



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 10 MAY 2016 at 6.30pm

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. <i>UPDATE 10 MAY 2016 – ongoing.</i>	Next general FGB meeting	RB/HS
5.6	Arrange training on GB effectiveness. <i>UPDATE 10 MAY 2016 – it was agreed to await the arrival of a new Head Teacher in the Autumn Term; the FGB delegated this action to JW.</i>	First FGB meeting, Autumn Term	JW
7.3.ii	Review Assessment policy <i>UPDATE 10 MAY 2016 – ongoing.</i>	Next SIC Meeting (scheduled for 10 June 2016)	JW
7.1 7.4	Complete RAG-ratings <i>UPDATE 10 MAY 2016 – it was agreed to deferred this action until later in the Summer Term when HS will be able to update the ratings.</i>	First FGB meeting, Autumn Term	(RB)
9	Feedback from Safer Recruitment Audit <i>UPDATE 10 MAY 2016 – ongoing; a second visit is scheduled for 18 May 2016.</i>	Next FGB meeting (separate agenda item)	RB/HS/GW
10.3.ii	Learning walk around persistent absence <i>UPDATE 10 MAY 2016 – it was agreed to carry out the walk outside school hours</i>	Next FGB meeting	NH/PW
10.3.v	Learning walk around wider curriculum <i>UPDATE 10 MAY 2016 – Governors involved are invited to meet with Katie Street regarding achieving Arts Mark accreditation</i>	Next FGB meeting	CGa/CGr/JW
10.3.vi	Governor to sit in on joint moderation <i>UPDATE 10 MAY 2016 – this will take place after half-term, no later than 30 June 2016</i>	Next FGB meeting (or First FGB meeting, Autumn Term)	PW
11.3	Obtain print-outs of training attended <i>UPDATE 10 MAY 2016 – ongoing.</i>	Next FGB meeting	GW
14.2	Contact school office (Susan Lomax) re DBs requirement <i>UPDATE 10 MAY 2016 – ongoing (Susan</i>	End of Summer term	All

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	<i>works afternoons Monday to Thursday).</i>		
<i>Actions from the meeting held on 10 May 2016</i>			
4	Circulate annotated Ofsted Questions	Next FGB meeting	RB
5.2.i	Invite staff to join Head Teacher candidate presentations, from 3.00pm Thursday 19 May	Immediate	RB
7.3.i	Examine TA contracts and staff structure	Next Personnel committee meeting	HS/NH/GW
11.2	Circulate summary of Governor Briefing	Next FGB meeting	RB
13.1	Academisation course	29 June 2016	(HS) (RB)

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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); Andrew Mason (AM); Jo Pyle (JP); Tanya Sheridan (TS – until 8.50pm); Pieter Wallace (PW); Jo Ward (JW – until 8.40pm); Lucy Wilson (LW).

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

The meeting was quorate throughout.

		<i>Action</i>
1.	Introduction and apologies	
1.1	Apologies were received and accepted from Glen Perrott (GP, Associate Member).	
1.2	Lee Taylor (LT) did not attend.	
2.	Declarations of Interest	
	No changes notified and none relating to items listed on the agenda.	
Section A	<u>LEADERSHIP AND MANAGEMENT</u>	
3.	Minutes of last meetings, 15 March 2016, 12 and 26 April 2016 Action Points (not listed elsewhere)	
3.1	The minutes of the previous FGB, 15 March 2016, and of the confidential EFGB, 12 April 2016, had both been circulated in advance; both were approved as true records and signed by the Chair. Please see item 6.1 below regarding approval of the minutes of the budget ratification EFGB, 26 April 2016.	
3.2	The following action points had either been completed - or were listed for discussion - and accordingly will be removed from the grid: 5.2 (second action); 6.4; 13.1. Other action points still ongoing have been updated as noted.	
4.	Ofsted Questions	
	On 25 April 2016 RB and LW attended a training session on preparing for Ofsted, hosted by North Cambridge Academy. The Governor Questions handed out (circulated in advance) are different to those RB has seen before. The trainer has highlighted in bold some of the key questions from the new framework. RB proposed to allocate the first thirty minutes of both this and the subsequent FGB to look at them in detail. The meeting therefore split into two groups and went through one section each. The responses will be annotated electronically and circulated to all. The final version will be useful as a focus for future learning walks and visits.	RB
5.	Chair's report	

