



AGREED MINUTES

**GIRTON GLEBE PRIMARY SCHOOL**

**LOCAL GOVERNING BODY MEETING**

Held on Thursday 30<sup>th</sup> September – by zoom

**LGB Governors present:** Drew Spencer (DS – Head); Colin Black (CB); Peter Goodwin (PG); Nigel Howlett (NH); Margaret Hyde (MH); Kathryn Bigg (KB); Anyela Carmargo Rodriguez (ACR); Jo Pyle (JP); Pieter Wallace (PW)

**Apologies received from:** Alex Read (AR)

**Others in attendance:** Tom Austin (TA) – Associate Member; Ryan Kelsall (RK) – Trust representative (items 1 and 2 only)

**Clerk:** Katie Tween (KT)

**The meeting took place remotely due to covid-19. The meeting was quorate.**

**MINUTES**

		<i>Action</i>
<b>1.</b>	<b>Welcome and apologies</b>	
	The Head welcomed all to the first meeting of the academic year. Apologies had been received and were accepted from AR. All other governors were present and the meeting was quorate.	
<b>2.</b>	<b>Safeguarding</b>	
	Ryan Kelsall, Trust representative, gave all governors a presentation on safeguarding.	
<b>3.</b>	<b>Governor Business</b>	
	<p>a) Declaration of interest in items on this agenda. No declarations made.</p> <p>b) Election of Chair The Clerk noted that nominations had been received for CB to be Chair. There were no other nominations made and CB confirmed that he was willing to stand. <b>CB was then duly elected Chair.</b> The Clerk explained that she would ask for this appointment to be confirmed at the next ELA Trustees meeting.</p> <p>c) Election of Vice-Chair The Chair noted that nominations had been received for PW to be Vice-Chair. There were no other nominations made and PW confirmed that he was willing to stand. <b>PW was then duly elected Vice-Chair.</b></p> <p>d) Annual Pecuniary Interest forms The Clerk reminded all governors to send her their annual declarations, noting that even if nothing had changed they still needed to be completed again.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>





<b>6.</b>	<b>Governance Matters</b>	
	<p>a) Chair's Report</p> <p>The Chair informed governors that the swimming pool plaque presentation had taken place on the 11<sup>th</sup> September. There had been a number of ex-pupils present whose parents had been involved in the digging and building of the swimming pool and they had been very pleased to be able to attend. They were willing to make a financial contribution to go to improving the swimming pool area. A couple of Year 6 pupils had also attended and had spoken very well. Overall it had been a very successful day and the Chair thanked MH, DS and TA for their time and contribution to it. Governors also noted the significant amount of time and effort that former Chair of Governors, Rowena Barnes, had contributed.</p> <p>The Chair also explained that he had been involved in some conversations around budget matters that the Head would give more detail on.</p> <p>The Chair reported that he had attended a meeting with all the other Chairs in the ELA and that the intention was that these meetings would be half-termly. He explained that he wanted to find out how best to use the LGB to help the school prosper.</p> <p>It was currently unclear who the link trustee was but this was being followed up. The LGB was expected to feedback to the Board of Trustees every term, so the key points for this term would be agreed at the next meeting.</p> <p>b) Governing Body Membership</p> <p>There were currently only two parent governors. The Chair explained he was going to discuss with the link trustee the best options for the constitution of the LGB going forward. The Clerk offered to help with this too.</p> <p>The Clerk confirmed that new 4 year terms had been approved by the trustees for AR, PG and NH and that she would be updating the LA and school.</p> <p>The following link governor roles were agreed:</p> <p>Health and Safety – MH  Safeguarding – PG  SEND – PW  Maths – PG  Pupil Premium – AR  RSE – ACR  English – PW</p> <p>c) Terms of Reference</p> <p>The Clerk advised that she was waiting for an update from the Trust.</p> <p>d) GovernorHub</p> <p>The Clerk informed governors that the LA was recommending that all schools subscribe to GovernorHub, a secure web-based system which could be used for all governor business including storage of meeting documents. Going forward, the LA would also be using it as the primary method of communicating with governors. The subscription costs for this year were</p>	<p>Clerk</p> <p>Chair/ Clerk</p> <p>Clerk</p>



