



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 22 SEPTEMBER 2015 at 6.30pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 30 June 2015</i>			
12a	Carry out follow-up visit re behaviour <u>UPDATE 22 September 2015</u> LT gave a verbal update to SIC; his written report is awaited – JW to chase up.	Immediate	JW/LT
12b	Carry out follow-up EYFS visit	Autumn term	CB/CG
<i>Actions from the meeting held on 22 September 2015</i>			
1	Contact Lee Taylor	Immediate	RB
5 (links with 9)	Compile register of Pecuniary Interests, copy to Business Manager and publish on school website	Immediate	GW
6.2	Update/draft pen pictures for school website (*submit photographs)	Immediate	All (*new governors)
8	Ratify revised ToR for Finance, Personnel and Premises committees	Next FGB meeting	RB/GW
9 (links with 5)	Circulate updated GB contact and committee membership details	Immediate	GW
12.2.b.4	Consider more frequent SEN intervention reviews Consider re-coding SEN RAG-rating to reflect ongoing developments	Next FGB meeting	HS
12.2.c.2	Share STEPS assessment system	Next FGB meeting	HS/NW/RB/GW
12.2.c.3	Governor input to termly improvement summary/review	Next FGB meeting	HS/RB/GW
12.2.e.3	Discuss leadership structure	Next FGB meeting	HS/RB/GW
12.2.f.3	Impact on revenue of falling roll	Next Finance meeting	AM/GW
12.2.g.2	Invite Authority representative to attend Premises meeting	Immediate	RB

Date Circulated for Review:
05-10-2015
Date Reviews Completed:
Date Circulated to
FGB:

Version 2: 05-10-2015

Page 1 of 8



13.1	Behaviour Visit	w/c 19 October	JW/PW
13.2	EYFS Visit	15 October	CG/CB
13.3	SEN Visit	29 September	RB/ST
13.4	Safeguarding discussion	w/c 5 October	LT(RB)/HS
13.5	Head Teacher's performance management	w/c 16 November	HS/RB/NH
13.6	Re-circulate Visit Report template	Immediate	JW
15.1	Review Pay Policy	Next Personnel meeting	NH
15.2	Review Child Protection policy	Next FGB meeting	HS/RB/GW
15.3	Review Equality strategy	Next FGB meeting	TS
15.4	Review ICT policy	Next FGB meeting	JW
15.5	Review other policies as appropriate as per ToR	Next and future committee meetings	RB/NH/AM/JW
15.6	Review Curriculum policies	Next FGB meeting	CG/NH

Date Circulated for Review:

05-10-2015

Date Reviews Completed:

Date Circulated to

FGB:

Version 2: 05-10-2015

Page 2 of 8



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MINUTES

Present: Rowena Barnes (RB – Chair, Vice Chair at the start of the meeting); Helen Scrivner (HS – Head Teacher); Christine Barrow (CB); Corinne Garvie (CG); Martin Harrop (MH); Nigel Howlett (NH); Tanya Sheridan (TS); Jo Ward (JW)

Also Present: Naomi Whitworth (NW – Assistant Head Teacher, associate member); Stephen Thornton (ST – initially as observer); Pieter Wallace (PW – initially as observer); Graham Whiting (Camclerk).

