



SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on TUESDAY 20 SEPTEMBER 2016 at 6.30pm

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. UPDATE 20 SEPTEMBER 2016 – JW to liaise with governor services</i>	Next FGB meeting	JW
10.3v	Learning walk around wider curriculum <i>UPDATE 10 MAY 2016 – Governors involved are invited to meet with Katie Street regarding achieving Arts Mark accreditation. UPSATE 28 JUNE 2016 – This will take place during the last week of term when Katie can be released. UPDATE 20 SEPTEMBER 2016 – This will be conducted before half term, before Lisa Knowler starts maternity leave.</i>	October half-term	CGa/CGr/JW
<i>Actions from the meeting held on 28 June 2016</i>			
13.2	Circulate PP task force notes <i>UPDATE 20 SEPTEMBER 2016 – PP task force will meet this term</i>	Next FGB meeting	RB
<i>Actions from the meeting held on 20 September 2016</i>			
6.6	Pool Task Force to commence options appraisal process	Next FGB meeting	JW, NW, LW, JP
9.6	The governing body asked that the SIC report to the next FGB meeting on sports.	Next FGB meeting	JP



9.6	Sports Premium report (updated summer 2016, on the school website) will be reviewed at the next FGB meeting.	Next FGB meeting	Clerk / All
11.1	Governors to check whether DBS certificates require updating – talk to school office staff. DBS certificates must state that they are ‘enhanced’ level, and must be on the Update service	Next FGB meeting	All
11.2	Confirm Single Central Record training for office staff has been completed	Next FGB meeting AGREE	DS
12.1	Circulate and agree dates for governor learning walks	Next FGB meeting	DS/RB/All
12.4	Audit school website	Next Finance meeting	RB (Julia Watkinson)
12.5	Ensure we have named governors where required.	Next FGB meeting	Clerk / RB
14.3	DS will provide overview safeguarding training at the next FGB meeting.	Next FGB meeting	DS
14.4	Clerk to circulate updated ‘Keeping Children Safe in Education’ document. All governors must read this.	Next FGB meeting	Clerk / All
16.1	Finance and Premises meeting dates to be confirmed.	1 week	RB



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GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 20 SEPTEMBER 2016 at 6.30pm

MINUTES

Present: Rowena Barnes (RB – Chair); Drew Simpson (DS – Head); Christine Barrow (CB); Corinne Garvie (CG); Nigel Howlett (NH); Andrew Mason (AM); Glen Perrott (GP); Jo Pyle (JP); Pieter Wallace (PW); Jo Ward (JW); Lucy Wilson (LW).

Also present: Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Neil Kohler (NK, Assistant Head Teacher); Amy Lorimer (AL, Camclerk).

		<i>Action</i>
1.	Welcome, introductions and apologies for absence	
1.1	The Chair introduced the new Head Teacher Drew Simpson and new Assistant Head Teacher Neil Kohler.	
1.2	Apologies were received and accepted from Tanya Sheridan.	
2.	Election of Chair 2016/2017	
2.1	RB was unanimously elected Chair of the Governing Body for the academic year 2016/2017.	
3.	Election of Vice-Chair 2016/2017	
3.1	JW was unanimously elected Vice-Chair of the Governing Body for the academic year 2016/2017.	
4.	Declaration of Interests	
4.1	All governors present completed and returned Declaration of Pecuniary Interest Forms. These will be scanned, emailed to the Clerk, and stored in the governors' files in the Head's office.	
5.	Chair's Report	
5.1	The Chair's report had been previously circulated. RB provided a verbal overview including:	
5.2	<u>Governor vacancies</u> Andrew Mason and Caroline Greene have resigned as governors. This leaves two governor vacancies, and our finance capabilities reduced. Governor recruitment is already underway; governor vacancies will also be advertised via the school newsletter/Parentmail. NK offered assistance in finance matters where appropriate, and referenced his background in banking.	

