



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 14 NOVEMBER 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 S&C minutes to FGB minutes.	As appropriate	JWD GW
<i>Actions from the meeting held on 14 November 2017</i>			
4.d	Update Vision strap line	Next meeting	DS
5.b	Contact CPET Chief Executive	Immediate	DS
5.c	Circulate ASCL MAT guidance	Immediate	RB
5.e	MAT working group to draw up list of questions for prospective MAT partners	Next meeting	CBL NH TS PW
6.a	Confirm S&C committee has signed off revised ToR	Next meeting	JWD
7.g	Maths visit	17 November 2017	JWD

SUBJECT TO RATIFICATION

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MINUTES

Present: Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Christine Barrow (CBA), Corinne Garvie (CG); Nigel Howlett (NH – from 6.50pm); Deborah Macklin (DM); Glen Perrott (GP); Tanya Sheridan (TS); and Lucy Wilson (LW).

Also present: Naomi Whitworth (NW – Assistant Head Teacher, Associate Member); Graham Whiting (GW - Camclerk).

		<i>Action</i>
1.	Apologies for absence	
1.1	RB welcomed all governors present.	
1.2	Apologies were received and accepted from Colin Black (CBL); Joanne Pyle (JP); Jo Ward (JWD); and Pieter Wallace (PW). Neil Kohler (NK - Assistant Head Teacher, Associate Member) was also unable to attend.	
	<i>DS and NW left the meeting for the following additional item.</i>	
Additional	Head Teacher's Salary	
	Confidential.	
	<i>DS and NW re-joined the meeting.</i>	
2.	Declaration of Pecuniary/Conflicts of Interests	
	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, 12 September 2017 and Action Points (not listed elsewhere)	
3.a	The draft FGB minutes had been circulated in advance; they were agreed as a true record, subject to a textual amendment to item 12.2 ('ongoing' to be replaced with 'outstanding').	
3.b	<u>Action points</u>	
3.b.i	12 September 2017, item 8.2 (Review data scrutiny) - TS met with DS and JWD before half-term to review the Terms of Reference (ToR) for the renamed Standards and Curriculum committee, in the context of how data should be fed through to governors. They also looked at setting up accounts for the new Analyse School Performance (ASP) tool. Accordingly, this action will be removed from the grid. The following actions had also either been completed, superseded or	

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3.b.ii	were listed on the agenda; accordingly, they will be removed from the grid: - <i>9 May 2017, item 9.1 (Training Strategy); 27 June 2017, item 5.2.iii (Pool Report); 12 September 2017, item 14.5 (Re-structured committees added to TOP).</i>	
3.b.iii	The following action (as updated) will remain on the grid as a standing reminder: - <i>14 March 2017, item 9.3.</i>	
4.	Chair's report (including Strategy session, 10 Oct 17)	
4.a	Circulated in advance.	
4.b	<u>Meeting with the SEND Specialist Services</u> A very constructive and positive discussion has taken place with Helen Phelan and Rebecca Salmon, involving DS, RB and Lynda Harford (Cambs County Councillor). Dr Phelan has promised significantly greater LA involvement, including access to free training for all staff around dyslexia, ongoing Specialist Team attendance at SEND surgeries plus a presence at parent coffee mornings. In addition, the STEPS course (which covers behaviour and welfare) has been offered at a considerably reduced price (i.e. £400 rather than the standard £1.4k) – this will be delivered at the April 2018 INSET day.	
4.c	<u>Follow up meeting with Keith Grimwade</u> The main point to emerge is that Jonathan Lewis will take up an equivalent post sometime after January 2018. Governors expressed some scepticism around research figures purporting to show there will be 40 children available for admission in September 2018, even after taking into account the number of admissions to UCPS.	
4.d	<u>Vision & Strategy</u> Governors discussed the strap line proposed by the School Council ('Dream Big, Learn Better') and put forward other forms of words. DS will update in the light of these suggestions.	DS
5.	Multi-Academy Trust (MAT) options	
5.a	RB outlined the key points arising from a meeting with senior representatives of the Morris Education Trust, which has been operational for one year after formed by Impington and Witchford Village Colleges.	
5.b	It is believed Cambridge Primary Education Trust (CPET) may also be interested in engaging in preliminary discussions. RB will circulate a guidance document provided by ASCL (Association of School and College Leaders).	DS
5.c		RB
5.d	There was general agreement around two key points: does the GB want to join a MAT; and if so, which MAT best aligns with the school's	

