

GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 24th May 2018 6.00pm
AT THE SCHOOL



MINUTES

Present:

Governors: Caroline Ilott (Chair)(CI), Lucie Calow (Headteacher) (LC), .Jeff Andrews (JA), Lucinda Billington (LB), Steve Hannington (SH), Paul Ilott (PI), Tony Orgee (TO),.

Alison Walker (AW) joined the meeting at 6.25pm.
David Jones (DJ) joined the meeting at 6.30 pm.

Associate Members: Linda Alefounder (LAF), Sarah Crouch (SC), Chris Cole (CC), Jo Clarke (JC)

LVC Link: Linda Kahr

Ann Abineri in attendance as Clerk.

The meeting was quorate.

1. **Welcome and Apologies for absence were received and accepted** from David Champion, Chris Seaton, Paula Nixon, Ian Wilson and Tanya Seaton.
2. **Pecuniary interests:** Jo Clarke declared that she is doing some paid work at LVC.

3. **Governing Body Membership** Vacancies and Terms of Office

Sarah Crouch's term of office as an Associate Governor ends 3rd Sept 2018.

Sarah agreed to stand again and this was unanimously agreed.

It was noted that:

Lucinda Billington's term of office as Staff Governor ends on 10th October 2018.

There will be a Staff Governor election.

The following co-opted Governors terms of office ends on 1st November 2018.

Tony Orgee

Paul Ilott

David Jones

David Champion

Alison Walker

There is one vacancy for a Co-opted Governor.

 5/7/18

Date of Away Day: Thursday 30th August 2018. SC, CS and TS have offered apologies for this date.. Orovia training for Governors to be booked. **Action:** LAF.

4. Minutes of Full Governing Body meeting 26th April 2018, including matters arising not included on this agenda

Agreed as a true record and signed.

Matters arising:

LC reported that she was able to access the LVC defibrillator when a situation arose. Signage has been improved but could be improved further. JC has looked into obtaining one for Granta. Following a short discussion it was agreed to continue to use the LVC defibrillator and to demonstrate its location to staff during in-house training.

5. Committees

Health & Safety meeting 3rd May

JA reported on this meeting, the minutes of which had been circulated. Tracking of incidents was discussed. JA had consulted the HSE website's calculator.

Actions:

JC to follow this up.

CI to send list of policies needing updating at next meeting to LC and CS.

Curriculum meeting 24th April 2018

PI reported on this meeting, the minutes of which had been circulated. He explained that it was agreed to put LVC links as a standing item on this committee's agenda. The meeting also looked at Solar assessment system and data and discussion also took place on the staff handbook. It was agreed that this, and the new staff checklist, would be a useful resource for Governors. It was agreed to put this on the Agenda for the Away Day. **Action: PI/CI.**

Attendance policy is to be on the Agenda of the next Curriculum meeting:

Action: PI.

Safeguarding policy for to be reviewed at next FGB. **Action: CI.**

LC reported that as a result of the Gatsby Benchmarks the DfE requires all schools to have an Action Plan. LC and CC have developed an Action Plan. It was noted that the actions on this plan are already in place.

A Governor with responsibility for careers guidance in school is also required. It was agreed that PI would undertake this role as Chair of the Curriculum Committee.

HR meeting 24th April 2018

AW reported on this meeting, the minutes of which had been circulated. There have been no applications for the Communications Officer post yet but it is being re-advertised. There is a contingency plan for LC to cover aspects of the role should the post not be filled. **A Governor asked** if Granta could share services with LVC and it was thought that this could be raised during the Due Diligence process.

LC reported that since the meeting, teaching staff have been appointed for Key Stage 2 and Key Stage 3. It was noted that applicants for both posts were of a high calibre.

6. Head's Report

Key points:



Increased creativity in the curriculum including drumming workshops. Good uptake.

Creativity also apparent in subjects not traditionally associated with creativity. Each Key Stages 3, 4 and 5 have planned their own activities for Activities Week,

LK explained that LVC are funding Granta's Arts Mark through Festival Bridge. Governors expressed their enthusiasm and thanks for this.

LC and LK outlined how Granta pupils' designs have been used in the Peacock Centre. **A Governor reminded** LC to ensure this is celebrated on the School website.

LC updated on 'character education' in PHSE.

Sustained Shared Thinking and Emotional Well-Being (SSTEW) is being used by the staff team. LC is using this in Teaching Assistants in-house training.

