



**GIRTON GLEBE PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

Held on TUESDAY 15 MARCH 2016 at 6.35pm

**ACTION GRID**

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 15 March 2016</i>			
5.2	Take forward School Council suggestions re playground, garden, outside activities. Discuss Vision and Strategy with staff.	Next general FGB meeting 11 April 2016	RB/HS RB/HS
5.6	Arrange training on GB effectiveness	Next general FGB meeting	RB
6.iv	Publish/publicise parent survey outcomes Circulate action plan	Immediate	JW/Business Manager
7.3.ii	Review Assessment policy	Next SIC Meeting	JW
7.1 7.4	Complete RAG-ratings	End of current term	HS
9	Feedback from Safer Recruitment Audit	Next general FGB meeting	RB/HS/GW
10.3.ii	Learning walk around persistent absence	Next general FGB meeting	LT/NH
10.3.v	Learning walk around wider curriculum	Summer 2 FGB meeting	CGa/CGr/JW
10.3.vi	Governor to sit in on joint moderation	As arranged	PW
11.3	Obtain print-outs of training attended	Next general FGB meeting	GW
13.1	Confirm attendance at additional FGB, 26 April 2016 to RB	Immediate	All
14.2	Contact school office (Susan Lomax) re DBs requirement	End of Summer term	All



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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 – until 8.00pm); Andrew Mason (AM – from 6.40pm); Tanya Sheridan (TS – not item 3); Pieter Wallace (PW); Jo Ward (JW); Lucy Wilson (LW).

**Also Present:** Naomi Whitworth (NW – Assistant Head Teacher, Associate Member; from 6.43pm until 7.40pm); Graham Whiting (Camclerk).

The meeting was quorate throughout.

		<i>Action</i>
<b>1.</b>	<b>Introduction and apologies</b>	
1.1	Apologies were received and accepted from Jo Pyle (JP) and Lee Taylor (LT).	
1.2	Glen Perrott (GP, Associate Member) did not attend.	
<b>2.</b>	<b>Declarations of Interest</b>	
	No changes notified and none relating to items listed on the agenda.	
<b>Section A</b>	<b><u>LEADERSHIP AND MANAGEMENT</u></b>	
<b>3.</b>	<b>Re-appointment of Tanya Sheridan as Authority Governor</b>	
	In accordance with the School Governance (Constitution) (England) Regulations 2012, the Authority had nominated TS to be re-appointed as Authority Governor; TS had indicated in advance that she was willing to stand.	
<b>DECISION</b>	<b><i>The GB approved the re-appointment of TS as Authority Governor, unanimously.</i></b>	
<b>4.</b>	<b>Minutes of last meeting, 26 January 2016 and Action Points (not listed elsewhere)</b>	
4.1	Circulated in advance; approved as a true record and signed by the Chair.	
4.2	All action points had either been completed or were listed for discussion; they will be removed from the grid.	
<b>5.</b>	<b>Chair's report</b>	
5.1	RB's written update accompanies these notes.	
5.2	<b><u>Vision and Strategy</u></b> RB highlighted the four most highly-rated objectives from the Parent Questionnaire. She said she has also met with the School Council; the twelve members present split into four groups to prioritise four broadly similar strategic objectives. No clear favourite emerged; rather, the range of ideas the children put forward centre on improvements to the playground, garden and outside activities in general. There is also support for restoring the 'Golden Table' at lunchtime. RB will copy the details to HS with a view to taking matters forward via FoGG. They will both meet with staff at the INSET day on 11 April to receive their views; following that, moves will be initiated to engage with the wider community.	<b>RB/HS</b>
5.3	<b><u>Meeting with Girton Town Charity</u></b> RB outlined the key areas which the Town Charity is willing to support: <ul style="list-style-type: none"> <li>• Establishing a walking trail around the school, including benches</li> </ul>	

