



**SUBJECT TO RATIFICATION**

**GIRTON GLEBE PRIMARY SCHOOL**

**FULL GOVERNING BODY MEETING**

Held on TUESDAY 9 MAY 2017 at 6.30pm

**ACTION GRID**

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 24 January 2017</i>			
9.4	Options for whole GB training <i>UPDATE 14 March 2017 – RB is liaising with the Chair at Histon &amp; Impington Junior School with a view to arranging a mutually convenient date, probably sometime in May</i> <i>UPDATE 9 MAY 2017 – see action for item 9.2 of these minutes; ongoing.</i>	Next meeting	RB
<i>Actions from the meeting held on 14 March 2017</i>			
5.2.ii	Re-visit training strategy <i>UPDATE 9 MAY 2017 – see action for item 9.1 of these minutes; ongoing.</i>	Next meeting	RB JWD
9.3	Cross-reference SEN visits from SIC minutes to FGB minutes	As appropriate	JWD GW
<i>Actions from the meeting held on 9 May 2017</i>			
5.2	Arrange meetings with individual governors re future involvement	Next meeting	RB JWD
6.1.ii	Publicise survey findings via parish magazine	By 17 May 2017	DS
6.3	Notify governors of collection/event re Gill Collison's retirement	Immediate	DS
7	Consult Summer term schedule, monitoring column, when arranging governor visits	As appropriate	All
7.1.i	Questions around TOP	Before half-term	All
7.1.ii	Progress data	Next meeting	DS/GW
7.2.iii	Incorporate amendments to Risk Register Parental assistance with marketing the school	Next meeting Next SIC meeting	RB JWD

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9.1	Devise 3 key things for training strategy	Next meeting	RB/JWD
9.2	Consider whole GB training event on 6 June 2017	Immediate	RB/JWD
11.2	Committee meeting dates 2017/2018	Next meeting	RB CBL JWD NH

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**MINUTES**

**Present:** Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Christine Barrow (CBA); Colin Black (CBL); Corinne Garvie (CG); Nigel Howlett (NH, until 8.35pm); Deborah Macklin (DM); Glen Perrott (GP); Joanne Pyle (JP); Tanya Sheridan (TS); Jo Ward (JWD); Lucy Wilson (LW).

**Also present:** Neil Kohler (NK - Assistant Head Teacher, Associate Member); Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Katie Street (KS - item 3 only, until 6.40pm); Graham Whiting (GW - Camclerk); Helen Andrews (HA - Clerk to Governors, King’s Hedges Educational Federation, observer).

		<i>Action</i>
<b>1.</b>	<b>Introductions and apologies for absence</b>	
1.1	RB welcomed all governors present, also KS and HA.	
1.2	Apologies were received and accepted from Pieter Wallace (PW).	
<b>2.</b>	<b>Declaration of Interests</b>	
	None relating to items on the agenda.	
<b>3.</b>	<b>ARTSMARK</b>	
3.1	KS began by explaining that she has been working on ArtsMark accreditation for two years. There are three levels – Silver, Gold and Platinum - and KS is aiming to achieve Gold by the end of the current term.	
3.2	The programme seeks to inspire children via the Arts and involves a whole-team approach across the curriculum (e.g. ‘brain art’, combining with Science) – colleagues will be handing in their individual case studies. There is also support from FoGG (Friends of Girton Glebe).	
3.3	KS went on to set out the seven quality principles of ArtsMark and to describe the various theme weeks; e.g. Shakespeare Week, ‘Art-scrapers’.	
3.4	Governors thanked KS for the evident hard work going on around the Arts (as recognised in the Ofsted report’s summary of key findings). GP agreed to act as link governor for the Arts; this role will involve viewing children’s sketch books and discussing planning and progression with teachers.	

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4.	<b>Minutes of last meeting, 14 March 2017 and Action Points (not listed elsewhere); Minutes of EFGB, 27 April 2017</b>	
4.1	The draft minutes of the FGB meeting, 14 March 2017, had been circulated previously; they were agreed as a true record.	
4.2	<u>Action points</u>	
	The following actions had now been completed and accordingly will be removed from the grid: -	
	<i>4 January 2017, item 7.1.ii</i> - the corrected Complaints policy has now been uploaded to the school website.	
	<i>24 January 2017, item 7.1.iv</i> - the leaflet relating to the Complaints policy has been updated.	
	<i>14 March 2017, items 3; 5.3; 5.5.iii; 5.7.ii</i>	
4.3	The following actions were listed on the agenda and accordingly will be removed from the grid: -	
	<i>14 March 2017, items 4.4 and 8.</i>	
4.4	The following actions were updated and will remain on the grid as new actions under the relevant agenda item: -	
	<i>24 January 2017, item 9.4; 14 March 2017, item 5.2.ii</i>	
4.5	The following action will remain on the grid as a standing reminder: -	
	<i>14 March 2017, item 9.3.</i>	
4.6.i	The draft minutes of the EFGB meeting, 27 April 2017 (to ratify the budget for 2017/2018 in advance of the deadline for submission on 4 May 2017), had been circulated previously; they were agreed as a true record.	
4.6.ii	RB re-iterated the challenges ahead in terms of achieving the levels set. She also highlighted the proposed meeting with Keith Grimwade (Director for Learning, Cambridgeshire County Council), referred to in her Chair's Report (see also item 5 below), around the future impact of the University Primary School.	
4.6.iii	A risk framework had also been circulated in advance – full discussion is noted under item 7.2 below. In addition, a Finance Development Plan will be brought to the next Finance committee meeting (see also item 6.2 below), containing forecasts against anticipated pupil numbers. In the meantime, DS and Julia Watkinson, Business Manager, will investigate any potential for limiting the stated deficit.	
4.6.iv	In the context of pupil numbers, DS advised there are currently 19 children expected to join Reception in September 2017. Conversely, DS has declined to accept new pupils into Years 4 and 5 due to the reduction to 7 classes, which leaves Upper KS2 classes already above 30 next year; he emphasised that he is reluctant to head towards class sizes of 40.	
5.	<b>Chair's report</b>	

