



GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 20 MARCH 2018 at 6.30pm

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
Actions from 23 January 2018			
6e.i	Schedule Behaviour visits <i>UPDATE 20 MARCH 2018 – report awaited.</i>	Next FGB	RB?
6e.ii	Ensure PW invited to staff meeting on spelling and JWD and TS to mental maths drop-in. <i>UPDATE 20 MARCH 2018 – these will take place in the first week of Summer term.</i>	Next FGB	DS PW JWD/TS
7b.i	Get governor school e-mail accounts set up or passwords reset. <i>UPDATE 20 MARCH 2018 – ongoing.</i>	Before next FGB	DS
7b.ii	Always use school e-mail accounts for Girton Glebe business <i>UPDATE 20 MARCH 2018 – ongoing.</i>	Once set up	All Governors
7b.iii	Circulate instructions for setting up school e-mail on mobile devices. <i>UPDATE 20 MARCH 2018 – ongoing.</i>	ASAP	DS
Actions from 20 March 2018			
4c	Review Travel Plan	Next FGB	TS LW
5b	Update on academisation	Summer [2] FGB	RB
6b	Circulate Personnel committee minutes	Immediate	NH
6.c.i	Circulate Resources committee minutes	Immediate	CBL
7.g	Scrutiny of office procedures	Summer [2] FGB	TS NH
7.g	Subject coordinators' reports	Summer [2] FGB	DS JWD

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SUBJECT TO RATIFICATION

GIRTON GLEBE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Held on TUESDAY 20 MARCH 2018 at 6.30pm

MINUTES

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

Also present: Graham Whiting (GW - Camclerk).

		Action
1.	Apologies for absence	
1.1	JWD welcomed all governors present.	
1.2	Apologies were received and accepted from Rowena Barnes (RB – Chair); Joanne Pyle (JP); and Pieter Wallace (PW). Glenda Perrott (GP) was absent. Tom Russell (Acting Assistant Head Teacher) was also unable to attend.	
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, 23 January 2018 and Action Points (not listed elsewhere)	
3.a.i	The draft FGB minutes had been circulated in advance; they were agreed as a true record and signed by JWD as Vice Chair.	
3.a.ii	Governors thanked TS for acting as Clerk on that occasion.	
3.b	<u>Action points</u>	
3.b.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"> • 14 March 2017 (SEN). • 14 November 2017, items 5e (MAT working group, see item 5 below) and 6.a (S&C committee, see item 6.d below). • 23 January 2018, items 4a (Admissions), 4b (SDP), 4c (MAT questions, see item 5 below), 4d (SFVS), 6a.i (Data Scrutiny), 6a.ii (Year 3 classes). 	
3.b.ii	The following actions are ongoing and were updated as shown: 23 January 2018, items 6e.i, 6e.ii (both re. governor visits), 7b.i, 7b.ii,	

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	<i>7b.iii (all re. school email accounts).</i>	
4.	Chair's report / meeting with Phil Garnham	
4.a	The report and meeting notes had been circulated in advance.	
4.b	In RB's absence, DS gave an update covering the following areas: <ul style="list-style-type: none"> The 2018/2019 Reception class will be full, with 30 children joining; this will lessen the impact of 35 pupils leaving Year 6. The final figures will be available at the follow-up meeting with Phil Garnham on 2 May 2018 – though this will be after the budget-setting meeting on 23 April (see also item 6.c.ii below) . Though it is yet to be offered to MATs or other bidders, the new Darwin Green free school will bring with it implications for future admissions. DS plans to speak to Jonathan Lewis, Service Director, at the forthcoming Head's meeting to record the school's ongoing concerns. 	
4.c	Governors discussed various elements around the Travel Plan, which TS and LW agreed to review.	TS LW
5.	Academisation/ Joining a Multi-Academy Trust (MAT)	
5.a	Notes of the Academisation meeting on 23 January 2018 had been circulated in advance.	
5.b	Twelve key questions for prospective MAT partners have subsequently been picked out; in the first instance DS will forward these to CPET (Cambridge Primary Education Trust) and MET (the Morris Education Trust, formed from the former stand-alone Impington Village College academy). Replies will be requested by 27 April 2018, which will allow the expanded sub-group to meet during May and thereafter to report to the FGB meeting on 26 June 2018.	RB
5.c	To a question around communication, DS confirmed that the GB's thoughts on the possibility of academisation have already been shared with staff; a brief overview will also be included in the imminent newsletter to parents.	
6.	Committee minutes and other updates	
6.a	<u>Data Scrutiny Taskforce, 20 February 2018</u>	
6.a.i	The minutes had been circulated in advance for information.	
6.a.ii	DS highlighted the Year 1 progress measure, which runs from Autumn [1] term to Spring [1], as noted in the Progress Update section of his Head's report (see also item 7 below); similarly with the progress breakdown comparison from Target Tracker shown on page 1 of that report - whereas the other year groups' progress set out on page 1 covers Summer [2] to Spring [1].	
6.a.iii	3-phase planning is in place for Writing (item 1 of the minutes, second paragraph): i.e. Analyse; Borrow; Create. This aims to address the	

