

GRANTA SCHOOL AWAYDAY ON THURSDAY 26TH AUGUST 2021
AT GRANTA SCHOOL
10.00am



MINUTES

Governors: Caroline Ilott (CI) (Chair), Jeff Andrews (JA), Lucinda Billington (LB), Chris Clarke (CC), Paul Ilott (PI), David Jones (DJ), Tony Orgee (TO), Alison Walker (AW).

Laura Jeffs (LJ) *present 10 am until 2.10 pm,*

David Jones (DJ) *present from 12.30 pm.*

Paula Nixon (PN), *present until 12.15 pm.*

Associate Members: Sarah Crouch (SC) Deputy Head,

Linda Alefounder (LAF) School Business Manager *present until 12.15 pm.*

Also present

Emma Stubbings, Assistant Head.

Ann Abineri: Camclerk.

Mary Abeyashera, Executive Principle, Executive Director SENDV CMAT *present until 12.15 pm.*

The meeting was quorate.

1. **Apologies were received and accepted from** Ruchi Datta, Ian Wilson, Tanya Seaton and Matt Seymour.

2. Pecuniary Interests

There were no declarations of interest concerning matters on this agenda. No amendments to the Register of Pecuniary Interests were requested.

3. Presentation: “Ofsted: What Governors need to know” by Mary Abeyashera, Executive Principle, Executive Director SENDV CMAT.

Following Mary’s presentation, which will be circulated to Governors, Mary agreed to respond to any further questions by email.

The Chair thanked Mary for the presentation.

4.	<p>Administrative Items</p> <p><u>All Governors Safeguarding and Prevent training</u></p> <p>The Chair confirmed that all Governors and Associate Members need to have completed or updated Prevent and Safeguarding training and record this on their profile on GovernorHub.</p> <p>SC confirmed that Safeguarding and Prevent need to be fully updated every three years, with updates as required in between.</p> <p>Training can be accessed via school, Local Authority (LA) or GovernorHub (Modern Governor.) SC will invite Governors to Safeguarding training (half day) – particularly applicable to new Governors.</p> <p>Deadline for doing all Governors and Associate Members to have completed training was discussed. It was agreed that all Governors should update their profiles on Governorhub within 2 weeks of the start of term, and to complete or update their Safeguarding and Prevent, along with acknowledging that they have read updated Keeping Children Safe in Education (KCSIE), by the end of the Autumn term.</p> <p>Following a short discussion, the Clerk agreed to look into storage of certificates or screenshot type evidence of completion.</p> <p>SC to circulate KCSIE quiz.</p> <p><u>Future of meetings – online, in person or hybrid</u></p> <p>The Clerk passed on LA Guidance stating that that meetings should be in person or remotely but ‘hybrid’ meetings (in which some Governors present and others online) are not recommended.</p>	<p>Actions</p> <p>All Governors and Associate Members to complete training</p> <p>Clerk to investigate best storage of certificates</p> <p>SC to circulate KCSIE quiz.</p>
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	<p>Several Governors questioned this stating that technology exists to ensure that a mixed meeting can be run successfully. The Clerk quoted from Grant Standing Orders 2020-21, which allow for remote participation with no cap on numbers. The decision on this will be made when Standing Orders are reviewed at FGB on 23rd Sept 2021.</p> <p><u>2 new governors</u></p> <p>CI explained that following the advert in the Linton News, there are now four potential new Governors in total. Their statements have been shared with members of the GB. Another Governor also has a potential contact who may be suitable. PI has so far had conversations with two of the potential applicants. The Clerk reminded the GB that all potential appointments are subject to agreement and Eligibility, DBS and section 128 checks. We have two co-opted vacancies. We are about to have an LA vacancy. Another Co-opted governor is willing to step down if she can be replaced. Skills gap was acknowledged to be finance area. AW pointed out that she has less contact with the world of HR now. Succession planning for Chair also noted. An Associate Member post could be made available to utilize appropriate skills. The Clerk explained the nomination process for the LA Governor position and confirmed that Governors vote for co-opted Governors. It was agreed to nominate PI as LA Governor.</p>	<p>Clerk to contact LA re PI nomination.</p> <p>PI and JA to carry out a further Skills Analysis Skills Audit for all Governors (format to be supplied by JA) and PI to match new potential Governors to gaps.</p> <p>PI to invite prospective Governors for visits to school and if they are interested to invite them to Sept FGB as observers.</p>
5.	<p>Long term vision for Granta</p> <p>Group exercise took place to discuss this.</p>	<p>PI to circulate notes from this activity.</p>
6.	<p>Review of:</p> <p>Governance schedule</p>	

	<p>Governance Review. Granta Governors Development Plans</p> <p>The following points were raised in discussion: Increase presence of Governing Body on school Facebook page.</p> <p>Mentors for new Governors.</p> <p>Skills audit (covered in item 5)</p> <p>Is a Pupil Premium Governor needed Following discussion it was agreed that this is a function of our curriculum committee.</p> <p>Monitoring visits: new schedule was welcomed. Form of questions to ask was discussed. Noted that this would vary in different types of visits. It was noted that when possible again, Governors could attend school trips.</p> <p>Timely distribution of paperwork: A Governor requested that Agenda and paperwork are distributed 10 days prior to Governor meetings. The Clerk explained that 7 days is in our Standing Orders, which are based on the LA model, and this is standard practice within the LA Clerking Service. It was noted that all Staff and Governors who provide documents need to get those to the Clerk in time for her to circulate them 7 days before.</p> <p>Budget Monitoring Review (BMR) is circulated monthly, when LAF emails it to the Clerk for circulation. Governors reminded to address questions direct to LAF. Noted that questions direct to LAF would not be necessarily be visible to all GB members or external auditors. As a result of this discussion, it was agreed that the Clerk will look into a Folder and notification for BMR on GovernorHub so that comments can be visible on Noticeboard.</p> <p>Communication between HT and Governing Body. It was acknowledged that this has been hindered by Covid restrictions.as been difficult during Covid.</p> <p>Succession Planning: The GB recognize a need to strength in</p>	<p>AW to become active on Facebook page.</p> <p>Mentors to be allocated Sept FGB.</p> <p>Clerk to look into best way of creating BMR area on GovernorHub.</p> <p>PI, as new Chair, to discuss communication with the HT.</p>
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	<p>this area. New members of the GB should offer more skills and more people to take on roles.</p> <p>All documents suggested by Review now in place.</p> <p>School Improvement Partner: noted that we have one in place and Governors receive the School Improvement Plan.</p> <p>School website: all Governors to look at this more frequently as an excellent source of information.</p>	All Governors.
7.	<p>Update on The Hive</p> <p>SC reported on delays in work, including external accessibility issues. Possibly ready by October 2021 Half Term.</p> <p>The HT, Matt Seymour and Rachel Halliday making every endeavor.</p> <p>Other ways of expediting this were discussed.</p> <p>Pupils who will be going to the Hive will be accommodated in Granta main building on return to school in September 2021.</p> <p>Equipment and resources for these pupils have arrived.</p>	
8.	<p>Caroline Ilott summing up as outgoing Chair and Governor.</p> <p>CI, outgoing Chair and Governor, said what a pleasure it has been to be involved in Granta School since its inception and wished the School best for the future.</p> <p>On behalf of the GB, PI thanked Granta for her long service and immense contribution as Governor and Chair.</p>	

Meeting closed 4 pm.