

**Minutes of a meeting of Granby Primary School's Full Governing Board 21st November 2016**

**at 5.45 pm in the Camelot Room**

**Present:** Abbey Stewart, Dale cross, Glenys Mulvany (Chair), Graham James, Liz Johnson, Louisa Kiggell (from 6.11pm), Nick Sone, Peter Fowler (Head), Rob Penny, Rowena Bass (from 6.17pm to 7.58pm), Sandra Adegun, Sian Ramadani, Tracy Carter

**In attendance:** Elaine Vokes (Raising Achievement Partner, Leicester City Council), Sue Foreman (Clerk)

The Chair welcomed Elaine and governors introduced themselves.

<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>Action</i>
1	<p><b>Apologies</b></p> <p>There were no apologies.</p> <p><i>(Louisa Kiggell arrived at 6.11pm)</i></p>	
2	<p><b>Declarations of interest</b></p> <p>Nick declared an interest in a Heritage Lottery funded project that his wife will be working on in partnership with Granby. There were no further declarations.</p>	
3	<p><b>School improvement:</b></p> <p><b>Raising Achievement Partner - Elaine Vokes</b></p> <p>Elaine delivered a presentation and the following points were made and questions raised:</p> <p><b>Q Can the Performance Dialogue report be shared with governors?</b></p> <p>A Yes. The exec has already seen it and will be circulated to all governors.</p> <p>Elaine said that thanks had been expressed by Hazel Primary School for the support given by Granby.</p> <p>Elaine is the LA link with Ofsted so helpful that she has met governors; and also interviewed Glenys by phone. Granby is a 'Good' school and so she has a day a year to support school improvement at Granby.</p> <p><b>Q How do you see the LA role panning out next year?</b></p> <p>A Each RAP also has a day for each academy but this is likely to be reduced to a day per MAT next year, with an expectation that schools will be supporting one another more.</p> <p>Governors would be happy to join Elaine and Peter on tour of school.</p> <p><i>(Rowena arrived at 6.17pm) (Elaine left the meeting)</i></p>	<p>Office Manager to action</p>

**Assertive Mentoring presentation**

Dale delivered a presentation on Assertive Mentoring and answered the following questions:

**Q Do children know that they're being assertively mentored?**

A That's not the language used but they know about big maths, grammar hammer and assessment tests.

**Q What can be done to support parents with grammar?**

A We are planning to put together some materials for parents including glossaries, grammar sessions, presentations, etc.

**Q Was all the teaching material provided?**

A Yes although we have made some changes and amendments.

**Q How has it helped in spelling?**

A It has provided a whole school scheme for spelling.

**Q Does it use a specific reading scheme and how is it assessed?**

A It makes use of Oxford Reading Tree. That's tracked along with reading accuracy and comprehension. All assessments feed into target tracker.

**Q Is it just reading, spelling and maths?**

A No we are introducing the writing this year, and then science.

**Q What about the assertive mentoring meetings with children?**

A We will be introducing that this year with Pupil Premium children using academic coaching methods and then rolling it out. One of the HLTAs is being trained in academic coaching and this will be cascaded to other TAs. This will be rolled out next to children working at greater depth and then to all children.

**Q Is it onerous for staff**

A It's not too bad. Resources are provided and staff were grateful for that. Also, in the void that was left after levels, staff could see that this enabled them to assess and focus on children's needs. It is really good for gap analysis and allows staff to identify the gaps and teach to them.

**Q Is it being consistently applied across the school**

A Yes all staff in ks2 are applying it consistently. It has been phased in for year 2 and after Christmas will begin in year 1.

**Q How does the red card system work?**

A This is a break and lunch time system where children are warned (yellow card) or sent off the playground (red card) for inappropriate behaviour.