LC has undertaken learning walk with an external person as part of Due Diligence.

Performance Management continues.

Colourful Semantics can be combined with Picture Exchange Communication systems and LC is interested in developing this.

Love It Try It scheme has met with mixed success. LB said that those who participated really enjoyed it. LC is proposing to involve all staff in learning walks.

Signing training and on-going skills development continues.

Outdoor area – the roundabout is a great success. **A Governor asked** about the Forest School and JC reported on the time-frame.

Ofsted Actions; success in some funding arrangements.

Vulnerable Groups' progress continues to be monitored.

A Governor asked about numbers of pupils with Mild Learning Difficulties joining the school in September. LC replied that this is likely to be 10 pupils. In response to a Governor question she said that infrastructure is in place to support these pupils.

It was noted that new pupils are offered transition visits. Whilst this is best practice, LC wished Governors to recognise that this puts a great deal of pressure on staff.

Parental engagement has varied for different events, with good attendance at the dance events but low attendance at open afternoons. LC stressed it is important to continue to offer a wide range of events.

Well-being curriculum: although Granta was not successful in applying for project based funding, individual pupils can be supported by the Well-being programme.



A Governor asked about the position about training for staff for medical needs and LC stated that this is an ongoing issue with very little support. **A Governor asked** if this is safe and LC explained that all measures are in place to ensure safety and minimise risks created by this inadequate provision. It was noted that the School Nursing Service was not represented at the Special Schools heads meeting. Governors agreed to present a firm case to Jonathan Lewis, Director of Education for Cambridgeshire and Peterborough, to express concern about this on-going issue. **Action: CI/LC.**

GDPR: Privacy Notices have been posted on the school website.

7. CHET/academisation update

JA explained that there has not been a recent meeting so no report. Leadership and Management Due Diligence taking place on 25th May 2018. A date for the Business meeting is being arranged. IW is linking with Stuart Tinsley of LVC on this.

8. Governor training

Governor Training Register

The Clerk reminded those present that the DfE and LA strongly encourage Governing Bodies to keep a register of training that Governors undertake. Our Training Register is kept by David Champion – please let him know when you attend a training session or complete an online module.

Associate Governors training to be recorded as a matter of best practice.

The Clerk continues to circulate Training Opportunities and the Schools Newsletter and reminded Governors that Cambridgeshire Governors can access Peterborough Governor training.

E- safety training on Thursday 29th March report:

PI and AW attended this staff training. PI and AW offered feedback on this event and emphasised how alarming the situation is. It was noted that children and young people with special needs are highly vulnerable.

A Governor asked LC to comment on measures in place and LC replied that these included:

- Internet filters
- ICT teaching includes how to protect yourself, including talking to the pupils about how to stay safe at home.
- ICT audit on internet safety

A Governor asked about parental engagement and LC explained that it is shared with parents at various levels including School Newsletters. Workshops are offered but parental uptake has been limited.

A Governor commented that from April 2019 a change to internet filtering processes should help this.

9. Policies

CCTV

Adopted: proposed TO, seconded AW, all in agreement



LAF explained that this policy will need reviewing again when new guidance comes into place in July 2018.

10. LVC issues

Arts Mark – covered in item 6.

LB will attend next LVC FGB in July 2018.

JC reported that LVC have offered to supply a goal.

A music trainee from LVC has spent a day in school.

11. Friends of Granta School (FOGS)

CI reported that unfortunately the Summer Fair is not going ahead. There will be an end of term raffle.

Winter Fair 1st December. Governors welcome to assist.

AW reported that Linton Co-op is raising funds for Granta.

CI reported that organisation of the Hannah Fun Fund continues.

JC left the meeting after this item.

12. School Council

Kate Eastell-Fletcher is taking over facilitating this.

SH attended a recent meeting and found the pupils to be highly engaged and keen to suggest their wish list of resources.

The pupils' vote for the annual change of KS3 and KS4 class names was carried out. Famous People from Cambridge has been selected.

12. Any Other Urgent Business

LC met with Prince Edward at an event and shared information with him about Granta pupils' success in Duke of Edinburgh awards.

DJ reported that the Joint Colleges summer playschemes have been arranged.

13. Date of Next Meeting: Thursday 5th July 2018 at 6.00pm

Meeting closed: 19.50 pm.

A handwritten signature in dark ink, consisting of a large, stylized 'S' or 'G' shape followed by a horizontal line.