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5.1	RB's written update had been circulated in advance.	
5.2	<u>Head Teacher recruitment process</u>	
5.2.i	RB explained that four applications have been received and that all candidates have been short-listed for interview. The selection process will run as follows: - <ul style="list-style-type: none"> • Thursday 19 May 2016 – assessment centre; ten minute presentations from 3.30pm, all staff and governors are invited to attend. • Friday 20 May 2016 – candidates to lead individual assemblies; formal interviews; EFGB to ratify panel recommendation at 5.00pm. 	RB
5.2.ii	RB explained that an open session for both parents and staff had previously taken place on 29 April 2016. Parents will be updated about the shortlisting referred to above via Parentmail.	
	<u>Vision and Strategy</u>	
5.3	RB will discuss with HS what areas should be published via the school website.	
	<u>Academisation</u>	
5.4	RB outlined the various meetings she has held. The working group will meet during week commencing Monday 16 May 2016.	
	<u>Meeting with Cambridge University Primary School</u>	
5.5	RB and HS have met with the UPS Head and Chair with the aim of identifying any joint projects or training which might be put in place. RB highlighted that the UPS is currently full for September 2016 admissions - hence any incomers will need to apply to another local primary; a similar situation may also develop beyond the January 2017 cut-off for admission in September 2017.	
	<u>End of Spring term review</u>	
5.6	RB commented that, although the actions listed in the Action Plan have been completed, their impact on data has been disappointing (particularly in Key Stage 2). <i>She warned governors that the school may not improve sufficiently to reach 'Good' by the end of the Summer term;</i> she commented that the reasons for interventions not being effective, data-wise, are complex. Going forward, staff will be supported in their planning via colour-coded tables (first bullet point in this section). For a fuller analysis, please see section 2 of the Head Teacher's report; also item 7.5.ii below.	
6.	Committee minutes	
6.1	<u>Finance, 26 April 2016 (and EFGB to ratify Budget 2016/2017)</u>	
6.1.i	The minutes of the committee meeting and subsequent EFGB had both been circulated in advance. Governors approved the latter as a true record and, accordingly, they were signed by RB as FGB Chair (the committee minutes will be approved and signed at the next committee meeting).	
6.1.ii	AM emphasised that the vital and welcome support from Girton Town Charity is being given on a wholly exceptional basis, for one year only. Therefore the school still has difficult decisions to plan for. There are not currently sufficient children on roll to pay for the eight classes in place - though this will reduce to seven from September 2016; each 'missing' pupil costs the school c£3k per annum. AM set this in the context of the percentage of the budget which is taken up by staff pay (i.e. £800k out total income of £1m); and as the remaining £200k involves recurring costs, staffing is therefore the only area from which savings can be drawn.	
6.2	<u>School Improvement (SIC), 15 April 2016</u>	
6.2.i	The minutes are in preparation.	
6.2.ii	JW explained that the pupil survey will go ahead in the Summer term; the staff survey will be deferred until the Autumn term.	

