



AGREED MINUTES

GIRTON GLEBE PRIMARY SCHOOL

LOCAL GOVERNING BODY MEETING

Held on Thursday 8th July at 18.15 – by zoom

LGB Governors Present:

Rowena Barnes (RB – Chair); Drew Spencer (DS – Head); Colin Black (CB); Corinne Garvie (CG); Peter Goodwin (PG); Nigel Howlett (NH); Margaret Hyde (MH); Alex Read (AR); Kathryn Bigg (KB); Anyela Carmargo Rodriguez (ACR); Jo Pyle (JP); Pieter Wallace (PW)

Others in attendance: Tom Austin (TA) – Associate Member; Ryan Kelsall (RK) – Trust representative

Cam Clerk: Katie Tween (KT)

The meeting took place remotely due to covid-19. The meeting was quorate and RB took the chair.

MINUTES

		<i>Action</i>
1.	Welcome and apologies	
	<p>The Chair welcomed attendees. No apologies had been received although it was noted that NH would be joining slightly later.</p> <p>It was noted that it was RB’s last meeting as Chair and as a governor. Governors expressed their thanks for all of her dedication over her time as a governor, noting in particular that the school was now on a sound financial footing and had a “Good” Ofsted rating. The Head also thanked RB for all of the support that she had shown him since he had been Head.</p> <p>It was also noted that it was CG’s last meeting and governors thanked her for all of the effort she had put in, in particular the different roles which she had volunteered for during her time as governor.</p>	
2.	Business Interests	
	<p>Declarations of Interest to items on this agenda</p> <p>There were none.</p>	
3.	Minutes of last FGB meeting, Action Points & Matters Arising: 18th May 2021	
	<p>The draft minutes had been circulated in advance of the meeting.</p> <p>There were no comments, minutes were agreed as an accurate record and the minutes were APPROVED.</p> <p>The open action points were then reviewed.</p> <p>Action Point: <i>All remaining governors to complete the safeguarding training on the ELA website (link to be sent by RB).</i> The majority of governors had now completed this. It was agreed that CB would</p>	



	<p>take over the training governor role from CG and therefore anyone yet to complete it should notify CB once this had been done.</p> <p><i>The Chair agreed to contact Jenna Bickley to clarify some points raised around the ToR. This had been done, awaiting a response. Action to remain open.</i></p> <p>All other actions were either closed or listed elsewhere on the agenda.</p>	<p>CB</p> <p>KT</p>
<p>4.</p>	<p>Trust Matters</p>	
	<p>a) Cavendish School</p> <p>RK provided an update. The work had now been completed and the Business Administration Manager and the Deputy Head had moved in and were making it ready. The students were starting transition next week. RK thanked DS and the team for being accommodating and supportive throughout the process. DS and the Cavendish School team were now working collaboratively to finalise some of the logistics, such as the cleaning of the space. The caretaking capacity at Girton Glebe was limited, so it had been agreed that the IVC team would be on-call for Cavendish. DS also thanked the Girton Glebe students who had been involved with some Cavendish School staff recruitment. He noted that there was some great collaboration going on and there was lots of support from the wider Girton Glebe school community.</p> <p>Governors asked if they could come and see the site but it was accepted that, as the LA advice on Covid19 was to keep protocols in place until the end of the school year, this would be in September. RK advised that this should be arranged via DS.</p> <p>b) Eastern Learning Alliance (ELA) AGM</p> <p>CB had attended the ELA AGM on behalf of the governing body and made the following comments:</p> <ul style="list-style-type: none"> • The meeting had been face to face, but the main update had been done via a video with interviews with key members of staff across the ELA. The clerk had circulated the video to all so that they would watch after the event. • A key takeaway had been that it had been an incredibly unusual year, but there had been a lot of collaboration across the schools. There was lots of support and collaboration between teaching, maintenance and leisure facilities staff. • The focus had been on the secondary schools, so it was important for the Girton Glebe governors to consider how they could best tap into that support at the right level for this school. • Chairs of governors across the schools could also work collaboratively to share best practice. 	
<p>5.</p>	<p>Chair's Report and Update</p>	
	<p>a) Chair's Report</p> <p>RB gave the following updates:</p> <ul style="list-style-type: none"> • The website had now been updated to remove outdated references to committees and to include the biographies of the newer governors. The clerk asked that all governors checked that they were still happy with their biographies and to let her know of any changes. • RB had asked Jenna Bickley if there was a format available for self-evaluation of LGBs as the previously used FGB evaluation form was no longer relevant. 	