3	<p><b>School improvement cont...</b></p> <p><b>Review of SIP</b></p> <p>Peter presented the work undertaken on the SIP.</p>	
4	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the last meeting were agreed and signed with the following amendments:</p> <p>Item 8 - the term of office will be 1 year and the duration of the term will be reviewed every year</p>	
5	<p><b>Matters arising</b></p> <p>The following matters arising were discussed:</p> <p>item 12 - Clerk to add 'Children working at greater depth' to the phase form minutes template</p> <p>Item 17 - The bullet point relating to Symphony Learning Trust and a 5th hub should be removed as it is a confidential minute</p> <p>Item 17 - Peter and Nick to action Due Diligence</p>	<p>Clerk to action</p> <p>Clerk to action</p> <p>Peter &amp; Nick to action</p>
6	<p><b>Questions on the head teachers report</b></p> <p>Peter presented his report and the following questions were asked and points raised:</p> <p>Governors are invited to Carole's leaving event, Wednesday 14th December 2016 at 3.30pm for turkey cobs, mince pies and prosecco.</p> <p>Liz Smith is still unwell and may not be back before Christmas. Governors thanked all the FS staff for their hard work and commitment in Liz's absence and conveyed their best wishes to Liz for a speedy recovery.</p> <p>School IP was shown to staff. It has the capacity to be used to integrate governor and staff cpd towards the SIP.</p> <p>Website - governors were shown the work recently undertaken on the website.</p> <p><b>Q Do we take children home in the minibus as well as collecting them in the morning?</b></p> <p>A We prefer parents to collect the children so that we promote some level of engagement with the parents.</p> <p><b>Q Toast club - are parents discouraged from staying?</b></p> <p>A We are considering allowing parents to stay for toast club as well.</p> <p><b>Q How was it that ELOs were offered free of charge?</b></p> <p>A We were experiencing quality issues with some providers and felt this would boost ELOs.</p>	<p>All governors</p> <p>Clerk to action</p>

6	<p><b>Questions on the head teachers report cont...</b></p> <p><b>Q Were the online payments an issue? Some parents find this hard to access on mobiles or tablets?</b></p> <p>A Better provision for this is being explored.</p> <p><b>Q Is it better value to deliver ELOs in house?</b></p> <p>A We have to pay the staff so not necessarily. Teachers have too much work to expect them to lead ELOs. We believe that in house provision is better quality though.</p> <p>The consultation on the reorganisation of the office team was presented; proposed by Graham, seconded by Glenys and unanimously agreed.</p> <p><i>(Rowena left at the meeting at 7.58pm)</i></p>	
7	<p><b>Reports:</b></p> <p><b>Finance, premises, health and safety</b></p> <p>Nick presented the minutes and there were no questions.</p> <p><b>Pay &amp; personnel</b></p> <p>Graham presented a verbal report and there were no questions. The last meeting agreed pay progression for teachers and updated performance management.</p> <p><b>Phase forums</b></p> <p>There was no feedback from phase forums.</p> <p><b>Work scrutiny reports</b></p> <p>There were no work scrutiny reports.</p>	
8	<p><b>Academy conversion</b></p> <p>It was agreed to send out another newsletter, thanking stakeholders for their contributions to the decision making process.</p> <p>The meeting started to discuss the response from the NUT. Glenys reminded the meeting of her interest as an active NUT member and Retired Teachers' Organiser. Graham took the Chair.</p> <p>There was robust discussion on how to respond to the NUTs letter. It was suggested that Graham would contact the NUT and ask for the evidence they alluded to in their letter. Exec will then discuss possible courses of action at the meeting in January.</p> <p>This was taken to a vote and there were 8 in favour, 1 against and 3 abstentions.</p> <p>Glenys took the chair.</p>	Office manager to action
9	<p><b>Annual pupil premium report</b></p> <p>The pupil premium reports were reviewed and agreed.</p>	

10	<b>Website audit</b> Following a substantial amount of work on the website, governors were invited to use the audit tool to review it and feedback any comments to Sue.	All governors to do
11	<b>Updates</b> <ul style="list-style-type: none"> <li>• Governor membership - Governors agreed that they wished for Glenys to remain as the LA appointed governor.</li> <li>• Governor attendance - noted</li> <li>• PTA update - noted</li> <li>• Christmas cards - Governors each took a few cards to write to members of staff and return to Sue by 5th December.</li> </ul>	Clerk to action    All to action
	<i>The meeting closed at 8.30pm</i>	

Items held over until future meetings:

SEND policy review and annual report  
 Succession planning for governors  
 Governors CPD plan  
 Prevent Duty audit