

## GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 17th October 2019 6.00pm  
AT THE SCHOOL



### MINUTES

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#### **Present:**

**Governors:** Caroline Ilott (Chair)(CI), Lucie Calow (Headteacher) (LC), Jeff Andrews (JA), Lucinda Billington (LB), Paul Ilott (PI), Tony Orgee (TO), Tanya Seaton (TS), Paula Nixon (PN), Vanessa Yeoman (VY), Alison Walker (AW), Ian Wilson (IW).

#### **Associate Governors: Sarah Crouch (SC)**

Ann Abineri in attendance as Clerk.

The meeting was quorate

**1. Welcome and Apologies for absence** were received and accepted from: Chris Seaton, Elaine Markham, Linda Alefounder, David Jones.

#### **2. Election of Chair & Vice-Chair**

Chair: Caroline Ilott, unanimously agreed.

Vice Chair: Jeff Andrews, unanimously agreed.

#### **3. Governing Body Membership**

Vacancies and Elections.

It was confirmed that we currently have one Parent Governor vacancy

**Action: Clerk: Send updated guidance to Head, Chair and office.**

Proposal and election of Dr Elaine Lewis as co-opted governor: Unanimously agreed.

NB: Dr Lewis is now known as Dr Markham.

Head confirmed that DBS checks completed.

**Actions: Clerk to inform Governor Services.**

**LAF to set up school email address.**

Discussion on further Co-option of Governors whose term is due to expire

Checked: no imminent expiry

#### **4. Check of Governors contact details**

**Action: Clerk.**

#### **5. Standing Orders Review**

Reviewed.

Dates to be updated no other amendments.

**Action: CI.**

#### **6. Annual Declarations of Pecuniary Interest**

**Action: Clerk.**

#### **7. Code of Practice Review**

It was agreed to continue to use the LA Model Governors Code of Practice/ Conduct.

**Action: Clerk to circulate.**

## **8. Safeguarding: Annual Monitoring Report from Head Teacher**

SC confirmed that the Safeguarding Audit was submitted 6<sup>th</sup> September 2019. This flagged up the need for a review of Governors Safeguarding Training. **As a result of which Governors were invited to Safeguarding Training in school on 3<sup>rd</sup> January 2020, p.m. Action: All Governors who can attend please let SC know by end of term.**

Clerk recommended SC look into online module as an alternative for Governors unable to attend.

Safeguarding to become an item on all FGB Agendas.

**Action: SC to circulate access for Online Prevent module.**

PI in his role as Safeguarding Governor attended school on 10<sup>th</sup> Oct 2019 and met with SC to discuss the Audit and check the Single Central Record. He found some updates on recent staff completing needed to be updated. SC confirmed to Governors that these updates have been completed.

PI explained that he also viewed the Register of Outside Contractors, found to be satisfactory. PI then checked the register of access to Welfare Files. These records were also in good order.

PI confirmed that there had been no Safeguarding Referrals at that point. LC reported there has been one since.

PI also checked the 'Blue Book' (physical interventions) and found this to be in good order. He noted that previous concerns about incomplete names have been rectified.

PI's written report will be shared with SC and CI.

**A Governor asked** about confidentiality when data such as Welfare Files is sent on to pupil's next destination. LC explained that in the case of school age pupils there is a legal requirement to pass the information on. In the case of Adults at Risk of Harm, LC seeks their consent to passing on the information.

**A Governor asked** about the retention of information and LC explained this is monitored strictly by EJ communications officer and complies with GDPR.

KCSIE part 1 2019 update has been circulated by the Clerk. All Governors reminded to become acquainted with this.

## **9. Minutes of Full Governing Body meeting 11th July 2019 and Governors Away day 29th August 2019, including matters arising not included on this agenda.**

11<sup>th</sup> July 2019: agreed as a true record and signed.

It was noted that TO continues to maintain the Register of Governor training.