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<p>6.a.iv</p> <p>6.b</p> <p>6.c</p> <p>6.c.i</p> <p>6.c.ii</p> <p>6.d</p> <p>6.d.i</p>	<p>challenge being presented because whole-unit planning and provision is not in sufficient depth; a staff meeting has therefore recently addressed collaborative planning.</p> <p>To a question as to whether the level of staffing allows for the interventions described under items 8 and 9, DS confirmed these are well-organised and tailored; and hence less problematic. Teachers deliver them within class, e.g. Erica Tate, Tom Russell, Angela Christie (in Lime class) and Mary Saldanha/Lisa Knowler (Year 5/Year 6); also, 2 TAs are in classes during the afternoons, also on some mornings. Pupil Premium (PP) interventions are funded separately with the support of Girton Town Charity (GTC).</p> <p><u>Personnel, 8 March 2018</u></p> <p>The minutes are in preparation and will be circulated in due course.</p> <p><u>Resources, 2 Nov 2017 / Approve committee ToR</u></p> <p>The minutes are in preparation and will be circulated in due course.</p> <p>CBL gave a verbal update covering the following areas: -</p> <ul style="list-style-type: none"> • The year-end carry-forward of £90k will be slightly higher than envisaged in the original budget; as detailed previously, surplus will continue for 2 further years only. • Having been told to reduce agency costs, these remain, however, unavoidably high. • CBL will attend the budget-setting meeting with Julia Watkinson (JWN), Business Manager, and the Financial Adviser on 23 April 2018. • Cambridge Catering Services (CCS) will cease to operate at the end of the coming autumn term. JWN is working alongside other Business Managers to put alternative provision in place; a meeting is scheduled for Wednesday 18 April 2018. • A matter needing to be addressed is drainage of the school field, both horizontal and vertical; the school would have to meet additional maintenance costs of £5k per annum for two applications of top dressing. • A further meeting has taken place between DS, RB and representatives of Cottontails to discuss the work required should the pre-school take over the vacant end of the building. Two potential contractors have subsequently visited on their behalf and quotes are awaited. <p><u>Standards & Curriculum, Terms of Reference</u></p> <p>The draft TOR accompany these notes. JWD gave a verbal update and governors approved the TOR in principle, subject to amendment by email outside of the meeting following further consideration.</p> <p><u>Safeguarding Link Governor</u></p>	<p>NH</p> <p>CBL</p>
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6.e	<p>LW had conducted her regular visit and covered the following issues: -</p> <ul style="list-style-type: none"> • Online resources, which are available regarding volunteers and re-signing codes of practice. • The Local Authority (LA) model Single Central Record (SCR) and Volunteers policy. • Reviewing the RAG-rating tool. • A re-look at the audit of child protection files. • Staff training; which all have completed. • 'My Concern' - https://www.myconcern.co.uk/ - a system which provides digital tracking of safeguarding concerns. Three companies wish to tender. The cost has been built into the 2018/2019 budget. 	
7.	<p>Head Teacher's report Circulated in advance; also the evidenced spring term operational plan (TOP) and Risk Register.</p>	
<p>7.c 7.c.i 7.c.ii 7.c.iii 7.c.iv 7.d 7.a 7.b</p>	<p><u>Staffing update</u> DS went over class allocations and responsibilities as set out on page 3 of the report. He stressed that the leader for Looked-After Children (LAC) and post-LAC (PLAC) must be a member of teaching staff (in this case, himself) who is able to account for the ring-fenced funding. DS is also covering as English leader. Tom Russell is overseeing the SCR.</p> <p>In terms of staff training, Girton Glebe hopes to become a Forest Schools beacon and thereby to host other schools.</p> <p>Smartkidz has funded cover so as to ensure its staff member could attend mandatory paediatric first aid training.</p> <p>Four out of six applicants were shortlisted for the vacancy in Lower Key Stage 2 from September 2018 (one has since withdrawn)*. Angela Christie's short-term contract will therefore run until the end of the coming Summer term. <i>(*DS has subsequently advised that an appointment was made on 26 March 2018, thereby obviating the need to repeat the recruitment process during Summer [1]).</i></p> <p><u>KPIs</u> Pupil attendance remains on target at 96% despite recent episodes of sickness.</p> <p><u>Achievement and Standards / Termly Operational Plan (TOP)</u> DS went over the areas still shaded Amber (e.g. moderation); he also explained that yellow type within Green-shaded boxes signifies action arising from completion of a particular task.</p> <p><u>Leadership and Management</u> The coming INSET day will cover STEPS training and also include a 'BMX Assembly', various workshops and a staff meeting.</p>	

