



SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on TUESDAY 27 JUNE 2017 at 6.35pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
<i>Actions from the meeting held on 14 March 2017</i>			
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>			
9.1	Devise 3 key things for training strategy <i>UPDATE 27 JUNE 2017 – on receipt of School Governance Team’s quarterly return of training uptake, DM will contact all governors based on the needs identified via the skills audit.</i>	Next meeting	DM
9.2	Consider whole GB training <i>UPDATE 27 JUNE 2017 – deferred until the September meeting when ideas will be out forward for a solo event, it not having proved possible to set up a joint session with Histon & Impington Junior School during the current term.</i>	Next meeting	RB
11.2	Committee meeting dates 2017/2018	Next meeting	RB CBL JWD NH
<i>Actions from the meeting held on 27 June 2017</i>			
4.2	Submit expressions of interest re Vice Chair	Next meeting	As appropriate
4.3.v	Liaise with local politicians around finance pressures	Immediate	RB
4.4	Circulate details of Phonics and SATs results, also update on KIT visit	After Data Task Force meeting, 14 July	DS
5.2.iii	Finance committee to consider pool report	Autumn [1] Finance meeting	LW CBL GW
7.2 7.3	SEN and PA visits	Next meeting	As appropriate

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8.2 8.3	Amend policies as noted	Next meeting	DS
11.2	Review committee structure	Next meeting	RB JWD DS

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FULL GOVERNING BODY MEETING

Held on TUESDAY 27 JUNE 2017 at 6.35pm

MINUTES

Present: Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Colin Black (CBL); Corinne Garvie (CG); Deborah Macklin (DM); Glen Perrott (GP); Joanne Pyle (JP); Tanya Sheridan (TS); Jo Ward (JWD – from 7.00pm); Pieter Wallace (PW); Lucy Wilson (LW).

Also present: Neil Kohler (NK - Assistant Head Teacher, Associate Member); Naomi Whitworth (NW – Assistant Head Teacher, Associate Member, from 6.50pm); Graham Whiting (GW - Camclerk).

		<i>Action</i>
1.	Introductions and apologies for absence	
1.1	RB welcomed all governors present. She asked each attendee to identify which (if any) elements of the business covered at the meeting were likely to help the school to move to Outstanding.	
1.2	Apologies were received and accepted from Christine Barrow (CBA) and Nigel Howlett (NH).	
2.	Declaration of Interests	
	None relating to items on the agenda.	
3.	Minutes of last meeting, 9 May 2017 and Action Points (not listed elsewhere)	
4.1	The draft minutes had been circulated previously; they were agreed as a true record.	
4.2	<u>Action points</u> The following actions had been either completed or were listed on the agenda and accordingly will be removed from the grid: - <i>9 May 2017, items 5.2, 6.1.ii, 6.3, 7, 7.1.i, 7.1.ii, 7.2.iii.</i> The following action will remain on the grid as a standing reminder: - <i>14 March 2017, item 9.3.</i> The following actions were updated as above and will remain on the grid:- <i>9 May 2017, items 9.1, 9.2, 11.2.</i>	
4.	Chair's report	
4.1	RB's written overview had been circulated in advance.	

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4.2	RB reported that, following her meetings with individual governors regarding their future involvement, 2 governors – CBA and JWD – have indicated they will leave the GB at the end of the 2017/2018 academic year, shortly before their current terms of office expire. Both play key roles and RB expressed her gratitude to them for allowing a handover period. She invited expressions of interest in the Vice Chair role going forward.	All
4.3.i	As noted in the previous minutes, RB and DS are to meet Keith Grimwade (Director for Learning, Cambridgeshire County Council) on 14 July 2017 to seek approval to operate the school under a deficit budget of approximately -£120k annually caused by the decline in roll brought about by the University Primary School (UPS). Governors agreed the updated risk register, which had been circulated in advance, could be shared with him.	
4.3.ii	DS highlighted that the percentage of children within catchment who enrol at the school is now only 45% and falling, in the context that UPS's own distinct catchment has not yet been built.	
4.3.iii	Two sets of figures were circulated. The first gave a comparison of income and expenditure covering the period 2019/20 to 2021/2022 showing projected deficits rising to -£135k in the final year. The second gave admissions information covering the period between April 2014, when there were 55 children in Early Years Foundation Stage – EYFS – and a total roll of 254, and April 2020 (20 and 183 pupils respectively); please see also item 6 of the Finance committee minutes, 22 June 2017. Governors thanked Julia Watkinson, Business Manager, for compiling this overview.	
4.3.iv	As had been made clear at that earlier meeting, by September 2020 the school would need to reduce to 6 classes. DS commented that he fears the quality of the education the school is able to offer at present risks being lost as classes are raised in size. Crucially, there would also be a linked risk to the standard of safeguarding.	RB
4.3.v	RB advised she will also liaise with Lynda Harford (Cambs County Councillor) and, if possible, Heidi Allen, MP.	
4.3.vi	Governors discussed inviting Cottontails to use one of the vacated classrooms as an option for developing closer relationships with pre-schools.	
4.4	The Data Scrutiny Task Force is due to meet on 14 July to assess Phonics and SATs results. DS will also update the group on the coming KIT (Keeping in Touch) visit with the School Improvement Partner. He will then send circulate assessment data to all governors to allow them to ask any questions.	

