



**SUBJECT TO RATIFICATION**

**GIRTON GLEBE PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

Held on TUESDAY 24 JANUARY 2017 at 6.30pm

**ACTION GRID**

<b>ITEM</b>	<b>ACTION</b>	<b>DEADLINE</b>	<b>RESPONSIBILITY</b>
<i>Actions from the meeting held on 24 January 2017</i>			
<i>All governors to ensure that their DBS checks is complete and that they have submitted full personal details for Edubase.</i>			
6.1	Circulate report of English visit	Next meeting	JWD
6.1	Look at writing as part of other subjects	Next meeting	All
6.2	Circulate report of Maths visit	Next meeting	JWD
6.3	Arrange Science visit	Next meeting	JWD LW
6.4	Arrange Phonics visit	Next meeting	NH TS NK
7.1.ii	Re-draft/remove sections 1.4/2.11 of Complaints policy	Next meeting	DS
7.1.iii and iv	Set out dialogue re complaints process on school website / update leaflet to reflect adoption of new policy	Next meeting	DS
9.4	Options for whole GB training	Next meeting	RB

Date Circulated for Review: 07-02-17	Version 3: 21-02-17
Date Reviews Completed: 22-02-17	
Date Circulated to FGB: 22-02-17	Page 1 of 8



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**GIRTON GLEBE PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING**

Held on TUESDAY 24 JANUARY 2017 at 6.30pm

**MINUTES**

**Present:** Rowena Barnes (RB – Chair); Drew Simpson (DS – Head); Christine Barrow (CBA); Colin Black (CBL); Corinne Garvie (CG); Nigel Howlett (NH); Deborah Macklin (DM); Glen Perrott (GP); Joanne Pyle (JP); Tanya Sheridan (TS); Pieter Wallace (PW); Jo Ward (JWD); 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>	
	All members of the GB were present.	
	<b>Declaration of Interests</b>	
	None relating to items on the agenda.	
<b>2.</b>	<b>Minutes of last meeting, 8 November 2016 and Action Points (not listed elsewhere)</b>	

Date Circulated for Review: 07-02-17	Version 3: 21-02-17
Date Reviews Completed: 22-02-17	
Date Circulated to FGB: 22-02-17	Page 2 of 8



2.i	The minutes had been circulated previously; they were agreed as a true record and signed by the Chair.	<b>All</b>
2.ii	<u>Action points</u> The following actions had now been completed and accordingly will be removed from the grid: - 15 March 2016, item 5.6 28 June 2016, item 13.2 20 September 2016, item 6.6 20 September 2016, item 12.5 8 November 2016, item 11.1 8 November 2016, item 12.3	
2.iii	The following actions were updated but will also be removed from the grid in anticipation of their having been completed before the next meeting: - 8 November 2016, item 3.2 – all governors were reminded of the need to liaise with Susan Lomax in the school office if they have not yet completed their DBS check.	

	8 November 2016, item 14 – all governors were reminded of DfE's request for additional information to be submitted to GW for upload to the Edubase system.	<b>All</b>
<b>3.</b>	<b>Chair's report</b>	
	RB's written report had been circulated in advance and was duly noted; governors did not wish to raise any questions on the matters covered.	
<b>4.</b>	<b>Committee minutes</b>	



4.i	<p><u>Premises committee, 22 November 2016</u> The minutes had been circulated in advance and were formally noted. Governors thanked LW for the work she has carried out in respect of Safeguarding (see also item 5.v below).</p>	
4.ii	<p><u>Finance committee, 12 January 2017</u> The minutes had been circulated in advance and were formally noted. One change was requested - i.e. that item 11.1 should be amended to read: 'The present roll is 218, reducing to 210 (which equates to one form of entry (1FE – 30 PAN, Published Admission Number) spread over 7 classes'.</p>	
4.iii	<p><u>Finance committee, 15 November 2016</u> The final approved version of the minutes, including an amendment to the earlier draft, had been circulated in advance for information.</p>	
4.iv	<p><u>Personnel committee, 12 January 2017</u> The minutes had been circulated in advance and were formally noted. NH highlighted that, whilst two policies had been approved, work on the Pay policy is still ongoing due to the need for substantial updates. The matter of a mandate for redundancy (item 5.1 of the committee minutes) was due to be discussed in detail later (as set out under item 8 below).</p>	
4.v	<p><u>School Improvement Committee, 25 November 2016</u> The minutes had been circulated in advance and were formally noted. JWD will speak to DS regarding a further staff survey (as per item 5 of the committee minutes).</p>	
4.vi	<p><u>Data (formerly Pupil Premium) Task Force, 15 November 2016</u> The minutes had been circulated in advance and were formally noted. As set out under item 4 of those minutes, it has been agreed to widen the Task Force's remit to include detailed scrutiny of all data, not just the figures covering disadvantaged pupils. PW and JWD have been added to the group's membership.</p>	

