

## GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 29<sup>th</sup> November 2018 6.00pm  
AT THE SCHOOL



### MINUTES

#### **Present:**

**Governors:** Caroline Ilott (Chair)(CI), Lucie Calow (Headteacher) (LC), Jeff Andrews (JA), Lucinda Billington (LB), Paul Ilott (PI), Paula Nixon (PN), Tony Orgee (TO), Chris Seaton (CS), Ian Wilson (TO).

Vanessa Yeoman, prospective Co-opted Governor.  
Ann Abineri in attendance as Clerk.

The meeting was quorate

1. **Welcome and Apologies for absence were received and accepted from** Steve Hannington, Alison Walker, Sarah Crouch, Jo Clarke, Tanya Seaton and Linda Alefounder.

**Not present:** David Jones.

2. **Confirmation of Staff governor (Lucinda Billington) and Vanessa Yeoman as Co-opted governor**

Lucinda Billington was welcomed for a further term of office.  
Co-option of Vanessa Yeoman was agreed, subject to DBs checks.

*Vanessa Yeoman joined the meeting at this point.*

3. **Declarations of Pecuniary Interest**

None declared.

Clerk confirmed that she is still gathering Pecuniary Interest forms from Governors.  
(Still needed from SH, LA, TS, AW) **Action: Clerk.**

4. **Minutes of Full Governing Body meeting 4<sup>th</sup> October 2018, including matters arising not included on this agenda**

Agreed and signed subject to amendment of Vanessa's surname to Yeoman.

#### **Matters arising**

TO needs past training record information **Action: CI to contact David Champion.**  
All other matters underway.

Update from LC on hydrotherapy plans. LC explained that planning and training is underway for four pupils for whom plans have been identified. **A Governor asked** whether this identification would assist further identification. LC confirmed that while this represents progress the matter is complex and there is a shortage of therapists to provide the training. LC thanked Governors for their support in this matter.

LC explained that she continues to hold the Commissioner to account for Nursing Services. Governors confirmed their continued support to LC for this.

Chair's 360 degree performance review: **Action: Chair to circulate form via Clerk.**

## CHET

**A Governor asked** if a formal response had been received. LC outlined the informal feedback received. We continue to have good relationships with other parties involved and will revisit this matter in future.

### 5. Committees

#### Membership Review

New members needed for Curriculum and F & GP.

Paula Nixon has resigned from F&GP as difficult to get to meetings. Paula Nixon agreed to join Curriculum.

**Action: to review committee meeting days and times at August 2019 Away Day.**

#### F&GP extraordinary meeting 12<sup>th</sup> October 2018

LC outlined recent recruitment decisions which were agreed by F&GP at that meeting. It has since been confirmed by Rob Cottle that this is likely to have been a cost efficient decision.

#### Curriculum meeting 20<sup>th</sup> November 2018

PI outlined key points of this meeting (Minutes circulated).

CI passed on positive comments received at Parents Evening.

LC confirmed that Sharon Collins has responsibility for Post LAC children.

**Action: Item on Post LAC children from Sarah Crouch to be carried over to next FGB.**

#### HR meeting 20<sup>th</sup> November 2018

PI outlined key points of this meeting (Minutes circulated.)

PI confirmed that Head Teacher Performance Management Review took place on 13<sup>th</sup> November 2018.

#### Health & Safety meeting 21<sup>st</sup> November 2018

CS outlined key points of this meeting (Minutes circulated).

**A Governor asked** for clarification regarding register on Kindles and CS explained shortcomings in the system had been identified and discussed and JC had since confirmed that registers will be printed until the Kindle system is fully functional.

**A Governor asked** about Pool evacuation and LC confirmed that a walkthrough using the Kindles is planned. Evacuation of the pool is a staged process under the control of the Fire Marshall to ensure pupil's health is not put at risk unnecessarily by evacuation to the outdoor assembly point. In response to **a Governors question** LC confirmed that this is in the Policy and Evacuation Plan.

### 6. Governor training and briefing sessions

PI reported briefly on HTPM training.

**Action: Clerk to send link to NGA modules.**

#### Clerks report on Governor Audit from Away day circulated.

Conference issue: see AOB.

Contingency planning: to be addressed in HR.

Links with other SEND schools; LC following this up.

Background information: **A Governor suggested** the creation of a more formal mentoring system. It was noted that the checklist is a useful part of this. **Action: PI to develop this.**

**A Governor suggested** Committee Governor 'Job descriptions'. **Action: to go on next FGB agenda.**

**A Governor pointed out** that several responses indicated that Governors wished to know more about daily life in school. LC agreed that Governors that involvement in school life is key to the Governance role. LC suggested that short films on school life are a good way to share information. She explained that she recently did a learning walk and photographed school activity. It was agreed that this would benefit Governors as well as staff. **Action: LC to send link to Clerk to circulate to Governors.**

## 7. Outstanding Governor Awards 2019

After discussion it was agreed not to pursue this.

