

## GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 21st March 2019 6.00pm  
AT THE SCHOOL



### **Present:**

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

David Jones (DJ) joined the meeting at 6.30pm.

**Associate Governors:** Sarah Crouch (SC), Linda Alefounder (LAF).

Ann Abineri in attendance as Clerk.

The meeting was quorate

1. **Welcome and Apologies for absence were received and accepted from:** Steve Hannington and Tanya Seaton.

**Not present:** Paula Nixon, Alison Walker.

### **Membership of GB**

Skills Audit within the last two years indicated that health knowledge was an area of need on the Governing Body. CI confirmed that Dr Elaine Lewis, currently Consultant Community Paediatrician has agreed to be considered for co-option as a Governor from September 2019, subject to checks. Those present approved this co-option. **Action: CI to write to Elaine Lewis**

2. **Declarations of Pecuniary Interest:** none declared not already on the Governors' Interests Register
3. **Minutes of Full Governing Body meeting 7<sup>th</sup> February 2019, including matters arising not included on this agenda**

**Minutes** amended to state that IW sent apologies. Agreed and signed as a true record.

### **Matters arising:**

Chair's 360 degree feedback: for Away Day Agenda.

Committee Job Descriptions TO has completed the F & GP Job Description. Alison Walker (HR) and Chris Seaton (H&S) descriptions still to be done.

Training: see item 6.

Links with other Special Schools: for Away Day Agenda.

Section 128 checks on Governors and Associate Governors: LAF confirmed that these checks have been completed

Facebook page: underway: for Away Day Agenda.

**Confidential Minutes:** Agreed and signed as a true record.

#### 4. Committees

##### H&S meeting 13<sup>th</sup> February 2019

CS summarised meeting (Minutes circulated prior to meeting).

**In response to a Governor's question** LC updated on cover for pool supervision and testing. LC reported that she is exploring job shares for this role with other schools with pools.

LAF confirmed that a hard copy of the School Register is being printed each day and Wi-Fi use is being monitored to ensure sufficient availability across the site for paperless admin.

Fitz-zebra recruitment underway; risk assessment in place for current structure.

Risk assessment regarding equipment and supplies in the event of post Brexit supply difficulties: LC confirmed that this has been done by JC and viewed by H&S Committee members. The LA has been informed to raise awareness.

##### Curriculum meeting 5<sup>th</sup> March 2019

Minutes circulated prior to meeting

Well-being and English visits were reported back.

LB gave a presentation on outdoor play (linked to School Development Plan.)

After School Club: PI explained that as ASC policies had come up for review, its status as part of school was confirmed. LC confirmed that as the ASC is registered to take Early Years children, a number of policies relating to Early Years are required. The Club also requires specific policies in relation to its line management.

**A Governor asked** if the ASC comes under our Ofsted registration and LC confirmed that it does and could be inspected.

**Governors expressed the view** that the well-being of the ASC Club manager is the responsibility of the Governor Body, in line with its responsibilities towards all school staff.

LC wished it to be noted that the ASC Manager is a Designated Person (Safeguarding) and school also ensures that a school based Designated Person remains on site until the end of each club session.

##### HR meeting 5<sup>th</sup> March 2019

Minutes circulated prior to meeting.

No questions.

#### 5. Review of SFVS (circulated)

No questions.

Agreed that CI would sign this on behalf of the Governing Body.

LAF to submit to the LA.

LAF confirmed that she is reviewing the Asset Register.

#### 6. Governor training and briefing sessions.

JA did NGA online H& S training.

LC did media training.

Clerk reported on the Clerk's Spring Briefing 2019 and went through the **Common Findings from Governance Reviews of Cambridgeshire Schools**, commenting on how she felt Granta's FGB compares with these findings.

The Clerk agreed that Granta FGB is dedicated, hardworking and receptive to new ideas.

Granta undertakes Governor Skills audits but as the last one was approx. two years ago, another should be considered. While we will have a full board in September and no expected vacancies in 2019, succession planning is important.