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5.3	<p>NK was unanimously elected an Associate Governor. NK to join finance committee.</p>	
5.4	<p><u>End-of-year Review</u> The School received a positive end-of-year review with the local authority (LA). The review looked in detail at pupil progress and the action plan – strongly recognising the progress made over the past two years.</p>	
5.5	<p>The Head acknowledged the number of sources of support in place for the school and the leadership team, including help from Barton school, Histon & Impington Infants and Junior School, and the LA. The SLT remain very aware of the financial challenge ahead.</p>	
5.6	<p>To a question, DS confirmed that the next Ofsted inspection is due by no later than November 2016; it was agreed that the school will not ask for a deferral. In the event, subsequent to the meeting, the inspection was carried out on 28 and 29 September.</p>	
5.7	<p>There is also potential for an HMI visit, as the last HMI visit was 18 months ago.</p> <p><u>Academisation</u></p>	
5.8	<p>After the last FGB meeting, LW and RB attended a workshop on the academy process. RB referenced the large amount of work required, including financial due diligence, and the funding available in this regard. RB proposed that, with a new Head Teacher and work to be done on teaching and learning, that the academisation process be put on hold for several terms. This could prevent distraction from the focus on teaching and learning – and also allow the school to get into a stronger position for any potential future negotiation with multi-academy trusts (MATs). Governors agreed that there has been a great deal of change over the past two years, and a period of stability was desirable – also, that the new SLT should be allowed time to get to know the school before making decisions on the issue of academisation. Concerns included: whether the school could remain financially viable without assistance from a MAT; and whether by waiting we might miss out on opportunities with our preferred choices of local MATs.</p> <p>The governors agreed to defer discussions of academisation until summer term 2017.</p>	
5.9	<p><u>Updated OFTSED questions</u> RB encouraged all governors to review the updated OFSTED questions, although these need to be updated to reflect summer 2016 results. Governors agreed to re-visit this document on a termly basis.</p>	All
5.10	<p><u>In-house Training</u> Governors noted that the provision from the LA’s governor services no</p>	

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	longer includes one free in-house training session per year. An in-house session was under discussion from summer term 2016 – JW to follow up with Carol Peel at Governor services to attempt to utilise last year’s allocated session.	JW
6.	Minutes of last meeting, 28 June 2016, and Action Points	
6.1	Minutes had been circulated previously; they were agreed as a true record and signed by the Chair.	DS JW/NW/LW/JP
6.2	The following action points had either been completed or were listed for discussion; accordingly they will be removed from the grid: 5.6; 5.1; 5.2; 8.1.3 (contained within Chair’s report).	
6.3	Items 7.3.ii, 7.1 and 7.4 will now be taken forward via the SIP committee meeting.	
6.4	Other action points still ongoing were updated as noted above and below: 13.2 - Pupil Premium task force has not yet met – report back at next FGB meeting.	
6.5	<u>Options Appraisal - Swimming Pool</u> Governors agreed that, in order to open the school swimming pool in the summer term 2017, an options appraisal process needs to be started this term. The pool is known to require maintenance due to leaks over the summer; it is expensive to run, and a financial risk, but there are also costs associated with not having a pool (bussing pupils to other facilities), and it is a valuable community resource, having been hand dug by some villagers.	
6.6	A governor asked whether we could use the pool over the summer holidays to generate income. It was well used in July 2016, and this could be popular with parents and in the community. Five parents were trained this summer to test the water and allow the pool to open (noted that the parents were not authorised to use the chemicals, only to test the water).	
6.7	Governors queried whether we could liaise with other local schools that do generate income from their pools – DS to talk to Coton school about their pool finances.	
6.8	A Pool Task Force was established and will comprise JW, NW, LW, and Julia Watkinson – to commence options appraisal process and report back next FGB meeting.	
	<u>Back Field</u> A governor queried the status of works on the back field (LA provision of additional playground space to compensate for mobile classrooms added two years ago). Work has stalled but supposed to be starting now – DS to attend an update meeting on 7 October.	
	<u>Governor Visit - Wider Curriculum</u>	

