



SUBJECT TO RATIFICATION

GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 08 MAY 2018 at 6.30pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
Actions from 08 May 2018			
4b	Chair's report - Governor vacancies: to send advert to DS for school newsletter	Immediate	RB
5f	If no response is received from CPET, RB to send academisation questions to CMAT	Immediate	RB
5g	Academisation - PW offered to provide contact details to DS regarding someone in a mat who will know the costs associated with conversion.	Immediate	PW
8a.i	Committees to review terms of reference to include the policies they are responsible for	Autumn 1	Committee chairs
Actions from 20 March 2018			
4c	Review Travel Plan <i>UPDATE 08 MAY 2018 –summary document to be circulated</i>	Next FGB	JoW
5b	Update on academisation	Summer [2] FGB	RB
6b	Circulate Personnel committee minutes <i>UPDATE 08 MAY 2018 – roll forward</i>	Immediate	NH
6.c.i	Circulate Resources committee minutes <i>UPDATE 08 MAY 2018 – roll forward</i>	Immediate	CBL
7.g	Scrutiny of office procedures <i>UPDATE 08 MAY 2018 – roll forward</i>	Summer [2] FGB	TS NH
7.g	Subject coordinators' reports <i>UPDATE 08 MAY 2018 – roll forward</i>	Summer [2] FGB	DS JWD
Actions from 23 January 2018			

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7b.i	Get governor school e-mail accounts set up or passwords reset. All to respond to an email sent by RB acknowledging the email has been set up. <i>UPDATE 08 MAY 2018 – ongoing.</i>	Before next FGB	DS RB
7b.ii	Always use school e-mail accounts for Girton Glebe business <i>UPDATE 08 MAY 2018 – ongoing.</i>	Once set up	All Governors



SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on TUESDAY 08 MAY 2018 at 6.35pm

MINUTES

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

Also present: Natalie Drewery (ND - Camclerk), Annette Matern (observing Clerk) .

		<i>Action</i>
1.	Apologies for absence	
<i>1.a</i>	RB welcomed all governors present and introductions were made to the new Assistant Head, Tom Austin and the two clerks.	
<i>1.b</i>	Apologies were received and accepted from Joanne Pyle (JP).	
2.	Declaration of Pecuniary/Conflicts of Interests	
<i>2.a</i>	No declarations relating to conflicts of interest with items listed on the agenda or in addition to those signed at the FGB, 12 September 2017.	
3.	Minutes of last meeting, 20 March 2018 and Action Points (not listed elsewhere)	
<i>3.a</i>	The draft FGB minutes had been circulated in advance; they were agreed as a true record and signed by RB as Chair.	
<i>3.b</i>	<u>Action points</u>	
<i>3.b.i</i>	The following actions had either been completed, superseded or were listed on the agenda; accordingly, they will be removed from the grid: <ul style="list-style-type: none"> • 20 March 2018 – none. • 23 January 2018, 6.e.i – Behaviour report went to S&C; on this agenda. 6.e.ii – spellings at staff meeting and maths drop in completed. 7.b.iii – setting up emails on mobile devices sent out. 	
<i>3.b.ii</i>	The following actions are ongoing and were updated as shown: 23 January 2018 - items 7b.i, 7b.ii (all re. school email accounts). 20 March 2018 - items 4c, 5b updated. Items 6b, 6ci, 7g roll forward.	

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4.	Chair's report	
4.a	The report and meeting notes had been circulated in advance.	
4.b	<p>RB gave an update covering the following areas:</p> <ul style="list-style-type: none"> • Thanks were expressed to PW for volunteering to take over as Vice Chair once JWD leaves at the end of the summer term. In accordance with Standing Orders, governors were asked to ratify this appointment. All governors were in favour of PW taking on Vice Chair role. • The meeting with Phil Garnham on 2 May 2018 was postponed and rearranged for 14th June. • The questions shared at the last FGB concerning academisation were sent to CPET (Cambridge Primary Education Trust) and MET (the Morris Education Trust). A comprehensive response was received from MET (as circulated to governors). DS has sent a follow up email to CPET requesting a reply; as the deadline for replies was 4th May. • There will be two governor vacancies to fill by the end of the summer term; adverts will be placed. RB, DS, PW and JWD will meet potential volunteers to move this forward. RB to send an advert for the school newsletter highlighting key skills required. 	RB
4.c	Governors discussed the key skills required for potential new governors and agreed these should include education, pastoral, finance, premises/estates and legal.	
5.	Academisation/ Joining a Multi-Academy Trust (MAT)	
5.a	A detailed response from MET has been received, to the questions raised. Governors' views were requested.	
5.b	Governors noted that the ethos of MET was in line with the school. Commenting on the ambitions of MET, they queried if this was too large, geographically and in number.	
5.c	To a question on whether the school could leave the MAT at any point in future, DS confirmed that schools cannot re join the LA, but could join another MAT; this would have be negotiated with the existing MAT.	
5.d	In response to a question on the pressure of the school joining a MAT where it is the only primary school, DS advised that if the school is in a good position, it would be a positive experience; if RI, it would need the assistance of the MAT and therefore reliant upon the support available. DS acknowledged that it would be good to be the first primary school in a MAT, to assist with setting it up the primary element and supporting other schools that may subsequently join. DS noted that from his own perspective, joining a MAT would mean that the focus of the SLT is on teaching and learning, rather than HR/ resources. It was noted that	