		<i>Action</i>
1.	Introduction and apologies	
	Governors welcomed SG and PW, introduced themselves and outlined their role on the GB and within the school.	
	Apologies were received and accepted from Andrew Mason (AM) and Helen Roban (HR). Apologies had not received from Lee Taylor (LT); RB will contact him to confirm his continuing involvement.	RB
Section A	<u>LEADERSHIP AND MANAGEMENT</u>	
2.	Election of Chair 2015/2016	
	RB was elected unopposed, unanimously.	
3.	Election of Vice Chair 2015/2016	
	JW was elected unopposed, unanimously.	
4.	Appointment of Co-opted Governor and Associate Members (and allocation of new Governors to committees)	
	<p><u>4.1</u> ST was appointed a Co-opted Governor, unanimously, to fill the existing vacancy. He will join the Finance committee.</p> <p><u>4.2</u> PW was appointed an Associate Member, unanimously. He will join the School Improvement Committee (SIC).</p> <ul style="list-style-type: none"> <i>NB. PW is trained in Safer Recruitment via his professional role.</i> <p><u>4.3</u> RB explained that Claire Read (an HR professional) is also willing to become an Associate Member, to sit on the Personnel committee. She will not attend the FGB. Governors appointed her unanimously on that basis.</p>	
2. (continued)	New Chair's opening comments and further changes to the GB (see also item 18)	
	<p><u>2.2</u> RB expressed her intention, on behalf of the whole GB, to support the culture of the school and to assist in improving its level of performance so that it is recognised as, and rated, a Good school, on the right journey. She stressed the importance of leadership and advised her colleagues that she has enrolled on the School Governance Chair's development programme.</p> <p><u>2.3</u> Sophia Shellard, former Chair, has resigned as a Co-opted Governor; JW was appointed a Co-opted Governor in her stead, thereby resigning as an elected parent governor.</p>	
5.	Declaration of Interests (see also item 7)	

Date Circulated for Review: 05-10-2015	Version 2: 05-10-2015
Date Reviews Completed:	
Date Circulated to FGB:	Page 3 of 8



	<p><u>5.1</u> The new format declarations were signed by those present and will be retained by Julia Watkinson, Business Manager.</p> <p><u>5.2</u> A formal register with full details will be drawn up and published on the school website.</p>	GW
6.	Governor Pledge	
	The Pledge document was signed by those present and counter-signed by RB as Chair (who will retain them).	
7.	Publication of GB details on school website (<i>links to item 5</i>)	
	Governors are invited to update/draft pen pictures and submit these (*with a photograph in the case of new governors) to Julia Watkinson (via RB) for publication on the school website.	All (*new governors)
8.	Minutes of the last meeting, 30 June 2015	
	Circulated in advance; approved as a true record and signed by the Chair.	
	Matters arising and action points	
	<p>(5 May 2015, item 9) The template was re-circulated subsequent to the meeting; accordingly, this item will be removed from the grid and replaced with a new action – i.e. to ratify the terms of reference agreed at the first meetings of the Finance, Personnel and Premises committees.</p> <p>(30 June 2015, item 4.9) Listed for discussion under Section B; this action will be removed from the grid.</p> <p>(30 June 2015, item 4.9) Circulated; this action will be removed from the grid.</p> <p>(30 June 2015, items 12a/12b) As noted above – ongoing; these actions will remain on the grid.</p> <p>(30 June 2015, item 16) See item 6 above; this action will be removed from the grid.</p> <p>(30 June 2015, item 18) Submitted; this action will be removed from the grid.</p> <p>(30 June 2015, item 18) Agreed and circulated with agenda bundle; this action will be removed from the grid.</p>	
9.	Appointment of Governors to Committees	
	<p><u>9.1</u> With the addition of the new members noted at item 4 above, committee allocations remain unchanged, with one exception – TS will move to the Premises committee. An updated list will be circulated in due course.</p> <p><u>9.2</u> A Task and Finish Group on Pupil Premium (PP) – comprising RB, CG and NH, plus HS – was formed to take this area forward from Laura Fitch’s report (which had been circulated with the agenda bundle).</p>	GW
10.	Appointment of Governors to Statutory Panels	
	Governors agreed that the Chair should continue to have delegated authority to appoint ad hoc panels as required. If the Chair is not available, the authority passes to the Vice-Chair and then the Clerk.	
11.	Strategy Day	
	This will take place on Thursday 12 November 2015, from 7pm to 9pm. Lin Whyte has kindly agreed to facilitate the discussion. This event will be the forerunner of a broader meeting with stakeholders to take place in the New Year.	
Section B	<u>HEAD TEACHER’S REPORT</u> <i>Teaching, Learning and Assessment</i>	
12.	Action Plan and Work Plan (<i>please note that the following paragraphs do not necessarily correlate exactly to the equivalent numbering in the Head’s Report</i>)	
12.1	Priorities	
	<p><u>12.1.1</u> HS distributed hard copies of her report, which she described as a streamlined version of Action and Work Plans, both of which had been circulated in advance.</p> <p><u>12.1.2</u> The priorities set out in the report have been shared with parents at their welcome meeting, where they received positive feedback.</p>	

