



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 3 NOVEMBER 2015 at 6.30pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 3 November 2015</i>			
1.3	Co-opted Governor vacancy	Next FGB meeting	RB
3.3	Provide proof of identity and address for Single Central Record	Before 19 November	All
12.2	Governor to attend Safeguarding audit	20 November	LT
4.2	Meet Head of University Primary School	Next FGB meeting	HS
4.3 12.3	Health & Safety meeting with Authority	24 November	RB/NH/TS/LW
4.4	Approach Ridgefield Primary for advice on SEN/PP progress, also Writing	Next FGB meeting	HS
4.5	Approach Keith Grimwade informally for assistance in securing continuing advisor support	Next FGB meeting	TS
7.2.3	Assist Business Manager with financial audit	Next Finance committee meeting	AM
7.3.1	Circulate amended Personnel committee ToR	Next FGB meeting	NH
7.3.3	Personnel committee to look at new areas for remit	Next Personnel committee meeting	NH
7.3.4	Personnel committee to create policy review timetable	Next Personnel committee meeting	NH
7.4.1	Agree and circulate SIC ToR	Next FGB meeting	JW
7.4.2	Circulate report of learning walk on Data monitoring	Next FGB meeting	JW
10.3.3	EYFS Visit	Immediate	CB/CG
12.4	English Visit	8 December	CG/PW
12.5	SEN Visit	7 January	CB/CG
12.6	Absences Visit	10 February	NH/LT

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14	Pupil Premium Taskforce to meet this half-term. Date to be agreed.	December	RB/HS/NH/CG
16.2	Circulate briefings and updates	Immediate	GW

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MINUTES

Present: Rowena Barnes (RB – Chair); Helen Scrivner (HS – Head Teacher, until 8.45pm); Christine Barrow (CB); Corinne Garvie (CG); Nigel Howlett (NH); Andrew Mason (AM); Tanya Sheridan (TS); Lee Taylor (LT); Lucy Walker (LW); Pieter Wallace (PW); Jo Ward (JW).

Also Present: Naomi Whitworth (NW – Assistant Head Teacher, associate member, until 8.45pm); Graham Whiting (Camclerk).

		<i>Action</i>
1.	Introduction and apologies	
	<u>1.1</u> Governors welcomed LW and PW as newly-elected parent governors; all attendees introduced themselves and outlined their role on the GB and within the school.	
	<u>1.2</u> Jo Pyle will join the GB as elected Staff Governor with immediate effect but was not available to attend this meeting. <u>1.3</u> All other members of the GB were present - Stephen Thornton has resigned as a Co-opted Governor but RB is to meet two possible candidates to fill the vacancy. <u>1.4</u> In addition, Claire Read will not, after all, be taking up a role as Associate Member on the Personnel committee.	RB
2.	Declarations of Interest	
	None relating to items on the agenda.	
Section A	<u>LEADERSHIP AND MANAGEMENT</u>	
3.	Minutes of last meeting, 22 September 2015 and Action Points (not listed elsewhere)	
	<u>3.1</u> Circulated in advance; approved as a true record and signed by the Chair. <u>3.2</u> (Previous minutes, items 5 and 9.1) The new school website will go live in time for Open Day (Thursday 19 November, see item 18 below for timings). This action will be removed from the grid. <u>3.3</u> (Links to previous minutes, item 7) Although governors do not require DBS (Disclosure & Barring Service) clearance they must nevertheless provide proof of their identity and address to the school office (e.g. passport and a utility bill). These details will be added to the Single Central Record, which will be the subject of a voluntary Safeguarding Audit on 20 November 2015 (which LT will attend). <u>3.4</u> All other actions had either been completed or were listed for discussion; they will be removed from the grid.	All LT
4.	Chair's report	
	<u>4.1</u> RB began her opening comments by highlighting the challenging issues which the school has experienced in the first half of term, which cover three main areas. <u>4.2</u> <i>Falling roll</i>	

