

TEVERSHAM CHURCH of ENGLAND PRIMARY SCHOOL

FULL GOVERNORS' MEETING

Tuesday 25th February 2025, 6pm

***At the School
MINUTES***

Present: Governors: Rebecca Simpkin Smith, Headteacher, Nick Moir (NM) (Chair), Tim Barrow (TB), Fiona Herczog (FH), Rebecca (Beka) Wylie (BW). Jo Haywood (JH), Alissa Nolan (AN), Sharon Byrne (SB), Ian Robinson (IR).

Associate Members: Mel Webster (MW) from item 7

Julie Godfrey (JG) for item 3.

Ann Abineri, Clerk

The meeting was quorate.

1.	Welcome from the Chair and Prayer led by NM.	Actions
	Declaration of pecuniary interests: none declared in relation to items on this agenda.	
	2. Apologies for Absence: Apologies received and accepted from Sara Smith Ed Smith (Associate member) not expected to be present.	
	3. Curriculum focus – Maths Julie Godfrey gave a presentation. In response to part of the presentation on current data (PUMA assessments and Age Related Expectations), a Governor asked how Age Related Expectations apply to individual children and JG explained that the target applies to all children in the year group. However the school also sets individual targets, examples of which were shown. A Governor asked about how children are equipped for the national tests if they do not use devices at home and the HT explained that the children explore which equipment they are most confident with in school. A Governor asked about the role of parents and JG explained that the school has responded to feedback from parents and sends written work home with online content as an extra. JG explained that the policy guidance is on the school website. The HT added that the school is continuing to explore the best way of supporting parents in	

	<p>appropriate ways. Several Governors commented that some parents may be nervous of maths language and JG agreed to create some new information for parents.</p> <p>A Governor asked what has made the biggest impact in the last year and JG responded improvement of feedback and the HT responded – benefit of early morning maths sessions.</p>	
4.	<p>Minutes of meeting 12th November 2024</p> <p><u>Minutes for approval</u></p> <p>Approved subject to correction of a typo (data rather than dated). To be signed electronically by Chair on GovernorHub.</p> <p><u>Actions still outstanding</u></p> <p>NM to circulate the updated document (visit report) via GHub.</p> <p><u>Matters arising from minutes (not on the agenda)</u></p> <p><u>None.</u></p>	
5.	<p>FGB membership</p> <p>a) <u>Expiry dates of terms of Governors:</u> RW 15th April. Foundation Governor so the Diocese has been asked to confirm reappointment. Awaiting response. JH 5th May: Put JH's Co-option to Co-opted vacancy onto FGB agenda. Parent Governor election will be required.</p> <p>b) <u>Current vacancies: Co-opted: 1, Foundation: 5.</u> AL approaching members of local churches re Foundation Governor vacancies.</p> <p>c) <u>Recruiting new parent governors:</u> ways of informing parents were discussed. Existing Parent Governors to hold a playground event in the last week of March 2025.</p>	
6.	<p>School Development Plan</p> <p>This had been shared on Governor Hub, annotated with recent progress.</p> <p>A Governor asked about the Diocesan Vulnerable Children Project and the HT responded that this was inspiring but cannot be replicated in all schools.</p> <p>A Governor asked about Subject Leader action plans and the HT explained this is now much more focused and actions are clearly planned for the year with good monitoring, feedback and peer mentoring.</p> <p>A Governor asked about the Ready to Progress maths progression and the HT explained that this is now focused on where it is required rather than a whole school approach. She gave an example of how this has been found to be very useful for a child new to the school.</p>	
7.	<p>Budget 2025/26</p> <p>including Business case for staff restructuring</p>	

