



SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on TUESDAY 14 MARCH 2017 at 6.35pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>All governors to ensure that their DBS check is complete and that they have submitted full personal details for Edubase.</i>			
<i>Actions from the meeting held on 24 January 2017</i>			
7.1.ii	Re-draft/remove sections 1.4/2.11 of Complaints policy <i>UPDATE 14 March 2017 – awaiting final version</i>	Next meeting	DS
7.1.iv	Update leaflet to reflect adoption of new Complaints policy <i>UPDATE 14 March 2017 – the wording on the website has been changed (7.1.iii); work on the leaflet is ongoing</i>	Next meeting	DS
9.4	Options for whole GB training <i>UPDATE 14 March 2017 – RB is liaising with the Chair at Histon & Impington Junior School with a view to arranging a mutually convenient date, probably sometime in May</i>	Next meeting	RB
<i>Actions from the meeting held on 14 March 2017</i>			
3.1	Sign updated final version of FGB minutes, 24 January 2017	Next meeting	RB
4.4	Devise organisational risk framework	Next meeting	RB
5.2.ii	Re-visit training strategy	Next meeting	RB JWD
5.3	Circulate SFVS self-assessment	Immediate	CBL JWN
5.5.iii	Prepare governor newsletter	Next meeting	RB JWD
5.7.ii	Include staff resources re E-Safety in school newsletter	Immediate	DS
9.3	Cross-reference SEN visits from SIC minutes to FGB minutes	As appropriate	JWD GW
8	Re-circulate updated visit schedule	Immediate	RB

Date Circulated for Review:
27-03-17
Date Reviews Completed:
27-04-17
Date Circulated to
FGB: 03-05-17

Version 1: 27-03-17

Page 1 of 7



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Held on TUESDAY 14 MARCH 2017 at 6.35pm

MINUTES

Present: Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Christine Barrow (CBA); Colin Black (CBL); Corinne Garvie (CG); Nigel Howlett (NH); Deborah Macklin (DM); Glen Perrott (GP); Tanya Sheridan (TS); Pieter Wallace (PW); Jo Ward (JWD); Lucy Wilson (LW).

Also present: Neil Kohler (NK - Assistant Head Teacher, Associate Member; until 7.25pm and from 7.35pm); Graham Whiting (GW - Camclerk).

		<i>Action</i>
1.	Introductions and apologies for absence	
1.1	RB welcomed all governors present.	
1.2	Apologies were received and accepted from Joanne Pyle (JP) and Naomi Whitworth (NW – Assistant Head Teacher, Associate Member).	
2.	Declaration of Interests	
	None relating to items on the agenda.	
3.	Minutes of last meeting, 24 January 2017 and Action Points (not listed elsewhere)	
3.1	The draft minutes had been circulated previously; they were agreed as a true record, with further minor amendments to items 6.4 and 8.3. An updated final version accompanies these notes, this should be signed by the Chair at the next meeting.	RB
3.2	<u>Action points</u> The following actions had now been completed and accordingly will be removed from the grid: - (Item 6.1) The report on the English visit is with DS. (Item 6.1) Looking at Writing as part of other subjects is now included on the schedule. (Item 6.2) The report of the Maths visit has been circulated. (Item 6.3) The Science visit will take place during the last week of the Spring term. (Item 6.4) The Phonics visit had taken place earlier on 14 March 2017.	
3.3	The following actions were updated and will remain on the grid: - <i>Items 7.1.ii; 7.1.iv; and 9.4.</i>	

Date Circulated for Review: 27-03-17	Version 1: 27-03-17
Date Reviews Completed: 27-04-17	
Date Circulated to FGB: 03-05-17	Page 2 of 7



4.	Chair's report	
4.1	RB's written update had been circulated in advance.	RB DS
4.2	RB highlighted the Year 5/Year 6 trip to the 'Young Voices' concert at the O2, commenting that it had been a good experience for the children to be part of such a large group. DS thanked RB and LW for accompanying them.	
4.3	RB then reported on the Head Teacher performance review meeting; DS is making good progress to achieve his targets.	
4.4	RB also referred governors to the executive summary in the Governance Handbook, January 2017, pointing out in particular the importance of having in place an organisational risk framework (which she and DS will devise); introduction by the DfE of the new definition of 'coasting school' (she commented that there is no likelihood at this stage of the school falling into this category); and the key role of the Clerk (a job description for which already forms part of the Camclerks SLA package and accompanies these notes for information).	
5.	Committee minutes	
5.1	<u>Premises committee, 9 February 2017</u>	RB JWD
5.1.i	The draft minutes had been circulated in advance and were formally noted.	
5.1.ii	LW highlighted item 3.e which details funding from FoGG (Friends of Girton Glebe) and GTC (Girton Town Charity) for classroom projectors, plus a bid to the John Lewis Community Matters initiative which aims to replace the interactive whiteboard in the school hall.	
5.1.iii	Item 5 explains the decision to keep the swimming pool open - which the FGB now formally signed off. As noted, GTC has been approached to finance repairs to the pool. A definite opening date has been set. Going forward, it is hoped that regular maintenance will form part of the new caretaker's role.	
5.2.i	<u>Nomination of LW as Health & Safety Link Governor</u>	
5.2.ii	Governors formally appointed LW to the role of H&S Link Governor. <u>Training Link Governor</u> A governor queried the reference in the Personnel committee's terms of reference (ToR) to setting and monitoring a training strategy; i.e. point 8 under delegated responsibilities. RB and JWD agreed to re-visit this area in the light of the earlier discussions which took place with individual governors when the GB was re-constituted - alongside a skills audit - to ensure any emerging gaps are identified. It was noted that the strategy should also cover staff training.	
5.3	<u>Finance committee, 9 March 2017</u>	

