



AGREED MINUTES

GIRTON GLEBE PRIMARY SCHOOL LOCAL GOVERNING BODY MEETING

Held on Tuesday 16th March 2021 at 18.15 – by zoom

LGB Governors Present:

Rowena Barnes (RB – Chair); Drew Spencer (DS – Head); Colin Black (CBL); Corinne Garvie (CG); Peter Goodwin (PG); Nigel Howlett (NH); Margaret Hyde (MH); Pieter Wallace (PW), Alex Read (AR), Kathryn Bigg (KB)

LGB Governors in partial attendance: Anyela Carmargo Rodriguez (ACR) – from 18.55

Others in attendance: Tom Austin (Associate Member - TA); Jo Pyle (JP); Ryan Kelsall (RK - IVC)

Cam Clerk: Katie Tween (KT)

Apologies: n/a

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

ACTIONS REQUIRED

ITEM	ACTION	DEADLINE	RESPONSIBILITY
1	CG to mentor KB.	Ongoing	CG
3	NH to return Pecuniary Interest form	ASAP	NH
3	KT to circulate signature sheet.	Immediately	KT
5	DS to arrange a staff governor election.	18.05.21	DS
5	RB to send CB the 2019 newsletter. CB to produce a draft for 2021.	18.05.21	RB, CB
7	RB to send round a safeguarding training signing sheet. All to access training, complete form & return to CG.	18.05.21	RB, ALL
8	RB to amend the name of each to “protocol” and to circulate the governor visit template separately.	18.05.21	RB



MINUTES

		Action
1.	Welcome and apologies	
	The Chair welcomed attendees, in particular KB as the new parent governor. No apologies were received. The meeting was quorate. CG volunteered to mentor KB: this was agreed .	CG to mentor KB.
2.	Business Interests	
	a) Declarations of Interest to items on this agenda There were none.	
3.	Minutes of last FGB meeting, Action Points & Matters Arising: 26 January 2021	
	<p>The draft minutes had been circulated in advance of the meeting.</p> <p>Item 11 – Governor Walks: a governor asked when would normal circumstances be resumed? DS advised end of summer term or from September.</p> <p>There were no other comments, minutes were agreed as an accurate record and the minutes were APPROVED.</p> <p>The action points were reviewed.</p> <p>Action Point: PW and NH to provide the pecuniary interest declarations – <i>in progress. Action to remain open.</i></p> <p>DS to circulate amended signatory sheet – <i>in progress - to be circulated by KT.</i></p> <p>KB to be invited to meeting – <i>actioned.</i></p> <p>NH, PG and CB to form a Risk Register working group – <i>on agenda.</i></p> <p>DS to use the next school newsletter to remind parents of the different ways they could communicate with the school. Parent governors to remind fellow parents of the communication channels – <i>actioned.</i></p> <p>RB to email link to training videos and all to access safeguarding training – <i>in progress. On agenda.</i></p> <p>RB to circulate governor visit report form – <i>on agenda.</i></p> <p>KT to update mailing list with preferred email addresses – <i>actioned.</i></p>	<p>NH to send form to KT.</p> <p>KT to circulate re-issued sheet.</p>
4.	Trust Matters	
	a) Cavendish School This was the subject of a confidential minute.	



	<p>Governors asked the following questions:</p> <p>Q/ The finance section is red. How can that be mitigated?</p> <p><i>A/ One of the biggest losses has been from the Girton Town Charity (GTC). Future income generation projects may help off-set this, but the finances were one of the key issues. The red risk was about the low pupil numbers and the income that sits alongside that.</i></p> <p>Q/ Why was the curriculum amber?</p> <p><i>A/ The curriculum was the main focus and it was not fully where they wanted it to be, especially around the wider subjects. There were no issues, but if something was wrong with the curriculum it would have a huge impact. The school would be back on to the long-term plan from autumn.</i></p>	
<p>6.</p>	<p>Head Teacher Report</p>	
	<p>DS had circulated a written report in advance. He explained that no data was available given the school had been closed. Referring to the report, he made the following points:</p> <ul style="list-style-type: none"> • Re-opening had been similar to the autumn term – the bubble system had not changed. • The three weeks before Easter were being used to focus on base-lining pupils (English and Maths assessments) which would inform interventions and wider support. • The focus was also on well-being which complemented Kindness Week. • Staff had observed some trends, including on the social side – pupils tended to be less resilient and not as independent. However, most staff felt that lots of children had maintained standard which reflected the quality of the remote provision. Children who had been in school may now be struggling with lack of small group support and some were behind those who had been at home. However, the majority of pupils were doing well and in a good place. • Staff were looking back at the vulnerable pupils lists and making changes where necessary. They were also looking at how best to use the catch-up funding. <p>Governors asked the following questions:</p> <p>Q/ What was attendance like overall?</p> <p><i>A/ Generally good. They had 171 children on roll and had had 166 in today, 168 earlier in the week. One child was shielding and still accessing remote learning and having well-being checks.</i></p> <p>Q/ Was there an update on the September intake?</p> <p><i>A/ Nothing definite yet, but they had a list of who had included Girton Glebe as one of their choices. In previous years this had been mid-50s; this year it was 69. Included in that 69 were 34 children in catchment and 12 siblings. They were hoping to end up mid-20s which would be positive. By the next LGB they would have concrete figures.</i></p> <p><i>They didn't yet know if any children had applied from Darwin Green.</i></p>	



