

GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 4th October 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), David Jones (DJ), Tony Orgee (TO).

Associate Members: Sarah Crouch (SC), Jo Clarke (JC).

Also present:

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, Chris Seaton, Ian Wilson and Paula Nixon (Governors) and Tanya Seaton and Linda Alefounder (Associate Governors)
2. **Election of Chair & Vice-Chair**
Chair: Caroline Ilott elected unanimously
Vice Chair: Jeff Andrews elected unanimously
3. **Governing Body Membership**
It was noted that we are following the Instrument of Governance and it still meets our needs.

Vacancies and Elections.

Proposal and election of Vanessa Yeoman as co-opted governor subject to DBs checks.
Co-option unanimously agreed.

Action: LAF to initiate required checks and set up school email address and let the Clerk know when these are complete.

Mentor allocated: Paul Ilott.

Discussion on further Co-option of Governors whose term is due to expire on 31.10.2018 (Tony Orgee, Paul Ilott, Alison Walker, David Jones)

Tony Orgee, Paul Ilott and David Jones indicated willingness to stand for a further period of 4 years as Co-opted Governors.

Alison Walker has confirmed by email.

All four co-options agreed by those present.

Action: Clerk to record new terms of office on relevant documents and inform Governor Services.

Action: LC to look into providing Conference Call facilities for Governor meetings.

Appointment of Governor to upkeep Governor Training Records

Tony Orgee accepted this post.

It was agreed that that TO will circulate the training record for Governors to review in June each year.

4. Check of Governors contact details

Clerk to check Governor contact details are up to date by email.

5. Standing Orders Review

No changes other than removing individual's names.

Action: Clerk to make changes and send to CI and LAF.

6. Annual Declarations of Pecuniary Interest

Collected from those present.

Actions:

Clerk to continue to collect these from those not present.

Clerk to collate pecuniary interests register and submit to LAF when complete.

7. Code of Practice Review

Signatures to indicate commitment collected from those present.

A Governor raised a point about coming prepared to meetings and it was agreed that this covers bringing documents on devices as an alternative to paper copies as part of Granta School's commitment to sustainability.

Action: Clerk to continue to collect these from those not present.

8. Safeguarding: Annual Monitoring Report from Head Teacher

It was noted that Keeping Children Safe in Education (KCSIE) Part 1 (Sept 2018) has been circulated to all Governors.

LC highlighted the following key points:

Every person has a role in the Safeguarding process and this is explicit in the guidelines.

Process for referrals to Social Care can be made by any person.

In response to a **Governor's question** about the accessibility of contact details for a Social Care referral LC stated that a person can enter 'Social Care Referral' and the county name into a search engine where the contact details will be displayed.

Dual –reporting: LC explained that Granta had already updated regarding this but it is now enshrined in KCSIE. It is about how to raise a concern on a site other than school such as work experience venue. The concern must be raised within both organisations.

A Governor asked what happens if a child attends more than one site and LC explained all sites must report.

Information sharing has been updated in line with GDPR, within increased legal and moral obligation to obtain consent from parents but the child's interests must be put first if informing parents would put child at risk.

New section dealing with sexual violence, harassment, criminal exploitation, children missing in education, domestic abuse, honour based violence, FGM, privately fostered children and radicalisation.

In response to a **Governor's question** LC gave further information on the definition of private fostering.

Safeguarding roles to be added to job descriptions of Safeguarding Officers.

Action: LC.

A Governor asked about numbers of Safeguarding Officers and LC explained it is 4 for school plus 2 for After School Club. LC confirmed that this is sufficient.

LC confirmed that a Safeguarding Officer is on site at all times.

LC confirmed that all policies are in place.

Smart watches have been added to mobile devices policy.

Policy approved by those present.

LC confirmed that the LSCB Annual Monitoring Report has been submitted.

and LC updated Governors on the number of new Social Care Referrals made by Granta School in 2017-18. **A Governor asked** which counties these children come from and SC confirmed 3 Cambs, 1 Suffolk, and 1 Essex.

In response to a **Governor question** about consistency of referral paperwork across counties, LC explained that 2 of those counties use the same paperwork.

Action: Clerk to remind Governors to confirm by email that they have read KCSIE Part 1 (Sept 2018).

Paul Illott unanimously re-elected as Safeguarding Governor.

9. Minutes of Full Governing Body meeting 5th July 2018 and Governors Awayday 30th August 2018, including matters arising not included on this agenda

5th July 2018

Agreed and signed as a true record.

Matters arising: none

30th August 2018 main and Confidential

Agreed and signed as a true record.

Action outstanding:

LC list of LA services

JC list of joint based site based services

CI: Mission statement on next Agenda

10. Committees

Membership Review

Curriculum and H & S each need another person.

H& S: Paul Illott agreed to join this.

Curriculum: Paul to approach possible members and consider change of meeting time and report back.

Terms of Reference Review

Chairs of HR, Curriculum and F&GP to check they have made agreed changes including dates and submitted to CI and Clerk.

Clerk reported that she is dealing with changes to H & S – change of quoracy to be 3 of 4 Governors to bring in line with Standing Orders.

