

**Minutes of a meeting of Granby Primary School's Full Governing Board Meeting - 20th June 2016**

**at 5.45 pm in the Camelot Room**

**Present:** Abbey Stewart, Glenys Mulvany (Chair), Graham James (from 6.10pm), Louisa Kiggell, Nick Sone, Peter Fowler (Head), Rowena Bass, Sandra Adegun, Sian Ramadani, Tracy Carter

**In attendance:** Sue Foreman (Clerk)

<b>Item</b>		<b>Actions</b>
	<i>Any other business does not appear as an item on this agenda. If governors have AOB, please notify the Clerk prior to the meeting. Please notify the Clerk of any questions in advance</i>	
1	<p><b>Apologies</b></p> <p>Apologies were accepted from Dale Cross due to work commitments and Rob Penny who was away on holiday. Graham James gave apologies as he expected to arrive 10 - 15 minutes late. John Dowson was absent</p>	
2	<p><b>Declarations of interest</b></p> <p><i>Governors are expected to declare any actual or potential conflicts of interest of any nature including direct and indirect pecuniary interests. Does anyone wish to declare an interest, other than those already registered?</i></p> <p>Abbey declared an interest in item 11, Nursery Admissions 2017 as her daughter will be in that cohort. There were no further interests</p>	
3	<p><b>Minutes of the last meeting (accuracy)</b></p> <p>The minutes of the last meeting were agreed and signed without amendment.</p> <p><i>(Graham James joined the meeting at 6.10pm)</i></p>	
4	<p><b>Matters arising from the minutes</b></p> <p>The following matters arising were raised:</p> <ul style="list-style-type: none"> <li>• Governors were reminded of the expectation to make a termly visit into school, based on our agreed visits procedure.</li> <li>• Dale's presentation on Assertive Mentoring will be re-scheduled</li> <li>• Updated phase forum lists have been circulated</li> <li>• Peter will devise a consistent template for the work scrutiny reports</li> <li>• Dale will check out whether Gridmaker allows you to run reports the-matically</li> <li>• School IP use to be launched in September</li> </ul>	<p>All to action</p> <p>Sue to agenda</p> <p>Peter to action</p> <p>Dale to action</p> <p>Peter to action</p>

4	<p><b>Matters arising from the minutes cont...</b></p> <ul style="list-style-type: none"> <li>• Anonymised staff CPD record is on the website</li> <li>• Sian and Tracy to attend induction training</li> <li>• Whole governor safeguarding training to be organised</li> <li>• We need one or more people to do the training for the head teacher's performance management panel</li> <li>• Spring term Governor's Newsletter has been circulated. Summer term will go out before the end of term</li> <li>• Peter did write to all of Mrs Naidoo's class re her departure</li> </ul>	<p>Sian &amp; Tracy to action</p> <p>Louisa &amp; Office Manager to action</p> <p>All to consider</p> <p>Sue to action</p>
5	<p><b>Questions on the head teacher's report</b></p> <p>Peter presented his report and the following questions were asked:</p> <p><b>Q The GLD data looks good but have some of these children now left?</b></p> <p>A Yes this data relates to the spring term. We will have the full year's data, and hence the full picture in the autumn.</p> <p><b>Q Has a teacher's name been left out of the list of new teachers?</b></p> <p>A Yes, sorry! Sam Payne is the other NQT.</p> <p><b>Q What time is Geraldine's assembly on July 13th?</b></p> <p>A We don't have a detailed timetable for the day yet. Sue will circulate one.</p> <p>Peter presented the RAP report and the following questions were asked:</p> <p><b>Q Has the Raising Achievement dialogue been valuable?</b></p> <p>A Not especially valuable at Granby because the RAP was not as experienced as Peter. The data has been useful.</p> <p>Governors asked that regular feedback be included in Peter's report over the coming year.</p>	<p>Office Manager to action</p> <p>Peter to action</p>
6	<p><b>Management structure review</b></p> <p>Peter reported that there was one respondent to the consultation on the management structure review which said that the assistant head post seemed like a good idea. The hope is to recruit to the internal vacancies before the end of term.</p>	
7	<p><b>Budget approval &amp; 3 year financial forecast cont...</b></p> <p>Nick presented the budget and 3 year forecast which had already been discussed and agreed at F&amp;P.</p> <p><b>Q Why is the budget especially challenging this year?</b></p> <p>A This is due to increased on-costs and pay within the staffing budget. We have managed very prudently, saving enough to enable us to carry forward enough money to prevent redundancies.</p>	