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	<p>The numbers are set out in the minutes of the Finance committee, 13 October 2015 (see also item 7.ii below). HS reported that, subsequently, 5 new children have joined the school, in the last week of the previous half-term - with more expected. However, the University Primary School continues to promote itself proactively; road crossing improvements will also make it easier to access from the Girton side of Huntingdon Road. HS is to meet the Head on 11 November and hopes to establish open channels of communication around the new school's expansion plans.</p> <p><u>4.3 Safeguarding issues</u></p> <p>4.3.1 As noted in paragraph 1.e of the Head Teacher's report (see Section B below), children have been able - on more than one occasion - to exit the school perimeter. RB advised that the school is not at present compliant with safety requirements regarding fencing and barriers (though some of the weak points are covered by hedges). Therefore – and whilst a funding bid has already been submitted to the Authority – these shortfalls must be dealt with immediately. The cost of remedying the situation fully is £30k; with £7k required to put right those locations at highest risk. RB has already held Health & Safety discussions with Phil Garnham from the Authority. HS will follow this up with a further meeting with his colleague, Chris Meddle, on 24 November.</p> <p>4.3.2 An emergency bid to address problems with the fire alarm links in with these matters.</p> <p><u>4.4 Early Years</u></p> <p>As noted in paragraph 1.b of the Head Teacher's report, the current School Improvement Partner (SIP), Alison West and Early Years adviser, Juliet Adlourne, have advised HS - in a meeting also attended by RB and JW - that, whilst general progress is being made, the school is still rated Red because SEN and Pupil Premium children are only making limited progress; writing is also an issue, across the whole school. Governors agreed it would be helpful to approach a school with similar demographics (e.g. Ridgefield Primary) for assistance in addressing these concerns.</p> <p>4.5 RB and NH have carried out HS's performance appraisal review (full details are noted under confidential item 19). Governors were keen to learn what further assistance HS is receiving in these testing circumstances. The Authority has paired her with a mentor and she also has a link with the Cambridge Teaching Alliance, on funding matters. Alison West will meet with her again before retiring at the end of term and the Primary adviser will also be in school throughout this half-term. HS has bid to extend this area of support into 2016 and it was agreed to make an informal approach to Keith Grimwade with a view to gaining his general understanding around the pressures the school is facing.</p>	<p>HS</p> <p>HS</p> <p>HS</p> <p>TS</p>
5.	Update on GB membership and structure	
	<p><u>5.1</u> Changes to GB membership are noted under item 1 above.</p> <p><u>5.2</u> An organogram of the GB had been circulated in advance.</p>	
6.	Strategy Day (12 November 2015)	
	RB stressed the importance of using this session, which Lin Whyte will facilitate, to set out the visions which will assist in promoting the school.	
7.	Committee minutes and Terms of Reference (ToR)	
	<p><u>7.1 Premises, 7 October 2015</u></p> <p>The minutes had been circulated in advance. The issues considered at the meeting were as noted under item 4.3 above.</p> <p><i>Governors are invited to use the generic GB identity badges available from the school office when making visits.</i></p> <p><u>7.2 Finance, 13 October 2015</u></p> <p>7.2.1 The minutes had been circulated in advance. AM highlighted that the falling roll referred to under item 4.2 above means that necessary budgetary decisions will need to be</p>	

