

Minutes of the meeting of the Full Governing Board, Granby Primary School

Monday March 7th 2016 at 5.45pm at the school

Present: Abbey Stewart, Dale Cross, Glenys Mulvany, Graham James, Louisa Kiggell, Nick Sone, Peter Fowler, Rob Penny, Rowena Bass, Sandra Adegun

In attendance: Sue Foreman (Clerk)

Circulated: Guidance for schools and colleges on safer working practices
Channel programme

1	Apologies	Action
2	Declarations of interest <i>Governors are expected to declare any actual or potential conflict of interest of any nature including direct and indirect pecuniary interests. Does anyone wish to declare an interest?</i> Dale Cross declared a potential interest in the Deputy Head teacher post and offered to withdraw from the room for the relevant agenda item.	
3	Minutes of the SIP meeting of 25th January 2016 The minutes were agreed and signed as a true record of the meeting, with the following amendments: Item 13 - everyone will try to attend training trembly Matters arising: The following matters arising were discussed: Item 5 - no supporting statement has been provided from the staff member concerned Item 11 - no questions had been submitted regarding the SIP.	
4	Minutes of the extraordinary meeting of the Full Governing Board of 11th February 2016: The minutes were agreed and signed as an accurate record of the meeting, with the following amendments: Apologies were accepted from Sandra Adegun Abby's name is not spelled with an 'e' Matters arising: There were no matters arising	

<p>5</p>	<p>Governor memberships</p> <p>Parent governor elections: Two candidates have put themselves forwards. Personal statements were circulated. There is one parent governor vacancy and one co-opted vacancy. Governors decided to co-opt Tracy and Sian elected unopposed.</p> <p>It was agreed that mentors will be as follows:</p> <p>Tracy will be mentored by Rob Sian will be mentored by Sian</p>	<p>Sue to action</p>
<p>6</p>	<p>Head teacher's report:</p> <p>Peter presented his report and the following questions were asked:</p> <p>Q IRIS training: Does everyone need to attend the training in order to use it?</p> <p>A No it is easy and intuitive to use. All the film is owned by the teacher and remains private unless the teacher chooses to share it. Support is available to set up the kit when staff wish to use it and time is made for available for teachers to analyse the film afterwards.</p> <p>Q As we near the end of the financial year, are we on track with the budget?</p> <p>A Yes. It looks as though there will be a small carry forward to support our budget next year</p> <p>Q Do we benefit from being so careful? If we overspend, doesn't that just get absorbed by the LA?</p> <p>No. If we set a deficit budget, we have to pay the money back. Time, and eventually, redundancies would be the result.</p>	
<p>7</p>	<p>Questions on reports:</p> <p>Finance, premises, health and safety committee:</p> <p>Nick presented the minutes and the following questions were asked:</p> <p>Q It looks like we perform well against other schools. Is that correct?</p> <p>The Arbor report shows that we perform quite well against our benchmarking schools</p> <p>Personnel and Pay Committee:</p> <p>The committee meeting has been postponed until Monday 18th April 2016 due to an important academistaion meeting on the date the committee should have taken place. Some governors will be attending.</p>	

<p>7</p>	<p>Questions on reports cont...</p> <p>Graham gave verbal feedback on the pay and personnel work that has been going on and the following questions were asked:</p> <p>Q How is the PM process going?</p> <p>A It's going well. Staff targets have been established. Mid year reviews have happened and all is on track. Staff have a better understanding of PM now as it is starting to become embedded.</p> <p>Glenys, Graham and Louisa need to arrange Peter's mid term review, early after Easter break.</p> <p><i>(Dale Cross left the room at 6.53 pm)</i></p> <p>Recruitment Committee:</p> <p>Graham provided verbal feedback on the work of the recruitment committee, including the application pack, tours of the school, interview process and applications to date. There were no questions.</p> <p>Governors expressed their thanks to the head and the clerk for servicing the committee so effectively.</p> <p><i>(Dale Cross returned to the room at 6.58 pm)</i></p>	<p>Peter to organise</p>
<p>8</p>	<p>Updates:</p> <p>Governor attendance: Governors reviewed the attendance data.</p> <p>Q Rob asked for his F&P attendance to be checked.</p> <p>Q What is our policy on attendance at meeting?</p> <p>A This was set out in a paper agreed by FGB in June 2015. Sue was asked to re-circulate this.</p> <p>PTA:</p> <p>Louisa reported on the good progress being made by the PTA under the new chair, Jane Dalton. She reported on the recent cookie sale and the forthcoming PTA meeting and Easter bingo.</p> <p>Academy status: Peter and Glenys reported that discussions and meetings have been on-going and there is a movement towards governors being more involved now that heads have begun to understand the process. Meetings have taken place with the Development group, Tudor Grange Samworth Academy, Sir Jonathan North Community College, Taylor Road Primary School and others.</p> <p>Q Can we go and visit a trust to see the governors in action?</p>	<p>Sue to action</p> <p>Sue to circulate</p>

8	<p>Updates cont...</p> <p>A This could be arranged but a meeting of the governors of a primary school academy trust looks no different to our governors meetings.</p> <p>Q What is the role of the Regional Commissioner?</p> <p>A They are responsible for making the final decision about whether a group of schools can form a MAT. The case for the MAT has to be strong before it is brought to the RC.</p> <p>Governors reiterated their position that they would rather convert on our own terms, and be involved in moulding and shaping the trust, than be put somewhere and not have any influence over the process.</p>	
9	<p>Annual safeguarding report and review of safeguarding policies and procedures:</p> <p>The report was presented and the following questions were asked:</p> <p>Q How are LAC defined?</p> <p>A Our understanding of this has changed following a meeting held only today. Once children have been adopted they no longer count as LAC. We therefore only have 1 child to whom this applies.</p> <p>The policy was reviewed and agreed. The following questions were asked:</p> <p>Q What are the changes due to be made to the policy:</p> <p>A Inclusion of child sexual exploitation, children missing education, more specific safeguarding references, responding to changes in KCSIE expected this summer, whole staff CP training due in August 2016.</p>	Office Manager to action
10	<p>PSED objectives, Equalities Policy and Accessibility Plan:</p> <p>The PSED objectives and Accessibility Plan are included in our equality Policy. The policy was reviewed and the following questions asked / comments made:</p> <p>Q Can we have an equality section on the website where the objectives and accessibility plan are placed separately, as well as being located within the document?</p> <p>A Yes</p> <p>Governors agreed the new PSED objectives for 2016 onwards. These will be put onto the website.</p>	Office Manager to action
11	<p>Meeting schedule for 2016 - 2017</p> <p>This was agreed. It was noted that as we move towards academisation, there will be additional meetings.</p>	

11	Meeting schedule for 2016 - 2017 cont... This should be a short - medium term commitment and is expected to settle down again once conversion is complete. There may be additional requirements if any of our governors become members of the Trust.	
12	Governor skills audit Our next audit is due in Autumn term 2016. The existing framework was compared with the NGA framework and governors discussed pros and cons of each. It was decided that the NGA framework will be used.	