



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 26 JANUARY 2016 at 6.40pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 26 January 2016</i>			
2	CGr amd GP to complete declarations of interest	Immediate	CGr/GP/GW
5.2	Email suggested amendments to vision statement, key themes and strategic objectives	Half-term	All/RB
6.2.ii	Overview of social media comments	Next SIC	CGr
6.2.v	Review SIC ToR	Next FGB	JW
6.3	Review Personnel ToR	Next FGB	NH
8.5	Maths visit	8 February	JW/LW
	Persistent absence	Next meeting	HS (NH/LT)
	Agree date for premises/H&S walk	24 February	RB/HS
	End of term Authority review	23 March	RB/JW
9	Note Safeguarding lines of contact	Immediate	All
10.4	RB to provide copy of Safer Recruitment certificate	Immediate	RB
11.3	Advise JW of all training courses booked on-line	As appropriate	All/JW
11.4	Circulate summary of Governor Briefing	Next meeting	CGa
13.1	Pass on GB's thanks and gratitude to teaching staff	Immediate	HS



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MINUTES

Present: Rowena Barnes (RB – Chair); Helen Scrivner (HS – Head Teacher); Christine Barrow (CB); Corinne Garvie (CGa); Caroline Greene (CGr); Nigel Howlett (NH – from 7.10pm); Andrew Mason (AM); Jo Pyle (JP); Tanya Sheridan (TS – until 8.30pm); Lee Taylor (LT); Lucy Wilson (LW); Jo Ward (JW).

Also Present: Glen Perrott (GP, Associate Member); Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Graham Whiting (Camclerk).

		<i>Action</i>
1.	Introduction and apologies	
	<u>1.1</u> Governors welcomed JP, CGr and GP to their first FGB; attendees introduced themselves and outlined their roles. <u>1.2</u> Apologies were received and accepted from Pieter Wallace (PW).	
2.	Declarations of Interest	
	None relating to items on the agenda; CGr and GP will complete declarations as soon as possible.	CGr/GP GW
Section A	<u>LEADERSHIP AND MANAGEMENT</u>	
3.	Vacancy for a Co-opted Governor	
	<u>3.1</u> CGr was appointed a Co-opted Governor, unanimously. She will join the Premises committee with a particular remit for Health and Safety issues. TS agreed to be her mentor, in line with paragraph of 5 of the New Governor Induction policy (see also item 10.1 below). <u>3.2</u> GP was appointed an Associate Member, unanimously. She will join the SIC with a particular remit around liaison with pre-schools. CB and CG agreed to be her joint mentors. <u>3.3</u> In addition, RB agreed to mentor JP.	
4.	Minutes of last meeting, 3 November 2015 and Action Points (not listed elsewhere)	
	<u>4.1</u> Circulated in advance; approved as a true record and signed by the Chair. <u>4.2</u> Other than the action points around previous item 7.3 – which await the Personnel Committee meeting scheduled for 8 March - all other actions had either been completed or were listed for discussion; they will be removed from the grid.	
5.	Chair's report/Strategy Day	
	<u>5.1</u> RB's written update had been circulated in advance. <u>5.2 <i>Vision and Strategy</i></u> The document sets out a clear vision statement, also 2 key themes and 6 strategic objectives. All of these will be underpinned by the children's role in upholding the school's core values; once agreed, classes will be able to develop them, possibly in a creative way. Governors are invited to send RB any suggested amendments, by email, before half-term. Discussion then moved to address how the vision and strategic objectives might be brought	All