Date Circulated for Review: 05-10-2015	Version 2: 05-10-2015
Date Reviews Completed:	
Date Circulated to FGB:	Page 4 of 8



	<u>12.1.3</u> Parentmail codes were circulated to governors who are not parents.	
12.2.a	Quality of Teaching	
	<p><u>12.2.a.1</u> Referring to the Red/Amber/Green ratings, HS explained that tasks which are underway may remain Amber-shaded as they are not yet solidly a secure 'Good' (signified by Green shading) across the school. The aim is to reach Green everywhere before Ofsted return; however, as the exact point at which this will occur cannot be planned for (inspectors have up to two years to carry out their further visit), the timescale for achieving this is, realistically, the end of the current academic year. The school is at present receiving half-a-day per week support from the Authority Primary Improvement Adviser; also, the English Adviser is currently attending staff meetings and will be present for half of the INSET day in October, as well as the full week immediately after half-term. HS hopes the Maths Adviser will also come to the INSET day. In-house, teachers are giving feedback to their colleagues on training they have attended.</p> <p><u>12.2.a.2</u> Challenged on whether the Action Plan will attain the intended goal, HS commented that removal of these improvement roles could possibly impact on the Assistant Heads. She has entered a bid for their involvement to continue but this will be dependent on demands elsewhere. Governors encouraged her to come back to the GB if she needs support e.g. in making representations to the Authority. Asked about TA involvement with the Primary Improvement Adviser, HS reported that they have already had one session; they are also being given opportunities to work together with teachers and to share teaching plans, which they may read and query as appropriate.</p>	
12.2.b	Achievement	
	<p><u>12.2.b.1</u> Support for PP is being tracked as set out in the report noted at item 9 above, and a stringent approach adopted to how money is being spent (e.g. on Maths provision). Performance of PP children improved year-on-year from 2013/2014 to 2014/2015 – but they are still behind their peers. Asked how Laura's absence on maternity leave will be covered, HS stated that she does not wish to risk overloading the SENCO with this additional task; there is also risk in using the role as a developmental tool. She may therefore decide to out-source it to an external provider.</p> <p><u>12.2.b.2</u> The Authority's three-tier letter system for attendance is now being followed in full, now that shared leadership roles no longer apply. Absences are being rigorously monitored – the benchmark is now 90%. There are currently 17 children below this level, including 1 in Reception; though there are family links between some of those affected. The system needs to be followed precisely in order for the Educational Welfare Office (EWO) to become involved. HS has written to parents to explain the procedures and will invite in those affected where she cannot authorise a particular absence.</p> <p><u>12.2.b.3</u> Newcomers with English as an Additional Language (EAL) are supported at an early stage, where they speak no English at all.</p> <p><u>12.2.b.4</u> The pattern of SEN underperformance needs to be addressed. As noted at item 13 below, a Governor Visit will take place this term. Asked whether this justifies the Red shading, HS explained that this reflects the position at the end of the 2014/2015 academic year, based on the most recent data – it is a snapshot, therefore, not a forecast. It does not take into account the teaching opportunities now being maximised in the morning, via the increase in TAs. HS and the SENCO will review these interventions and feed them into half-termly pupil progress meetings with NW. Challenged on whether there is scope to conduct such analysis on a less than six-weekly basis, HS said she will look at this again. She will also look at re-coding the RAG-rating to reflect ongoing developments. On other SEN-related issues: documentation will be chased up rigorously; and the weekly coffee morning will continue.</p>	HS

