

**Minutes of a meeting of the School Improvement Plan Full Governing Board meeting held on Monday 8th May 2017 at 6.00pm at the school.**

**Present:** Abbey Stewart, Glenys Mulvany (Chair), Graham James, Liz Johnson (from 6.20pm), Louisa Kiggell, Rob Penny, Rowena Bass (from 6.15pm), Sandra Adegun, Sian Ramadani, Tracy Carter (from 6.04pm)

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

		Actions
1	<p><b>Apologies</b></p> <p>Apologies were accepted from Nick Sone who had childcare commitments Tracy Carter who expected to arrive at 6.15pm; and Dale Cross due to work commitments.</p>	
2	<p><b>Declarations of interest</b></p> <p>Abbey declared a new interest as an employee of the Appropriate Adult Service.</p> <p><i>(Tracy Carter arrived at 6.04pm)</i></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 with the following amendments:</p> <p>Item 4 - it was Liz who attended the course, not Louisa</p> <p>Item 5 - amend question to read:</p> <p><b>Q What was the thinking behind the head teachers' meeting with Admissions?</b></p>	
4	<p><b>Matters arising</b></p> <p>The following matters arising were discussed:</p> <p>Item 5 - <b>Are we going to see writing moderation?</b></p> <p>A It is on the agenda for today's meeting although we do not have it today. Peter will be providing some anonymous, annotated scanned documents.</p> <p>Item 5 - Q How was the PTA Bingo event?</p> <p>A It was well attended and a fun event.</p> <p><b>Item 9 - Costing of PiPs - is that happening?</b></p> <p>A Yes, Tom will be addressing that at F&amp;P</p> <p><b>Item 10 - Is there any feedback on the head teachers' website audit?</b></p> <p>A That hasn't yet happened.</p>	<p>Peter to action</p> <p>Sue to liaise with Tom</p>

		Actions
4	<p><b>Matters arising cont...</b></p> <p><i>(Rowena arrived at 6.15pm)</i></p> <p><b>Item 14 - Has the Complaints Policy been updated?</b></p> <p>A Not yet but it will be done as soon as possible</p>	
5	<p><b>Head teacher's report</b></p> <p>Peter presented his report and the following questions were asked:</p> <p><i>(Liz Johnson arrived at 6.20pm)</i></p> <p><b>Q How will the funding for 30 hours free childcare work?</b></p> <p>A Whilst we have a very full intake for September 2017, we don't yet know how the funding will work as this information has not been forthcoming from HMRC.</p> <p><b>Q What benefit would there be in placing a canopy over the football area?</b></p> <p>A It would enable us to have an additional PE space, which is really important because we struggle to fit PE into the curriculum and there isn't always time to go down to St Andrews. The two halls are used during the day for interventions, Big Maths and Grammar Hammer, so not always available for PE. We will be asking the PTA and Sport England to support the funding.</p> <p>Louisa proposed, in principle, that formula capital be made available to support this. This was seconded by Glenys and agreed. Details and quotes will go to F&amp;P.</p> <p><b>Q Are the children still doing the Daily Mile?</b></p> <p>A Yes but not during SATs week!</p> <p><b>Q How would the music special allowance work?</b></p> <p>A We would expect the person to lead music across the school, lead peripatetic music, and lead the choir. This would cost around £2,000</p> <p>Tracy proposed to appoint a TLR2a for music. Seconded by Liz and agreed.</p> <p>Liz reported that there may be some Arts Council funding available to support the teaching of music.</p> <p><b>Q What about modern foreign languages?</b></p> <p>A The plan to create a TA3 post to support language teaching across the school would address this. This would cost around £6,000</p> <p>Tracy proposed to appoint a TA3, seconded by Liz and agreed.</p>	<p>Peter to action</p> <p>Peter to action</p> <p>Liz &amp; Peter to liaise</p> <p>Peter to action</p>