- F&GP unapproved minutes of 17th Sept 2018 (circulated)

TO outlined key points and took questions

In response to a Governors question, LC confirmed that the information from Rob Cottle on payment of monies owing has been received

LC gave an update on potential Bendrigg trip and confirmed that it could be cancellable before January without incurring loss.

TO reiterated the need for Governors to ensure they have deleted 'due diligence' documents as they are not entitled to hold this information.

Curriculum unapproved minutes 2nd October 2018 (circulated)

PI outlined the key points.

A Governor asked if any pupils have gone to Further or Higher Education. LC explained that some pupils go on to Further Education and that this information will be in the School Prospectus, due to be circulated in near future. **A Governor commented** that it had been noted in Curriculum committee that qualifications achieved at Granta School some pupils to meet the entry requirements for Cambridge Regional College.

HR unapproved minutes 2nd October 2018 (circulated)

No comments.

Health & Safety unapproved minutes 3rd October 2018 (circulated)

Several Governors asked about the Physio Service hydrotherapy programmes, it was confirmed that this is commissioned via the LA service who feel the programmes are no longer within their remit.

Further action: Governors gave LC and CI permission to take action on this such as contacting Clinical Commissioning Group and Jonathan Lewis.

11. Vote on Teachers Pay award *item 11 to be dealt with at end of meeting*

12. Governor training and briefing sessions

Chair requested Performance Management

A Governor suggested 360 degree audit to be carried out and the following questions were agreed:

1. Three things I do well as Chair of Granta Governors
2. Three things I could do better
3. Any other observations that would help me improve my performance as Chair of Granta Governors

ACTION: all Governors to respond to these three questions by email to the Chair.

13. Clerks report on governor audit from Awayday

To be carried over to next FGB.

14. Head's Report plus update on Academy issues including formal vote on continuing CHET due diligence.

LC had explored support for our pupils within LVC and felt confident that they share the same commitment as we do. Governors were less confident that CHET have a similar cohesive approach. Hope was expressed that pupil partnership would continue between Granta and LVC outside of due diligence. LC shared confirmation from LVC that would be so.

A Governor reflected on discussion at the Awayday about the possibility of LC developing collaboration, cost-sharing and training with other Special Schools, with a long term possibility of forming a Special Needs Academy. LC responded that she is already working closely with several Special Schools and has raised possible links with Special School colleagues.

A Governor made the point that some people may think that to form an Academy of Special Schools could be seen as isolating them.

Proposal 1: To continue CHET due diligence:

1 in favour
5 against
1 abstention

Following this vote the following comments were made by Governors:

- This may damage relationships between the organisations.
- The drive towards improved relationships and Granta's voice on CHET could be led by us.
- Alternative forms of relationship could continue.
- By not offering Granta representation on their board's at any level CHET would be denying Granta a strategic voice

Following this discussion a second Proposal was offered: suspend current discussions on joining CHET and inform CHET of the key reasons for this decision.

It was noted that these reasons are:

1. Granta has not been able to ascertain a clear picture of how a Special Needs School fits into CHET's vision
2. Granta feels that A Special Needs School needs representation on the CHET board.
3. Concerns about financial consequences of lack of control

Proposal 2: suspend current discussions on joining CHET and inform CHET of the key reasons for this decision.

7 in favour (unanimous)

Action: LC and CI to write to CHET on behalf of the Governing Body.

15. Formal vote on whether to ask Headteacher to investigate formal links with other special needs schools.

6 in favour
1 abstention

A Governor asked LC about her current links and LC gave examples of work on admission planning. She is also mentor to a new Headteacher.

A Governor asked whether the GB should become involved in revaluating systems for Special Schools Admissions at this stage and LC suggested waiting for response to the joint initial letter.

A Governor suggested a HT and Chairs meeting and it was agreed that LC and CI would look into this. **Action: LC and CI**

16. Revised Ofsted framework

Carried over to next FGB.

17. School Development Plan including discussion on new Mission Statement

Carried over to next FGB

18. GDPR update

Communications Officer in post.

19. Policies Review

SEN

This policy is no longer in existence **Action: CI to remove from schedule.**

Harassment & Persistent Complaints Policy:

Action: CI to check if this is latest version and put this on next FGB agenda.

CCTV: amendments confirmed, agreed.

Staff Privacy Notice (statutory policy, for information rather than review)
Circulated by email.

20. LVC issues

Following a short discussion, it was agreed that LB would continue to attend LVC Governor meetings and the invitation to a Governor from LVC to attend our FGBs to continue.

LB to explore scope for Chairs of GBs to visit one's another's meetings once a year

21. **Friends of Granta School (FOGS) Winter Fair Saturday 1st December 2018 Disco 16th October 2018.**

22. School Council

Election to take place.

23. Any Other Urgent Business

LB explained the West Wrattling Book Fair is raising money for FOGS. The Balsham Church is donating collection monies on a forthcoming Sunday.

SC and LB left the meeting prior to item 11.

Item 11 Vote on Teachers Pay award.

To follow the 'banded' approach as discussed in F&GP Committee.

CI proposed

TO seconded

Unanimously agreed by those present.

Date of Next Meeting: Thursday 29th November 2018 at 6.00pm

Meeting closed: 20.35 pm