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<p>5e</p> <p>5f</p> <p>5g</p>	<p>MET had commented upon retaining the structure of the school, without sacrificing personnel, although there may be centralised resources which would need to be explored.</p> <p>Regarding the lack of response from CPET, DS acknowledged that CPET had seemed keen to give a presentation to governors; therefore he had sent a reminder email regarding the outstanding questions. Governors noted that it would be good to have a comparison MAT to view the MET replies against.</p> <p>Governors discussed the other options available should CPET not respond and other MAT's to approach. It was suggested that by the end of the summer term the FGB would like to be in a position to have made a decision, with a view to consultation with relevant stakeholders. If no response is received from CPET, RB to send academisation questions to CMAT.</p> <p>In response to a governor question on conversion costs and whether the school could afford to academise, DS advised that the meeting with the LA on 14th June should provide answers to this, in respect of the deficit budget. PW offered to provide contact details to DS regarding someone in a MAT who will know the costs associated with conversion.</p>	<p>RB</p>
<p>6.</p>	<p>Committee minutes and other updates</p>	
<p>6.a</p> <p>6.a.i</p> <p>6.a.ii</p> <p>6.b</p> <p>6.b.i</p> <p>6.b.ii</p>	<p><u>Standards & Curriculum, 26 April 2018</u></p> <p>The minutes had been circulated in advance for information.</p> <p>PW reported that:</p> <ul style="list-style-type: none"> • An update regarding the TOP was provided by DS. • JWD reported 40 returns have been received from the Parent Survey; the results represent a positive shift in direction since the last survey, with the exception of children's progress, homework and bullying. Pupil and Staff Surveys will be distributed shortly. • A successful recruitment campaign was reported on; which was pleasing in the current recruitment market. It is critical that the MAT process involves all teachers, to ensure staff retention. <p><u>Resources, 26 April 2018</u></p> <p>The minutes are in preparation and will be circulated in due course.</p> <p>A budget summary, prepared by Julia Watkinson (JWN), Business Manager, was circulated and referenced, covering the following areas:</p> <ul style="list-style-type: none"> • The 3 year forecast is stark; based on worst case scenarios, the c/f into 2016-17 was £129k, with end of year 2017-18 c/f £55k; by 2018-19 this will be a deficit c/f of £55k; with 2019-20 forecast to be deficit of £174k. • This is challenging and the LA will ask for a recovery plan to be 	

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<p>6.b.iii</p> <p>6.b. iv</p> <p>6.b.v</p> <p>6.b.vi</p> <p>6.b.vii</p> <p>6.c</p> <p>6.c.i</p>	<p>in place to keep within budget. The budget details will be shared with Phil Garnham on 14th June.</p> <p>In response to a question regarding if MET are aware of pupil numbers and the budget deficit, RB advised that they were aware in general terms, but not specific re numbers.</p> <p>Governors discussed the potential options for a recovery plan, which may need to look at staffing numbers and the class structures.</p> <p>DS responded to a governor question on SEN funding, noting that the amount will drop due to the pupils leaving and funding changes. He clarified 26 first choices have been accepted for September entry; with 10 on the waiting list; in order to maintain attractiveness for admissions, the class structure needs to be maintained.</p> <p>Governors discussed the donation received from Girton Charity, which has enabled HLTA funding for two years to benefit disadvantaged pupils, noting that as it is money provided for the benefit of children, it may still be payable if the school joins a MAT.</p> <p>In response to a governor question, whether the school will receive pressure from the LA to increase the PAN, DS advised that the school does not have the staff to cover an increase in PAN. It was noted that any recovery plan timetable will be steered by the LA; the deficit budget has been flagged up to them.</p> <p><u>Safeguarding Link Governor</u></p> <p>LW noted that she had not undertaken a visit since the last FGB, but was due to meet with DS when the following will be discussed -</p> <ul style="list-style-type: none"> • Leadership and Safeguarding Review. • Review of Child Protection files. 	
<p>7.</p>	<p>Head Teacher's report</p> <p>Circulated in advance; also the RAG rated spring term operational plan (TOP) and summer term TOP.</p>	
<p>7.a</p> <p>7.a.i</p> <p>7.b</p> <p>7.b.i</p> <p>7.c</p> <p>7.c.i</p> <p>7.d</p> <p>7.d.i</p> <p>7.d.ii</p>	<p><u>Achievement and Standards Termly Operational Plan (TOP)</u></p> <p>This is referenced in detail within the S&C minutes of 26.04.18, item 5.</p> <p><u>Leadership and Management</u></p> <p>Not commented on.</p> <p><u>Staffing update</u></p> <p>DS highlighted the new teacher appointment from September and current staff sickness.</p> <p><u>KPIs/ Risk Register</u></p> <p>Pupil attendance is up to 97%; last reported at 96.9%.</p> <p>There have been no exclusions; despite a few challenges, the school is managing pupils' behaviour well.</p>	