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Section B	HEAD TEACHER'S REPORT (<i>circulated in advance</i>) HS's update was set out under the following headings.	
7.	Summer Term Action Plan	
7.1	Teaching and Learning – main headlines	
7.1.i	HS was pleased to report that the Primary Advisor will be in school for half-a-day per week until the end of the Summer term.	
7.1.ii	End-of-Key Stage moderation meetings will take place with other schools to ensure criteria are being applied neither over-harshly nor too leniently.	
7.1.iii	Key Stage cycles will be reviewed in the light of the revised class structure from September 2016.	
7.1.iv	The focus on writing will continue, as this is the weaker part of English overall.	
7.1.v	Reading Week will include a session for parents.	
7.2	Achievement and Standards – main headlines	
7.2.i	HS commented on the mixed performance by PP and SEN children, as evidenced by the recent data review.	
7.2.ii	Of more concern, HS brought to governors' attention the low percentage of pupils on track to meet end-of-year expectations. This is particularly evident in Year 3 – HS added that the problem is not directly attributable to the New Curriculum. Anecdotally, it appears there is a significant gap in many schools between the target of 85% and actual outcomes, which are in the 40%-60% range.	
7.2.iii	HS and Lynnda Osborne (Office Manager) have met with the Educational Welfare Officer (EWO), who emphasised the need to monitor absences constantly throughout the six week rolling period.	
7.3	Leadership and Management – main headlines	
7.3.i	HS will discuss contractual issues around TAs with EPM in order to begin the process of reducing levels of TA support (in the light of the budget factors outlined above). This review will include looking at the staff structure and how to get EHCP (Education and Health Care Plan) applications through more successfully. This matter will be discussed in detail by the Personnel committee.	HS/NH/GW
7.4	Early Years Foundation Stage (EYFS) – main headlines	
	As noted in the report – no additional discussion.	
7.5	School Improvement Agenda and Authority Support-In	
7.5.i	The latest updated Action Plan had been circulated in advance to allow governors to raise any queries.	
7.5.ii	HS commented that, while the data from the end of Spring term review inevitably has an impact on leadership and management, there is a benefit from these findings in that they ensure continuing support from both the Primary Advisor and EYFS Advisor; also help for the SENCO.	
8	Personal Development, Behaviour and Welfare	
8.1	Behaviour and Safety – main headlines	
8.1.i	The outcome of the initial Safer Recruitment audit was that the school provides only moderate assurance; a follow-up visit is scheduled for 18 May (as noted in the earlier Action Point). Some of the issues raised have already been covered in the finance audit (see minutes of the Finance committee, 8 March 2016) but HS highlighted the need to provide written evidence of a full induction process having been carried out (though she assured governors that a process is in place, which now needs to be formally recorded).	
8.1.ii	Playground improvement work is scheduled to take place during the Summer holidays.	
8.2	Staffing/Admissions	

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8.2.i	HS was pleased to report that an application has already been received for the Assistant Head Teacher position, in advance of the deadline.	
8.2.ii	As referred to under item 7.3.i above, there are complexities around TA deployment. HS commented that matters are not as straightforward as merely ending one-year contracts, given the need to maintain a morning TA presence in each classroom.	
8.2.iii	It is possible that 25 children will enter Reception at the start of the coming Autumn term.	
8.2.iv	HS outlined a possible class structure for the new academic year which would see 28/29 pupils in each of 7 classes. The structure will be confirmed after the end of May.	
8.2.v	HS confirmed that the potential impact of recruiting a new Head Teacher and Assistant Head Teacher at higher grades than at present has been factored into the 2016/2017 budget.	
8.2.vi	HS also advised that an additional staff member has been trained to undertake maintenance of the swimming pool.	
9.	Safeguarding (standing item) Discussed elsewhere.	
Section C	POLICY REVIEWS	
10.	The following policies had been circulated in advance: -	
Decision	<ul style="list-style-type: none"> • PSHE (Personal, Social and Health Education – includes British Values) Governors approved the policy, unanimously. • SRE (Sex and Relationships Education) CGr agreed to act as link for SRE. A session for parents has been scheduled for 8 June 2016 to ensure all are aware of the contents of lessons (CGr advised that, unfortunately, she is not able to attend this event). It is statutory to publish this policy on the school website. 	
Decision	Governors approved the policy, unanimously. It was agreed to review it at the equivalent meeting each academic year.	
Section D	OTHER STANDING ITEMS	
11.	Governor Visits linked to Action Plan; Governor Training and Briefings	
11.1	All courses may be booked via the following link: - http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services	
11.2	RB has attended the termly briefing; she will circulate a summary of areas covered, which included changes to SEND/EHCPs.	RB
11.3	The following learning walks remain to be arranged: - <ul style="list-style-type: none"> • Persistent Absence (as noted under Action Points) • Wider Curriculum (as noted under Action Points) • EYFS 	
12	Confirm meeting schedule	
	<ul style="list-style-type: none"> • EFGB – Friday 20 May 2016 [5.00pm] • SIC – Friday 10 June 2016 [time to be confirmed] • Personnel committee 2016 – Tuesday 14 June [6.30pm] • Finance committee – Tuesday 21 June 2016 [6.30pm] • FGB – Tuesday 28 June 2016 [6.30pm] 	
13.	Any Other Business	
13.1	HS advised governors about a course on academisation due to take place on Wednesday 29 June; it was agreed to reserve places for the evening session (6.00pm to 8.00pm).	
13.2	HS confirmed that that SPAG test did take place as planned, in spite of press publicity that the paper had been leaked in advance.	
	Meeting closed at: 8.55pm	