



Fen Ditton C. P. School

**Minutes of the Meeting of the Governing Body**  
**Monday 29<sup>th</sup> January at 6.15pm**  
Version Final

Present;

|                 |                                       |
|-----------------|---------------------------------------|
| Mark Askew      | Headteacher                           |
| Stuart Wood     | Co-opted Governor                     |
| Claire Hawkins  | Clerk                                 |
| Charlotte James | Deputy Head                           |
| James Pilgrim   | Parent Governor and Chair             |
| Ray Pallister   | Parent Governor                       |
| Rob King        | Co-opted Governor                     |
| Felicity Bennée | In attendance <i>arrived 6.40pm</i>   |
| Tom Barden      | Parent Governor <i>arrived 6.50pm</i> |

Supporting Documentation:

- [1] Head's Report
- [2] Admissions Policy
- [3] Maths/Assessment Governor Visit Report
- [4] Resources Committee Report
- [5] Standards Committee Report

### **1. Meeting Attendance**

Apologies were received and accepted from Jess Hemmingham, Bryn Garrod and Vicky Barden. Due to the recruitment of a new co-opted governor, Clare Rosscornes has now stepped down from the Board.

### **2. Register of Pecuniary Interests**

There were no declarations for this meeting.

### **3. Minutes from meeting held on 4<sup>th</sup> December 2017**

The minutes were amended on the final page to correct a date to 2018 rather than 2017, then accepted as a true record of the meeting, and signed by the chair (JP).

#### 4. Matters arising

4.1 Website - Clerk has created a school website folder on the g drive, which contains a list of website niggles which governors are encouraged to add to. MA reported that Gill Topley has recently audited the website and some actions have arisen which have not been completed yet.

4.2 Pupil Premium (PP) tracking – this issue was discussed at Standards but CJ reported at this meeting that a ‘Provision Tracker’ package has now been purchased by the school at a greatly reduced fee, fixed for three years. This has the potential to track the cost of various interventions alongside their productivity in terms of increased attainment. Once the system is running, it is anticipated that Teaching Assistants (TAs) will operate it. Governors decided to follow up on this at Standards in the next year, and look at this tracker data when SEND is next a focus for Standards. **ACTION CLERK**

4.3 SEND information report is now on the website.

4.4 Updated SEND Policy is now on the website.

4.5 MA reported that fixed term exclusions do count towards absence figures.

4.6 White Rose mastery maths discussion in EYFS governor visit – RP has not been able to schedule a visit with Liz Hackett, despite several attempts. CJ recommended he meets with Jen Rogan regarding the use of mastery maths in EYFS, as she has had some training in this. RP will add this topic to his visit priority for next half term. **ACTION RP**

4.7 Admissions Policy is covered on this agenda.

4.8 Clerk has made a note in the meeting folders to discuss any impact on learning behaviours from Project Friday afternoons in the summer term.

4.9 Pupil Premium (PP) governor visit report – this has still not been circulated. **ACTION VB**

4.10 JP mentioned the pushed back academisation date in his end of term governor newsletter to parents. The predicted conversion date is currently 1<sup>st</sup> March 2018. This will be communicated to parents when it is confirmed.

4.11 JP has not received dates for data analysis training as yet.

*FB joined the meeting 6.40pm*

#### 5. Head's Report [supporting document 1]

MA pointed out the new context report layout which has replaced Raise online.

Attendance remains good, but due to much illness recently, is lower than last term.

Staffing – MA reported that due to resignations, one TA left last week, and another will be leaving on 3<sup>rd</sup> March. Two other TA staff are temporarily working increased hours to cover, and one midday assistant has taken a TA taster day to see if he would like to apply for a position.

MA explained that despite knowing that the school will need to reduce its staffing budget in the future, at present we are not in a position to reduce our staff to pupil ratio. He will recruit, and will advertise for a candidate with SEND experience for a full time role.

*A governor asked if these resignations were due to the new working practice of reduced lunchtimes for TAs?*

MA replied that he didn't think so, there were other factors involved in both cases – exit interview outcomes will be reported to governors. SW confirmed that he intends to carry out a second exit interview in the next month.

*A governor asked if governors can do anything to ensure the wellbeing of the rest of the TA team?*

Governors discussed the pressures brought on by external factors, withdrawal of external support and reduced budgets, and what more we can do in terms of training for challenging situations. CJ explained that she is the direct line manager to all the TAs, and she is in regular contact with them, especially over email. She feels the communication between them is good. They report challenges to her, and she supports them as much as possible. Governors asked CJ to let TAs know that the Board of Governors would be keen to recruit a TA onto the Board, to represent their views.

Training – MA expresses thanks to the SLT for coming in to plan for the Inset day at the beginning of term. The Inset day spent assessing the Learning, Teaching and Assessment Policy was a good start to the year.

Gender Report – In terms of the Autumn Term data so far, there are no noticeable trends to report. However, looking at trends over three years, boys writing does look consistently a little lower than girls. Therefore, Standards have spent time discussing what could be done to support boys writing, and will look at this again in the future.