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7.f	<p><u>Personal Development, Behaviour and Welfare</u></p> <p>DS was pleased to report that a number of official visitors to the school have commented on the clear and noticeable philosophy in place across classrooms; he believes this has assisted e.g. in attracting the number and quality of teacher applications noted under item 7.c.iv above.</p>	
7.e	<p><u>Outcomes for Children & Learners</u></p> <p>See item 6.a above.</p>	
7.g	<p><u>Governor Visits linked to Action Plan and Work Plan</u></p> <ul style="list-style-type: none"> • <i>Premises/Health & Safety, 6 February 2018</i> Report circulated in advance. TS drew governors' attention to the sections relating to completion time for necessary but non-essential work; she assured the meeting there is nothing outstanding which compromises safety. • <i>Behaviour</i> Report awaited, as per the action grid. • <i>Early Years Foundation Stage (EYFS), 15 March 2018</i> Updated report circulated in advance. CBA and CG commented on the less cluttered state of the room since their previous visit 12 months previously, with items now pared back, clear zones and resourcing; resulting in the whole being more engaging. The outside area is notably impressive. CBA and CG also highlighted challenge cards, saying they had been impressed by the amount of writing being undertaken. In addition, parents are pleasingly well-engaged. • <i>Mental maths</i> Ongoing, as per action grid. • <i>Spelling and Grammar</i> Ongoing, as per the action grid. Governors will be invited to look at 3-phase planning in English (as noted under item 6.a.iii above), also to conduct book scrutiny (over the course of the coming summer term). • <i>Office processes</i> TS and NH agreed to conduct a scrutiny exercise during the coming summer term. • <i>Subject Coordinators' reports</i> <ul style="list-style-type: none"> ➤ Standard format reports from subject coordinators (e.g. from Lisa Knowler, curriculum coordinator) will be prepared for governors' attention in late summer term; these will be viewed in the first instance by JWD and one other governor, to be agreed. ➤ JP is continuing to trial Virtual Learning Environments 	<p>RB</p> <p>TS JWD</p> <p>PW</p> <p>TS NH</p>

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	<p>(VLE).</p> <ul style="list-style-type: none"> ➤ Tom Russell has resolved issues so Year 2 can now access 'See Saw' - https://web.seesaw.me/ - which is to be launched across the school during the coming summer term. The App assists in engaging e.g. PP children. ➤ The accreditation process around 'Healthy School' has been launched. ➤ Evidence to achieve Sports Mark will be collected and taken forward during the 2018/2019 academic year; it is permissible to use Sports Premium funding to pay for sports coaches. ➤ For Arts Mark, the focus will be on assistance available around the ongoing application. 	DS JWD
8.	Policies	
	None scheduled for review.	
9.	Governor Training & Briefings	
<i>9.a</i>	Notes of the termly briefing had been circulated in advance.	
<i>9.b.i</i>	On 21 February 2018 JWD had attended a session focusing on 'Accelerating the Achievement of Vulnerable Groups' – her notes had been circulated in advance.	
<i>9.b.ii</i>	DS and Tom Russell are preparing the PP Strategy Statement referred to under 'key actions for governors'; this fulfils the requirement to justify and evidence what the school is putting in place.	
10.	Agree meeting schedule 2017/2018	
	No changes.	
11.	Any Other Business	
	The GDPR (General Data Protection Regulation) audit has resulted in the school entering into a 3 year contract with the LA's ICT Service.	
	The meeting closed at: 8.30pm.	
	<u>Date of next FGB Meeting</u> Tuesday 8 May 2018 at 6.30pm.	

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