

GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 25th March 2021 6.00pm
Via Zoom



MINUTES

Governors: Ruchi Datta (Head Teacher), Caroline Ilott (CI) (Chair), Jeff Andrews (JA), Lucinda Billington (LB), Chris Clarke (CC), Sarah Crouch (SC), Paul Ilott (PI), Laura Jeffs (LJ), David Jones (DJ), Elaine Markham (EM), Paula Nixon (PN), Tony Orgee (TO), Chris Seaton (CS), Ian Wilson (IW), Alison Walker (AW),

Associate Members: Linda Alefounder (LAF), Matt Seymour (MS).

Ann Abineri: Clerk

The meeting was quorate.

1.	Welcome and Apologies for absence were received and accepted from Tanya Seaton (Associate Member).	
2.	Governing Body Membership Update No vacancies No terms of office coming to an end in summer term. <u>F&GP and H&S</u> are now a combined committee with TO as Chair and JA as H&S Lead. New Terms of Reference to be reviewed in at next F GP/H&S with a view to approval at FGB. <u>GovernorHub</u> The HT has circulated a training video. Governors reminded to register if they haven't already done so. The HT will deal with any queries by email or phone. The Clerk explained her involvement with it and explained she will be starting to use it for the summer term.	Action: TO and JA to liaise to produce the revised ToR
3.	<u>Reminder re Governor photos and biographies.</u> Governors were reminded to send their photos and biographies to Emma Jennings if they haven't already done so.	Action: all Governors.
4.	<u>Annual Declarations of Pecuniary Interest</u> Register up to date. Governors reminded declare any changes, either relating to an item in a meeting or longer term changes.	
5.	<u>Minutes of Full Governing Body meeting Thursday 3rd December 2020</u> Agreed as a true record. To be signed by the Chair in due course. All actions complete. Governance Review: Friday 21 st May 2021. The Clerk reminded Governors that it would be beneficial to have the Governor area of the website and GovernorHub up to date as soon as possible. TO confirmed that Governors have been informing him of their training. LJ has New Governor Induction training booked. CI, as her mentor, will have a chat with LJ about further training possibilities.	

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	<p>CC has undertaken the New Governor Induction. Discussion took place about sources of training and the HT and Clerk explained that GovernorHub gives access to courses and sources of information including a link to the Key. The Clerk pointed out we have an SLA with Governor Services which includes subscription to training. A Governor pointed out not all Governor Service training is relevant to special schools. A Governor recommended NGA courses and it was noted that whilst we do not have full membership, some are accessible.</p>	
6.	<p>Committees <u>Curriculum meeting Tues 16th March 2021:</u> Unapproved minutes circulated. PI outlined key points of the meeting. Questions invited- none received. Note: Home School agreement will be circulated to all members of the FGB.</p> <p><u>HR meeting Wednesday 3rd February 2021</u> Approved minutes circulated <u>HR meeting Tuesday 16th March 2021</u> Unapproved minutes circulated AW outlined the key points of both meetings. A Governor asked about the timeframe for appointment of a Parent Liaison Officer and the HT explained this is subject to the Staff Restructure, the consultation for which has opened. A Governor asked about the background to the request for a Governor to be present at an SLT exit interview and AW explained this was a specific request and the outcome was that a Governor can attend such a meeting but will not lead the meeting.</p> <p><u>F&GP / H&S meeting Monday 22nd March</u> Unapproved minutes circulated. TO outlined key points. Discussion took place on Item 4: Physical intervention Policy. This policy has links to both the Behaviour policy (which is the remit of the Curriculum committee) and Safeguarding (which is in the remit of the FGB) It was agreed by all present entitled to vote to make this the remit of FGB. The Clerk advised that this will need to go on the next agenda to allow all FGB members time to consider it.</p> <p>JA explained that he was consulting the HT on how to go about ensuring comprehensive H & S information can be prepared and presented in a way that feeds into the F&GP meeting.</p> <p>The Chair thanked MS on behalf of the Governing Body for his diligent ongoing work on the Hive Sixth Form provision.</p> <p>In response to a Governor question, it was confirmed that the Hive should be handed over in full working order for use by the Sixth Form in September 2021. A Governor asked if the risk of it not being ready has been assessed and another Governor emphasised the importance of a firm deadline. In response the HT explained that timeframes were coming from contractors rather than the LA. As a contingency plan, the Sixth form could continue to be accommodated at the main building if required.</p>	<p>Action: HT.</p> <p>Action: Physical Intervention Policy to go on FGB Agenda. 22nd April at 7.00pm</p> <p>Action: JA, MS and the HT to plan this and feedback.</p>

