



**SUBJECT TO RATIFICATION**  
**GIRTON GLEBE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

Held on TUESDAY 8 NOVEMBER 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 JWD. UPDATE 20 SEPTEMBER 2016 – JWD to liaise with governor services UPDATE 8 NOVEMBER 2016 - ongoing</i>	Next FGB meeting	JWD
<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 UPDATE 8 NOVEMBER 2016 – the task force is scheduled to meet on 15 November 2016</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 <i>UPDATE 8 NOVEMBER 2016 – the task force is scheduled to meet on 11 November 2016</i>	Next FGB meeting	JWD, NW, LW, JP
12.5	Ensure named governors are in place where required. <i>UPDATE 8 NOVEMBER 2016 – ongoing</i>	Next FGB meeting	Clerk / RB
<i>Actions from the meeting held on 8 November 2016</i>			
3.2	DBS checks for new governors	Next FGB meeting	CBL DM
11.1	Circulate Safeguarding Powerpoint	Next FGB meeting	DS
12.3	Confirm staff availability for governor visits during current term	Immediate	DS RB

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14	Complete details for Edubase	Next FGB meeting	All
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**FULL GOVERNING BODY MEETING**

Held on TUESDAY 8 NOVEMBER 2016 at 6.30pm

**MINUTES**

**Present:** Rowena Barnes (RB – Chair); Drew Simpson (DS – Head); Christine Barrow (CBA); Colin Black (CBL); Corinne Garvie (CG); Deborah Macklin (DM); Joanne Pyle (JP); Tanya Sheridan (TS); Pieter Wallace (PW); Lucy Wilson (LW).

**Also present:** Neil Kohler (NK, Assistant Head Teacher); Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Graham Whiting (GW, Camclerk).

		<i>Action</i>
<b>1.</b>	<b>Introductions and apologies for absence</b>	
1.1	RB welcomed CBL and DM, initially as observers. Governors introduced themselves and explained their respective roles on the GB and within the school.	
1.2	Apologies were received and accepted from Nigel Howlett (NH), Glen Perrott (GP – after the meeting) and Jo Ward (JWD).	
	<b>Declaration of Interests</b>	
	None relating to items on the agenda.	
<b>2.</b>	<b>Appointment of Co-opted Governors (to fill two vacancies) Appointment of Governors to Committees</b>	
2.1	<b><i>CBL and DM were both appointed Co-opted Governors,</i></b> unanimously.	
2.2	LW agreed to mentor CBL; TS agreed to mentor DM.	
2.3	CBL will join the Finance committee; DM will join the Premises and Personnel committees.	
<b>3.</b>	<b>Minutes of last meeting, 20 September 2016 and Action Points (not listed elsewhere)</b>	
3.1	The minutes had been circulated previously; they were agreed as a true record and signed by the Chair.	
3.2	<u>Action points</u> (15 March 2016, item 5.6) Ongoing – to remain on the grid. (15 March 2016, item 10.3v) The learning walk around the wider curriculum is now listed on the schedule referred to under item 12.2 below; this action will therefore be removed from the grid.	

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	<p>(28 June 2016, item 13.2) Ongoing – to remain on the grid.          (20 September 2016, item 6.6) Ongoing – to remain on the grid.          (20 September 2016, item 9.6) Sport Premium is discussed at item 16 below; this action will therefore be removed from the grid.          (20 September 2016, item 11.1) All governors now have DBS checks in place, other than CBL and DM - who are requested to liaise with the school office. This action will be removed from the grid and replaced by a new action for CBL and DM.          (20 September 2016, item 11.2) Single Central Record training for office staff will take place on 10 November; this action will be removed from the grid.          (20 September 2016, item 12.1) Completed; this action will be removed from the grid.          (20 September 2016, item 12.4) The audit of the school website will take place on 10 November; this action will be removed from the grid.          (20 September 2016, item 12.5) Ongoing – to remain on the grid.          (20 September 2016, item 14.3) Safeguarding training is noted under item 11 below. This action will be removed from the grid.          (20 September 2016, item 14.4) Governors were asked to sign to confirm they have read Part One of 'Keeping Children Safe in Education'. This action will be removed from the grid.          (20 September 2016, item 16.1) A revised meeting schedule had been circulated in advance, as per item 18 below. This action will be removed from the grid.</p>	<b>CBL DM</b>
<b>4.</b>	<b>Chair's report (including Ofsted update)</b>	
<p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p>	<p>RB gave a verbal report covering the following issues.</p> <p><u>Ofsted inspection</u>          Although the final report is yet to be published, the feedback session to governors was very positive.</p> <p><u>Vision and Strategy</u>          Wider consultation is planned, including an invitation to staff to provide feedback.</p> <p><u>Head Teacher Performance Appraisal</u>          Targets have been set based on the development areas identified during the Ofsted inspection.</p> <p><u>Girton Town Charity (GTC)</u>          A meeting had taken place in early October at which GTC gave an undertaking to match funds raised by the school directly or via FOGG (Friends of Girton Glebe). This is in addition to existing support for teaching and learning. DS had also been asked to provide a list of works, the cost of which GTC has agreed to cover, retrospectively; this amounts to £6.2k of the £9.2k total.</p>	