	<p>MW gave an update as we approach the end of the financial year. Predicted carry forward £24,487 (Pre-school may go into deficit). School staff have been supporting the pre-school. The year end process will involve looking at the current position, contracts and subscriptions. The predicted carry forward is in contrast to a £99,000 carry forward last year.</p> <p>The HT reported on a meeting with the School's Financial Advisor and based on figures and assuming no changes in funding and without information on NI tax relief, the projected budget put us in a deficit position. The HT recommends we still keep a 7 class structure. 22 first choices for Reception in Sept 2025 which is a better position than previous years.</p> <p>It was noted that changes in staffing may occur naturally. Two children with Education, Health and Care Plans (ECHPs) children are leaving and whilst some ECHP applications have been made, these can take up to a year.</p> <p>A Governor reflected on financial benchmarking with other schools and asked if staffing is our main issue as benchmarking does not show this. The HT responded that some classes have smaller pupil numbers, and our staff are comparatively expensive due to their experience and qualifications. It was noted that Breakfast Club, After School Club and Pre school staff are included in the Admin staff category of the Budget.</p> <p>The Chair asked the GB to confirm that they wish the school to retain the 7 class structure and the GB agreed to retain this and to support the Headteacher in moving forward with budgetary measures to support this decision.</p> <p><i>The remainder of this item is subject to a Confidential minute.</i></p>	
8.	<p>Update on Springstead/possible partnerships</p> <p>The Chair outlined sizes of existing schools and planned schools in the area, and other developments around Cambridge, and the patterns emerging, some of which are geographical. Catchment areas of children who have applied for Reception in Sept 2025 show that only 6 are in the parish of 22 first choice, 5 second choice.</p> <p>Continual review will be needed to ensure the sustainability of Teversham School. Working strategically with all local schools is important but formal arrangements need to be with other church schools. NM has begun conversations with local clergy. The HT explained that the Diocese of Ely are developing a strategy regarding academisation.</p> <p>The HT is keeping in touch with possible changes locally. There is a possibility of one of the local schools relocating to Springstead.</p>	
9.	<p>Other Resources matters</p> <p>a) Approval of Schools Financial Value Statement. TB outlined this. No changes in format since last year. Resources</p>	

	<p>committee is becoming stronger. Asset Register is needed and TB has asked LA advisors. Action points; close scrutiny of budget and building maintenance.</p> <p>b) Pre-school building update: The HT reported that a number of pre-construction conditions need to be signed off. A Governor asked if the current mobile continues to be fit for purpose and the HT confirmed this.</p> <p>c) Health & Safety: committee minutes shared. Following TB's meeting with LA Advisors, he and IR will perform another walk-round.</p> <p>Staffing update Handyman and key-holder role now vacant.</p>	
10.	<p>Other Curriculum matters</p> <p>Governor visits: Governors to check their reports are in this folder and to check the visit rota. Next committee meeting 3rd March 2025.</p>	Action: all govs
11.	<p>Safeguarding update</p> <p>The HT gave a summary of current situation. Safeguarding in School has proved itself to be working well during periods of staff absence due to SLT illness. JH, SG Governor circulated an information document for Governors which is intended to promote discussion of aspects of Safeguarding.</p>	
12.	<p>Policies</p> <p><u>Charging & remissions</u>: approved <u>Pay policy</u>: approved following agreed amendments. <u>Freedom of Information</u>: not a policy but useful information. After discussion, it was agreed that Royal Mail is considered the appropriate carrier by the LA as stated in this information.. <u>Appraisal and Capability</u> (recommended to FGB by Resources if staff consultation completed): deadline next Monday. Approved.</p>	
13.	<p>Training and Administration</p> <p>The HT is sourcing a suitable Safeguarding update training for Sara Smith. Exclusions training considered – available from Governor Services via link on GovernorHub. Governors reminded to fill in their training record on GovernorHub.</p>	
14.	<p>Any Other Business:</p> <p><u>Sustainability</u> Sustainability Governors appointed: JH and BW Co Governors. Sustainability to be an FGB item. All Governors to consider sustainability on Governor visits. Committees to consider where possible e.g. procurement and site.</p>	Action: JH & BW sustainability audit

APPROVED

	<p>A Governor pointed out proving sustainability is important when applying for grants. The HT pointed out this ties in well with the SIAMs work on sustainability.</p>	
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Date of next meeting – 29th April 2025 online

Meeting closed 8. 05 pm

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