

**Minutes of a meeting of Granby Primary School Full Governing Board held on Monday 26<sup>th</sup> June 2017 at 5.45 pm in 6H**

**Present:** Abbey Stewart, Dale Cross, Glenys Mulvany (Chair), Graham James, Louisa Kiggell, Nick Sone, Rob Penny, Rowena Bass, Sandra Adegun, Sian Ramadani, Tracy Carter

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

| <i>Item</i> | <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.</i>  | <i>Actions</i>  |
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| 1           | <p><b>Apologies</b></p> <p>Apologies were received from Liz Johnson who had childcare responsibilities.</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>Tracy Carter declared a new interest as her job is about to change. Her new employer is the Prison Service (Home Office)</p> <p>Tracy also explained that she would have to submit her apologies for all meetings until October half term as she has training away from home during this period.</p>  |   |
| 3           | <p><b>Minutes of the last meeting (accuracy)</b></p> <p>The minutes of the last meeting were agreed and signed as a true record without any amendments.</p>  |   |
| 4           | <p><b>Matters arising from the minutes</b></p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> <li>• Moderated writing will be made available at the next round of phase forum meetings.</li> <li>• Triad moderation has also been taking place as well as the external moderation we have had.</li> <li>• The canopy will be in before school starts and astro turf may have to be delayed until October half term</li> <li>• The fire escape has only just had the planning permission in and the plan for them to start on Monday 17th July may not happen. Peter to make contact to chase.</li> <li>• Dale is able to provide data on PP progress compared to national figures for the annual PP review meeting in December</li> </ul> | <p>Peter to action</p> <p>Peter to action</p> <p>Dale to action</p> |

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| 4 | <p><b>Matters arising from the minutes cont...</b></p> <ul style="list-style-type: none"> <li>• It was agreed to publish the Arbor compassion between our PP progress and national data on PP progress</li> <li>• Governors noted that governor training courses sometimes make demands on schools which are not priorities for school and hard for them to deliver</li> <li>• Peter will rag rate and circulate the SEF and the summary sheet.</li> <li>• We need to agree a date for Elaine Vokes to come back for head teacher's PM panel. It was agreed to look for a Monday evening for this. David Burgess no longer has links with the Local Authority so there is no direct route to / from them via David</li> <li>• Well-being visit took place; well being survey has happened. Report to come to a future meeting.</li> </ul> | <p>Dale to action</p> <p>Peter to action</p> <p>Peter to action</p> <p>Liz to action<br/>Sue to agenda</p> |
| 5 | <p><b>Head's report - celebrating success</b></p> <p>Peter presented his report on the successes of the year. Governors had received a full head's report at the last SIP meeting and so he thought it was appropriate to remind governors of the highlights of the year. The following questions were asked:</p> <p><b>Q How was the new cycle route?</b></p> <p>It was a great success even though we tried out a new route. This may be preferred for future years.</p> <p>The booklet of the Air Raid Shelters Stories project was shared and governors noted the significant contribution the project has made over the last year.</p>   |  |
| 6 | <p><b>Academy conversion</b></p> <p>Peter reported that there is nothing further to report at the moment in relation to academy conversion.</p> <p>The following questions were asked:</p> <p><b>Q Are there any schools looking for potential MAT partners?</b></p> <p>Schools are talking to one another but as we are not an outstanding school, we cannot lead a potential MAT.</p> <p><b>Q Is there any mileage in governor overtures to any of these schools?</b></p> <p>Not at this stage.</p>   |  |
| 7 | <p><b>Ofsted readiness</b></p> <p>This had already been covered in item 5 but we reiterated that we are ready and open to Ofsted coming any time.</p> <p><b>Q Which governors would be involved in Ofsted? Does everyone feel ready?</b></p> <p>Ofsted would not want to meet the entire FGB but governors are free to attend if they are willing and able. The phase forum report contains the main information you would need for Ofsted.</p>   |  |