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5.e	values? A common view also expressed was that consultation must involve both governors and staff, as well as DS as Head; and that any position reached should also be shared with the wider community. It was agreed to form a working group comprising CBL, NH, TS and PW—plus DS and RB as appropriate. In the first instance, a list of questions will be drawn up which will be put to prospective partners.	CBL NH TS PW
6.	Committee minutes and other updates	
6.a	<u>Standards and Curriculum , 6 Oct 2017</u> As noted under item 3.2 above, the committee’s ToR should be signed off at its next meeting.	JWD
6.b	<u>Personnel, 17 Oct 2017</u>	
6.b.i	The minutes had been circulated in advance for information.	
6.b.ii	A Clubs Coordinator has now been appointed and will start in December; the new post holder will take back responsibility for the Single Central Register (SCR) from Lynnda Osborne.	
6.c	<u>Resources, 2 Nov 2017 / Approve committee ToR</u>	
6.c.i	The minutes and proposed ToR for the re-structured committee (including merger notes) had been circulated in advance.	
6.c.ii	Governors unanimously approved the ToR.	
6.c.iii	DS highlighted ongoing discussions with Cottontails – a date is yet to be set for the follow-up meeting.	
6.d	<u>Annual Safeguarding Review / Safeguarding Link Governor</u>	
6.d.i	The Annual Monitoring Report, which had been circulated in advance, has been submitted to LSCB (Local Safeguarding Children Board).	
6.d.ii	Two governors attended safeguarding training immediately prior to this meeting.	
6.d.iii	Once Tom Russell is in post, there will be three Designated Persons in place – Tom will assume responsibility for policies.	
6.d.iv	LW gave a verbal update covering the following: E-Safety log; tighter arrangements for volunteers and other adults assisting in classes; regular volunteers to receive safeguarding training; giving staff access to a list of which parents hold a DBS; and looking at the rules covering use of mobile phones on school trips.	
6.d.v	LW has completed Safer Recruitment training.	
7.	Head Teacher’s report Circulated in advance; also the evidenced Autumn term Operational Plan (TOP).	
7.a	<u>Achievement and Standards / Termly Operational Plan (TOP)</u>	
7.a.i	DS highlighted the data set out in section 2 of the main report and linked this to Section B, Objective 1 in the TOP. By this stage in the academic year, all children are expected to have made one full step of progress, including disadvantaged pupils. This is not the case at present	