7	<p><b>Budget approval &amp; 3 year financial forecast cont...</b></p> <p>The budget was proposed by Nick, seconded by Rowena and <b>agreed</b> and signed.</p>	
8	<p><b>Questions on reports from:</b></p> <p><b>Finance, Premises, Health and Safety Committee</b> - Nick presented the minutes and there were no questions</p> <p><b>Pay and Personnel Committee</b> - These issues had been covered in the head teacher's report. there was nothing further to add. The committee meeting is due to be held next week.</p>	
9	<p><b>Updates:</b></p> <p><b>Governor attendance</b> - Sue presented the data on governor attendance. The phase forum attendance was amended and it was agreed that governors need to inform Sue of who was present at these meetings.</p> <p><b>Governor CPD</b> - Louisa presented the CPD data. There were no questions.</p> <p><b>PTA</b> - Louisa presented the minutes. The fete raised over £3,000. The governing board extended its warm thanks and sincere appreciation for the work and commitment of the PTA, which makes such a difference to the children and families of the school.</p>	
10	<p><b>Academisation</b></p> <p>Peter and Glenys summarised the work which has been done over the last year to explore the conversion issues. They have attended the Academies Roadshow; meetings with the LA; briefings and information sessions with solicitors, accountants and other potential service providers; and met and talked with heads and governors from other schools.</p> <p>Following a briefing session at Granby, governors expressed an interest in Symphony Learning Trust (SLT) and the heads of the schools involved met with Peter, Glenys and Graham. The ethos of SLT is very similar to Granby's and the group have a flat structure which is very interesting. Glenys proposed that the governing board should actively pursue further enquiries with Symphony, with a view to reporting back to FGB. Louisa seconded this and the governors unanimously <b>agreed</b>.</p> <p>It was also agreed to let parents and staff know that the governors are actively investigating the issue of academy conversion.</p>	Peter / Glenys to action
11	<p><b>Nursery admissions 2017</b></p> <p>We currently have 23 and 15 children enrolled for morning and afternoon nursery respectively from September, out of the 26 places available. Evidence suggests that this is because more parents want full time care and with new arrangements for 30 hours of free childcare for some working parents, this demand is likely to grow.</p> <p>If we increased the capacity to 39, we could have 26 full time places and 26 part time places (13 in the morning, 13 in the afternoon). We would have to look at wraparound care, before &amp; after school care and lunch club. We would need to invest in kitchen and sleeping facilities. Governors agreed that Peter should investigate this proposal further.</p>	Peter to action

12	<p><b>Annual complaints report and policy review</b></p> <p>There have been no formal complaints this year. The complaints policy was reviewed and <b>agreed</b></p>	
13	<p><b>Pupil attendance and punctuality - data and policy</b></p> <p>Sue presented the report on pupil attendance and the following questions were asked:</p> <p><b>Q If we put on a minibus to support PP children getting to school, will that increase resentment amongst the non-PP families who can't access that provision?</b></p> <p>A We would put on transport for families we knew were in need of the additional support. Our current and recent experience suggests that this is almost entirely PP families but if we thought there were other families in need of support, then of course we would look at this.</p> <p>The attendance policy was reviewed and <b>agreed</b>.</p>	
14	<p><b>Safeguarding report to LA</b></p> <p>The safeguarding audit was reviewed and governors liked the robust nature of the process. An action plan is being drawn up to address the areas where we can improve our practice even further.</p> <p>The safeguarding report was reviewed and the new format was welcomed by the governing board. It was <b>agreed</b> that the report should be submitted to the LA and it was signed off.</p> <p>It was agreed that Graham James will attend training on handling allegations against staff.</p>	Graham to action
15	<p><b>Prevent Duty Audit</b></p> <p>Governors reviewed an audit tool for the Prevent Duty. It was agreed that Glenys and Graham will undertake this and report to the December meeting of the FGB.</p>	Glenys/Graham to action Sue to agenda
16	<p><b>Summer term governors newsletter</b></p> <p>It was agreed to share with governors for a quick review and then distribute to parents.</p>	Office Manager to action
	<p><b>Geraldine's retirement</b></p> <p>It was agreed that Glenys will organise a card for Geraldine and write a letter of thanks from Granby Governors. A gift will also be organised, even though she will still be working a couple of days a week for Granby.</p> <p>The governors recorded their sincere thanks to Geraldine for her significant and sustained contribution to the school over the last 23 years. She will be very much missed and the school owes her a debt of gratitude for her long service.</p>	Glenys & Sue to organise
	<p><i>The meeting closed at 8.05pm</i></p>	