



SUBJECT TO RATIFICATION
GIRTON GLEBE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Held on 23rd JANUARY 2018

ACTION GRID

ITEM	ACTION	DEADLINE	RESPONSIBILITY
Actions from 14th March 2017 FGB meeting			
	Cross-reference SEN visits from S&C minutes to FGB minutes.	As appropriate	PW/ GW
Actions from 14th November 2017 FGB meeting			
5e	MAT working group to draw up list of questions for prospective MAT partners for discussion at next FGB.	Next FGB	RB
6a	Confirm S&C committee has signed off revised ToR.	Next FGB	PW
Actions from 23rd January FGB			
4a	Report to next Resources Committee on the financial implications of 2018 admissions projections.	March 8th	DS
4b	School Development Plan to cross-reference HT objectives and TOP	Done for this year	DS/ RB
4c	Governors to send MAT questions to RB	February 9 th	Governors
	Staff questions to be sent to RB	February 9th	JP
4d	Submit agreed SFVS	ASAP	JWa
6a (i)	Ensure year 3 progress and SEND/ PP progress are prioritised at next data scrutiny task force.	February 20th	RB

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6a(ii)	Check whether progress between year 3s is comparable between the 2 mixed classes.	20 February	DS
6e(i)	Schedule EYFS and behaviour visits	Before end of term	RB?
6e(ii)	Ensure PW invited to staff meeting on spelling and JWD and TS to mental maths drop=in		DS
7b (i)	Get governor school e-mail accounts set up or passwords reset	Before next FGB	DS
7b(ii)	Always use school e-mail accounts for Girton Glebe business	Once set up	Governors
7b(iii)	Circulate instructions for setting up school e-mail on mobile devices	ASAP	NK



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MINUTES

Present: Present: Rowena Barnes (RB – Chair); Andrew (Drew) Simpson (DS – Head); Nigel Howlett (NH); Colin Black (CBL); Tanya Sheridan (TS); Lucy Wilson (LW); Joanne Pyle (JP); Jo Ward (JWD); Pieter Wallace (PW); Neil Kohler (NK) – Assistant Head Teacher and Associate Member.

		<i>Action</i>
1.	Welcome, introductions and apologies for absence	
	<p>RB welcomed all governors present. Apologies were received and accepted from Christine Barrow (CBA), Corinne Garvie (CG), Glen Perrott (GP) and Deborah Macklin (DM).</p> <p>Graham Whiting (Cam Clerk) was also unable to attend.</p>	
2.	Declaration 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.	Action Grid and Minutes of the Last Meeting	
	<p>The draft FGB minutes had been circulated in advance; they were agreed as a true record, subject to a change to para 7c to say that Laura Fitch’s maternity leave starts in March.</p> <p><i>Action points</i></p> <p>Strapline - NK reported that the School Council had discussed the strapline further in the light of feedback from the 14 November FGB. They had suggested ‘Dream Big, Learn Better, Unlock Potential’. NK explained the School Council members were very keen on the first two elements of the strapline. Governors discussed this updated version: some preferred this new version, as it keeps the rhythm of the original proposal and</p>	

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	<p>emphasises the growth mindset. Others felt that ‘dream bigger’ worked better than ‘dream big’. However, several others preferred to keep the original strapline. JWD felt it important to use something respecting the pupil voice and NK explained ‘potential’ was a concept that children in KS1 did not easily understand. Others felt it could be misinterpreted to suggest limited potential. Governors voted 6-3 for the strapline ‘dream big, learn better’, completing action 4d. RB asked NK to pass on FGB’s thanks to the School Council.</p> <p>On actions 9.3 and 7g - SEN and Maths visit reports to go to next S and C committee.</p> <p>Action 5b done - DS awaiting response from CPAT CEO.</p> <p>Action 6a was still outstanding - Standards and Curriculum Committee Terms of Reference will go to 20 March FGB.</p>	<p>GW/ PW</p> <p>GW/ PW</p>
<p>4.</p>	<p>Chair’s report (including MAT working group)</p>	
	<p><i>Risk Register</i></p> <p>RB talked the FGB through the changes to the Risk Register. She proposed a lower risk rating for risk 1 - vision and strategy, to reflect the work the FGB and teaching staff have done here. She explained that risk 4 - admissions numbers- had not been downgraded, but proposed the residual risk rating should move to green – this was agreed. So far this year Girton Glebe has 25 first choice applications and 40 second choices for Reception and a few more first choices are likely: at this point last year, there were 17 first choice applications. NH, RB and other governors thanked DS, as this turn-around in reputation came about thanks to his leadership and showed the promotion package for the school as a whole was working. Governors agreed that pupil numbers should remain a risk, as the North West Cambridge development is not finished.</p> <p>CB asked what financial implications the admissions numbers would have. DS said he and Julia Watkinson were going through the numbers and he would report back to the next Resources committee. Governors agreed that Risk 14 – Loss of income - should remain a red risk pending further information on the impact of the improved admissions numbers.</p>	<p>DS</p>