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| 8  | <p><b>Questions on report from F&amp;P</b></p> <p>Nick presented the minutes from F&amp;P and the following questions were asked and points raised:</p> <ul style="list-style-type: none"> <li>• BACS is working really well</li> <li>• Website development - Graham and Liz were working on this and work will continue</li> <li>• Costed PiPs are in hand, working with Tom to produce these for the autumn term phase forums</li> <li>• The Arbor report was also useful as a tool in this work</li> </ul> <p><b>Q Will Tom always attend F&amp;P now?</b></p> <p>Yes he will normally attend.</p> <p><b>Q Are there other sources of income not included in this?</b></p> <p>There is income from nursery to factor in.</p> <p>Governors agreed and signed the budget plan for '17-18, the 3 year forecast and the CFR. It was proposed by Nick, seconded By Abbey and agreed.</p> | Tom to action  |
| 9  | <p><b>Questions on report from P&amp;P</b></p> <p>Graham reported that there hasn't been a P&amp;P meeting yet as it is scheduled for next week. Peter was able to give a staffing update:</p> <ul style="list-style-type: none"> <li>• Jane Dalton has been appointed as a TA 3 leading French across the school</li> <li>• Sarah Brazier has been appointed to a TLR2 to lead music and performance across the school</li> <li>• Ellie McTurk has been appointed as a TA to year 3</li> </ul> <p>Rowena pointed out that the SIP can't be found on the website. The 4 PiPs make up the SIP. Peter will ensure that it is published.</p> <p>Glenys &amp; Peter are going to look at the structure of our phase forum and visit reports and report back.</p>   | <p>Peter to action</p> <p>Glenys &amp; Peter to action</p> |
| 10 | <p><b>Update on governor attendance and CPD</b></p> <p>Sue reminded governors that there is a statutory requirement to publish governors' attendance on the school website. The attendance data for the current year so far was presented. Governors had an opportunity to make any corrections - errors were noted.</p> <p>Louisa presented the updated CPD records. It would seem that we have undertaken less CPD this year than in previous years so governors agreed to address this in future. Governors made additions to the records.</p> <p>Governors were also invited to the safeguarding refresher training on 24th August 2017. Please let Sue know if you plan to attend.</p>  | <p>Sue to amend</p> <p>All to action</p>                   |
| 11 | <p><b>PTA update</b></p> <p>Louisa had previously circulated the PTA minutes. Governors expressed their gratitude to the PTA for the significant contribution they make to the life of the school. Class teachers can put a request into the PTA for funds - these usually benefit the whole school. Ice Cream Sale on July 9th.</p>   |  |

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| 12 | <p><b>Performance management - Clerk &amp; Chair</b></p> <p>Governors were given forms for the performance management of the Chair and Clerk. These were completed and returned to Sue and Glenys respectively for collation and performance review.</p>  |   |
| 13 | <p><b>Annual complaints report and policy review</b></p> <p>There have been no formal complaints over the '16 - '17 academic year.</p> <p>Our current Complaints Policy is the Local Authority policy and this was reviewed and agreed.</p>   |   |
| 14 | <p><b>Review pupil attendance and punctuality data and attendance policy</b></p> <p>Peter presented the attendance and punctuality data which had been produced for governors by Kirsty Harrup. Peter outlined the developments following the Isle of Wight case where less than 90% is considered a serious absence.</p> <p>We have some inconsistencies in some places. From now on, 9.00 will count as late; and 9.20 will count as an unauthorised absence.</p> <p>Holiday requests receive a standard no, but we may agree those with good attendance levels on a case by case basis.</p> <p>The data on P1 seems incorrect but we have a slight improvement on last year's figures.</p> <p>Peter also noted that the City and County have different holidays in October 2018 so this may impact on our staff who have children at County schools; and our children who have parents working in County schools.</p> <p>Governors reviewed and agreed the Attendance policy, with the changes discussed. Kirsty was thanked for her report.</p> | <p>Kirsty to amend</p> <p>Sue to action</p> |
| 15 | <p><b>Annual SEND report and policy review</b></p> <p>The SEND report, written by SENCo Karen Parker, was presented and there were no questions.</p> <p>Glenys has some typos which she will forward to Sue for action.</p> <p>The policy was reviewed and agreed. Karen was thanked for her report.</p>  |   |
| 16 | <p><b>Policy reviews</b></p> <p>The policy review schedule was discussed. There are a few policies we don't yet have and the following decisions were made:</p> <p><b>Homework:</b> This policy was tabled at the meeting and agreed</p> <p>Peter will organise the redrafting of the following policies over the summer: Staff development and CPD; Maths; Substance abuse and drugs education; History: ICT - should be written as computing.</p> <p>In addition, the Head is reviewing the following policies over the summer 2017: Visiting professionals; annual permission statement; debt management; SMSC and British Values &amp; PSHE; Geography; Art &amp; Design; Food &amp; Healthy Eating. Governors are invited to send any comments, feedback etc to Sue for inclusion in this process.</p>   | <p>Peter to action all</p>                  |

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| 17 | <p><b>Safeguarding</b></p> <p>The annual safeguarding audit and the annual report (which has been returned to the Local Authority) were presented. The following questions were asked:</p> <p><b>Q Has a governor done the training on Dealing with Allegations Against a Staff Member? If so, who, when and how long before it needs refreshing?</b></p> <p>It was agreed that Graham will do this, but if Glenys is able to attend a course earlier than Graham, she will.</p> | G l e n y s / Graham to do |
| 18 | <p><b>AGM preparation</b></p> <p>Sue reminded governors that we would be asking people to commit themselves to new roles and responsibilities when we meet in September. The process for electing Chairs of Committees, Chairs and Vice Chairs was agreed.</p> <p>Higher achievers - would someone like to take on this area of responsibility?</p>  | All to do                  |
|    | <p><i>The meeting closed at 8.30pm</i></p>   |                            |