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	Noted that Lisa Knowler is going on maternity leave at October half term – visit to be completed before then.	
7.	Appointment of Governors to committees	
7.1	The Chair summarised the current committee structure, and governors agreed to continue with this structure. Premises committee and finance committee meetings could be run on the same day to facilitate cross over discussions.	
7.2	The following Chair arrangements were agreed provisionally: <ul style="list-style-type: none"> • Chair of Premises – RB • Chair of Finance – RB on interim basis, pending governor recruitment • Chair of School Improvement & Curriculum - JW • Chair of Personnel & Salary - NH 	
7.3	Governors were offered the opportunity to change committee membership.	
7.4	Governors noted that LW is now the named safeguarding governor.	
8.	Appointment of Governors to Statutory Panels	
8.1	Governors agreed that the Chair has delegated authority to appoint ad hoc panels as required. If the Chair is not available, the authority passes to the Vice-Chair and then the Clerk.	
9.	Teaching, Learning and Assessment	
9.1	<u>Local Authority Review, 18 July 2016</u> DS stated that he feels privileged to inherit the school in its current position, with a strong team that has driven the positive changes acknowledged by the LA review. DS identified two key priorities coming out of the review: leadership and management, and teaching and learning. DS provided an overview of school data for KS1 and KS2 - very strong.	
9.2	The strong data resulted in a grading for leadership & management of 'good'. However, due to all the changes in staffing, the LA review could only grade teaching and learning as 'requires improvement' – because it was not clear that this is consistently good. The LA review specifically proposed the following improvements to teaching and learning – 1) need to use a broader range of differentiation strategies; 2) focus on mathematics and fluency in calculation; 3) consider using lesson study / teaching triage. These items were discussed briefly.	
9.3	Proposals for leadership & management include: 1) TA hours and office staff hours need review; 2) development of middle leadership (Laura Fitch); 3) continue to track data - especially subgroups, and writing – and case studies (Pupil Premium task force).	
9.4	<u>Action Plan and Work Plan</u> The Action Plan and TOP were previously circulated. It was noted that he	



9.5	<p>umbrella objectives address items raised in the termly review. Governors noted the new science objectives in KS2 – PPA cover Anna Storer has a background in secondary science.</p> <p>A governor asked, where does sport come into the TOP? Not specifically mentioned, but fits into ‘wider curriculum’. Also relevant to staff development. The governing body asked that the SIC committee report to the next FGB meeting on sports. It was also agreed that the Sports Premium report (updated summer 2016, on the school website) will be reviewed at the next FGB meeting.</p>	SIC committee Clerk / All
9.6	<p><u>Staffing Update</u></p> <p>New staff include Neil Kohler, Assistant Head Teacher; Anna Storer, PPA and Science in KS2, and Laura Fitch, returned from maternity leave. Laura will pick up the ‘wider curriculum’ work from Lisa Knowler when Lisa goes on maternity leave.</p>	
9.7	<p>An advert is out for Lisa’s maternity cover – one applicant so far. DS explained that he is also in discussions with supply agencies, so that CVs for supply staff can be included in the shortlisting process if appropriate. It was noted that this year’s budget included agency staff cover from September – getting agency staff in before Lisa leaves would allow for transition work.</p>	
10.	Personal Development, Behaviour and welfare	
10.1	The Head reported no exclusions this term. Nothing further to report.	
11.	Safeguarding	
11.1	<p><u>DBS Checks for Governors</u></p> <p>Several governors need to check whether DBS certificates require updating – all encouraged to talk to school office staff. DBS certificates must state that they are ‘enhanced’ level, and must be on the Update service.</p> <p><u>Single Central record</u></p>	All
11.2	<p>Following concerns that no formal training has been provided to office staff concerning the Single Central Record (SCR), Chris Meddle (LA) will be coming into school next week to train DS, Susan Lomax, and Lucy on the SCR, and to check our SCR meets requirements.</p> <p><u>Designated Safeguarding Officer</u></p>	
11.3	DS is the new designated safeguarding officer.	
12.	Governor Visits	
12.1	<p>Governors discussed the objectives and rationale for learning walks. In particular, governors considered how to focus on the younger pupils within a classroom (without disturbing the teaching). DS will send RB dates, RB will circulate.</p> <p>Pupil Premium task force - last year no conclusion reached. This meeting will now be a priority, looking at how to assess effectiveness of</p>	DS/RB
12.2		