		Actions
5	<p><b>Head teacher's report cont...</b></p> <p><b>Q Can we have more detailed data on the progress being made by PP children?</b></p> <p>A This is routinely provided at phase forums but Peter agreed to provide a table outlining this information across the school.</p> <p><b>Q Can we compare the progress of PP children nationally with the progress of our PP children?</b></p> <p>A Yes, Dale is working on this</p>	<p>Peter to action</p> <p>Peter to action</p>
6	<p><b>Academy conversion &amp; Due Diligence</b></p> <p>The withdrawal of SLT's offer to include Granby was discussed.</p> <p>The Due Diligence document will still be useful to us in the future when we seek academy conversion. An electronic copy was circulated to everyone.</p> <p>Glenys, Graham and Louise provided an update on a meeting they had attended about forming a MAT.</p> <p><b>Q Should our governors be meeting with executive committees (or similar) from other schools?</b></p> <p>A After half term would be the right time to do this rather than now when we have KS2 &amp; KS1 SATs. DG6 are meeting later in May and there may be more information coming out of that.</p> <p><b>Q What proportion of DG6 is already converted or committed?</b></p> <p>A 2 out of 14 are already converted and some others are in the process.</p> <p>There was detailed discussion about what should happen now: the options of Granby leading a MAT; joining an established MAT; or joining/leading a new MAT.</p> <p><b>Q Is there an opportunity for us to revisit our strategy?</b></p> <p>Yes we can. Peter suggested that we should wait and see what happens over the next few weeks and what discussions there are at DG6. There is lots of information Peter has which he cannot yet share but Peter proposed to discuss Granby's willingness to move forwards at the DG meeting.</p> <p><b>Q Do we need an options appraisal?</b></p> <p>A Yes that could be the next step afterwards.</p> <p><b>Q Can we put out some informal feelers?</b></p> <p>A Yes Peter agreed that he will take informal soundings and feedback.</p>	<p>Peter to action</p> <p>Peter to action</p>

6	<p><b>Academy conversion &amp; Due Diligence</b></p> <p>Glenys reiterated that the reasons why we decided to academise still exist and the interests of the children remain paramount.</p> <p>It was agreed that Peter will raise at DG6 and exec will take a view over any next steps to be taken before the next FGB</p>	Peter to action
7	<p><b>Reports from phase forum meetings</b></p> <p>The reports had been circulated previously. There were no questions.</p> <p>Glenys reminded governors that, whilst we want to continue doing our job, visits should be sensitively managed during SATs, report writing, etc. Peter will let staff know.</p> <p>Sue to print off class list and keep it in governors diary so that we can track which classes have been visited. Louisa has already done 3 FS classes.</p>	Peter to action Sue to action
8	<p><b>Reports from work scrutiny - examples of writing moderation</b></p> <p>Peter will send these electronically</p>	Peter to action
9	<p><b>Review of SEF (Self Evaluation Framework)</b></p> <p>Peter discussed progress against the SEF and highlighted the role of governors in asking questions at phase forums. The particular emphasis currently is on Pupil Premium children.</p> <p>Peter to rag rate and circulate the SEF and the summary sheet</p>	Peter to action
10	<p><b>External report from SIA</b></p> <p>Elaine came in on the day of the last FGB. Peter has not had any written feedback. Peter will circulate any documentation he has.</p>	Peter to action
11	<p><b>Review Terms of Reference for Phase Forums</b></p> <p>The terms of reference were reviewed and agreed. In item 2.2, it seems to repeat that meetings are held once per term. This to be amended.</p>	Sue to action
12	<p><b>Staff well being</b></p> <p>Governors looked at the 3 examples of well being surveys and there was a preference for the NUT model, with the addition of a text box for comments. It's simplicity was liked by everyone. It was agreed to add: "Do you have any suggestions to help reduce stress and improve well being?"</p> <p>The Learning Trust example did not seem to be relevant to a school setting.</p> <p>It was agreed to use survey monkey for this - anonymous replies can be received.</p>	Sue to action and liaise with Liz. Sue to action
13	<p><b>Parent Voice</b></p> <p>Sue explained the feedback from ParentView showed that we are doing very well but that homework and bullying are the main issues to</p>	

		Actions
13	<p><b>Parent Voice</b></p> <p>consider. Sue will circulate the results of the ParentView survey.</p> <p>It was agreed that there is a confusing and inconsistent approach to homework throughout the school. The differing levels at which children are working is not used in setting homework.</p> <p>Parents need a clear expectation of the type, amount and quality of homework in each year group, whether it is voluntary or not, and what/ whether there will be consequences to not doing homework. This doesn't need to be a policy - just a few sentences about the expectations.</p>	<p>Sue to circulate</p> <p>Peter to action</p>
14	<p><b>SMSC annual report</b></p> <p>Sarah's SMSC report was presented and there were no questions. Thanks were passed onto Sarah for a very full report.</p> <p>Rowena will liaise with Sue to do a visit on SMSC.</p>	<p>Sue to action</p> <p>Rowena &amp; Sue to liaise</p>
15	<p><b>Review staff CPD</b></p> <p>Louisa presented her report on governors CPD. She will re-send the training feedback form.</p> <p>Sue presented the staff CPD spreadsheets for both 15/16 and 16/17 for governors to review. Electronic copies will be circulated to any governors who request it. Alternatively, call into the office to view the hard copy.</p>	<p>Louisa to action</p>
16	<p><b>Ofsted readiness</b></p> <p>Peter reported that Marriott, who had their Ofsted 12 months before us, had a successful Ofsted a few weeks ago.</p> <p>There was nothing further on Ofsted readiness</p>	
	<p><i>Meeting closed at 8.02pm</i></p>	