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	<p>alive; e.g. via a joint workshop not only involving all staff - including the non-teaching element – but also governors and parents, plus hopefully the Parish Council Chair and Town Charity representatives. Efforts will be made to take these ideas further out into the wider community, maybe starting with an advertisement in the Parish magazine, with governors acting as the catalyst. A timescale was agreed which will involve interaction with pupil voice and parents, before Easter; staff will subsequently look at these ideas as part of their INSET day on 11 April. Beyond that, the aim will be to highlight the efforts more widely as part of publicity around the school’s 65th anniversary commemoration. As to how achievement of such strategic objectives might be gauged, Helen said operational objectives will be fitted in with them.</p> <p><u>5.3 End of Autumn Term review</u> RB commented that the meeting with Alison West and Juliet Adlouné had provided a very useful round-up and external validation of developments. Although areas of concern were identified, good progress has been made and the school’s rating has improved to ‘Amber’.</p> <p><u>5.4 Meeting with Keith Grimwade</u> The Authority’s agenda is geared to future numbers. A further meeting is due to be held on 5 February.</p> <p><u>5.5 JW is creating an Ofsted File</u> which will be available in the school office for all governors to access before/during a future inspection.</p>	
6.	Committee minutes and Terms of Reference (ToR)	
	<p><u>6.1 Finance, 12 January 2016</u> The minutes had been circulated in advance. AM highlighted in particular the beneficial changes under agency spending; the ongoing finance audit; and the overall positives around being able to set a balanced budget for 2016/2017 (the original forecasts having been predicated on a worst case scenario).</p> <p><u>6.2.i School Improvement (SIC), 27 November 2015 and 8 January 2016</u> Both sets of minutes had been circulated in advance. JW highlighted overview of the termly Work Plan (e.g. item 4, minutes of 8 January) and preparation of the coming parent questionnaire (item 7 of those notes); the questions have been adapted to come into line with those which feature in (Ofsted-centred) Parent View.</p> <p><u>6.2.ii</u> A discussion took place about the desirability of encouraging parents to respond directly to the school with any concerns, given the known limitations of Parent View – it tends to be well out of date and only feature negative viewpoints. All agreed that there is a need to publicise positive feedback. CGr agreed to take on a role in monitoring social media generally for views being expressed about the school.</p> <p><u>6.2.iii</u> The impact of PP interventions will be looked at after Easter; external moderation will be sought and NW is to liaise with a colleague from another school who uses a different monitoring tool.</p> <p><u>6.2.iv</u> CB and CGa have met with the SENCO (item 8).</p> <p><u>6.2.v</u> The existing committee Terms of Reference accompany these notes. These will be reviewed and amended as appropriate for approval at the next FGB.</p> <p><u>6.3 Personnel Terms of Reference</u> To be reviewed and updated at next committee meeting.</p>	<p>CGr</p> <p>JW</p> <p>NH</p>
Section B – 7.	<u>HEAD TEACHER’S REPORT</u> (circulated in advance) HS’s update was set out under the following headings.	
7.1	<u>Headlines from Spring Term Action Plan</u>	
	<u>7.1.i</u> HS began by highlighting the five bullet-pointed Key Actions from the Plan, i.e. moderation; pupil progress; evaluation of interventions; accuracy of judgements (HS is working on this with an experienced teacher from another school); safety systems.	