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	<p>MS explained the expected completion date was July 2021 and in response to a Governor question about meetings, MS confirmed that tendering is taking place and an on-site meeting is planned. Several Governors expressed concern about progress, with no reflection on the HT or MS, and recommended a plan with firm deadlines. A Governor requested regular updates to FGB so that the FGB can put pressure on the LA if required. Another Governor asked about project management by the LA as we are in effect the client and MS confirmed who the managers are. It was noted that holding the project managers to account is key as our previous experience indicates that aspects of the project specific to Special School use can be overlooked.</p>	
7.	<p>Approval of SFVS Since F&FP on 22nd March 2021, LAF has made updates and prepared a narrative which has been circulated. LAF pointed out that this does not need to be approved for submission this year but updating it is best practice. It will next need to be submitted next year. LJ pointed out that there is a training module on Governor hub on this which she will do.</p>	
8.	<p>Governor training and briefing sessions The Clerk circulates training and attended the Governors training and circulated the handouts. The HT explained that it is very important for the Governors to fully appreciate the Ofsted/HMI position, particularly in relation to Special Schools, and suggested a full GB training on this in the Autumn term. Several Governors suggested that this would be a useful focus for our Summer 'Awayday' (date to be confirmed).</p>	<p>Action: CI to start to plan date of AwayDay.</p>
9.	<p>Head's Report The HT outlined key points of her reported circulated prior to the meeting. <u>Attendance</u> The HT explained that attendance information looks different this time, utilising an LA tool to compare attendance with other local Special Schools. Critical worker children represent 40% of pupils overall and pupils with a Social Work or Child in Need Plan 50% as this category is differs in a Special School from categories in mainstream schools. A Governor asked about this figure and the HT explained that the cohort size leads to a data anomaly here but it gives Governors an indication. Attendance good at present and all pupils are expected to be in school for the Summer term <u>Safeguarding and Well-being</u> Meetings with all designated Persons have taken place. Child Protection Online Management System: 53 separate logs between January 2021 and March 2021 – these include a range of logs which may differ when children are being educated at home such as non-attendance in an online lesson which is due to factors such as sharing IT equipment in the home. A Governor asked if there is a correlation between safeguarding and Pupil Premium and the HT responded that the complexity of our children's needs make this link less likely. The HT explained that the Well-being Lead is monitoring behaviour. A Governor commented on the report and asked if further explanations could be given on definitions in Behaviour and the HT agreed to add this as an appendix to the report in future. A Governor asked what a Boxall Profile is and the HT explained this</p>	

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	<p>is a universally used tool which assesses a child's well-being and identifies strategies. Sharon Collins has been trialling this as a project and if proved to be effective will be rolled out across school.</p> <p>A Governor asked about the data on ethnicity in behaviour and the HT explained that this does not refer to racially motivated incidents but is a standard data item. The HT explained that she will pass on feedback that this is not relevant to this part of the report.</p> <p>A Governor asked about the current workload of professionals such as Child and Adolescent Mental Health Service professionals and psychologists in light of the Covid situation. The HT explained that meetings have taken place online and decisions on whether to record children to show therapists were discussed with SLT deeming these not be useful. Following contacting professionals, therapy services are now starting to come into school, with the school emphasising that this is essential.</p> <p><u>Finance</u></p> <p>The Chair asked the HT if she could add any information on the reimbursement of the previous HT's pay and the HT explained that £5,000 had been received from the LA. In response to a Governor question it was confirmed that this was received after the February Budget Monitoring report.</p> <p>A Governor asked about use of Pupil Premium and pointed out that GOGS funds and the Hannah Fund are also available for funding for items like trips. The HT explained that in some cases, it is necessary to apply Pupil Premium to trips for some children and there are ongoing improvements being made in Pupil Premium reporting.</p>	
10.	<p>School Development Plan</p> <p>A Governor asked about the reference to Solar on this and the HT explained Solar is still applicable at present.</p>	
11.	<p>Friends of Granta School (FOGS)</p> <p>Annual documents had been circulated.</p> <p>The HT reported that Emma Jennings has identified some possible sources of funding. A Governor suggested a further possible Charity for playground redevelopment, Wooden Spoon, and the HT agreed to check.</p> <p>A bid has been made to Hannah's Fund for playground redevelopment.</p> <p>A Governor asked if the Go Fund Me page has been successful and the HT confirmed that this has been extremely useful, raising over £1,000 for iPads. A Governor asked about post home learning use of these iPads and the HT explained that these are coming back into school and being reconfigured by ICT for use in school.</p> <p>Other ideas mentioned included birthday fundraisers on Facebook and nominating the school on Amazon Smile.</p>	<p>Action: The HT to circulate information to Governors.</p>
12.	<p>School Council</p> <p>Governors reminded Governors that when it is possible for them to attend, this is very worthwhile.</p>	
13.	<p>Any Other Urgent Business</p> <p>PI reported that the HT Appraisal Process is underway, the mid-term meeting having already taken place.</p> <p>JA reminded the HT to ensure we have an Extract of Title for access for the Hive.</p> <p>JA asked if the school has been contacted by the Children's Hospital Working Group. LJ confirmed that she has joined this and will feed back to FGB.</p>	

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	<p>DJ will contact the HT regarding Cambridge Joint Playscheme for May Half Term and Summer 2021.</p> <p>DJ will attend F&GP on 22nd April 2021 as unable to attend FGB later that evening. Clerk will ensure he is on F&GP circulation list in the run up to that meeting.</p> <p>Governors wished thanks to be passed on to all staff.</p>	
14.	<p>Date of Next Meeting:</p> <p>Thursday 22nd April Budget ratification FGB (following Budget F&GP at 5.30 pm that day.)</p> <p>Thursday 8th July 2021 at 6.00pm</p>	

Meeting closed 7.50 pm