*TB joined the meeting 6.50pm*

Most governor visits are complete.

RK will upload his safeguarding report. He noted that the Single Central Record (SCR) is looking better every term.

VB's PP visit is done, but awaiting report.

SW's cultural visit report has been sent to Liz Hackett for checking, but he has not heard back, therefore the report has not been circulated yet.

BG has a Health and Safety report format, but may not have completed a visit yet.

FB will carry out a computing visit with Helen Ingham and Sally Prosser, and discuss the outcome of a pupil voice survey on **esafety knowledge?** **ACTION FB**

MA reported on the huge support we are receiving from the Perse School and Cambridge United in terms of sports and trips. Governors expressed their gratefulness to both these organisations for their dedication to the school, and discussed sending a card of thanks or visiting to give thanks in person.

EYFS – this data is missing from the Heads Report as Liz Hackett has produced a data report, but MA doesn't yet have a digital copy. He will upload the Early Years baseline data and the current picture to this meeting folder on the g drive. **ACTION MA**

## 6. Governor Recruitment

JP proposed Felicity Bennée as a new co-opted governor. Governors voted unanimously to accept her onto the Board of Governors.

## 7. Policies

Admissions Policy [supporting document 2] This has been updated by MA. Governors discussed the wording of the opening paragraph and the use of the term 'catchment area'. MA will reword the first paragraph and bring to the next Full Governors meeting. **ACTION MA**

Governors queried whether Anglian Learning (AL) will have a 'Trust' admissions policy which could come into force before our next meeting. JP will email Prue at AL. **ACTION JP**

*With the recent power failure and school closure, a governor asked if the school needed an emergency closure procedure policy?*

Governors discussed the procedure followed on the morning of the recent power failure. MA reminded governors that the school has a critical incidents policy, but it does not specifically refer to power failure. Governors discussed how this specific situation could have been managed differently in order to inform parents of the school closure earlier in the morning. MA explained that a slow response from the electricity board held up the decision to close the school, as he was doing his best to keep the school open if at all possible.

MA felt that it had been good to reflect on this event, and reported very little negative feedback from the closure.

## 8. Governor Visits

BG met with Andy Richardson to discuss maths/assessment [supporting document 3]. Governors thanked him for his thorough report. Some internal actions show good forward thought. The one action for governors regarding in-year achievement being underestimated has been discussed and understood at Standards.

## 9. Reports for Sub Committees

The Chairs of both sub committees circulated reports [supporting documents 4 and 5].

## 11. Academisation

MA reported that much liaison is continuing with AL, and the HR director has been of great assistance recently. Kate Evans has resigned from her position as CEO of the Trust, allowing plenty of time for a new CEO to be recruited.

*A governor asked if we should be concerned about this change of leadership of AL, as a new CEO could lead the Trust in a different direction?*

MA replied that Kate Evans has built a strong organisation, and it is up to the Board to choose someone who will continue to build on the strong foundations already in place. Prue Raynor is our representative in AL. We can lobby her if needed.

Governors expressed concern regarding a new CEO favouring the Wing development school over Fen Ditton, MA reminded governors that AL would not want to see any of their schools failing.

Governors asked MA to make use of the good relationship developed with the head of HR at AL to ask what the plan for Kate's replacement is, and to check that AL are keeping in mind the ethos of their 'vision documents' when recruiting a new CEO. **ACTION MA**

## 12. Wellbeing

SW continues to meet with TAs once a term, the next meeting is planned for March. He has completed an exit interview with Tracey Butler.

## 13. Safeguarding

RK reported that all safeguarding documents are up to date. The SCR is looking better every term.

## 14. AOB

14.1 A governor asked if all policies needed discussion by governors, or only the statutory policies, with the rest simply being presented to governors for information. The aim being to cut down on discussion time on policies which have already been agreed by our talented professionals in school. Governors agreed to try discussing only statutory policies from the beginning of the next academic year. **NOTE CLERK**

14.2 TB noted that a General Data Protection Regulations (GDPR) toolkit is available on the Learn Together site, and reminded governors that the school needs a Data Protection Officer to comply with these new regulations.

TB offered to visit school to help work through the toolkit in order to ensure our compliance with these new regulations. **ACTION TB**

*MA left the meeting*

14.3 CJ informed governors of a plan to use a twilight staff training session to invite all TAs to a wellbeing session at Quy Mill Hotel, with use of the gym and pool, and a light buffet. This event would include a discussion around team building and measures to improve staff wellbeing. Teachers would have to attend, while TAs and office staff are invited and encouraged to come.

Governors discussed the plan, and were happy to approve the £125 cost of the event, but felt it should be held as a separate event, and not during a twilight training session in order not to confuse the purpose of the evening. It was suggested that teachers could use a subsequent twilight session to action any ideas which came out of the evening.

14.4 A governor felt that the school could do with a good tidy up at present. CJ offered to pass this message onto MA.

**There being no other business, the meeting closed at 8.25pm.**

**The next meeting of the Governing Body is**

**on Monday 19<sup>th</sup> March 2018**