	<p>included in the CamClerk Service Level Agreement so there was no additional cost to the school. Governors <b>agreed</b> that it would be useful and asked the Clerk to begin the process.</p>	<b>Clerk</b>
<b>7.</b>	<b>Head Teacher Update</b>	
	<p>A written report and the School Development Plan (SDP) had been circulated in advance. No data was included as the end of year data had been brought to the previous LGB. The Head Teacher made the following additional points.</p> <p><u>Curriculum</u></p> <ul style="list-style-type: none"> <li>• This year would be the first full academic year running the seven class structure after last year had been disrupted by the school closure and subsequent catch-up.</li> <li>• This year, they would continue to look at gaps but for the first time were able to fully run the curriculum.</li> <li>• It was important to collect evidence of the impact of what they were doing in the classrooms, but from discussions with staff the initial indications were that the work was being delivered did marry up with the aims of the curriculum. The focus would continue to be on embedding the curriculum and looking at the impact.</li> <li>• Curriculum development areas were MFL and Computing. These had been identified last year along with Art and DT and remained a focus for this year.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• There was a new ECT (Early Career Teacher) who could not be a subject lead, necessitating a restructure. They were moving to teams rather than individual subject leads. This would help with succession planning and provide breadth across the middle leadership.</li> <li>• There was an upcoming INSET day which would be used for appraisals and subject action plans. The subject action plans would focus on the Ofsted 3 I's – Intent, Implementation and Impact – the subject leads needed to have clear oversight of these.</li> <li>• The focus continued to be on supporting pupils and catch-up funding was still being received.</li> <li>• The Year 3 team had moved to Year 4 and JP was now in KS1 (Year 2) which spread the senior leaders across the three key stages.</li> <li>• The foundation stage teacher was implementing the new EYFS curriculum and supporting the ECT. DS was the ECT's mentor.</li> <li>• They were aligning with the ELA appraisal system which was very different to what they had used before: DS and staff had to adjust to the target setting approach. It was an online system and linked directly to the SDP.</li> <li>• Recruitment for new cleaners was on-going and had been challenging. They had shortlisted four candidates for interview but none had attended and as such they had to engage contract cleaners. Provision was expensive, but the cost was being shared by The Cavendish School. They had now appointed one new cleaner who was due to start in October, but were hoping to recruit a further one or two. There had been problems with a lack of keyholders and flexible hours had been agreed with the Caretaker – he would do the same number of hours but more in the evenings and weekends.</li> </ul> <p><i>Q./ Could the Trust assist with the cleaner recruitment/provision?</i>  A./ There had not been any support provided, other than to circulate the advert.</p>	



	<p><u>Covid</u></p> <ul style="list-style-type: none"> <li>• Parents could now be welcomed in to assemblies and information sessions in a way that they couldn't be before. Parent workshops were booked in.</li> <li>• Covid had not gone – cases were rising locally. There was still an expectation that the school managed covid safety but there were no longer any test and trace responsibilities.</li> </ul> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>• They continued to track vulnerable pupils, but now include any child who had had a social worker at any point (in line with the new KCSIE update).</li> <li>• There were more pupils on roll than had been anticipated – an extra 14 or 15 which meant that pupil numbers were healthy.</li> <li>• Attendance was currently at 94% which was lower than normal (97 or 98%) but higher than the average across the LA (89.4%). This was partly due to covid but also due to other viruses circulating.</li> </ul> <p><u>School Budget Issue</u> This was subject to a confidential minute.</p>	
8.	<b>Policies</b>	
	<p>The following policies had been circulated to governors in advance for review:</p> <ul style="list-style-type: none"> <li>a) <u>Child Protection</u> This had been updated to reflect the latest KCSIE. It was <b>approved</b>.</li> <li>b) <u>Behaviour Policy</u> This was <b>approved in principle</b>, to be formally approved remotely after an agreed amendment was made.</li> <li>c) <u>ELA Peer on Peer Abuse</u> This was <b>approved</b>.</li> </ul>	
9.	<b>Governor Visits and Training</b>	
	<ul style="list-style-type: none"> <li>a) <u>Governor Visits</u> It was noted that the report on the previous term's attendance visit had been completed and circulated. There were no issues to report.  It was also noted that a SEND visit had taken place in the previous term.  Governors noted that the previous 12 month cycle of governor visits needed to be updated. The Chair <b>agreed</b> to draft a plan, based on the SDP, to be agreed at the next LGB.</li> <li>b) <u>Governor Training</u> It was noted that PG had completed the Single Central Record Safeguarding training. Governors were reminded to let the Chair know when they had completed training so that it could be recorded.</li> </ul>	<b>Chair/ Clerk</b>



	The Clerk informed governors that she had started a development course with the NGA.	
<b>10.</b>	<b>AOB</b>	
	<p><u>FOGG AGM</u></p> <p>It was noted that the FOGG AGM was the following week and that more committee members were needed. Governors discussed the importance of FOGG and noted that if committee roles were not filled then it may not be able to continue which would have huge implications for the school. Governors <b>agreed</b> to try to spread the word about the AGM as much as possible.</p> <p>The Chair thanked all for their contribution to the meeting. The meeting closed at 20.50.</p> <p><b>The next meeting will be on 18<sup>th</sup> November 2021, location tbc.</b></p>	