4.5	<u>Meeting with County Councillor</u> RB and DS are scheduled to meet Lynda Harford during week commencing 14 November 2016.	
4.6	<u>Open Day, Thursday 10 November 2016</u> Two sessions will be held; 2pm to 3pm and 6pm to 7pm. Governors were invited to participate in these.	
4.7	<u>Christmas Fayre</u> The Fayre will be held on 26 November 2016 between 2pm and 4pm. It is hoped that sales of mulled wine at this event will enable a pot of cash to be raised to use for e.g. future leaving presents.	
4.8	<u>Brass Band Concert</u> Governors are also invited to attend/assist at the concert at 7pm on 15 December 2016.	
<b>5.</b>	<b>Committee minutes and Terms of Reference (ToR)</b>	
5.1	<u>Finance committee, 13 October 2016</u>	
5.1.i	The minutes had been circulated in advance, also the ToR; both were formally noted.	
5.1.ii	RB highlighted that Julia Watkinson (JWN) is making enquiries to establish the effectiveness of the solar panels and their cost benefit to the school – i.e. where is the money arising from surplus generation going?	
5.2	<u>Premises committee, 13 October 2016</u> The minutes had been circulated in advance and were formally noted.	
5.3	<u>Personnel committee, 8 November 2016</u> The committee had met immediately before the FGB. NH advised that all pay recommendations had been approved.	
5.4	<u>School Improvement Committee, 14 October 2016</u>	
5.4.i	The minutes had been circulated in advance, also the ToR; both were formally noted.	
5.4.ii	The end of term review meeting with Phil Garnham, Juliet Adloune and Lisa Murphy had taken place on 4 October 2016. Governors agreed these gatherings have formed a valuable and useful process. The meeting had focussed on looking to the future and consolidating progress already made. Identifying what were described as, potentially, the school's special gifts – those which might be crucial in moving it to 'Outstanding' - the advisers had suggested work in two key areas; differentiation and Early Years.	
5.4.iii	Local Authority support will continue to be at medium level; this will be reviewed termly.	
	<i>The agenda erroneously omitted items numbered 6,7 and 8</i>	
<b>9a.</b>	<b>Head Teacher's report</b>	

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	DS had prepared a comprehensive overview – circulated in advance - using Red/Amber/Green (RAG) ratings; he explained what each colour signifies.	
<i>9a.1</i>	<u>Teaching, Learning and Assessment</u>	
<i>9a.1.i</i>	Explaining the progress points on pages 2 and 3, DS advised that all children are expected to have made at least one step's progress by this stage of the academic year (i.e. before the recent half-term break). Data for Years 3 and 4 is incomplete due to Rowan Class having a new teacher to cover maternity leave.	
<i>9a.1.ii</i> <b>Challenge</b>	Asked to clarify his comment that 36% of Year 1 children are on track to attain the expected standard in phonics, DS confirmed this means these pupils would be expected to pass if they took the test now; 86% are expected to succeed by year-end. Similarly, 77% of those Year 2 children who did not pass in Year 1 would now be expected to do so straight away; and all of them by year-end.	
<i>9a.2</i>	<u>Leadership and Management</u> DS reported that there are to be changes to the timing of pupil progress meetings, which will now take place straight away at the beginning of the coming Spring term, to allow staff to see the data.	
<i>9a.3</i>	<u>Early Years Foundation Stage (EYFS)</u> Lois Diamond, LA Early Years adviser, has - with Shaen Cansdale - written an Action Plan for the remainder of this academic year. As stated, a target of 86% (20 children out of 23) being on track to meet a Good Level of Development (GLD) was set at the Keeping in Touch (KIT) meeting with Lois on 20 October 2016. DS accepts that this is ambitious but believes this is a strong cohort (see also item 9b.6.i below).	
<i>9a.4</i>	<u>Behaviour and Safety</u> DS highlighted that the Induction policy is now in place.	
<i>9a.5</i>	<u>Staffing</u> DS highlighted the temporary appointment to Rowan Class to cover Lisa Knowler's maternity leave; also Laura Fitch's new role following her own return from maternity leave (i.e. taking over Lisa's curriculum coordinator responsibilities).	
<i>9a.6</i>	<u>Behaviour</u> The number of exclusions now stands at four; though these all involve the same child.	
<i>9a.7</i>	<u>Attendance</u> The level of attendance currently stands at 97.4%. DS clarified that the formality of sending a Letter One in all cases where a child's attendance falls below 90% includes incidences of illness.	
<b>9b.</b>	<b>RAISEonline</b>	

