

TEVERSHAM CHURCH of ENGLAND PRIMARY SCHOOL

FULL GOVERNORS' MEETING

Tuesday 20 May 2025 – 6.00 pm

In person

MINUTES

Present: Governors: Rebecca Simpkin Smith (Headteacher), Nick Moir (NM) (Chair), Sharon Byrne (SB), Tim Barrow (TB), Fiona Herczog (FH), Rebecca (Beka) Wylie (BW), Jo Haywood (JH) *present until 7.30 pm*, Ian Robinson (IR), Sara Smith (SS).

Associate Members: Mel Webster (MW)

Ann Abineri in attendance as Clerk.

The meeting was quorate.

1.	Welcome from the Chair and Prayer led by NM. Declaration of pecuniary interests: none declared in relation to items on this agenda.	Actions
2.	Apologies for Absence: were received and accepted from Alissa Nolan. Ed Smith (Associate member) not expected to be present.	
3.	Early Years Presentation by Sara Smith 19 children on roll this year, with a roll of 23-24 predicted for September 2025. A Governor asked about the transition from Early Years to Year 1 and SS explained that although Year 1 follows the National Curriculum, it is delivered more flexibly according to needs of children, with a gradual settling in to more formal learning activities. Cohorts have differing requirements due to demographic e.g. boy heavy, more summer born. Learning through play continues in Year 1 but needs to involve a higher level of quality interactions with teachers and teaching assistants.	

	<p>A Governor asked how Pre-School feeds into Reception and SS explained that now Pre-School is part of our Early Years there is a shared ethos. The focus in Pre School is on the Prime areas (Personal, Social and Emotional Development, Communication and Language and Physical Development).</p> <p>A Governor asked if children have outside time in Pre School and SS confirmed this, explaining how the outside area enables children to access nature.</p> <p>A Governor asked how many of next year's Reception cohort will have come from our Pre School and SS responded that this is 16 and that for those who don't, it is usually geographical, for example that they attend provision near their parents' workplace.</p> <p>A Governor asked about subject transition from Early Years to the National Curriculum and SS and the HT explained that this is a current focus and will be included in the School Development Plan.</p>	
4.	<p>Minutes of meetings</p> <p><u>FGB 25th Feb 2025</u> approved.</p> <p><u>FGB Confidential 25th April 2025</u> Approved subject to correction of a typo.</p> <p><u>FGB (Budget) 29th April 2025</u> Approved subject to correction of typos.</p> <p>All to be signed electronically by the Chair.</p> <p><u>Matters arising from minutes (not on the agenda)</u></p> <p>NM reported that a meeting is planned between the Headteachers and Chairs of Teversham School and Cherry Hinton Schools</p> <p>NM has also been discussing other future developments, including working collaboratively with other local schools, with key local representatives such as Clergy.</p>	
5.	<p>Governors</p> <p><u>a) Parent Governor</u></p> <p>Applications had been invited for the role. The HT thanked Governors who were very active in talking to parents about the role and what it entails. In the absence of any applicants, JH agreed to apply. The HT confirmed receipt of JH's application. Therefore JH was duly appointed, post commencing 21st May 2025. The Governing Body were pleased to</p>	

	<p>welcome JH into this role which she had held prior to co-option to a Co-opted role on 4th May 2025.</p> <p>b) <u>Co-opted Governor</u>: post now vacant following JH's resignation to become Parent Governor.</p> <p>c) <u>Foundation Governors</u>: currently five vacancies.</p>	
<p>6.</p>	<p>Headteacher's report (verbal update)</p> <p>178 children on roll.</p> <p>30 year 6 children and 3 children from other year groups leaving at the end of the school year,</p> <p>Staffing: structure for Sept 2025 confirmed. Further review will be needed in Sept 2025 to ensure that the expectations built into the Budget balance.</p> <p>Plan to build a strong Early Years team who can work in either Pre School or Sparrow Class.</p> <p>Behaviour: more settled. Outdoor play organisation changes working well.</p> <p>Focus on English and Maths curriculum to ensure staff are fully supported.</p> <p>Buildings: IR and TB carried out health, safety and condition walkarounds (4th and 11th March). Spreadsheet received from Diocese – the HT and MW have started populating this and feel it will be useful. The Diocese are attending for a buildings survey. This may have a cost implication for the school.</p> <p>Attendance: 93.8 % for the year. Four families are being supported.</p> <p>A Governor asked how we compare to benchmarking in attendance and the HT confirmed that the Pupil Premium children's attendance is close to other schools, with non Pupil Premium children's attendance lower than other schools due to holidays taken.</p> <p>It was noted that the School Development Plan is available on GovernorHub. The HT explained the future plan will focus on embedding the current aims.</p> <p>It was noted that budgetary constraints mean that the training of an additional member of staff to complete EHAs in more of a family worker/pastoral role has not been possible as this member of staff is needed elsewhere.</p>	