	<ul style="list-style-type: none"> The swimming pool plaque ceremony had been cancelled due to ongoing covid restrictions. It was likely to be rescheduled to 11/09/2021. DS informed governors that an anonymous benefactor had agreed to pay for the entire refurbishment of the pool boiler and boiler house. This would be carried out in the Spring term to ensure that the pool was available for next Summer term. It was noted that there could be other potential donors and that any additional money could be used to improve the exterior of the pool. Governors noted that it was essential to follow money-laundering regulations when accepting donations. It was also noted that any donation fund would be separate to Friends of Girton Glebe to ensure that the donations made were specifically used towards the pool. The proposed dates for LGB meetings for the next academic year had been circulated and the first one was on the 30th September. 	
<p>6.</p>	<p>Head Teacher Report</p> <p>The Head had circulated a written report and a supplementary data sheet in advance. He made the following additional points:</p> <p><u>Covid</u></p> <ul style="list-style-type: none"> The recommendation from the LA is to stick to existing guidance until the end of term (beyond 19th July). There had been approx. 170 cases in schools across Cambridgeshire this week. A Year 3 bubble had closed last week which affected 4 staff and 23 pupils. They had come close to closing other bubbles but in the end had not had to. Everyone was back in school now. The government’s directive was that the bubble system and isolation periods would be ending from September, but that staff should continue doing Lateral Flow Tests (LFTs). It was unlikely that everything would go immediately back to normal in September; for example, it may not be sensible to have everyone in the hall for lunch at the same time. They may keep some flexibility with start and finish times to avoid a big influx at the same time. Staggered breaktimes were also being considered, both to avoid too much mixing but also to aid socialising – foundation and Year 1 children had very limited experience of socialising outside of their bubbles. Senior leadership time for the rest of the term will be dedicating to sorting plans for September onwards and for devising an “Outbreak Plan”. RK advised that there was a trust-wide Outbreak Plan being drafted that would be circulated to all Heads this week. <p><u>Staffing</u></p> <ul style="list-style-type: none"> One member of the teaching staff was leaving at the end of term and being replace by an ECT (Early Career Teacher) who would be joining next week for some transition days. As previously discussed, the teaching team had been re-structured and this had been communicated via the newsletter. Two members of the cleaning team were retiring and interviews were being held to replace them. The supply teacher who had been covering Foundation Stage was now a permanent member of staff. <p><u>Attendance</u></p> <ul style="list-style-type: none"> Summer term attendance was 96% which is where the school aimed for. 	



- For the academic year as a whole it was 95%, so slightly below. This included some pupils with long-term absences.
- On the whole, the figures were really positive.

Pupil Numbers

- There was likely to be an increase in pupil numbers in September. They had had 9 applications and 5 had accepted a place so far. This was good financially for the school.
- They had capacity to take more across the years.

In response to a governor question, the Head clarified that the total number overall next year was likely to be roughly the same as this academic year.

Cavendish School Space

The Head advised that the space currently being occupied by The Cavendish School at the bottom of the school could be taken over by another user in January. The discussions on this were still on-going so needed to remain confidential, but the Head gave the governors details and they were very positive about the potential use of the space. It had always been the hope that the investment in the building for The Cavendish School would bring a short-term benefit to the Trust whilst leaving a long-term benefit for Girton Glebe.

Curriculum

- There was a new Foundation Stage curriculum. The main changes were to the assessment side of it, as it relied more on teacher judgement and removed the LA moderation. It would be discussed at the Autumn 2 LGB meeting.
- The school was also moving away from paper-based learning journals and instead using a digital platform.

Data

The Head explained that the data for Year 2 was teacher assessment data. For Year 6 the data was from the mock SATs work supplemented by teacher assessment. The mock SATs in June had been administered in exactly the same way as they normally would be. This had ensured that the school had a benchmark of data attainment but was also important for the pupils; they had worked hard and last year's leavers had felt frustrated at not having anything to record or reflect their learning. This year they had been in a better position so had been able to work towards the mock SATs in June and then everything since then had been focused on leaving celebrations and transition. The SATs had been marked internally but also moderated internally, so they were confident in the data.

The Head was very proud of the data and said it showed how hard staff had worked across the school as well as showing the high expectations and high quality of work. He noted that the writing performance stood out a little but explained that they had not had the time with the children in school that would be needed for the greater depth. TA agreed that it was easier to get children caught up in reading and maths compared to writing, because writing needed the exposure to a range of texts. He added that pupils had worked extremely hard, both at home and at school. Children also did not seem to have been stressed by the SATs – it had been a normal thing for them to take part in. Parent governors also agreed that pupils had looked forward to the SATs.

KT



Governor Questions and Challenges

Q./ The data looks really good – well done. In Year 6, can you explain how good progress was made but only 68% met the expected standard?

A./ Normally we would be looking for 6 steps of progress across the whole year. Children had such a disrupted picture last year – some groups had more time in school than others and they were still playing catch up from then. The progress data was key as it helped identify where provision was needed and how the catch up funding should be used.

Q./ Firstly, results were incredible given the past 18 months. It was interesting that the younger years had made less progress than the older groups – was there any theory or explanation for that?

A./ The Year 1 children had not finished their Foundation stage and then had had to move onto the national curriculum. The Year 2s had had less than a year on it. For the older children, some had been very resilient but it was different for different ages. For the older children it had been easier for them to continue their progress at home – it was much harder for the younger children to work independently. The Head also clarified that in addition to the overall data, they were doing pupil by pupil work.