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9b.1	The un-validated inspection dashboard and un-validated summary had been circulated in advance. DS explained that the dashboard is key, as it is what Ofsted inspectors will see before making a visit.	
9b.2	The data is reported in a different style in these versions. Training on this is available to staff and governors on 1 December 2016, 9am to 12.30pm; NW agreed to join JWD and DS.	
9b.3	DS commented that the reports contain no surprises, as areas of weakness – e.g. writing, phonics, PP – have already been identified during the Ofsted inspection.	
9b.4	<u>Key Stage 2 (KS2)</u>	
9b.4.i	DS began by explaining that Low equates to the former Level 1; Middle to Level 2; and High to Level 3. Those levels changed in the light of the move to schools making their own assessments, based on KS1 attainment.	
9b.4.ii	DS also explained that the dot on the progress charts shows the school's place in the range of variances nationally.	
9b.4.iii	<p>DS summarised the main findings as follows: -</p> <ul style="list-style-type: none"> <li>• Reading progress is a strength (see the green shaded cells on page 2).</li> <li>• Writing is slightly below standard for low attainers and in terms of children achieving Greater Depth (see left-hand chart under Attainment on page 3); the school will therefore look to convert middle attainers to the higher category.</li> <li>• Maths presents a contrasting picture between high-end progress (in the top 10% nationally) and low-end progress (in the bottom 10%); see progress charts on page 4. In mitigation of the latter, DS pointed out that the data refers to only three children. One of them was not entered for SATS and another was transient in terms of attendance.</li> <li>• Special Educational Needs and Disability (SEND) – page 6 – was not an area of concern to Ofsted.</li> </ul>	
9b.5	<u>Key Stage 1 (KS1)</u>	
9b.5.i	DS highlighted the significance of the top row at the right hand side of each chart: e.g. Reading is above national average (see page 8).	
9b.5.ii	There are no red-shaded cells anywhere on pages 8 to 10.	
9b.5.iii	Similarly to KS2, the focus will be on the (low number of) low attainers.	
9b.5.iv	72% of pupils overall are making expected progress in Maths (top left chart on page 10).	
9b.6	<u>EYFS</u>	
9b.6.i	The phonics charts on page 12 give three years' data. Each child represents 4%. DS highlighted that both girls and boys are now higher	

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<b>13.</b>	<b>Policies</b>	
	DS has corrected the date on the SEND policy published on the school website; no other changes were made.	
<b>14.</b>	<b>Edubase</b>	
	GW explained the requirement upon governors to provide additional information for the DfE's new database. He will circulate the details which need to be submitted.	<b>GW All</b>
<b>15.</b>	<b>Pool Task Force</b>	
	As noted under the Action Points above, the task force is scheduled to meet on 10 November 2016.	
<b>16.</b>	<b>Olympic Legacy Sport Premium Funding 2016/17</b>	
16.1	JP's report had been circulated in advance.	
16.2	Funding was initially for two years post London 2012 but is now likely to be remain in place until 2020.	
16.3	JP explained the school is required to state how its £9k annual funding is spent and what benefits will accrue from it: e.g. core subscription to the South Cambs School Sports Partnership (SCSSP), participation in a wider range of inter-school competitions and Bikeability. SCSSP also provides bolt-ons, such as sports specialists working with a range of different teachers (this team-teaching approach aims to assist sustainability); play leader training for pupils in Year 5 so they are able to support midday supervisors; and team-building days for Year 4.	
16.4	The report sets out a total projected spend of £8.5k; JP said the remainder will be used to purchase e.g. trophy cases.	
<b>17.</b>	<b>Governor Training &amp; Briefings</b>	
	Various circulars had been sent out in advance.	
<b>18.</b>	<b>Agree/Revise meeting Schedule 2016/2017</b>	
	No changes.	
<b>19.</b>	<b>Any Other Business</b>	
	DS has already carried out conducted tours for prospective parents on six to seven occasions. Two further dates with a number of slots will be advised at the Open Day.	
	<b>The meeting closed at: 8.45pm.</b>	
	<u>Dates of FGB Meetings 2016/2017</u> <ul style="list-style-type: none"> <li>• Tuesday 24 January, 6.30 pm</li> <li>• Tuesday 14 March, 6.30pm</li> <li>• Tuesday 9 May, 6.30pm</li> <li>• Tuesday 27 June, 6.30pm</li> </ul>	