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<p>7.a.ii</p> <p>7.b</p> <p>7.c</p> <p>7.d</p> <p>7.d.i</p> <p>7.d.ii</p> <p>7.d.iii</p> <p>7.e</p> <p>7.e.i</p> <p>7.e.ii</p> <p>7.e.iii</p> <p>7.f</p> <p>7.f.i</p> <p>7.f.ii</p> <p>7.g</p>	<p>but DS said the picture will improve once issues around connecting with the Seesaw learning platform have been resolved. Likewise, alternative software - Year 5 Virtual Learning Environment, a similar package to STARZ - is being trialled. Asked how the risk of falling behind is identified, DS said attainment is also measured, alongside progress. VENN diagrams help to establish overlaps: data in the charts covering disadvantaged and SEND frequently refers to the same children; and catching up is harder in the younger age groups.</p> <p>To a suggestion that writing in Years 2, 3 and 4 might be RAG-rated, DS advised caution, on the basis that these year-groups are in mixed classes. Further, the numbers shown include Oak class, which is only now being assessed by Tom Russell (as explained in the report).</p> <p><u>Leadership and Management</u></p> <p>Covered under items 4.b. and 4.c above.</p> <p><u>Staffing update</u></p> <p>Laura Fitch will be going on maternity leave from January – an advertisement will be placed for a job-share post.</p> <p><u>KPIs</u></p> <p>There has been one exclusion (on 13 November) since the report was published. This involved a child with significant special needs, already being supported on a 1:1 basis. However, both safeguarding and safety issues have emerged and an emergency review of the EHCP (Education, Health and Care Plan) has been scheduled to take place on 15 November 2017.</p> <p>One E-Safety log issue has been resolved, via ICT support.</p> <p>Attendance for the term currently stands at 98.1%.</p> <p><u>Personal Development, Behaviour and Welfare</u></p> <p>JP is following the NPQSL (National Professional Qualification for School Leadership).</p> <p>Tom Russell will attend free Philosophy training, offered by UCPS, on 16 November 2017.</p> <p>The open sessions for prospective parents were well attended and positive feedback was received regarding the contribution of Year 6 ambassadors.</p> <p><u>Outcomes for Children & Learners</u></p> <ul style="list-style-type: none"> • <i>Annual SEND report</i> <p>The report on the SEND Governor Visit had been circulated in advance. The SENDCo had shared the Annual Report, which is in a format based on current guidance, e.g. the timetable can be reviewed after two to three weeks and the reasons for incomplete interventions explained (e.g. TA redeployment).</p> <p><u>Governor Visits linked to Action Plan and Work Plan</u></p>	
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	<ul style="list-style-type: none"> <i>Schedule for 2017/2018</i> Circulated in advance (the Maths visit will now take place on 17 November 2017). 	JWD
8.	Policies	
	None scheduled for review.	
9.	Governor Training & Briefings <ul style="list-style-type: none"> E-Safety Learn Together hub Training Matters newsletter Training Strategy CAMH conference, 21 Nov 17 Ofsted webinar, 27 Nov 17 (see below) 	
<i>9.a</i>	<u>E-Safety</u>	
<i>9.a.i</i>	DS gave a presentation, in the course of which he highlighted the risk around parents allowing unfettered access to e.g. YouTube (which is the most popular site amongst Foundation Stage children but which contains a follow-up continuous autoplay feature, which may stream inappropriate videos).	
<i>9.a.ii</i>	The Powerpoint slides accompany these notes.	
<i>9.a.iii</i>	DS also referred governors to NSPCC's 'Net Aware' guidance and to an article in Additional Parenting magazine.	
<i>9.b</i>	<u>Training Strategy</u> DM is developing a training record; she requested that governors advise her about any sessions they attend. She will seek to identify types of course which may be of particular interest to the various committees.	
<i>9.c</i>	<u>Learn Together hub, Training Matters newsletter, CAMH conference, 21 Nov 17, Ofsted webinar, 27 Nov 17</u>	
<i>9.d</i>	Details had been circulated in advance for information. RB also highlighted the Annual Governors Conference on 24 March 2018.	
10.	Agree meeting schedule 2017/2018	
	No changes.	
11.	Any Other Business	
<i>11.1</i>	GW is unavailable for the next FGB. It was agreed that a governor will act as clerk on this occasion.	
<i>11.2</i>	The Christmas Fayre will take place between 2.00pm and 4.00pm on 25 November 2017; governors are requested to assist in selling mulled wine and mince pies. Help will also be welcome at the brass band and choir concert on 14 December 2017. Governors said farewell formally to NW as this was her final FGB. They	

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11.3	wished to record their thanks to her for an immense contribution, both to the school and to the GB, in the context of several Headship changes. She was presented with a gift of flowers in recognition.	
	The meeting closed at: 8.35pm.	
	<u>Date of next FGB Meeting</u> Tuesday 23 January 2018 at 6.30pm.	

ADDITIONAL ITEM (CONFIDENTIAL) – HEAD TEACHER’S SALARY

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RB reported that she and NH have met with Lisa Murphy, School Improvement Partner.

DS has met all his objectives.

Accordingly the review panel recommend a one point increase from L13 (DS's starting level on appointment) to LS14.

Governors approved the recommendation unanimously.

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