Granta Governors have a visit schedule and visits are completed although sometimes take longer to arrange due to finding a date and time suitable for Governors and School. Governors are clear on their roles and responsibilities, with a Code of Conduct. Committee Chairs are currently working on Committee Job Descriptions. Most Granta Governors access training where available. Governors are aware of the school's financial performance via reports from F & GP committee and discussion within FGB. Monthly financial reports are circulated by the Business Manager. Data is provided by the Senior Leadership Team and reviewed within Curriculum Committee and FGB. The School Improvement Plan is reviewed in all FGB meetings, and in committee meetings as required. The Agenda and Minutes reference the School Improvement Plan. There is an up to date policy schedule held by the Chair of Governors for FGB and Committees to follow. HTPM Review is in place and HR is involved in other pay decisions when relevant. FGB and committee agendas are consistently circulated 7 days prior to meetings. In most cases documents are circulated at that time although the Clerk noted that she does not always receive them in time to do that. Minutes are focussed and Governor challenge, decisions and actions are recorded in bold. Signed Minutes are kept in school. The Clerk and Communications Officer work together to meet statutory requirements regarding the Governor area of the school website. The Clerk pointed out that if the GB has photos of Governors on display in school this should be up to date.

## **7. Head's Report and progress on links with other special needs schools. Including visual of learning walk report**

### Visual Learning walk

LC presented a selection of short videos:

Group activity

I Pad communication

Music therapy

A group of pupils talking about their school and the lessons they enjoy.

Governors thanked LC for presenting these videos which they felt gave valuable insight into school life.

## **8. Staffing structure and school expansion budget implications**

Separating Fitz-zebra into 2 classes is going ahead, as previously discussed with Governors

Budget building is taking into account potential expansion and how this will be funded: This is for discussion at F & GP 25<sup>th</sup> March 2019.

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

LC continues to invite ideas for mission statement from Pupils, Parents, Governors and Staff.

Governors reminded to respond. **Action: Clerk to resend LC's email regarding this.** For Away Day Agenda.

## **10. Ofsted update**

Following attending a conference on Ofsted Inspection of Special Needs Schools, which is in draft and is expected to go live in September 2019. LC has circulated a summary document to Governors. Curriculum changes appear positive and will include relationships and e-safety as part of PHSE. There is also an increased recognition on creativity in the curriculum. The creativity week was a beginning point and teachers are embedding creativity in their teaching.

Character education (individuality and character building) is already recognised by Granta as an important part of the curriculum.  
LC has responded to the Ofsted consultation. Governors were reminded that they can respond as individuals.

- 11. School Facebook site update:** confirmed in Matters Arising that this will be reviewed on Away Day.

**12. LVC issues**

CI confirmed reply from CHET received. JA invited to continue to attend LVC meetings and he is exploring this.

LB reported on a child's activities at LVC. **A Governor asked** about the H & S aspects and LB outlined what is in place. LC thanked LB for her work facilitating this. LC commented on Granta's positive relationship with LVC.

**13. Friends of Granta School (FOGS) AGM**

Chair's Report circulated.

The committee has some new members.

CI emphasised the excellent job FOGS does with fundraising and holding activities, including very successful children's discos DJ'd by Jezzo and the change from pantomime at Arts Theatre to a show held in LVC's hall. Governors noted that the efforts of LVC in providing the venue for the show are much appreciated.

Governors wished to pass on their thanks to FOGS: **Action: CI.**

**14. School Council**

LB reported back on last meeting. The new playground equipment and the anti-bullying policy were key features of that meeting.

A group of School Council members had a very interesting meeting with Voiceability

**15. Any Other Urgent Business**

LAF asked the FGB to approve Julie Lloyd to replace Chris Cole as a signatory on school bank account. **Agreed**

TO updated on the traffic developments including flow and traffic lights outside school.

- 16. Date of Next Meeting:** Thursday 25<sup>th</sup> April 2019 at 6.00pm  
**Budget approval meeting**

*Meeting closed: 7.35 pm.*