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Challenge	<p><u>7.1.ii</u> HS emphasised that no sub-section has been RAG-rated Red since the start of the Autumn term; some further areas have progressed from Amber (still requiring improvement) to Green.</p> <p><u>7.1.iii</u> Challenged about the key risks around completing the action plan, Helen identified two major areas: staff absence; and removal of Authority specialist support after half-term (see also 7.2 below).</p>	
7.2	<i>Teaching and Learning</i>	
Challenge	<p>HS drew governors' attention to the following, in particular: -</p> <ul style="list-style-type: none"> • Staff are positive about being able to talk through their ideas with County advisers. • In mixed year groups, the younger children are changing socially, if not progressing academically at quite the same rate as the older cohort. • Amongst older age-groups, e.g. Year 3 has had lower expected progress from the outset. • HS accepted that is challenging to aim for 100% 'Good' (or above) teaching, or 100% with at least one 'Good' aspect. Asked if external support will be ongoing, she repeated that – for now – both the Primary and Early Years advisers continue to be available this half-term. There is also specific funding to bring in a lead SENCO. A rise in the overall grading to Green may have an impact on this in due course, therefore HS has begun collaborating with other Heads, e.g. at the Histon & Impington schools. 	
7.3	<i>Achievement and Standards</i>	
Challenge	<p>HS drew governors' attention to the following, in particular: -</p> <ul style="list-style-type: none"> • HS accepted that it will be hard to maintain the 94% level of PP pupils making at least one step of progress (i.e. higher than non-PP), which is why interventions will be closely monitored (as per 6.2.iii above). • This factor applies similarly to pupils regarded as more able. Asked how such children are identified, HS explained that, at the beginning of Key Stage 1, end of Reception data is looked at in each of three strands. There are six steps from the 'starting point', and this allows more able class members to be identified. • All interventions are monitored as assessment covers the whole school journey of each child. Steps are built in around specific case studies, outside of data gathering. HS asked governors to be wary of the misleading aspect of data where numbers are very low; also, children may fit into multiple groups. There is accordingly a need to have systems in place to counter this – e.g. paper trails and a process of asking 'is intervention working?' • The wording of letters home regarding persistent absence is being refined. 	
7.4	<i>Leadership and Management</i>	
	HS commented on the moves into Green shading. GB work will be tied in with these Success Criteria objectives.	
7.5	<i>Early Years Foundation Stage (EYFS)</i> <i>Admissions, Class Structure and future PAN (confidential item)</i>	
	<p><u>7.5.i</u> HS pointed out the moves from Red into Amber and commented that the learning environment is improving by it becoming more purposeful. Efforts are ongoing, inter alia, to raise progress in physical development.</p> <p><u>7.5.ii</u> HS is involved in frank and open discussions with various pre-schools.</p> <p><u>7.5.iii</u> This sub-item is the subject of a confidential minute.</p>	
7.6	<i>Behaviour and Safety</i>	
	As noted in the report.	

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7.7	<u>School Improvement/Staffing/Admissions/Finance</u>	
	All covered elsewhere in these notes.	
7.8	<u>Premises</u>	
	Following a meeting with Graham Tweed, it has been agreed that County will pay £5k for the fire alarm and £20k for fencing. Further, the aim is to complete outstanding playground work over Easter; the Authority has now addressed its delay in seeking planning permission. The school field project is also now out to tender.	
9	<u>Safeguarding (standing item)</u>	
Challenge	<p><u>9.1</u> Lines of contact are clearly set out at paragraph 12 of HS's report.</p> <p><u>9.2</u> HS and LT are involved in an ongoing process looking at actions emanating from the Authority Safeguarding Audit (as noted under that paragraph) – including all relevant policies and the Single Central Record.</p> <p><u>9.3</u> Staff PREVENT training has been held during January. Logs similar to those in use in other areas will facilitate a voice for the vulnerable. To a question, HS said she considers promoting British Values is already fully covered within the school's existing Core Values.</p>	All to note
8.	<u>Governor Visits linked to Action Plan and Work Plan</u>	
	<p><u>8.1 Staff Survey linked to Behaviour</u> A letter was sent out to all staff during week commencing 18 January; there is general agreement on the improvement taking place.</p> <p><u>8.2 Pupil Premium Task Force, 27 November 2015</u> Notes of the meeting had been circulated in advance. Governors on the group will seek to develop their understanding of levels of analysis and seek to reach conclusions as to whether interventions are working in practice. HS and NW continue to focus on the complexities involved.</p> <p><u>8.3 EYFS, 7 December 2015</u> The report had been circulated in advance; CB and CGa both commented on the good practice they had observed.</p> <p><u>8.4 English, 8 December 2015</u> RB and LW said how positive it had been to see actual teaching and to witness clear evidence to support the comments in HS's reports about improvements in marking and books generally – including clearly identified non-negotiables.</p> <p><u>8.5 Governor Learning Walk Schedule</u></p> <ul style="list-style-type: none"> • JW and LW will carry out the Maths visit on 8 February. • Further assessment of persistent absence will be re-scheduled; HS will liaise with NH and LT. • A revised date for the Premises/H&S walk will be agreed at the Premises committee meeting on 24 February. • The end of term review by the Authority has been set for 23 March. 	<p>JW/LW HS (NH/LT)</p> <p>RB/HS RB/JW</p>
Section C	<u>POLICY REVIEWS</u>	
10.	<p>The following policies had been circulated in advance (other than First Aid); HS had highlighted any changes, either textual or minor additions. Some of these are new County model documents, some are unchanged. All were approved, unanimously.</p> <ol style="list-style-type: none"> i. Governor Induction ii. Governor Visits iii. Safeguarding/Child Protection (but see also 9.2 above) iv. Safer Employment (Recruitment) – RB has attended the relevant training and will advise HS of the date as well as providing a copy of her certificate; JW has booked 	RB