## 8. Head's Report and progress on links with other special needs schools.

135 pupils, new pupil starting December 2018, new pupil starting January 2019.

LC confirmed currently no teaching vacancies. There may be a need for splitting Fitz-zebra into two classes to meet pupil needs. LC is in consultation with the LA about funding this. **A Governor asked** if there is physically room and LC confirmed this. It is also likely that another class will be needed in Key Stage 2, and again, there is physical capacity. There continue to be Teaching Assistant vacancies, currently covered by a stable supply team.

MDSA and kitchen staff: no vacancies.

The focus for whole staff training in January 2019 is Swimming training and Resuscitation and Rescue training.

LC continues to work on strengthening links between Special Schools. **A Governor asked** if there was anything that we could do to assist this at present and LC explained that geographical distance continues to be a problem in maintaining relationships. CI asked LC to keep Governors updated on opportunity to work strategically with other schools' Governing Bodies.

**A Governor asked** when LC felt that new sixth form facilities should be discussed. LC explained she has already broached the possibility of a free-standing Sixth Form with the Local Authority and this is under early stage consideration.

**A Governor** pointed out the importance of ensuring Section 106 monies are secured when local development takes place. **A Governor questioned** whether developments in South Cambs have led to funding for Sixth Form provision or specifically for Granta. **A Governor pointed out** that it would be useful to have a champion for lobbying at Council level.

**A Governor asked** if the increased emphasis on data in mainstream schools has led to more or less emphasis on Special School provision. LC explained that there are a wide range of factors that put pressure on special needs funding including local specialist maternity and hospital provision and the effectiveness of Special School provision in bordering counties.

**A Governor asked** if useful information could be obtained from other areas such as Peterborough. **Action: LC agreed to look into this.**

In response to a **Governors comment**, LC confirmed that the LA is aware of need.

**Action: LC to continue to build links with other Special Needs Schools and report back.**

## 9. School Development Plan including discussion on new Mission Statement

An activity was suggested. The prompts that Governors are asked to respond to were as follows:

My core value for this school is...

I wish for/that...

I am proud of...

The role I want to play is...

I think the educational landscape of the future might include...

We should help beyond our own school gates by...

We can improve relationships with health and social care by...

**Action: Clerk to circulate activity by email to Governors who should then send their responses to LC.**

GDPR update

Excellent progress with this.

#### 10. Report on Granta school Facebook site

Proposal circulated in advice.

Comments:

: I'd love this as a parent'

'Yes as long as tightly controlled.'

Questions: would parents be interested in this?

**A Governor suggested** creating a dummy page to be viewed at next FGB.

**'Proposal: to authorise LC to arrange the trial of this with appropriate controls. Agreed.**

#### 11. Policies Review

Harassment & Persistent Complaints: no changes, agreed.

Equality & Diversity Policy: work ongoing, onto next FGB. **A Governor asked** if reference to transgender children is required and LC said this would be looked into.

Freedom of Information publication scheme;

**Clerk to establish whether this is still needed. LC to look at this on Key for School Leaders.**

School Prospectus: remit of Curriculum Cmt.

#### 12. LVC issues

LB stated that she has recently received PE timetables and sessions are building up.

A group of students have been invited to a Dance Event.

**A Governor asked** if LB is attending LVC Governors and LB stated that she is happy to continue attending.

#### 13. Friends of Granta School (FOGS) Winter Fair Saturday 1<sup>st</sup> December 2018 12.00 to 3.30pm.

Governors reminded to attend if they can and to wear their Governor lanyards.

Date of next FOGS meeting: Wednesday 16th January 2019 at 4.00pm This is the AGM and any governor attendance would be welcome.

#### 14. School Council

LB reported that elections have taken place, Council is in place and first meeting is planned.

Governors were reminded that this is an excellent event to attend.

#### 15. Any Other Urgent Business

PI did Safeguarding Visit on 13<sup>th</sup> November 2018 and reviewed the Single Central Record and the Physical Intervention record. Conversations with staff took place and recommendations made.

##### **Governor Conference calling.**

Facilities are not available in all rooms. There are two rooms in which the 'star phone can be used. Unfortunately Skype is not effective throughout the building. Three options have been identified but at a cost.

It was agreed that we would use a suitable room if dial in is requested in advance.

**16. Date of Next Meeting: Thursday 7<sup>th</sup> February 2019 at 6.00pm**