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	<p>made 12 months earlier than expected; the current predicted year-end surplus will not be sufficient to get the school through the 2016/2017 financial year.</p> <p>7.2.2 The committee's ToR have been amended to include SFVS (Schools Financial Value Standards). The FGB ratified these unanimously.</p> <p>7.2.3 AM will work with the Business Manager on a financial audit.</p> <p><u>7.3 Personnel, 22 October 2015</u></p> <p>7.3.1 Amended ToR will be circulated in due course.</p> <p>7.3.2 The committee approved HS's recommendations on teacher appraisal and pay under its delegated authority. The GB endorsed this formally.</p> <p>7.3.3 The committee is looking at new areas to encompass within its remit.</p> <p>7.3.4 The committee will create a policy review timetable.</p> <p><u>7.4 School Improvement (SIC), 9 October 2015</u></p> <p>7.4.1 Areas discussed included the staff assessment training day; the Pupil Premium task force; changes to named/link governors; ToR (final version to be agreed by email and circulated to the FGB).</p> <p>7.4.2 The report of the learning walk on data monitoring will be circulated in due course.</p>	<p>AM</p> <p>NH</p> <p>NH</p> <p>NH</p> <p>JW</p> <p>JW</p>
8.	Leadership Structure	
	This item is the subject of a confidential minute.	
Section B	<u>HEAD TEACHER'S REPORT</u> (<i>hard copies circulated at the meeting</i>) <u>Teaching, Learning and Assessment</u>	
9.	Action Plan and Work Plan	
	<p><u>9.1</u> RAG-ratings will be updated at the end of the current term.</p> <p><u>9.2 Quality of Teaching (section 1(a) of the Report)</u></p> <p>9.2.1 HS highlighted the respective support roles of the Primary Advisor (which includes supporting her in undertaking monitoring in English) and the (separate) English advisor.</p> <p>9.2.2 The SENCO is leading in-house activity around Maths and TA training.</p> <p>9.2.3 NW is attending the Deputy Heads' network and cascading information to individual teachers.</p> <p>9.2.4 HS and NW are carrying out drop-in sessions for Maths.</p> <p>9.2.5 Monitoring has identified really positive ideas and improvements (e.g. marking and children's response to it; with any weaknesses being addressed via a marking workshop). The challenge now is to establish the next areas: i.e. success criteria and non-negotiables, such as proof-reading written work). Outcomes have been fed into teacher performance management, which immediately followed Monitoring Fortnight. Asked if the exercise might be repeated each half-term, HS explained the distinction between teachers being informally supported, on a regular basis, and then formally monitored, often by the same people. It was agreed that governor visits should be tied into the monitoring cycle (see also item 12 below).</p> <p>9.2.6 Asked about TA input, HS emphasised that teachers are now working differently; this offers both parties the opportunity to gain understanding of the changing TA role (e.g. group working as opposed to 1:1 allocations). TAs also now share in staff meetings and attend SEN parent coffee mornings.</p> <p>9.2.7 Reviewing data will in due course give evidence of SEN progress and the hoped-for reduction in the gap with non-SEN pupils; such evidence will assist in justifying the extra expenditure on TAs.</p>	
10	<u>Achievement (section 1(b) of the Report)</u>	
	<u>10.1 STEPS</u>	
	A letter has been sent to parents explaining the 6 stages of the Target Tracker STEPS system.	