12.3	interventions. It was noted that last term, staff absence did affect the provision of interventions. DS and NK are working on the Pupil Premium spend plan for 2016-17 now. LW will complete the persistent absence visit alongside NH, as this is partially a safeguarding issue.	RB/(Julia Watkinson) All
12.4	Governors agreed that a governor visit to audit the website is required; the Finance committee will oversee this.	
12.5	Governors discussed the lead governor roles – previously, we stepped away from these roles to allow knowledge to be spread. Revisit at next FGB – ensure we have named governors where required.	
13.	Outcomes for Children and Learners	
13.1	<u>SATs results</u> DS presented SATs data on screen, using the new assessment system 'Target Tracker'. Noted that joint moderation was conducted with Histon & Impington Junior School. Discussion included: adjustment to new assessment system, progress - including DfE statistics for end of KS1 equivalence, attainment, phonics in Year 1 (lack of interventions due to staff absence), % children at 'greater depth'.	
13.2	Governors agreed that the data presents a very positive picture, and reflects strong teaching. Governors asked the Head to pass on to all staff their thanks for their efforts over the past year.	
13.3	Governors queried how much of this data could be shared with current and prospective parents, for example at open evenings. It was agreed that we should attract parents based on our reputation.	
13.4	A governor queried outreach to feeder preschools/nurseries – school will send out fliers advertising open days and evenings.	
14.	Policies	
14.1	<u>Safeguarding Policy</u> The safeguarding policy was approved subject to correction of a minor typographical error in the header of Section 6.	DS Clerk/All
14.2	Noted that Section 9 of this policy covers governors' safeguarding responsibilities.	
14.3	DS is the Prevent Lead. NK is attending training next week to take on role as 'Other Designated Person'. Governors asked for some Prevent and/or safeguarding training for governors – DS will provide overview training at the next FGB meeting. (Note this will not be training to achieve accreditation, which would require two hours). Clerk to circulate updated 'Keeping Children Safe in Education' document.	
14.4	All governors must read this. <u>Induction Policy</u>	

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14.5	DS introduced this policy which was required to cover some safeguarding issues; it sits alongside the separate governor induction policy. The induction policy was approved.	
15.	Governor Training & Briefings	
15.1	Termly briefing – JW attending on 27 September 2016.	
15.2	JW will attend Safer Recruitment training.	
16.	Agree/Revise meeting Schedule 2016/2017	
16.1	Finance and Premises meeting dates may be modified to allow the meetings to run on the same day - need to liaise with Julia. RB to confirm meeting dates.	RB
17.	Any Other Business	
17.1	<u>FOGG</u> The FOGG AGM was held yesterday; LAST YEAR'S JOINT CHAIRS stood down and nobody stepped up. Noted thanks to the school staff who attended. Agreed to include FOGG vacancies in school newsletter, and bring up on curriculum evenings. The governors recognised the huge contribution by FOGG to the morale of the school.	
	The meeting closed at: 8.57pm.	
	Dates of FGB Meetings 2016/2017 Tuesday 8 November, 6.30pm Tuesday 24 January, 6.30 pm Tuesday 14 March, 6.30pm Tuesday 9 May, 6.30pm Tuesday 27 June, 6.30pm	AGREE

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