

**Minutes of a meeting of the Governors of Granby Primary School held on Monday 27th
November 2017 at the school starting at 6.00pm**

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

In attendance: Sue Foreman (Clerk)

1	<p>Apologies</p> <p>There were no apologies for absence</p>	
2	<p>Declarations of interest</p> <p>There were no further declarations of interest</p>	
3	<p>Minutes of the last meeting</p> <p>The minutes of the last meeting were agreed and signed with the following amendments:</p> <ul style="list-style-type: none"> • Apologies - Louisa, Rowena and Tracy were all working away • Item 7 - should say 'this' not 'his' • Item 8 - should say 'was proposed' 	
4	<p>Matters arising</p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> • Item 4 - moderated writing was only available at some of the phase forum meetings • Item 4 - Well-being report has been to P&P • Item 4 - PP data is not taken in Spring term • Item 4 - Glenys has attended the course on allegations against staff • Item 6 - Ofsted have been! • Item 6 - FGB to send thanks to PTA for contribution towards canopy • Item 11 - Owen Craven-Griffiths might be interested in joining a phase forum - associate governor? • Item 14 - gender neutral schools - on Spring term agenda 	
5	<p>Ofsted</p> <p>Glenys expressed her thanks to the governors for the role played in the successful Ofsted outcome. HMI spent some 45 minutes with governors, which is exceptional. We're very lucky to have such committed governors.</p> <p>Glenys asked Peter to pass on thanks to the staff for their commitment and hard work all the time - not just when Ofsted are here.</p> <p>Peter reported on the successful format of the day; the ease with which HMI found what they needed on the Ofsted tab of the website; and the way in which inspectors spent time with the whole school community because they were so knowledgeable and articulate.</p>	

6	<p>Head teacher's report</p> <p>Peter presented his report and the following questions were asked:</p> <p>Q Half day heaven, toffee twins and WWVA - are these still happening?</p> <p>The staff consultation on the well-being report is currently underway and this is being considered as part of this.</p> <p>Q Ofsted report mentions an uncharacteristic blip in phonics. To what is this referring?</p> <p>A blip in phonics as we had 2 NQT staff. We won't be expecting that in future years.</p> <p>Q Pupils' survey - Ofsted mentions that there were no responses. How do we explain this?</p> <p>Ofsted expect pupils to be sent a text to invite them to complete the pupil survey. This isn't appropriate for primary pupils and Ofsted don't expect a response at primary level.</p> <p>Q Have we decided to depart from CMF?</p> <p>The meeting discussed the pros and cons and agreed with Peter's proposal to leave the CMF in order to get best value for our investment.</p> <p>Governors noted the out-turn, which had already been to F&P.</p> <p>Q Do we need a contingency for covering non-teaching staff?</p> <p>We have that within the 'Other staff' costs, E07.</p>	
7	<p>Academy conversion</p> <p>There has been no further movement on this.</p>	
8	<p>Reports from committees</p> <p>F&P - Nick presented the minutes and the following questions were asked:</p> <p>Q Why are we talking about the Singapore maths? This isn't clear in the minutes?</p> <p>This is because we have invested in this programme and are monitoring the outcomes for children.</p> <p>P&P - Graham provided a verbal report and there were no questions.</p>	
9	<p>Governor updates</p> <p>Attendance - Sue presented the attendance update. Attendance at phase forums was discussed</p> <p>Visits and diary - Glenys reminded governors about visits and the monitoring reports file and the diary were discussed</p> <p>CPD - Louisa presented the updated CPD report. Sue will re-circulate</p>	

9	Governor updates cont... the Safer Recruitment links.	Sue to action
10	Skills audit Governors worked in pairs to complete the skills audit. This will be collated by Sue and then documents will go to Glenys to support performance management.	Sue to action
11	Chair's 360 appraisal Any governors who had not submitted Glenys's performance appraisal were asked to do so now.	
12	Succession planning for governance Sue presented a briefing note from The Key which outlined some considerations for succession planning. It was agreed that we already have a great deal of the elements of a succession strategy in place and the performance management one-to-ones will support this further. Governors felt that there is nothing further we need to do.	
13	Governors' CPD plan The skills audit and Chair's one-to-one meetings will contribute to the production of the CPD plan.	
14	Attendance strategy and policy review This was deferred to the next meeting	
15	Report on parent surveys Louisa was thanked for collating and presenting the results of the last 2 parents' evenings. The overall results were considered very pleasing and we could see progress from October 2016. Maybe have one feedback form for each family, rather than one each. The key question could be 'How could we do better?' Q Do we need to look at the 22% who don't know how well the school deals with bullying? We have done this at P&P and many of these parents commented that they don't know how the school deals with bullying because they haven't needed to.	
16	Prevent Duty Audit Governors reviewed the audit tool and Glenys and Rowena agreed to undertake the audit and report back to the second meeting of the Spring term.	

17	<p>Data protection and Freedom of Information Scheme / General Data Protection Regulations (GDPR)</p> <p>Sue provided a briefing note on the GDPR and Glenys and Abbey reported on training they have attended. Sue also presented an action plan and explained that we are unlikely to be fully compliant by May 2018. The Development Group also has thoughts on how they might support schools to implement some of the requirements.</p>	
18	<p>Staff Christmas Cards</p> <p>Once again, governors agreed to write personal Christmas messages in cards for the staff in appreciation of their hard work.</p>	
	<p><i>The meeting closed at 7.50 pm</i></p>	