Date Circulated for Review: 05-10-2015	Version 2: 05-10-2015
Date Reviews Completed:	
Date Circulated to FGB:	Page 5 of 8



	<u>HEAD TEACHER'S REPORT</u> <i>Personal Development, Behaviour and Welfare</i>	
12.2.c	Leadership and Management	
	<p><u>12.2.c.1</u> As noted as 12.2.a above, support from both the School Improvement Partner (SIP) and the Primary Advisor continue, and have been upgraded as part of a formal plan (i.e. the SIP is now attending half-termly, in the light of the unavoidably limited leadership capacity during Summer term). The re-structured Work Plan will assist focus, with prioritisation and roles being properly (visually) valued - it covers SLT release time and now has a GB line. There is a new role on the SLT for Phase Leaders. Challenged on the risks surrounding staff absence, HS explained that tasks are laid out in such a way that someone else can take them up (although she is aware that all concerned are already highly occupied). Governors recorded their thanks to staff for their efforts during the testing Summer period.</p> <p><u>12.2.c.2</u> Under the new Curriculum, the school has been able to choose its own assessment tool (Target Tracker), which includes scope for moderation with other schools in the County. The STEPS system, which links to the new Curriculum, and consists of 6 sub-levels instead of 3, will assist in assessing SEN children, who tend to make smaller steps than their peers. The system will be shared in detail at the next FGB.</p> <p><u>12.2.c.3</u> HS adopts an open-door approach to parents and encourages staging celebration events and open evenings, with governor presence. A termly improvement summary/review is published, supplementing the fortnightly newsletter. Governor input to this will be discussed at the next FGB.</p> <p><u>12.2.c.4</u> A long-term staff absence has had an adverse impact on EYFS – hence it is shaded Red. The Early Years Adviser's input can now be embedded – a follow-up visit will take place during week commencing 28 September. There has been positive feedback around transition; as part of which the children came in more regularly, which has meant they can do more on arrival in September. HS also explained the training and support in place for e.g. TAs (the other Red-shaded box in this section).</p>	<p>HS/NW/RB/GW</p> <p>HS/RB/GW</p>
12.2.d	Behaviour	
	<p><u>12.2.d.1</u> This is an Amber-shaded area. More will be done to promote positive attitudes, though expectations will be reviewed. Rewards and sanctions will be implemented on a consistent, streamlined basis, with links to House points.</p> <p><u>12.2.d.2</u> HS emphasised the discreet change to a restorative approach, based on trying to understand events – e.g. “tell me what happened?” Suggested open questions are set out on the back of staff badges for easy access/recall.</p>	
12.2.e	Staffing	
	<p><u>12.2.e.1</u> The school is fully staffed until Christmas.</p> <p><u>12.2.e.2</u> A recent resignation will be announced via the newsletter on Friday 25 September. The impact of the falling roll (see also below) will be felt in terms of this vacancy being advertised only until the end of the current academic year in the first instance. TA appointments will also be short-term only.</p> <p><u>12.2.e.3</u> The leadership structure will be discussed at the next FGB.</p> <p><u>12.2.e.4</u> The level of staff hitting the absence threshold is 25% (predominantly affecting support staff).</p> <p><u>12.2.e.5</u> Efforts have been made to address negatives in the staff survey (e.g. by inviting TAs to attend the INSET day).</p>	HS/RB/GW
12.2.f	Falling roll	
	<u>12.2.f.1</u> The school roll fell by 40 at the start of the present term; 8 of which represents the difference between the number of children leaving Year 6 at the end of 2014/2015 and those now joining Reception (so actually a drop of 32). This is due to the anticipated effect	

Date Circulated for Review: 05-10-2015	Version 2: 05-10-2015
Date Reviews Completed:	
Date Circulated to FGB:	Page 6 of 8



