



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 28 JUNE 2016 at 6.35pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 15 March 2016</i>			
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>	Next FGB meeting	JW
7.3.ii	Review Assessment policy <i>UPDATE 28 JUNE 2016 – a further review is being undertaken.</i>	Next SIC Meeting	JW
7.1 7.iv	Complete RAG-ratings <i>UPDATE 28 JUNE 2016 – ongoing.</i>	Next FGB meeting	(RB)
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> <i>UPDATE 28 JUNE 2016 – This will take place during the last week of term when Katie can be released.</i>	Next FGB meeting	CGa/CGr/JW
10.3.vi	Governor to sit in on joint moderation <i>UPDATE 28 JUNE 2016 – ongoing.</i>	Next FGB meeting	PW
<i>Actions from the meeting held on 28 June 2016</i>			
5.1	Circulate annotated Ofsted Questions	Next FGB meeting	RB
5.2	Circulate annotated Audit of GB Effectiveness	Next FGB meeting	RB
8.1.3	Circulate findings of Authority end of Summer term review	Next FGB meeting	RB
13.2	Circulate PP task force notes	Next FGB meeting	RB



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 28 JUNE 2016 at 6.35pm

MINUTES

Present: Rowena Barnes (RB – Chair); Christine Barrow (CB); Corinne Garvie (CGa); Caroline Greene (CGr – from 6.45pm); Nigel Howlett (NH – until 8.15pm); Andrew Mason (AM); Glen Perrott (GP); Jo Pyle (JP); Tanya Sheridan (TS – from 6.40pm); Pieter Wallace (PW); Jo Ward (JW); Lucy Wilson (LW).

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

The meeting was quorate throughout.

		<i>Action</i>
1.	Introduction and apologies	
1.1	Apologies were received and accepted from Helen Scrivner, Head Teacher (HS).	
1.2	A thank-you card for HS was circulated which will be presented to her at the Leavers' Assembly on 21 July.	
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 meeting, 10 May 2016 Action Points (not listed elsewhere)	
3.1	The minutes of the previous FGB had been circulated in advance. They were approved as a true record and signed by the Chair.	
3.2	The following action points had either been completed or were listed for discussion. Accordingly they will be removed from the grid: (15 March 2016) 5.2; 9; 10.3.ii; 11.3; 14.2; (10 May 2016) all.	
3.3	Other action points still ongoing were updated as noted above.	
4.	Appointment of Co-opted Governor	
4.1	Lee Taylor has resigned as a Co-opted Governor.	
4.2	Governors unanimously appointed Glen Perrott (GP – currently an Associate Member) as a full Co-opted Governor in his place.	
	DECISION	
5.	Ofsted Questions / Audit of GB Effectiveness	
5.1	As at the previous meeting, governors split into two groups and went through one section each of the remaining questions. RB will again annotate the responses electronically and circulate them so that the final version can guide future learning walks and visits.	RB
5.2	RB will also circulate a draft annotated version of the Audit of GB Effectiveness for governors to comment on.	RB
6.	Chair's report	
6.1	RB's written update had been circulated in advance. This included confirmation of the appointments of Andrew (Drew) Simpson as Head Teacher and Neil Kohler as Assistant Head Teacher.	

Date Circulated for Review:

10-08-2016

Date Reviews Completed:

23-08-2016

Date Circulated to

FGB: 23-08-2016

Version 1: 10-08-2016

Page 2 of 5



6.2	RB advised that she is to suggest some textual changes to the end of Spring term review; e.g. around Pupil Premium and the single Literacy lead.	
6.3	Commenting on the ethos behind learning walks, RB emphasised that these are unlikely to identify anything which the Head is not already aware of, but the Headteacher should be notified of any issues identified as soon as possible. Governors should also be looking for evidence of improvement on recommendations made at previous visits.	
6.4	Discussing possible routes to academisation, RB explained that the natural way forward will be to invite up to three MATs to give presentations to the FGB on the advantages and disadvantages of becoming part of their group. She drew governors' attention to the likely impact a further Ofsted 'Requires Improvement' rating would have in this context. Staff and parents would be fully consulted. As previously noted, RB and LW will attend a workshop on academisation on 29 June 2016.	
6.5	RB gave details of the celebrations being organised by FoGG (Friends of Girton Glebe) to commemorate the School's 65 th anniversary on 7 July 2016.	
7.	Committee minutes	
7.1	<u>School Improvement (SIC), 10 June 2016</u> Draft minutes of the meeting had been circulated in advance for information. JW advised that the pupil survey should go out in the next two weeks.	
7.2	<u>Personnel, 14 June 2016</u> Draft minutes of the meeting had been circulated in advance for information. NH highlighted and explained item 7 around the need to make financial savings in the TA structure; as noted, interviews for the part-time vacancy went ahead on 28 June.	
7.3	<u>Premises, 18 May 2016 and 16 June 2016</u> Both sets of minutes had been circulated in advance; also the report of the Premises Learning Walk (Exterior) and the Risk Assessment Audit. RB highlighted the need for caretaker input, given that there are minor repairs needing to be carried out. The focus over the summer holiday will be on cleaning. Volunteer assistance will be sought via FoGG to re-paint the Hall.	
7.4	<u>Finance, 21 June 2016</u> The minutes accompany these notes. AM explained that the key points of the discussion around TA staffing, which had taken place at the earlier Personnel meeting, had fed into consideration of the budget position for 2017/2018 and 2018/2019: i.e. the proposed reduced structure will reduce the funding gap from £100k to £30k. Use of agency staff needs to be closely monitored. The meeting had also discussed the need to consider the cost effectiveness of the swimming pool as repairs will be required after the summer. There are also concerns regarding the water bills and the time required to undertake the water quality tests. An option appraisal will be undertaken in the new academic year.	
8.	Head Teacher's Report/Farewell to Helen Scrivner	
	RB led the meeting in expressing gratitude to HS for the positive impact she has made over the past two years. In RB's view, HS is leaving the school in a good place and wished her well in the future. She also thanked all staff for their considerable efforts.	
	HS's detailed report had been circulated in advance. In her absence, NW led discussion of specific areas.	
8.1	Summer Term Action Plan	
8.1.1	Governors acknowledged that HS has been transparent in respect of the year-end position (section 2) and the quality of teaching (sixth bullet point under 'Teaching and Learning' in section 1).	
8.1.2	Key Stage 1 (KS1) assessments are due to be submitted on 30 June and therefore no comparison is yet available.	



8.1.3	The Authority review will take place in the final week of term; RB and LW will update governors in the light of any findings.	RB
8.2	Staffing	
	Governors assessed the impact of the departure of the Family Support Worker and replacement of this role via support from Impington Village College (IVC), on a half-day per week basis - which may include backing for the coffee morning group (though this could also be self-supporting). The meeting noted that a governor had received a negative reaction on this matter; the detail will be reported formally to NW, to allow her to assess the specific concerns expressed.	
9.	Personal Development, Behaviour & Welfare	
	Dealt with elsewhere.	
10.	Safeguarding (standing item)	
10.1	The action plan emanating from the Safer Recruitment audit (circulated in advance for information – see also item 8 of the Personnel minutes, 14 June 2017) will be re-visited once the new Head is in post.	
10.2	The Annual Child Protection report to governors had been circulated in advance; governors approved it unanimously.	
10.3	CGr agreed to take on the link role for Safeguarding; governors thanked her for accepting this responsibility.	
11.	Governor Visits linked to Action Plan and Work Plan	
11.1	<u>Early Years Foundation Stage, 1 June 2016</u> The report of the visit had been circulated in advance for information. In discussion, governors acknowledged the positives identified and the recommendations made. They noted that children had been keen to show the visitors their books, which included parental input via post-it notes.	
11.2	<u>Persistent Absence, 14 June 2016</u> The report of the visit had been circulated in advance for information. Governors noted that clear plans are in place for specific children; that the set-format letter is used flexibly; and that the six week block under immediate review is cross-referenced with the pupil's attendance pattern over the whole year.	
11.3	<u>Wider Curriculum</u> See Action Point 10.3.v (15 March 2016) above.	
11.4	<u>Premises</u> See item 7.3 above. Governors thanked LW for her valuable work in this area, which has helped both to identify gaps and to confirm that all mandatory assessments are in place.	
Section C	<u>POLICY REVIEWS</u>	
12.	No policies were listed for review.	
Section D	<u>OTHER STANDING ITEMS</u>	
13.	Governor Training and Briefings	
13.1	All courses may be booked via the following link: - http://www.cambridgeshire.gov.uk/learntogether/homepage/53/governor_services	
13.2	RB had attended the termly briefing; her summary of areas covered had been circulated in advance for information. Discussing the changes in SEND, RB commented on the workload imposed on the SENCO in terms of translating Statements into EHCPs. It is also increasingly difficult to persuade the Authority to grant an EHCP. The briefing had also set out the GB's role in raising achievement in vulnerable groups – linked to this, RB will circulate the latest PP task force notes.	RB
14.	Any Other Business	

Date Circulated for Review:
10-08-2016
Date Reviews Completed:
23-08-2016
Date Circulated to
FGB: 23-08-2016

Version 1: 10-08-2016

Page 4 of 5



	None	
	Next FGB meeting	
	Tuesday 20 September 2016 (6.30pm)	
	Meeting closed at: 8.35pm	