	<p><u>10.1.1</u> The expectation is that between 65% and 85% of each cohort will be 'secure' at the appropriate band by the end of every academic year (i.e. at Band 6 by the end of Year 6). HS commented that, whilst the school will aim for the higher figure, expectations have been raised significantly; few children are currently at Band 6.</p> <p><u>10.1.2</u> STEPS links well with the new curriculum and allows more time for staff meetings and moderation (including involving other schools, many of whom also use Target Tracker).</p> <p><u>10.1.3</u> Data is collected each half-term. Pupils are expected to make 1 step of progress each half-term so as to reach the 6 steps annual progress target. The current academic year's steps include provision to catch up with new curriculum requirements.</p> <p><u>10.1.4</u> HS stressed the importance that would be attached to children's books and marking, should Ofsted re-inspect before the 2016 Autumn term.</p> <p><u>10.2 Attendance</u> HS explained the process for serving fixed penalty notices for pupil absence.</p> <p><u>10.2.1</u> The first letter sent to parents follows an unauthorised absence of 3 days or more and advises them of the system in place.</p> <p><u>10.2.2</u> The system is then invoked should a second absence of 3 or more days occur, where the Head has again said no.</p> <p><u>10.2.3</u> Ultimately a fixed penalty of £60 per child per day may be levied.</p> <p><u>10.2.4</u> There are currently no cases pending at the school.</p> <p><u>10.2.5</u> HS does not believe there is currently any serious concern around any individual percentage of absence within the school. Were this situation to change for the worst, she would, in the first instance, invite parents in, so as to identify any mitigating domestic issues - using the Common Assessment Framework (CAF) - and take these forward under the auspices of the school's Family Support Worker.</p> <p><u>10.3 Early Years Foundation Stage (EYFS)</u> HS reported improved environments and learning journeys overall.</p> <p><u>10.3.1</u> She has visited all pre-schools around transition arrangements.</p> <p><u>10.3.2</u> She and JW are overhauling the school prospectus; this will be distributed before Open Day, together with a flyer (which may additionally be circulated in conjunction with the Cotton Tails contact list).</p> <p><u>10.3.3</u> The allocation to EYFS of a newly-appointed teacher - contracted to the school, as opposed to supply cover - in the continuing absence of Helen Roban, has allowed support from the Authority Early Years advisor to continue. The EYFS governor visit may now be re-arranged to link in with the Advisor's activities.</p>	CB/CG
11.	Improvement Summary/Review	
	Following the Parent Questionnaire it was agreed that the Governors' will send a letter to parents setting out the progress being made. HS offered to draft this letter towards the end of term.	HS/RB
	<u>HEAD TEACHER'S REPORT</u> <u>Personal Development, Behaviour and Welfare</u>	
12.	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>12.1</u> Behaviour and Safety – 19 October; report circulated in advance.</p> <p><u>12.2</u> Safeguarding – 20 November; LT.</p> <p><u>12.3</u> Premises – 24 November, links with meeting with Chris Meddle; NH, TS & LW.</p> <p><u>12.4</u> English – 8 December, links with HS/Primary Adviser drop-in sessions; CG and PW.</p> <p><u>12.5</u> SEN – 7 January; CB/CG.</p> <p><u>12.6</u> Absences – 10 February; NH/LT.</p> <p><u>12.7</u> Maths – deferred.</p>	LT RB/NH/TS/LW CG/PW CB/CG NH/LT

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	<u>12.8</u> It was agreed to leave the summer term for any issues arising from earlier visits to be picked up.	
13.	Safeguarding	
	Discussed elsewhere.	
14.	Pupil Premium	
	The task force will meet this half-term. A provision-mapping exercise will be conducted to identify those children who have not yet benefitted. A campaign will also be initiated to encourage all entitled families to sign up for free school meals (FSM).	RBV/HS/N H/CG
Section C	<u>POLICY REVIEWS</u>	
15.	Deferred.	
Section D	<u>OTHER STANDING ITEMS</u>	
16.	Governor Training and Briefings	
	<u>16.1</u> All courses may be booked via the following link: - http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services <u>16.2</u> RB was unable to attend the Governor Briefing on 1 October. GW will circulate relevant presentations from the Camclerks training session on 6 November and other recent matters of interest. CG agreed to attend the termly briefing in January 2016.	GW CG
17.	Agree revised meeting schedule	
	As previously agreed.	
18.	Any Other Business	
	<u>18.1</u> Open Day consists of 2 sessions on Thursday 19 November: 1.30pm to 2.30pm; and 5.30pm to 6.30pm. <u>18.2</u> The Friends of Girton Glebe (FoGG) Christmas Fayre will take place on 28 November. <u>18.3</u> The school Christmas Concert will take place on 17 December. <u>18.4</u> The school Carol Concert will take place on 18 December.	
19.	Head Teacher's Pay	
	This item is the subject of a confidential minute.	
	Meeting closed at: 8.50pm	