Date Circulated for Review:
27-03-17
Date Reviews Completed:
27-04-17
Date Circulated to
FGB: 03-05-17

Version 1: 27-03-17

Page 3 of 7



5.3.i	The draft minutes had been circulated in advance and were formally noted.	CBL JWN
5.3.ii	CBL highlighted the latest SFVS (School Financial Value Standard) self-assessment, which Julia Watkinson (JWN) will be asked to circulate to all governors.	
5.3.iii	Referring to item 5.10, CBL advised that year-end out-turn is now expected to produce a carry-forward of £117k.	
5.4	<u>Personnel committee, 7 March 2017</u> A non-confidential version of the draft minutes had been circulated in advance and was formally noted. The main points were listed for discussion elsewhere (as noted under item 6 below).	RB JWD
5.5	<u>School Improvement Committee, 3 February 2017</u> The minutes had been circulated in advance and were formally noted.	
5.5.i	JWD highlighted item 7 detailing the pupil survey. DS advised he has since clarified the answers given by some children; it was agreed to re-design the structure of the survey next year.	
5.5.ii	JWD has also attended a meeting of the School Council.	
5.5.iii	The parent questionnaire (item 8) is now on-line; 47 responses have been received so far and a further push will be made via the newsletter. Governors thanked JWD for her efforts in running both surveys. It was agreed to consider publishing a governor newsletter to support this process.	
5.6	<u>Data (formerly Pupil Premium) Task Force, 19 January 2016</u> The minutes accompany these notes.	
5.7	<u>Safeguarding update</u>	
5.7.i	LW advised she has met with Susan Lomax to discuss gaps in the Single Central Record (SCR) caused by time issues around making the necessary updates. They also looked at how aware other office staff are of who may (or may not) hold a DBS check.	
5.7.ii	LW then discussed E-safety training, in terms of parent awareness of what resources school staff have access to; DS will highlight this in the newsletter.	
	<i>NK left the meeting for the following item.</i>	
6.	Redundancy consultation (confidential item)	
6.1	DS began by explaining that the school had budgeted to lose the equivalent of one teacher at point M5 of the pay scale.	
6.2	In the course of the consultation process DS received three offers from teachers on the Upper Pay Scale (UPS), with a Teaching and Learning Responsibility (TLR). to reduce their respective hours (one is currently on maternity leave).	

Date Circulated for Review:
27-03-17
Date Reviews Completed:
27-04-17
Date Circulated to
FGB: 03-05-17

Version 1: 27-03-17

Page 4 of 7



6.3	DS accepted two of these offers, which constitute more than 0.8 of a post.	
6.4	These changes will see a job share arrangement in Year 4 from September 2017; a re-structure of PPA time; and a reduction to 7 classes in total as per the Redundancy Mandate.	
6.5	DS in the process of finalising advice that no compulsory redundancy will now be necessary. He commented on what he described as the exciting structure to be put in place for 2017/2018 and expressed the view that this is a most positive outcome.	
6.6	TA hours are to be reduced to ensure the overall budget gets down to an allowable carry-over deficit in due course. TA overtime is already being lost this academic year. A redundancy process would need to start in May 2017 in terms of losing 29.5 hours per week of current cover, which takes into account that some children with EHCPs (Education, Health and Care Plan) will leave from Year 6 (plus 2 others may transfer elsewhere lower in the school). DS proposes to reduce to 2 full-time TAs in 2018/2019, based on predicted staffing structures covering the period up to 2019/2020; this will still enable a TA presence to be retained in each class every morning.	
6.7	Governors thanked DS for addressing these challenges and for managing the process so effectively.	
	<i>NK re-joined the meeting.</i>	
7.	Head Teacher's report Circulated in advance.	
7.1	<u>Teaching, Learning and Assessment – Vision for Curriculum</u> NK gave a presentation around building a curriculum which Ofsted has said is already varied and interesting, enabling and supporting pupils to achieve good outcomes. NK commented that curriculum vision is aspirational, as evidenced by e.g. the subject-by-subject precis for Years 4 and 5 published on the school website; https://girtonglebe.com/wp-content/uploads/2017/02/Maple-CP-spring-2.pdf .	
7.2	These aims are being shared with classes as they learn. Parents will also be asked to identify what is inspiring their children (or not). <u>Achievement and Standards</u> The RAG-rated (Red/Amber/Green) TOP (Termly Operational Plan) had been circulated in advance. DS emphasised there are no red-shaded areas. The plan will be reviewed and updated, once observations are complete, at the end of the current term; it will then form the basis of the Summer term version. DS highlighted that 90% of teaching has so far been rated Good or better.	
7.3	<u>Early Years Foundation Stage</u>	