	<p>The FGB agreed that the Task Force is valuable as a format which follows the Local Authority review system. A further meeting has taken place on 19 January 2017.</p>	
5.	<p><b>Head Teacher's report</b> Circulated in advance. Governors thanked DS for the positive information included and for his overview of what was going on in school.</p>	

<p>Date Circulated for Review: 07-02-17 Date Reviews Completed: 22-02-17 Date Circulated to FGB: 22-02-17</p>	<p>Version 3: 21-02-17    Page 4 of 8</p>
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<p>5.i (section 1 of the report)</p>	<p><u>Teaching, Learning and Assessment - Termly Operational Plan (Spring)</u></p> <ul style="list-style-type: none"> <li>• The Termly Operational Plan (TOP) for Spring Term 2017 had been circulated in advance. DS invited governors to send him specific questions outside of the meeting.</li> <li>• The next steps set out on page 9 are displayed on the wall of every classroom.</li> <li>• DS advised that there is currently a discrepancy between his EYFS data and Target Tracker; however, this will fall into line as children progress.</li> </ul>	
<p>5.iv</p>	<p><u>Early Years Foundation Stage (EYFS)</u></p> <ul style="list-style-type: none"> <li>• DS reiterated that Lois Diamond, LA Early Years adviser, had written the Action Plan (which forms the EYFS section of the TOP) alongside Shaen Cansdale. He has agreed to pay for further support from Lois as necessary.</li> </ul>	
<p>5.ii (section 2 of the report)</p>	<p><u>Achievement and Standards - Progress Update</u></p> <ul style="list-style-type: none"> <li>• DS confirmed that the initial data given is for each year group as a whole, not by class. It has then been broken down into the various sub-categories.</li> <li>• Children with English as an Additional Language (EAL) are making good progress.</li> <li>• The progress of disadvantaged children varies by year group. Children who are off-track are clearly identified on the notice board in the staff room; anonymised data has been shared with the Data Task Force.</li> <li>• Children with special needs (SEND) make varying levels of progress and are subject to different issues. DS and NW met with Erica Tate, the SENCO (Special Needs Coordinator), before Christmas to assess whether interventions are happening and, if so, how effective they are. NK is liaising with the Year 3/4 teacher to establish whether the figures submitted are unduly cautious.</li> </ul>	
<p>(section 3 of the report)</p>	<p><u>Support from LA for School Improvement</u></p>	



<p>5.iii and 5.vi 5.v (section 5 of the report)</p> <p>5.vii (section 7 of the report)</p> <p>5.v</p>	<p>Assistance for the Primary Adviser, Juliet Adloune, has now finished. However, the school has paid for a staff CPD session to be led by Katie Morlidge, Literacy Advisor, later this Spring Term.</p> <p><u>Leadership and Management - Staffing</u></p> <p>As per the chart on page 2 (section 4 of the report).</p> <p><u>Behaviour</u></p> <p>DS advised that there have been 3 exclusions since his last report, each involving a different child. Behaviour report forms for use by teachers and TAs have been in place since last October; these assist in identifying patterns relating both to perpetrators and to victims. DS also explained the definitions of a range of physical violence.</p> <p><u>KPIs - Attendance</u></p> <p>The level of attendance is currently 96.6%. Since the start of the current term, 7 new First (warning) Letters have been issued, as well as 3 Lateness Letters. There has been progress on previous First Letters.</p> <p>The Education Welfare Officer (EWO) has been actively involved in cases where attendance has fallen below 89% and has come into school to conduct a 'late gate'. Some families are being contacted directly; the EWO will also meet DS every term to review developments – governors were pleased to note the improved attention the school is receiving in this area. <u>Safeguarding and Child Protection (standing item)</u></p> <p>LW led this sub-item, explaining that she had met with Susan Lomax to view the Single Central Record (SCR). She also explained that packs have been created for use by after-school clubs and for volunteers; these include separate coloured lanyards to identify who has (and has not) been DBS checked.</p> <p>The Critical Incident Plan is almost complete.</p> <p>LW also discussed efforts around E-safety, anti-bullying and 'Stranger Danger'.</p>	
<p><b>6.</b></p>	<p><b>Governor Visits</b></p>	