Q./ Will the catch-up funding continue?

A./ Yes – more catch-up was needed. It wasn't clear how long the funding would be available for but there was more to come.

Q./ Looking at the Year 2 Greater Depth, there was quite a drop compared to 2019. Is that differences in the cohort itself, or due to covid and how the catch-up has been targeted? How are those children at higher level going to be catered for?

A./ The focus on catch-up was not to the detriment of the class – work was always differentiated. Part of the difference was contextual – it was a different cohort completely. However, it had been impacted by covid and time out of school.

JP added as staff governor that teaching was as it was pre-covid. There were always opportunities for higher achievers to do the greater depth tasks. Every child was also able to access the greater depth, e.g. in Maths there was always a plenary task which was greater depth. The interventions that happened, happened outside of the class, so no child was being held back.

Parent governors also noted that the engagement with the parents from the teachers was key to ensure that it was a shared responsibility to help the pupils catch up. The Head advised that feedback to parents would happen through the reports home.

CG left the meeting at 19.25.

RK noted how the survey data was due back shortly and once the analysis had been completed it would be sent to the school. The survey had been sent to Years 4, 5 and 6 and the senior leaders would be meeting to discuss it in the last week of term.

Governors noted that they appreciated having the data back.

Q./ If the July 19th reopening goes ahead and the bubble system is removed, then it is likely that cases will go up and that children will be infected. What will the school's policies be? Will they be the school's own policies or from the council?



	<p>A./ The school would consider the government advice/directive, together with guidance from the local authority and decide what was best for the school community, depending on how staff and parents felt. There would be interim steps to returning to full normality; they needed to move towards a more open school system but how that was done remained to be seen.</p> <p>There was further discussion on this point and RK advised that Public Health England would work with schools if needed. Schools will be required to have an Outbreak Plan and staff will have to continue doing weekly testing, but there was very limited information beyond that at the moment.</p> <p>The clerk advised that the role of the governors was strategic, not operational so they did not need to focus on the operational specifics. RK also confirmed that the Trust also bore this responsibility, rather than the governors.</p> <p>ACR left the meeting at 19.35</p>	
<p>7.</p>	<p>Safeguarding</p> <p>PG had carried out a safeguarding governor visit and the report had been circulated. The Head gave the following additional updates:</p> <ul style="list-style-type: none"> • He had attended a review meeting at Witchford College on sexual harassment between pupils. This was far more relevant at secondary level, but it was important to build in the reporting structures. • The new expectations in the RSE curriculum were clear. • There was a training day in September set aside for safeguarding. <p>PG also advised that he was booked to attend training on the Single Central Record.</p>	
<p>8.</p>	<p>RSE Policy</p> <p>The RSE policy had been circulated in advance for governors to review. The Head explained that there were not too many changes but it now sat alongside the PSHE policy. It was now a statutory part of the curriculum and parents could not withdraw their children from any elements of it.</p> <p>Governor Questions and Challenges</p> <p><i>Q./ Section 3.3 referred to governors' responsibilities – how do governors best ensure that they fulfil their role on this?</i></p> <p>A./ Governors will be able to monitor and receive information from staff. Teachers and senior leaders need to work with the governors to demonstrate that the curriculum is delivered appropriately. It was agreed that it could be useful to have a link governor, or include it on the school visits plan. It was also agreed that it needed to be included on the LGB agenda once a year.</p> <p><i>Q./ When did the consultation happen?</i></p> <p>A./ Parents were written to with the content of the curriculum and invited to share any concerns they had.</p> <p>Governors discussed whether this represented adequate consultation. It was noted that it was a model policy and that there may have been limited scope to change any of the policy, but governors were aware that other schools had done more detailed consultations. It was agreed that now that the curriculum had been delivered it would be appropriate to survey parents in</p>	<p>KT</p> <p>DS</p>



	September and that the approval of the policy should be put on hold until the September LGB meeting when the results of that survey could be shared and considered.	
9.	<p>Governor Visits and Training</p> <p>The Chair had circulated a suggested governor visits schedule in advance. It was noted that it had been a year since the last Health and Safety visit, so this should be a priority. RK advised that governors could feel assured that Health and Safety was monitored by the Trust aswell.</p> <p>It was noted that the report of the recent Attendance visit would come to the September meeting.</p> <p>Governors discussed that the schedule was based on when they had been an FGB and did not necessarily reflect the current priorities of the LGB. It was agreed that it could be updated in September.</p> <p>For governor training, it was agreed that CG would pass training records to CB to retain and manage.</p>	CG/CB
10.	<p>AOB</p> <p>The clerk advised that the governor services SLA was due to be returned. This had been done.</p> <p>The governors wished to thank all staff for their hard work this year. The Chair advised that she had bought individual cards for everyone.</p> <p>Next meeting to be held on Thursday 30th September at 6.15pm. Venue to be confirmed, but likely to be face to face in school.</p>	