Date Circulated for Review:
27-03-17
Date Reviews Completed:
27-04-17
Date Circulated to
FGB: 03-05-17

Version 1: 27-03-17

Page 5 of 7



7.4	<p>The EYFS (Early Years Foundation Stage) Action Plan had been circulated in advance and sits alongside the TOP. DS advised he is meeting with Shaen Cansdale on a fortnightly basis. Part of this time is spent re-rating the various sections as appropriate – though more boxes are currently shaded amber than in the TOP, this reflects the EYFS plan’s year-long timespan. A meeting will also be held with Diane Small, EYFS adviser, on 24 March.</p> <p>In terms of pupil progress (section 2 of the report), DS explained that, as this is third data point of the academic year, pupils are accordingly expected to have made 3 point of progress. He acknowledged some are below this level in Years 3 and 4. However Year 1 pupils - having now settled in following their first term - are now up to the required standard. Referring to the EAL chart, DS explained that, since 2 weeks ago, support has been in place for 2 Spanish speakers, amounting to 15 hours each. DS is continuing to analyse the data for disadvantaged children, since the numbers alone do not reflect the full complexity of the issues encountered. A Venn diagram has been created to illustrate crossover between disadvantaged and SEND categories. DS added that Target Tracker does not fully reflect the large steps made by children at the bottom end of the table.</p> <p><u>Leadership and Management</u></p>	
7.5	Covered under item 6 above.	
7.6	<u>Behaviour, Safeguarding and Child Protection (standing item)</u>	
7.6.i	DS advised of one racist incident which, whilst handled with full rigour, was in his view due more to a pupil being naïve and immature.	
7.6.ii	Attendance record keeping (section 7 of the report) has been impacted by absences in the school office. The overall figure is 97% and all classes are above 96% despite a high incidence of illness.	
7.6.iii	DS explained the ‘U’ definition covering lateness after the close of the register. Lateness in general has reduced since his ‘heavy’ notice in a recent newsletter, with a significantly lower ‘U’ count. There were no cases of lateness during the EWO’s unannounced gate visit.	
7.6.iv	The Impington Village College (IVC) family support worker is attending each Thursday. Histon and Impington Junior School are also offering assistance to one family.	
9.	SEND – policy and review	
9.1	Both the policy and the audit had been circulated in advance.	
9.2	DS highlighted that development points are ongoing around the information booklet.	
9.3	Regarding the action point on page 6 around the need to reflect governor visits in FGB minutes, it was agreed that, where updates are	
		JWD GW

Date Circulated for Review: 27-03-17	Version 1: 27-03-17
Date Reviews Completed: 27-04-17	
Date Circulated to FGB: 03-05-17	Page 6 of 7



9.4 Decision	given to SIC in the first instance, these should be clearly cross-referenced in the subsequent report to FGB. The SEND policy was formally approved, subject to some minor textual changes.	
8.	Governor Visits (see also Action Grid above)	
	RB will re-circulate the updated schedule.	RB
10.	Growth Mindset	
	DS gave a presentation setting out how the school hopes to engender a growth mindset (as opposed to a fixed one). This process seeks to build resilience and to develop an outlook in children predicated on the principle that 'you have only failed if you have given up'. Attitudes to perceived failure in both pupils and staff will thereby change towards a positive response for the effort put in; praising individual effort and not just innate ability. By way of illustration, DS demonstrated the 'Success Iceberg'; i.e. outcome you see on the surface is only small in comparison with much larger hidden endeavour which you don't. There will be impact from using different ways of giving feedback; an explanatory pack is to go out to parents.	
11.	Governor Training & Briefings	
	Linking with item 5.2.ii above, GW had obtained a print-out of courses governors have attended via School Governance Team (SGT).	
12.	Agree/Revise meeting Schedule 2016/2017	
	No changes.	
13.	Any Other Business	
	None.	
	The meeting closed at: 8.35pm.	
	<u>Dates of FGB Meetings 2016/2017</u>	
	<ul style="list-style-type: none"> • Tuesday 9 May, 6.30pm • Tuesday 27 June, 6.30pm 	