Date Circulated for Review:  
07-02-17  
Date Reviews Completed:  
22-02-17  
Date Circulated to  
FGB: 22-02-17

Version 3: 21-02-17

Page 6 of 8



6.1	<u>English/Writing, 6 December 2016</u> A draft report had been shared in advance, for information; the final version will be circulated once amendments and additions (i.e. the section covering Oak Class) have been completed. It was also agreed that all governors should follow up the visit by looking at writing as part of other subjects.	<b>JWD</b> <b>All</b>
6.2	<u>Maths, 17 November 2016</u> The report will be circulated as soon as possible.	<b>JWD</b>
6.3	<u>Science</u> This visit is still to be arranged.	<b>JWD LW</b>

6.4	<u>Updated schedule</u> It was agreed to prioritise the following visits during the remainder of Spring term: - <ul style="list-style-type: none"> <li>• Science (as above)</li> <li>• English (as above) / Book scrutiny (marking is also scheduled to be looked by SLT)</li> <li>• Phonics (to take place before screening tests are conducted) – NH and TS agreed to cover this. · Differentiation (deferred)</li> </ul>	<b>NH TS</b>
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<b>7.</b>	<b>Policies</b>	
7.1	<u>Complaints</u>	
7.1.i	In reviewing the draft County model, which had been circulated in advance, governors agreed unanimously to insert section 3.7 (as opposed to section 3.8); i.e. reviews will be conducted in writing only. It was noted that sections 1.4 and 2.11 are identical; the final version will be re-drafted.	<b>DS</b>
7.1.ii		
7.1.iii	It was agreed to set out a dialogue on the school website to cover and emphasise the intention to resolve complaints informally.	<b>DS</b>
7.1.iv	Governors adopted the policy unanimously. The leaflet on the school website will be changed accordingly.	<b>DS</b>
<b>DECISION</b>		
7.2	<u>Allegations</u>	
7.2.i	The draft County model had been circulated in advance.	
7.2.ii	Governors noted that the policy will fit alongside the Whistle-blowing policy. They adopted it unanimously.	
<b>DECISION</b>		
<b>8.</b>	<b>Mandate for Redundancy (confidential item)</b>	

<b>9.</b>	<b>Governor Training &amp; Briefings</b>	
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9.1	<u>Blue Smile</u> Details of the training session around supporting pupils' mental health in school had been circulated in advance for information.	
9.2	<u>Governors Annual Conference, Saturday 4 March 2017</u> JWD has booked to attend.	
9.3	<u>Governance handbook</u> The link to the updated version had been published on the agenda:	
9.4	<a href="https://www.gov.uk/government/publications/governancehandbook">https://www.gov.uk/government/publications/governancehandbook</a> <u>Whole GB training</u> This is no longer included in the Service Level Agreement (SLA) with the School Governance Team (SGT); a session would therefore cost £300. The meeting discussed holding a bespoke event to look at how governance at the school might be moved to Outstanding. Ideas included: - <ul style="list-style-type: none"> <li>• Inviting former Consultant Head Teacher, Lin Whyte, to lead a workshop</li> <li>• An 'Away Day' style event to look in detail at all aspects of the GB's role and performance</li> <li>• Visiting governors at other schools (e.g. St Alban's Catholic Primary)</li> <li>• Utilising the developing Chairs' network</li> </ul> RB will consider options in more detail and report back in due course.	<b>RB</b>
<b>10.</b>	<b>Agree/Revise meeting Schedule 2016/2017</b>	
	The Premises / Health & Safety committee will meet on 9 February 2017 at 9.00am.	
<b>11.</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: 8.30pm.</b>	
	<u>Dates of FGB Meetings 2016/2017</u> <ul style="list-style-type: none"> <li>• Tuesday 14 March, 6.30pm</li> <li>• Tuesday 9 May, 6.30pm</li> <li>• Tuesday 27 June, 6.30pm</li> </ul>	

Date Circulated for Review: 07-02-17	Version 3: 21-02-17
Date Reviews Completed: 22-02-17	
Date Circulated to FGB: 22-02-17	Page 8 of 8