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7.e	<u>Outcomes for Children & Learners</u>	
7.e.i	DS advised that spring 2 data is showing a closing of the gap for disadvantaged pupils: PP, SEN, EAL; compared to the same point last year. For EAL pupils, the gap is negligible. Whilst there is always room for improvement, positive progress is being seen.	
7.e.ii	In response to a governor question regarding Year 4 data standing out in terms of low data in writing, DS advised that this particular cohort have a high number of SEND pupils; 9 within the group, of which there are 2 EHCPs and 1 pending.	
7.f	<u>Personal Development, Behaviour and Welfare</u>	
7.f.i	DS noted that as referred to at S&C committee, the whole staff has been involved with training on challenging behaviour; as such the behaviour policy is being revised to include this. A staff meeting focused on Growth Mindset and Jenni Tweddle has been involved with a Maths Working Group.	
7.f.ii	It was noted that for visits to school, this should include Blue Smile and Relate.	
7.f.iii	In response to a governor question regarding the Pupil Premium ring fenced £125 for parents to chose extra curricular activity for their child to participate in, DS advised that it was slow on the uptake, as parents had not realised their child was eligible, but whilst not a new initiative, it was new to Girton Glebe. In respect of other Pupil Premium details, he added that pupil premium was funding 'inspire days' and the mentoring groups initiative, across year groups, was working well.	
7.f.iv	RB advised that an email had been received from Cottontails, in response to the letter and reply regarding the decision for it not being appropriate for them to use the school facilities; DS read out the email.	
7.f.v	In reply to a question concerning marking moderation, DS advised that internal moderation is due, but writing is a key area of this year's priorities. During the early part of the year, the focus of interventions was on spellings; this has now shifted to grammar and SPAG. TA added that as a result of the 2014 curriculum changes, grammar, extended writing and structure are all key aspects of learning.	
7.g	<u>Governor Visits linked to Action Plan and Work Plan</u>	
	<ul style="list-style-type: none"> • <u>Behaviour – 08 March</u> The report has been circulated. JWD provided highlights: <ul style="list-style-type: none"> ➤ More systems were seen in place than the same time last year. ➤ There are areas in KS2 which are out of sight of the covered area. ➤ It was generally a calm visit; at lunch pupils were well 	

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	behaved and were seen to be helping one another.	
8.	Policies	
<i>8.a</i> <i>8.a.i</i>	<p>Policy Review Schedule</p> <p>DS advised that the policy schedule had been drawn up from the statutory and school specific policies; the frequencies of review and by which committee were discussed and updated.</p> <p>RB advised that going forward, during the autumn term, each committee would need to review its Terms of Reference, to include the policies.</p>	Committees
9.	Governor Training & Briefings	
<i>9.a</i> <i>9.b</i>	<p>The next Governors' Termly Brief will be held on 15th May.</p> <p>There were no training activities to report.</p>	
10.	Agree revised meeting schedule 2017/2018	
<i>10.a</i> <i>10.b</i> <i>10.c</i>	<p>RB advised the Governor Visits schedule has been circulated.</p> <p>The next FGB meeting date was agreed as 26th June.</p> <p>The following meetings were noted for the remainder of the term:</p> <ul style="list-style-type: none"> • Standards & Curriculum – 7th June • Resources – 14th June • Personnel – 14th June • FGB – 26th June 	
11.	Any Other Business	
<i>11.a</i> <i>11.b</i>	<p>DS advised that as soon as he hears from CPET, he will notify governors.</p> <p>JWD and DM will meet to collate a summary of the parent questionnaires, to then present to S&C committee on 7th June, for discussion.</p>	
	The meeting closed at: 7.55pm.	
	<i>Date of next FGB Meeting</i> Tuesday 26th June 2018 at 6.30pm.	

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