	<p>RB explained that risk 13 – progress of EYFS children was now green, thanks to great progress. DS put on record his thanks to the EYFS staff for their hard work. Progress of vulnerable groups risk was still amber, as there is more to do here.</p> <p>On risk 7 – quality of teaching - governors asked DS whether quality of teaching had reached Good by Dec 17. He responded that it was close to but not at 100%, so it was agreed to leave at amber. DS stated the measure of 100% outstanding teaching set out in risk 8 on Quality of Teaching by Dec 19 was not achievable for any school and was well in excess of Ofsted outstanding. It was agreed to revise this measure to 60% outstanding teaching, with the rest all at Good or better.</p> <p>TS suggested broadening risk 3 – Government strategy on academisation - to cover other policy changes, given uncertain political environment. This was agreed and RB agreed to update the risk register.</p> <p>RB also reported that:</p> <ul style="list-style-type: none"> • She and NH met DS to update objectives • School Development Plan cross-references HT objectives and TOP • There have been a lot of staff changes – 5 new teachers in the last year – and governors shouldn't underestimate just how hard it has been to keep the school running smoothly. She paid tribute to Drew for doing this. <p><i>MAT working group</i></p> <ul style="list-style-type: none"> • Part of the Academisation group met earlier on 23.1.18, when it discussed the importance of developing questions for the Norris Educational Trust and possibly Cambridge Primary Academy Trust. RB has circulated some background documents on considerations for Governing bodies thinking about joining a MAT, completing action 5c. • All governors were asked to send their suggested questions to Rowena by 9 Feb. • JP agreed to collect staff questions. • RB and TS will consolidate responses for discussion at a Working Group meeting before 20 March and 20 March FGB – action 5e rolls over. 	<p>RB</p> <p>DS</p> <p>FGB</p> <p>JP RB/TS</p>
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	<ul style="list-style-type: none"> • There was some discussion of what the aim of joining a MAT would be – group agreed the critical question was whether they would take the school further than we could go by ourselves. 	
<p>5.</p>	<p>Committee minutes and other updates</p> <p>a) Standards and Curriculum, 24 Nov 2018</p> <p>PW reported the committee had been through key data contextualising last summer’s results at KS1 and KS2. NW had picked out the key groups to monitor, particularly SEN/ disadvantaged and girls in Maths. Some disappointment on phonics screen, but caution that moderation may be too severe. TS checked whether these themes were in the TOP and cross referenced to plans for implementing equality duties, DS confirmed this was the case.</p> <p>b) Resources, 11 Jan 2018</p> <p>Resources committee – CB noted the financial position would be fine this year, with a more difficult outlook next year. The committee had asked about the underlying causes of an increase in agency staff spend and debated capital spend, particularly on laptops. The committee felt phased replacement of laptops should take place. DS explained that typically 20% of laptops could be out of use at any one time: the wait time for IT providers to resolve issues could be up to 2 weeks and this was typical for the schools’ IT service.</p> <p>The Committee had been through the Schools Financial Value Statement and Julia Watkinson had taken the changes on board. FGB agreed the SFVS, asked Julia to submit it and thanked her for her work.</p> <p>c) Safeguarding Link</p> <p>DS reported that he has implemented the lanyard colour scheme and children know the code (blue for staff/ governors; yellow for DBS cleared visitors and red for visitors without DBS clearance). He also reported that he did basic child protection training with staff and logged on SCR. Tom R and DS have looked back through the</p>	<p>JWa</p>



	<p>recruitment files and organised them these to show use of safer recruitment, staff qualifications and personnel. JWD asked about Tom's role in respect of safeguarding and the lines of accountability there: DS explained Linda in the offices manages the single central record, overseen by Tom, who in turn reports to Drew.</p>	
<p>6.</p>	<p>Head Teacher's report</p>	
<p>a.</p>	<p>NH asked about the issues the school was having with the Seesaw platform. DS explained that NK's contact in Stukeley was helping them resolve these problems and DS was looking at using Seesaw lower down the school.</p> <p><i>Achievement and standards</i></p> <p>On pupil progress data, TS asked DS and the Data Task force whether there was a trend of children making less progress in the earlier classes and then making much more progress in years 5 and 6. RB noted that the data task force had not been able to meet recently, but was scheduled to do so after half term. JW asked what was being done to ensure pupils in year 3 could 'catch up' progress after somewhat disappointing KS 1 results. DS explained that with Y3, as with all pupils, it was important to look at both attainment and progress in comparison to age-related expectations. The Target Tracker data for year 2 underestimated progress because Oak Class Y2 data points were missing. DS thought the slower progress of year 1 and year 3 pupils during the first term of the year was largely down to them adjusting to the new curriculum expectations and could also be due to cautious moderation. NH reiterated the earlier concerns about Y3 pupil progress and asked what was being done to ensure consistent moderation judgements. NK stated that teachers were using moderation and peer review to develop a sense of common standards: teacher moderation had taken place in late Autumn. PW asked whether Y3 progress was comparable across the 2 mixed classes. DS agreed to check this. Y3 progress to be a priority for next data scrutiny task force meeting.</p> <p>RB asked DS how concerned he was by the data, particularly for Pupil Premium and SEND children. DS said the gap between Pupil Premium/ non-Pupil Premium and SEN/ non-SEN children was narrowing in Y5</p>	<p>DS</p>