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<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<ul style="list-style-type: none"> <li>• Funding support for children with special needs (i.e. those not benefitting from EHCPs - Education and Health Care Plans)</li> <li>• Funding community use of the pool (governors were keen to see specific details of how this might work, so as to ensure the full cost to the school is recovered)</li> <li>• Extracurricular events</li> </ul> <p><b><u>Meeting with Keith Grimwade, Hazel Belchamber and others</u></b></p> <p>RB was pleased to report that the school received a positive response in respect of fencing, the fire alarm and the playground; the hall floor issue remains ongoing. The current situation with admissions - in advance of the deadline for applications, 18 April 2016 - is that there are 21 first choices; 14 of these children are younger siblings of existing pupils. There are also 33 second preferences; the Authority is willing to analyse the locations from which these emanate and the associated first choices. RB advised that the University Primary School (CUPS), with three forms of entry (3FE), is nonetheless over-subscribed; accordingly, she suggested a joint CUPS Heads and Chairs meeting to seek ways of working together.</p> <p><b><u>Finance</u></b></p> <p>By way of introduction to the discussion which followed under item 6ii, RB commented that TA time will need to reduce by 140 hours in order to achieve a balanced budget. This will impact on EHCP provision in the context of the school's continuing 'Requires Improvement' status. The Authority is willing to investigate supporting early intervention in cases where pupils are at risk of exclusion and will also look to continue primary advisor support through the coming Summer term, outside of the impending move to traded services from the start of the new financial year.</p> <p><b><u>GB Effectiveness</u></b></p> <p>RB suggested that a training session on GB effectiveness be arranged before a future FGB meeting. She will take this forward with the School Governance Team (SGT).</p> <p><b><u>Ofsted preparation</u></b></p> <p>RB advised governors of the updated list of forty questions and suggested ways in which governors might look at these in detail. Several governors expressed interest in attending a training event on preparing for Ofsted to be held at North Cambridge Academy on Monday 25 April, starting at 6.00pm.</p>	<p>RB</p>
<p><b>6.</b></p>	<p><b>Committee minutes and Terms of Reference (ToR)</b></p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b><u>Premises, 24 February 2016</u></b></p> <p>The minutes had been circulated in advance. RB highlighted discussion of accidents and policy reviews; reportable incidents will now be listed as a standing agenda item.</p> <p><b><u>Finance, 8 March 2016</u></b></p> <p>A working draft of the minutes had been circulated in advance, for information. AM advised that Ray Byford, senior financial adviser, will also attend the next advisory meeting, with the aim of modelling different versions of the budget. A discussion developed around the possibility and feasibility of setting an agreed deficit budget, with the debt being re-payable over three years. AM also highlighted the finance audit (point 6 on the committee action grid) and the annual SFVS self-assessment. It was agreed to circulate the latter electronically, giving governors the opportunity to consider it and offer their input - by Sunday 20 March – in the absence of which they would be deemed to have given their final approval. <i>(The document was subsequently submitted to the Authority by the Business Manager on Tuesday 22 March).</i></p> <p><b><u>Personnel, 8 March 2016</u></b></p>	



<p><b>DECISION</b></p> <p>6.4</p> <p><b>DECISION</b></p>	<p>A working draft of the minutes had been circulated in advance, for information. Nigel outlined the key areas:</p> <ul style="list-style-type: none"> <li>The advertisements for the Deputy and Assistant Head posts were to be published during the week of this meeting; governors will be involved in the selection process.</li> <li>Staffing structure</li> </ul> <p><b>Governors were invited to approve the committee's revised Terms of Reference (ToR), which had also been circulated in advance and include an updated policy list; they did so unanimously.</b></p> <p><u>School Improvement (SIC), 26 February 2016</u></p> <p>The minutes had been circulated in advance; as had the results of the parent questionnaire.</p> <p>JW commented that there had been a positive response to the questionnaire, with 79 contributions (representing nearly 50% uptake) being received. These were almost universally supportive and grateful, in particular the improvements around bullying, leadership and management - 87% of respondents said they would recommend the school to other parents. The outcomes will be published in the staff room and also publicised on the school website and an action plan will be circulated to parents by the end of term. Governors thanked JW for her hard work in devising and running the survey.</p> <p><b>No changes had been made to the ToR circulated to the previous FGB and accordingly these were deemed to have been approved.</b></p>	<p><b>JW/Business Manager</b></p>
<p><b>Section B – 7.</b></p>	<p><b>HEAD TEACHER'S REPORT</b> (<i>accompanies these notes for ease of reference</i>)</p> <p>HS's update was set out under the following headings.</p>	
<p><b>7.1</b></p>	<p><b>Review of Spring Term Action Plan</b></p>	
	<p>HS had RAG (Red/Amber/Green)-rated all the various success criteria, with the exception of Achievement and Standards; this will follow on from the data entry and pupil progress meetings which had been scheduled for the last week of term. There are no red-shaded areas.</p>	<p><b>HS</b></p>
<p><b>7.2</b></p>	<p><b>Teaching and Learning</b></p>	
<p>7.2.i 7.2.ii <b>Challenge</b></p> <p>7.2.iii</p>	<p>Amber all areas except Moderation, which is Green.</p> <p>HS commented that this section is moving from a position of teaching with good features, to 100% good teaching across the board. Asked whether there is a set timescale to reach that desired level, she said there is not; however things are being kept moving in the right direction and it is therefore hoped to reach 100% 'Good' by the end of the Summer term. Highlighting books and marking, she said systems are in place to ensure that children both read the comments made and are given time to respond to them. To a further question about how this impacts on staff, she explained that feedback is generated on what is working and what is not (e.g. cross-curricular writing). Positives are emphasised and teachers are able to seek out high quality support from Authority advisors – which may aid staff retention going forward. This area will focused on in year-group teams as part of the coming INSET day.</p> <p>Moderation has reached Green as this is being undertaken externally via Histon and Impington Junior School.</p>	
<p><b>7.3</b></p>	<p><b>Leadership and Management</b></p>	
<p>7.3.i 7.3.ii</p>	<p>All sub-sections are now shaded Green. Communication has improved and consultation is underway regarding reporting processes.</p> <p>The Assessment policy is ready for scrutiny by SIC.</p>	<p><b>JW</b></p>
<p><b>7.4</b></p>	<p><b>Early Years Foundation Stage (EYFS)</b></p>	