7.	<p>Budget ratification</p> <p>This follows meeting on 29th April 2025 where the budget was discussed in detail.</p> <p>MW reported:</p> <p>Pupil Premium Funding lower than last year.</p> <p>National Insurance grant lower than we budgeted for.</p> <p>School Clubs income higher than last year.</p> <p>£3,000 donation from Marshalls of Cambridge.</p> <p>Staffing: reduction in expenditure due to redundancy. Redundancy costs included in this budget.</p> <p>Increase in Refuse Collection costs.</p> <p>Additional amount added in for Teaching Assistant supply cover.</p> <p>Pre School grant received from Parish Council.</p> <p>End of year predicated carry forward £9,000.</p> <p>NM, as Chair, summed up that this is a conservative budget.</p> <p>Proposal: submit budget to the Local Authority. Unanimously in favour.</p> <p>NM thanked MW for her work on this.</p>	
8.	<p>Resources matters</p> <p><u>Pre-school building</u></p> <p>The HT reported that the work commencement date is 21st May 2025 but there is still the potential for delays for ecological surveys.</p> <p>TB, as committee chair, confirmed that there is no current report from the Resources Committee, which meets next on 9th June 2025.</p>	
9.	<p>Curriculum matters</p> <p>Update from end of spring term data visit (28th March 2025):</p> <p>The percentage of pupils who have met or exceeded expected level for this year: JH reported that there was a focus on gaps between cohorts within the school including gender groups. In response to a Governor's</p>	

	<p>question, JH pointed out examples in the data e.g. girls not doing as well as boys in maths.</p> <p>The importance of relevant reading materials for boys was discussed.</p> <p>JH explained that there were no noticeable trends noted in English as an Alternative Language (EAL) or Special Educational Needs and Disability (SEND).</p> <p>The Committee noted that lateness and gaps in attendance impact on data.</p> <p>Discussion on confidence in teachers recognising what a Good Level of Development looks like. Examples of work needed. Importance of moderation in school and with Cherry Hinton and local feeder schools.</p> <p>A Governor asked if this data had surprised the HT or committee in any way. JH explained that the maths data had been interesting, showing that the idea of girls lacking maths confidence is actual not apocryphal. HT says the lack of confidence in maths emerges by Yr 3 which may be in comparison with the increased confidence of boys at that stage. Interventions including booster sessions and use of computer programmes are proving very successful.</p> <p>More able learners: JH reported that breaking down barriers such as EAL may be even more important when a child is faced with specialist subject matter language.</p>	
10.	<p>Safeguarding report</p> <p>a) Update</p> <p>b) Report of visit: JH confirmed Single Central record visit took place on 28th March 2025. Reporting checked – noted that more than one teacher may report the same concern.</p> <p>The HT reported that getting external support is a challenge, as are the effects of budgetary constraints in school e.g. reducing play therapy for budgetary reasons will have a ‘knock on effect’.</p> <p>Data was checked for correlations e.g. high number of logs of concern for particular children or groups of children.</p> <p>How are Pupil Premium and SEND pupils supported: these children may have lots of time with specific adults who can spot concerns.</p>	

	<p>Not making any assumptions about any children but going on logging when necessary as the whole picture over time is key.</p> <p>Staff training was noted.</p> <p>A query about the names removed from the Single Central record was addressed, with the HT explaining that these are visitors to school are removed from the record at end of each term.</p> <p>The HT gave the GB an update on current Safeguarding categories.</p> <p>The HT explained that school follows up notifications to the Multi Agency Safeguarding Hub (MASH) with conversations with parents which is good practice. Hypothetical events outlined to Governors.</p>	
<p>11.</p>	<p>Policies</p> <p>BW presented this item:</p> <p>a) <u>Recruitment</u>: EPM policy. Covers Pre School as well as rest of school. Approved.</p> <p>b) <u>Supporting pupils with medical conditions</u> Some amendments and additions highlighted.</p> <p>The definition of a nut free school was discussed and the term ‘nut free’ was removed from the policy. Approved.</p> <p><u>Whistleblowing.</u></p> <p>Changes highlighted. Remove ‘serious’ because all concerns should be raised. Approved.</p> <p><u>Prejudice Related Incidents</u>: the HT explained that the categories now include deprivation and rural poverty as Protected Characteristics. In some cases, it would be more appropriate to log a matter on My Concern than consider it a Prejudice Relate Incident. Approved.</p>	
<p>12.</p>	<p>Governor visits</p> <p>No reports.</p>	
<p>13.</p>	<p>Training and Administration: update on training attended by Governors this year</p> <p>How often Safeguarding and Prevent need to be refreshed by individual Governors was discussed. The Clerk agreed to run a GovernorHub report</p>	

	on training to share with Governors as a training audit.	Clerk
14.	<p>Any Other Business (to be passed to Chair at start of meeting)</p> <p><u>Sustainability and Climate Action Plan</u></p> <p>HT reported:</p> <p>Julie Godfrey has completed training.</p> <p>School registered with Energy Sparks.</p> <p>Pupils identifying ways in which they can reduce impact.</p> <p>Diocese survey completed; school liaising with Diocese on actions. Conditions survey will also inform this.</p> <p>A Governor pointed out the importance of biodiversity opportunities in the school and church area.</p> <p><u>Strategy Day</u> planned for 18th June 2025.</p>	

Meeting closed 8.05 pm