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		DS
5.	Committee minutes and updates	
5.1 and 5.4	<p><u>Personnel committee, 7 June 2017 and Finance committee, 22 June 2017</u></p> <p>As noted under item 5 of the Finance committee minutes, two teachers and two TAs are leaving at the end of term (with other changes possible by the end of the Autumn term). Given that the new Year 1 / Year 2 teacher will join the school only after October half term, DS is finalising agency cover from September, at a cost of £190 per day. The teacher currently on a temporary contract has agreed to extend this until Christmas. Parents will be advised of these arrangements as soon as possible. An advertisement has been placed for 2 teachers from January 2018, with a closing date of 22 September 2017.</p> <p>CBL confirmed that the 2016/2017 budget had come in as forecast.</p>	
5.2	<u>Premises committee, 25 May 2017</u>	
5.2.i	The minutes had been circulated in advance for information.	
5.2.ii	The new caretaker, Michael Gough, was introduced to committee members; he and they will receive safeguarding training from DS.	
5.2.iii	LW is currently drafting a report on the operation of the swimming pool; she will share the final version with the Finance committee. Areas covered include a contribution from FoGG (Friends of Girton Glebe) towards operating costs of £5k per annum. The pool can accommodate 160 swim sessions plus 60 family swim sessions. In comparison, the same outlay would only buy 21 sessions at Impington Village College (IVC), including the cost of bus hire. Nonetheless, there are substantial disadvantages to retaining the pool, not least the possibility of further water leaks (the previous problem has been fixed temporarily). A bonus this summer term has clearly been the good weather.	LW
5.3	<u>School Improvement Committee, 9 June 2017</u>	
5.3.i	The minutes had been circulated in advance for information.	
5.3.ii	JWD highlighted strategy for promoting the school to prospective parents (item 9). This links to the survey of Reception parents asking why they have chosen the school - a written summary had been circulated in advance. A positive response has emerged, particularly around transition. JWD commented on the strong sense of unity and good communications within this group; governors agreed issues of historical (or false) perception of the school will be refuted most effectively by word of mouth accounts from experienced, loyal parents.	
5.3.iii	Open Days will be publicised at the Feast (where the children are to give 3 performances) and will be part of the key focus for next term.	
5.5	<p><u>Safeguarding update</u></p> <p>LW advised she has met with Lynnda Osborne (who has taken over Susan Lomax's former role) to discuss the Single Central Record (SCR). Lynnda</p>	

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	will receive the necessary training from Chris Meddle, County Education Officer.	
6.	Head Teacher's report Circulated in advance; also the Summer term operational plan (TOP) and the EYFS Action Plan, both evidenced to date.	
6.1	<u><i>Achievement and Standards</i></u>	
6.1.i	Governors were invited to submit questions around the TOP outside of the meeting. There are no red-shaded areas.	
6.1.ii	Progress data for the first half of the current term had been entered, with end of year data now being actively finalised. The pattern is expected to be the same, with the data able to point up weaker areas. Trends are identified via the overlap on Venn diagrams (as referred to under item 7.4 of the FGB minutes, 14 March 2017).	
6.2	<u><i>Behaviour, Safeguarding and Child Protection (standing item)</i></u>	
6.2.i	There are ongoing issues around exclusions.	
6.2.ii	A first aid audit is to be carried out; the timing of an incident will be identifiable from the location where it occurred.	
6.3	<u><i>KPIs</i></u> Attendance is at a healthy level; similarly the picture in respect of attendance which is now above threshold following service of Letter 1. DS and Lyndda Osborne have met with the Educational Welfare Office (EWO) to review the overall patterns.	
7.	Governor Visits	
7.1	The report of the Science visit, 20 April 2017, had been circulated in advance. DS will accompany governors on the follow-up visit.	
7.2	The SEND visit will be deferred, due to the absence of the SENCO. The statutory report to the GB is due next term.	
7.3	The visit to look at persistent absence (PA) will take place on 30 June 2017.	
8.	Policies <ul style="list-style-type: none"> • <i>Safeguarding and Child Protection</i> • <i>Medicines</i> • <i>Policy review schedules – statutory and non-statutory</i> 	
8.1	The above documents had all been circulated in advance.	
8.2	A governor suggested Safer Recruitment should be added to the list at section 7.1.	DS
8.3	A governor asked that residential visits be added to the Medicines policy as a separate section.	DS
8.4	The two review schedules show schemes of delegation, review frequency and the date of the last review.	
9.	Training Strategy/Whole GB training	
	As noted in the action grid.	

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10.	Governor Training & Briefings	
	Various information was set out on the agenda.	
11.	Agree meeting schedule 2017/2018	
11.1	An FGB meeting schedule had been circulated in advance, based on this year's equivalent dates.	
11.2	Consideration will be given to re-aligning the committee structure.	RB JWD DS
12.	Any Other Business	
12.1	Leading on from RB's comment at the opening of the meeting, a general discussion took place around what areas might be described as showing the school's 'Wow!' factor.	
12.2.	Governors recorded a vote of thanks to DS and all staff for their hard work and achievement during this academic year.	
	The meeting closed at: 8.45pm.	
	<i>Date of next FGB Meeting</i> Tuesday 12 September at 6.30pm.	

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