	<p>to attend and GP is also accredited.</p> <p>v. *First Aid – delegated to the Premises committee; agenda item 24 February 2016</p> <p>vi. Intimate Care</p> <p>vii. Acceptable Use of ICT</p> <p>viii. Whistle-blowing</p> <p>*HS has drawn up a full list of policy reviews which will be listed on the relevant coming committee agendas in line with their ToR.</p>	
Section D	<u>OTHER STANDING ITEMS</u>	
11.	Governor Training and Briefings	
	<p><u>11.1</u> All courses may be booked via the following link: - http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services</p> <p><u>11.2</u> JW will attend the Governors’ Conference at Swavesey Village College on 5 March 2016.</p> <p><u>11.3</u> All governors are asked to notify JW of all training courses booked on-line.</p> <p><u>11.4</u> CGa attended a recent Governor Briefing; she will circulate a summary via email.</p>	All CGa
12.	Confirm amended meeting schedule	
	Circulated in advance; a short FGB to ratify the 2016/2017 budget will be held immediately following the Finance Committee meeting on 26 April (time to be confirmed).	
13.	Any Other Business/Review of the meeting	
	<p><u>13.1</u> Governors recorded their thanks and gratitude to Helen and all teaching staff for their efforts and achievements during the Autumn term. Helen was asked to pass this on.</p> <p><u>13.2</u> RB explained that it is good practice, at the end of each meeting, to consider and record what value governors feel they have added to the school in the course of the evening. It was agreed that the following key points had been covered usefully: -</p> <ul style="list-style-type: none"> • Policies • Governor Visit reports • Understanding Strategy and Vision 	HS
	Meeting closed at: 9.00pm	



7.5.iii	Admissions, Class Structure and future PAN – confidential minute
Decision	<ul style="list-style-type: none"> • HS referred governors to paragraph 9 of her report. • The provisional number of children joining Reception in September 2016 is 18 – down from 22 in September 2015. This is from a lower number of children within catchment; the percentage of take-up is in fact relatively consistent. There are also 31 second choices; County Admissions have agreed to share their geographic location. • A total roll of 224 justifies financing an eight-class structure, which avoids mixed year groups in the lower school; i.e. there would be three classes at KS1 (including one mixed Year 1/Year 2) and five at KS2 (including mixed Years 3/4 and 4/5 but also with single Years 5 and 6). • The future Leadership Structure will be addressed at the Personnel committee meeting on 8 March 2016; staff retention will also be looked at, given the temporary contracts in place, in the light of the class deployment outlined above. • In the light of these factors – and since retaining the existing PAN of 40 would be unhelpful in terms of giving the perception of many unfilled places - governors agreed unanimously to revert to a PAN of 30 (i.e. one form of entry). This will allow for longer-term planning towards a seven-class structure, with the associated assurance this would offer to existing and potential parents of single year-group teaching throughout the whole school journey. • The school will retain the option of admitting over PAN in appropriate circumstances.