR
JS	KV
MAC	

Will invite Joanna Skiba-Szymanska to one of each committee meetings to decide.

Question: Do we want to accept the person with the second highest number of votes from the parent governor nominations?

PS replied that she was not sure whether that was allowed.

KD suggested a new election take place in September to attract new parents and encourage more people to vote.

PS added that any new member will need to be DBS checked before attending a meeting.

12. Skills Audit

PS explained that this was last carried out in 2019, with changing governors it will help, a request for all governors to complete was made. If a parent election takes place it will be possible to flag up any areas, we are light on. All governors to return by email to PS by Friday 16th July.

All governors

13. Ofsted readiness

PS and KD reported that they had attended a chat session with Paul Lawrence, Director of Education from Cambs Trust and explained that the curriculum is front, left and centre of the Ofsted inspections and come September our window opens for an inspection. Governors need to have a good understanding around the intent of the curriculum, do we really know why the curriculum is organised the way it is and why has it been decided to do it this way. Why is the curriculum taught the way it is, the implementation, how it is monitored, how do we know it is working and how do we measure impact. PS added that the inspector would carry out a deep dive; they will talk to the subject lead governor on the 2nd day. Both PS and KD felt governors need to have a clear understanding of how the curriculum moves across the school.

KD added that the slides shared were excellent, as governors, we do not want to let the school down, and we all need to know our subject well. RS added that is very likely that they will choose reading. Both suggested that all governors look at the teaching and learning area of the website over the summer.

Question: What should we be doing between now and September?

PS replied that once the subject areas have been agreed, the curriculum documents are on the website, read through your subject and compare with the national curriculum to see how it maps.

RS added that there are several actions, one of which is to look at the website to create a subject page, currently it is class based.

PS added that some subjects are there in their entirety. RS explained it would be good to have it in one place; the overviews are there, so you can see why it is planned that way it is.

RS added that a training FGB to be held in September to look at how the different subjects fit is a good suggestion. For governors whose term is ending, this might be useful as a handover. Every subject leader will complete an action plan - once finalised they will share with their link governor, around the end of Autumn one beginning of Autumn 2, this is a time when you can plan to get together with your subject lead and begin link meetings again.

14. Nominations of Governors with Specific Responsibilities

KV/ PS	Safeguarding including Prevent & Domestic Abuse
CT	Art & Design
CT	Design Technology
JS	SEND including Pupil Premium & Vulnerable, Disadvantaged
RM	Mental Health & Well-Being (staff & pupils),
RM	Inclusion & Diversity, Equal Opportunities
Joanna Skiba-Szymanska	PE & Sport Premium
Joanna Skiba-Szymanska	MFL
KD	English
KD	Early Years
MAC	Maths
MAC	Care Clubs
PS	Geography
PS	History
JS	RE
RM	PSHE
ST	Citizenship, Eco Team
ST	Science
SR	Computing
SR	Music

15. Health & Safety

Covered within PPF committee update

RS added that the risk assessment remains the same, ignoring the hype in the media about change in bubbles. A PE equipment check has been carried out as well as a fire drill, all as it should be.

16. Other Matters Appropriate to the School and Governing Body

RS reported that Ofsted inspectors use the SEF (Self Evaluation Form) to get a feel for the school; it is how we evaluate ourselves against the Ofsted areas. The Local Authority Advisor said it is good, but could be briefer. RS requested that governors take a section each to see if it is possible to be even briefer. It would be good to start back in September with it updated and freshly rated. VM to add SEF to FGB Agenda. RS to circulate to all governors.

VM, RS

17. Agreement of all Meeting Dates for 2021/2022

SR on holiday 20th October, all dates accepted. KD added that committee meetings would be kept to 1 hour and FGB 1½ hours, please come ready, having read pre reading materials prior to the meeting.

Question: Can we agree a sensible amount of time to allow for pre-reading? KD suggested that the agenda is circulated two weeks before the meeting, with all paperwork for that meeting included. Be mindful that the minutes of all meetings are what Ofsted sees.

PS and KD thanked all in attendance.

There being no further business the meeting was formally closed at 7.34pm

Signed as a true record.....Date.....
Co-Chair