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	HS advised that the final section will be RAG-rated following the data entry and pupil progress meetings referred to above.	HS
<b>7.6</b>	<b><i>Behaviour and Safety</i></b>	
7.6.i	HS advised that there has been only one incident of perceived bullying and that this was based mainly around perception; she is confident bullying is not an issue in school. In this case, she had involved herself as well as the class teacher and stressed the importance of dealing with the situation speedily. Wider behavioural matters are, in her view, inherently different.	
7.6.iii	Changes to TA deployment would be likely to impact on levels of disruption (see also item 5.5 above).	
<b>7.7</b>	<b><i>Support for Authority for school improvement</i></b>	
	As discussed elsewhere, negotiations are ongoing regarding the levels of support after Easter: i.e. continuing assistance for the SENCO (an experienced SENCO is helping in terms of asking for and reviewing interventions and making adjustments for the next cycle; also, the Impington Village Collge (IVC) SENCO is helping to write EHCPs). English will in time form part of the new Assistant Head's role.	
<b>7.8</b>	<b><i>Staffing</i></b>	
	This item is subject to a confidential minute.	
<b>8.</b>	<b><i>Personal Development, Behaviour and Welfare (see also item 7.6 above)</i></b>	
	<u>Persistent Absence</u>	
8.1	Attendance is at a good level of 96% - well above the threshold of 90%.	
8.2	Sixty letters have been sent out concerning persistent absence – the standard wording has been reviewed to ease tensions.	
8.3	In the case of fifty of these pupils, attendance has improved since the letter was dispatched.	
8.4	The other ten cases have been referred to the Education Welfare Officer (EWO).	
8.5	One child whose persistent absence was of concern is now back in school.	
<b>9.</b>	<b><i>Safeguarding (standing item)</i></b>	
	It was agreed to discuss feedback from the Safer Recruitment Audit, conducted on 16 March 2016, at the next general FGB on 10 May 2016.	RB/HS/GW
<b>10.</b>	<b><i>Governor Visits linked to Action Plan and Work Plan</i></b>	
10.1	<u>Maths</u> The report had been circulated in advance. Governors who had taken part commented on the involvement of Phil Garnham, senior adviser, and accepted that the school is still on a journey in this subject.	
10.2	<u>Pupil Premium (PP) Task Force, 29 January 2016</u> The notes of the meeting had been circulated in advance. The next review, due at the end of April, will aim to identify where children are stuck in terms of closing the gap. HS commented that Year 6 PP could be expected to have made the required progress since they have more to catch up on, via the New Curriculum. The April data will assist in identifying the effectiveness of each intervention type (e.g. TA) and its cost; especially from the perspective of value for money. HS warned governors to be mindful of PP reaching the expected level by the end of this academic year	
10.3	<u>Governor Learning Walk Schedule</u>	
10.3.i	A revised schedule had been circulated in advance.	
10.3.ii	The walk around progress by pupils persistently absent (event 7) is ongoing.	
10.3.iii	The premises walk (event 10) would take place on 22 March 2016 and look at both internal and external areas.	LT/NH

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10.3.iv	Governors noted that the end of term review will now take place on 12 April 2016.	<b>CGa CGr JW PW</b>
10.3.v	It was suggested that a walk be staged around the wider/enriched curriculum; this might also involve the School Council and incorporate events and/or activities. CGa, CGr and JW will take this forward.	
10.3.vi	PW will sit in on a joint moderation session.	
<b>Section C</b>	<b><u>POLICY REVIEWS</u></b>	
<b>11.</b>	Discussion of the Safer Recruitment policy, which requires some amendment, was deferred, in line with item 9 above.	
<b>Section D</b>	<b><u>OTHER STANDING ITEMS</u></b>	
<b>12.</b>	<b>Governor Training and Briefings</b>	
12.1	All courses may be booked via the following link: - <a href="http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services">http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services</a>	<b>GW</b>
12.2	RB will attend the termly briefing.	
12.3	All governors are asked to notify JW of all training courses booked on-line; GW will obtain print-outs of courses attended from SGT.	
12.4	Summaries of the Governors' Annual Conference and on training to develop the arts and creative curriculum had been circulated in advance, for information.	
<b>13.</b>	<b>Confirm arrangements for Finance committee/additional FGB, 26 April 2016</b>	
13.1	The papers for the Finance Committee on 26 April to be circulated to all governors as a short FGB will need to be held at the end of this meeting to sign off the 2016/2017 Budget. This will commence at 7.30pm; governors are requested to confirm their attendance to RB.	<b>All</b>
13.2	The remainder of the schedule for 2015/2016 remains unaltered.	
<b>14.</b>	<b>Any Other Business</b>	
14.1	All governors were invited to join a leaving assembly for Helen Roban, former Assistant Head, which was due to be held at 9.00am on Thursday 24 March 2016.	<b>All</b>
14.2	All governors must have DBS checks by 1 September 2016. Governors are requested to contact Susan Lomax in the school office to arrange for this to be undertaken.	
	<b>Meeting closed at: 8.45pm</b>	