

**Minutes of a meeting of Granby Primary School's Full Governing Board, held on Monday  
March 6th 2017 at the school at 5.45pm**

**Present:** Abbey Stewart, Glenys Mulvany (Chair from 6.10pm), Graham James (Chair until 6.10pm), Liz Johnson (from 6.25pm), Louisa Kiggell, Peter Fowler (Head teacher), Rob Penny, Sandra Adegun, Sian Ramadani, Tracy Carter

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

Item	<i>Graham James in the Chair</i>	
1	<p><b>Apologies</b></p> <p>Apologies were received from Dale Cross and Nick Sone (both celebrating their birthdays) and Rowena Bass (unwell). Liz Johnson had advised that she would be late due to childcare.</p>	
2	<p><b>Declarations of interest</b></p> <p>There were no further declarations</p>	
3	<p><b>Minutes of the last meeting (accuracy)</b></p> <p>The minutes were agreed and signed with no amendments</p>	
4	<p><b>Matters arising from the minutes</b></p> <p><b>Q Has Elaine Vokes been in for a school tour?</b></p> <p>Yes she came today.</p> <p><b>Q I thought we agreed that a governor would go around with her?</b></p> <p>The meeting was rearranged and this was overlooked. She was very impressed with what she saw and wonders why we don't blow our own trumpet more.</p> <p><i>(Glenys Mulvany arrived at 6.10pm &amp; took the Chair)</i></p>	
5	<p><b>Questions on the head teacher's report:</b></p> <p><b>Q In the first paragraph on attendance, should the 61% read 61 children?</b></p> <p>Yes</p> <p><b>Q Is the minibus service being effective?</b></p> <p>It is being very effective for a small number of children.</p> <p><b>Q What is the cost of the service?</b></p> <p>It approximates to £30 per journey but the benefit is not just about attendance. These are vulnerable and/or SEND children, often from</p>	

chaotic families. This provides an important opportunity to consider the well being of the children and families.

**Q Are you looking for agreement to invest in the cameras etc?**

No - it's just an example of something we could use these finds for.

**Q Is 1% of the total really £18,00 or is there a zero missing?**

Yes, it should be £18,000

**Q Can you explain the formula funding?**

Money is currently allocated by providing differing amounts of money for different aged pupils; deprivation monies; building monies; all these sums create a formula on which the funds are allocated. The money coming from the LA is then top sliced by approx 8 - 10% whereas the MAT will top slice by around 4%.

**Q Is there any feedback from Mind Up?**

Louisa attended the parents' meeting and found it very well delivered and useful. Peter explained that it has had a profound effect throughout the school.

**Q How are the triad working arrangements affected by academy conversion?**

Some of the schools are already academies so there might not be much of an effect. We would intend to continue to work with schools outside the MAT as well.

**Q We can see that there is a writing moderation coming up. Can we have a look at some examples of writing at different levels at the next meeting? Can we include this in the next phase forum?**

Sue to agenda

Yes!

*(Liz arrived at 6.25pm)*

**Q Is Michelle settling in well?**

Yes she is very personable and excellent working style.

**Q And the Finance Officer starts next Monday?**

Yes he was in on Friday for the day - dressed up as Dennis the Menace!

**Q What was the thinking behind the meeting with Admissions? Is there room for governors to bring pressure to bear?**

It is an attempt at an innovative approach to the issues we have and governors have no influence in this respect.

Item		
6	<p><b>Questions on reports from committees</b></p> <p><b>Finance, premises, health &amp; safety:</b></p> <p>Fire service audit is currently underway and contractors seem to be trying to dictate what we do with the school. We have to work together to find solutions which provide fire safety whilst still allowing us to operate effectively as a school.</p> <p>Sue reported on a family of 3 children who have disagreed with our analysis of what they owe for dinner monies. Sue transferred their dinner money debts from Scopay to ParentMail and they disagree with the figure. They have agreed to pay approximately half the amount. Sue is therefore requesting that £54.25 is written off. This was agreed.</p>	
7	<p><b>Update on governor attendance and CPD</b></p> <p>Graham thinks he has missed an exec; Abbey thinks she has attended all exec meetings.</p> <p>Peter requested a day off to attend Buckingham Palace for his stepmother's award. This was agreed.</p> <p>Louisa reminded governors that they are expected to attend 2 training events per year.</p>	<p>Sue to adjust</p> <p>Governors to attend</p>
8	<p><b>PTA update</b></p> <p>Meeting is tomorrow evening; bingo evening 30<sup>th</sup> March.</p>	
9	<p><b>Due diligence</b></p> <p>This is a legal document which we have to supply to the MAT to certify that we are in the position we say we're in. Governors have a blank copy and Peter displayed the copy which we have started completing.</p> <p>Peter suggested that he emails the document to governors tomorrow for them to review and invited governors to ask questions and make comments. Please direct these to Sue.</p> <p><b>Q We were going to cost PiPs. Has this been done?</b></p> <p>Yes this is underway.</p> <p><b>Q Does the whole thing have to be signed off at the end?</b></p> <p>Yes Glenys will need to sign off.</p>	<p>PF &amp; all governors to action</p>

Item		
9	<p><b>Due diligence cont...</b></p> <p><b>Q Can you tell me about the action plan at the end? What's the implications of this and where are the costs picked up?</b></p> <p>This indicates the actions needed to be agreed before conversion takes place. It will be agreed at the due diligence meeting with SLT.</p>	
10	<p><b>Website audit</b></p> <p>The triad are auditing one another's websites on March 16th to feedback to one another.</p> <p>Glenys, Louisa and Sian have recently attended curriculum and assessment training and as a result have checked our website in these areas. They found the website to be very well populated in this respect.</p> <p>Return to school date and inset days will be confirmed tomorrow.</p>	Sue / Peter to action
11	<p><b>Ofsted readiness</b></p> <p>We have had 3 learning walks recently: Graham James (Governor), Rachel Bailey (Mind Up) and Elaine Vokes (Raising Achievement Partner). All were very impressed with what they've seen.</p> <p>Ambassador folders will soon be ready and governors will be invited to come in on walks. Teachers will be prepared for this by the end of this week.</p> <p>Expectation is that governors will make at least one school visit per term, either investigating data raised in phase meetings and/or governor specialisms.</p> <p>Liz and Sue are planning staff meeting visit on staff well being.</p> <p>It's always worth asking about staff about safeguarding whenever you're in school - what would you do if....? What document governs our child protection procedures in school...?</p> <p>Also ask children - do you feel safe in school....? What would you do if you're being bullied at school...?</p> <p>The recent course some governors attended on curriculum and assessment was very useful. Ofsted questions were provided and Glenys has started to put together a crib sheet to support governors to answer any questions on curriculum. This will be distributed to all.</p>	Glenys to action

12	<p><b>Meeting schedule for 2017/2018</b></p> <p>Agreed.</p>	
13	<p><b>PSED objectives and Equality Policy</b></p> <p>Governors agreed the policy, the objectives and the Accessibility plan.</p> <p><b>Q What do governors think about the possibility of including social class as a protected characteristic?</b></p> <p>This is a debate happening in some contexts and might impact on our work with PP, disadvantaged and vulnerable families.</p>	
14	<p><b>Complaints report and complaints policy</b></p> <p>There have not been any formal complaints in the last 12 months.</p> <p>Granby's complaints policy was looked at alongside the LA model policy. It was agreed to adopt the model policy as it is far more comprehensive. Sue was asked to add in a summary sheet to provide an overview of the process.</p>	
	<p><i>The meeting closed at 7.40pm</i></p>	