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5.1	RB's written overview had been circulated in advance; also an updated organogram showing the structure, membership and principal remit both of the FGB and of individual committees.	
5.2	RB highlighted that, due to their having been re-appointed jointly at the time the GB was re-constituted, the terms of office of over half the Co-opted Governors are due to expire at the same time; RB and JWD will therefore arrange to meet all governors individually so as to discuss their future intentions and possible areas of responsibility going forward.	<b>RB JWD</b>
<b>6.</b>	<b>Committee minutes</b>	
6.1	<u>School Improvement Committee, 24 March 2017</u>	
6.1.i	The minutes had been circulated in advance and were formally noted, with one amendment to item 10 (the revised draft accompanies these notes) and a correction to the date of the next meeting (which will take place on 9 June 2017, as per the schedule previously circulated).	
6.1.ii	In a discussion of surveys and questionnaires – items 7 and 8 – governors considered ways of publicising the findings, e.g. via the parish magazine (the deadline for submission to the next edition is 17 May 2017). Analysis has already been included in the newsletter to parents (circulated via Parentmail).	<b>DS</b>
6.2	<u>Finance committee, 27 April 2017</u>	
6.2.i	The draft minutes had been circulated in advance and were formally noted.	
6.2.ii	As also noted under items 4.6.ii and 4.6.iii above, CBL explained how the current surplus will offset future deficit; he commented that the five-year plan will be key in terms of modelling costs, in the context of two thirds of the school's expenditure being on staffing.	
6.2.iii	CBL was formally appointed Finance Committee Chair.	
6.3	<u>Premises committee, now due to meet on 25 May</u> In advance of the postponed meeting, DS advised that Gill Collinson will formally retire in June. Details of a collection to mark this, and of an event to commemorate Gill's service to the school, will be circulated shortly. Governors asked to be notified of this directly. The new caretaker will take up the post once safeguarding checks have been completed.	<b>DS</b>
6.4	<u>Safeguarding update</u>	
6.4.i	LW advised she will meet with Susan Lomax to carry out the termly check of the Single Central Record (SCR).	
6.4.ii	E-Safety training for parents is scheduled for 15 May 2017.	
6.4.iii	There are no current issues to report.	
<b>7.</b>	<b>Head Teacher's report</b>	

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	<p>rated as Major – i.e. effective intervention is a mitigating factor in the poor progress of vulnerable groups.</p> <ul style="list-style-type: none"> <li>• Risk 13 is also a Major risk since a continued fall in numbers would prejudice the existence of the stand-alone Reception class.</li> <li>• In terms of marketing (risk 4), all agreed word of mouth remains the most effective means of communication with prospective parents, along with links to feeder nurseries. The focus of open evenings might shift towards Reception and be staged earlier in the admissions process, i.e. not at the same time as families are already completing on-line applications. Saturday sessions could be an option. Governors agreed to add this area to SIC's remit, i.e. the committee should research what professional marketing expertise may be available amongst the parent body.</li> <li>• Risks 14 and 15 link to Risks 4 and 3 respectively.</li> </ul>	JWD
<b>8.</b>	<b>Governor Visits</b>	
8.1	The schedule had been re-circulated in advance. RB asked governors to follow through those listed for the first half of the current term.	
8.2	Differentiation (Walk 1) will be incorporated into other visits and that covering Enriched Curriculum (Walk 5), which Laura Fitch is doing a lot of work on, will be retained and also include Pupil Voice. DS will discuss the EYFS visit (Walk 10) with Shaen Cansdale.	
<b>9.</b>	<b>Training Strategy/Whole GB training.</b>	
9.1	Work on a strategy for training is ongoing – the aim will be to identify three key things.	RB/JWD
9.2	RB is awaiting a reply from Histon & Impington Junior School regarding a date for a joint event. The most suitable day is 6 June 2017 – it was agreed to consider holding a solo session if nothing is confirmed with Histon & Impington, though this would need to have a distinct training focus rather than being merely an additional FGB.	RB/JWD
<b>10.</b>	<b>Governor Training &amp; Briefings</b>	
	Various information was set out on the agenda.	
<b>11.</b>	<b>Agree/Revise meeting Schedule 2016/2017 FGB meeting schedule 2017/2018</b>	
11.1	No changes to the dates of meetings for the remainder of the current academic year.	
11.2	Committees are invited to consider/submit suitable dates for 2017/2018.	RB CBL JWD NH
<b>12.</b>	<b>Any Other Business</b>	
	An offer has been received to establish links with the Head and Chair of St Alban's Catholic Primary School (rated Outstanding by Ofsted in	



	November 2014); i.e. sharing how the school achieved that rating inter alia by identifying its strongest areas (e.g. IT) and putting in place wide-ranging leadership roles so as to allow teachers to focus on their classes.	
	<b>The meeting closed at: 8.45pm.</b>	
	<i>Date of next FGB Meeting</i> <i>Tuesday 27 June, 6.30pm</i>	

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