	<p>and Y6, but there is more to be done and it will be important to look at this across the school. It was agreed this should also be a priority for the next task force.</p> <p>DS highlighted that several of the Y2 pupils will be resitting the phonics screening test and a 2 those are not expected to pass, due to their particular needs. DS plans to do further phonics training with Teaching Assistants.</p> <p>b. <i>Staffing</i></p> <p>DS updated that Mary Soldanha would join after half term to cover Laura Fitch’s maternity leave and Tom Austin would join after Easter as Assistant Head and Year 6 teacher, with Kelly Davidson as interim cover from half term.</p> <p>c. <i>Behaviour</i></p> <p>Exclusions – DS reported there had been 10 separate exclusions for one single child, whose behaviour had become so challenging as to be untenable for staff and who is unable to understand the impact of his behaviour. DS had worked hard to help the child by getting the specialist provision needed to support and care for him: since that was put in place, the child has been much happier. DS explained that this means staff and other children are now safe and he hopes the child concerned will be able to transfer to a special school best place to meet his needs as soon as possible. NH, RB and other governors asked to put on record that, although exclusions are undesirable, they support using them in this case.</p> <p>d. <i>Training</i></p> <p>JP described the project she is doing as part of the Senior Leaders qualification on closing the gap between PP and non-PP children in Maths. Following her initial work, she will be looking at why non-PP pupils use feedback from teacher marking more positively than PP children. Governors welcomed this work and looked forward to hearing about the results on the next stage.</p> <p>e. <i>Governor visits</i></p>	<p>DS/ RB</p>
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	<p>EYFS and behaviour visits to be scheduled.</p> <p>NK fed back at the staff meeting on the spelling drop-in he did with DS. SLT will focus on English, particularly spelling, on 26th February after school – PW and CB to attend the meeting, which will consider how to adapt the scheme of work to facilitate more imaginative spelling teaching. Sarah Batchelor English adviser also visiting before Half Term to provide advice on spelling and phonics.</p> <p>19th March mental maths drop ins – JW and TS to attend.</p> <p>NH, RB and Julia to review behaviour audits to check how measures put in place following last behaviour visit are working.</p>	
7.	Policies	
a.	<p><i>EYFS</i></p> <p>DS explained the EYFS policy is a statutory requirement and adapts the model policies from other schools and sets out the systems in place at Girton Glebe. TS and NH asked how we can assure ourselves GG complies with this and other long policies. DS explained the policy codifies what is done in the school and is based on an EPM model policy. FGB agreed the policy.</p>	
b.	<p><i>Acceptable Use Policy</i></p> <p>DS explained the Acceptable Use policy had been updated to include new codes of conduct. Also brings in the new e-safety policy, procedures for reporting e-safety incidents and the e-safety champion. LW asked about governor e-mails, as some governors don't have these. DS agreed to get e-mails set up for Governors without school e-mail accounts and reset passwords for those who do and governors agreed to use their school e-mail accounts for school business. NK agreed to circulate instructions for setting up school e-mail accounts on mobile devices. NH asked whether the policy was GDPR compliant: Julia has been on the training and checked the policy. FGB agreed the policy, subject to GDPR compliance.</p>	<p>DS</p> <p>NK</p>
c.	<p><i>Whole School Food Policy</i></p> <p>Whole school food policy – RB asked whether FGB supports the draft. DS explained it should be about encouragement not coercion. Staff</p>	



d.	<p>had discussed how healthy eating choices could lead to collective rewards and had plans for e.g. tokens, house points. LW asked whether school meal provision fitted with the policy. DS confirmed healthy meals are provided each day, with a healthy option available. NH said he would support a sensible, gradual, proportionate implementation. FGB agreed with this and felt the document should be a strategy, rather than a policy and agreed it on that basis.</p> <p>Governors asked about communication to parents of the policy. DS explained the school council is on board with the policy and will send a letter of support to all parents when the policy is communicated to them.</p> <p><i>Recruitment and selection policy</i></p> <p>DS explained this was a standard policy, agreed by FGB subject to 8th March personnel committee considering the detail.</p>	NH
8.	Governor Training & Briefings	
	RB drew attention to DM's list of courses and reminded all Governors to tell DM about any training they do.	
9.	Agree/revise meeting RB schedule 2017/2018	
	The Data scrutiny task force will meet on 20 Feb.	
10.	AOB	
	<p>AOB – JWD reported the £70 profit from mulled wine and mince pies at the Christmas fayre has been given to FOGG.</p> <p>RB thanked NK on behalf of governors and wished him well as was his last FGB.</p>	
	The meeting closed at: 8.45pm	
	<i>Date of Next Meeting: 20 March 2018</i>	