	<p>DS also gave a finance update and noted that there had been a number of fluctuations, but the forecasted end of year deficit was £66K and the current forecast deficit was £27K. This was down to a number of factors:</p> <ul style="list-style-type: none"> • £40K capital set aside for structural/building maintenance but the building was in better shape than other primary schools so not all of this had to be used. • Savings had been made in lockdown due to not using agency staff. • ELA had supported them with some teaching time. • Catering savings since losing Nourish and less overheads from not using the school kitchen. • They were not currently paying a top slice to the ELA. There would be a limited contribution next year to try to allow Girton Glebe to have a balanced budget. <p>£145K had been brought forward and they would carry forward approximately £117K meaning that the in-year deficit had been greatly reduced. This was a really positive picture.</p> <p>Governors asked the following question:</p> <p>Q/ Could the £40K repairs money be carried forward? A/ Yes – it used to be tightly ring-fenced but now what it could be used for had become less prescriptive.</p> <p>Governors noted the realistic prospect of a balanced budget by the end of next year and agreed that this would not have happened if they had stayed as a maintained school.</p> <p>Governors also agreed that this level of financial data would suit their needs.</p>	
<p>7.</p>	<p>Safeguarding DS noted that as previously discussed, all safeguarding was now being managed through MyConcern which had been a very good investment – it was easy to use and significantly reduced paperwork.</p> <p>It was confirmed that MM, KB, CG and RB had all done the online safeguarding training.</p>	<p>RB to send round a safeguarding training signing sheet. All to access training, complete form & return to CG.</p>
<p>8.</p>	<p>Policies</p> <ol style="list-style-type: none"> Governor Visit Policy Governor Induction Policy <p>Both had been circulated in advance. The governors agreed that they looked comprehensive. RB agreed to send the Governor Visit template as a separate document for ease of use. RK suggested that the use of word “policy” may mean they were confused with the statutory policies and suggested naming them “protocols” instead. This was agreed. Both protocols were approved.</p>	<p>RB to amend the name of each to “protocol” and to circulate the governor visit template separately.</p>
<p>9.</p>	<p>Governor Visits and Training</p>	



	<p>PG had undertaken a maths visit (via zoom) and confirmed that the baseline assessments were the focus for the rest of this term.</p> <p>A SEND visit had also been undertaken to discuss the current provision and what would happen going forward.</p> <p>Governors thanked Jo Pyle and Erica Tate for their time.</p>	
<p>10.</p>	<p>AOB</p> <p>a) Swimming Pool plaque</p> <p>MH, DS and RB had met with the swimming pool committee representative and identified a suitable location for the plaque. July 3rd was the preferred date for the unveiling but this was dependent on the lockdown restrictions easing. The committee had lots of plans including videoing the ceremony and using Cotton Hall for the main celebrations. Governors discussed what they could contribute or engage with at this stage but it was decided it was too early to tell as so much depended on the covid restrictions. However, it was agreed that the Chair of FOGG should be invited, as should the local press.</p> <p>Governors also discussed how the children could be involved and suggested ideas including a special assembly and a recording or livestream of the event. It was noted that Mark Wicker from the Trust could provide technical support. It was agreed that any decisions would have to wait until nearer the time.</p> <p>b) Website update</p> <p>It was noted that the governor section of the website needed updating. KT and RB were working on this and the school.</p> <p>Next meeting to be held on 18th May at 18.15 via zoom.</p>	