	<p>of the University school opening – it is closer to some families’ homes – plus the knock-on consequences of intake from Histon re-locating, also Ofsted’s findings. Overall, this means the reduction is greater than might have been expected from a demographic perspective.</p> <p><u>12.2.f.2</u> HS will visit Nursery providers over the next 2 weeks to publicise the improvements being made. It is also hoped that word of mouth recommendations from new arrivals will be of benefit; as will the launch of the new school website.</p> <p><u>12.2.f.3</u> The Finance committee will look at forecast revenue for the next 2-3 years.</p>	AM/GW
12.2.g	Building and maintenance	
	<p><u>12.2.g.1</u> The contract for the reading area is now out to tender.</p> <p><u>12.2.g.2</u> An Authority representative will be invited to attend the next Premises meeting.</p>	RB
13.	Governor Visits linked to Action Plan and Work Plan: e.g. Behaviour / Early Years Foundation Stage (EYFS) / SEN (TAs) / Safeguarding; schedule of specified dates	
	<p><u>13.1</u> Behaviour – week commencing 19 October; JW and PW.</p> <p><u>13.2</u> EYFS – Thursday 15 October (9am); CG/CB.</p> <p><u>13.3</u> SEN – Tuesday 29 September (9am to 11am); RB and ST.</p> <p><u>13.4</u> Safeguarding – week commencing 5 October (discussion with HS and Chris Christie); LT (to be confirmed).</p> <p><u>13.5</u> Head Teacher’s performance management – Monday 16 November (morning); HS will email RB and NH to confirm.</p> <p><u>13.6</u> JW will re-circulate the Visit Report template.</p>	JW/PW CG/CB RB/ST LT (RB) HS/RB/NH JW
	<u>Outcomes for Children and Learners</u>	
14.	SATS results	
	<u>14.1</u> The headline figure is 73% Level 4 plus. Although - in Ofsted terms - the year-group did not make the expected progress, they nonetheless made outstanding progress from the starting point of the November 2014 inspection. A significant proportion of SEN children (30%) did not make satisfactory progress. For the new Year 6, the SIP has indicated that in-year data place the results in the Good category – while the SATs themselves will be different, with a significantly higher benchmark, many pupils should still reach this level.	
Section C	<u>POLICIES</u>	
15.	Establish plan for reviewing policies and scheduling updates	
	<p><u>15.1</u> The Pay policy will be reviewed by the Personnel committee.</p> <p><u>15.2</u> The Child Protection policy will be reviewed by the FGB.</p> <p><u>15.3</u> Equality strategy will be reviewed by TS.</p> <p><u>15.4</u> The ICT policy will be reviewed by JW.</p> <p><u>15.5</u> Other policies will be reviewed in committee as appropriate.</p> <p><u>15.6</u> Curriculum policies (a total of 14) will be reviewed by CG and NH.</p>	HS/NH HS/RB/GW TS JW RB/NH/AM/J W CG/NH
Section D	<u>OTHER STANDING ITEMS</u>	
16.	Governor Training and Briefings	
	<p><u>16.1</u> All courses may be booked via the following link: - http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services</p> <p><u>16.2</u> RB will attend the Governor Briefing on 1 October.</p>	
17.	Agree revised meeting schedule	
	Circulated in advance; agreed.	
18.	Any Other Business – further changes to the GB	
	<u>18.1</u> MH advised that he is to stand down as a parent governor. With JW transferring into the Co-opted Governor category, there are therefore two vacancies, for which an election	

Date Circulated for Review: 05-10-2015	Version 2: 05-10-2015
Date Reviews Completed:	
Date Circulated to FGB:	Page 7 of 8



	will be held for replacements in the near future. <u>18.2</u> HR had advised in advance that she is to stand down as the elected staff governor. An election will be held for a replacement as soon as possible.	
	Meeting closed at: 9.10pm	