Away Day 29<sup>th</sup> August 2019: agreed as a true record and signed.

**A Governor asked** about further investigations into the use of social media and LC had replied that she has talked to staff about this. It was agreed not to pursue a school Facebook Page at the current time.

Following discussion it was agreed that LC and SC would include checks of social media when interviewing candidates for posts in school.

Away Day 29<sup>th</sup> August 2019 Confidential Minutes: agreed as a true record and signed.

## **10. Committees**

### Membership Review

To stay the same with Elaine Markham possibly joining H&S and Curriculum committees.

### Terms of Reference Review

All reviewed by the respective committees.

**Action: Clerk to change dates and sent to Office and CI.**

### F&GP unapproved minutes of 23<sup>rd</sup> Sept 2019

Minutes circulated.

No questions.

### Curriculum meeting 1st October 2019

Minutes circulated.

**A Governor commented** that the number of pupils in receipt of Pupil Premium is much higher proportionately for the number of pupils than a few years ago.

### HR meeting 1st October 2019

Minutes Circulated.

The Clerk passed on information from a Clerk's briefing with Chris Meddle on 17<sup>th</sup> Oct 2019: Previous LA Model Complaints policy was issued in 2016. CM advised that this version must be replaced by new one on school website's by Christmas 2019.

New DfE guidance January 2019.

It is recommended that schools adopt the 2019 LA model, personalising it for own use.

New LA Model includes:

- changes re applying Serial and Unreasonable Complaints (previously Persistent Complaints and Harassment policy)
  - more prominent section on complaints against the Chair of Governors and individual Governors
  - changes to timescale for Senior Management to deal with informal concerns.
- The Policy must be available on the school website

**The updated Complaints policy was adopted by the HR committee on 1<sup>st</sup> October 2019.**

Guidance for procedures for raising concerns must be made available on the website.

School should personalise and adopt LA Communications Policy as this supports implementation of the Complaints Policy, **Action: LC to do Communications policy.**

### Flexible working policy

AW brought to Governors' attention that holiday entitlement is under national judicial review as part of the well-being agenda and an update to the policy will be received in due course. It was noted that as a school with a significant number of part time staff, the result of the judicial review may have significant financial implications for our budget.

### Health & Safety meeting 2<sup>nd</sup> October 2019

Minutes circulated.

JA reported on ongoing concerns about Wi-Fi. LC confirmed that LAF has raised a formal complaint with the company.

Governors were pleased to hear that a pupil had expressed views on the timing of Fire Drills.

A date was questioned **Action: Clerk to correct on Minutes.**

**A Governor asked** about Cut Restraint Gloves. SC showed one of these to Governors and their use was explained.

## **11. Governor training and briefing sessions**

Clerk attended Governors briefing on 2<sup>nd</sup> October 2019 and Governors' briefing on 17<sup>th</sup> October 2019.

## 12. Head's Report

141 on roll, 2 shared with LVC so 143 on site.

No teacher vacancies.

Hopes to fill 6 Teaching assistant vacancies.

MDSA recruitment underway. Vacancies at 17.5 hrs per week are receiving applications.

**A Governor asked** how many need to be recruited and LC reported that there are 5 vacancies.

**A Governor asked** how breaks are covered and LC explained this requires a high level of organisation particularly as a number of pupils require specialist feeding. This means staff take breaks before and after lunchtimes. Staff deployment is complex. LC has explored all avenues to utilise suitable staff to complement the team.

**A Governor asked** about offering apprenticeships and LC explained that these have been explored previously and links are currently being made with West Suffolk College.

**A Governor asked** if the NHS may have staff engaged in training who could offer lunchtime duties. LC agreed to look into this. **A Governor advised** approaching Nurse Training courses regarding possible placements eg at Anglia Ruskin and other Further education providers. A discussion took place on avenues for advertising MDSA roles.

Priority developments and pressure points

**A Governor asked** about referrals and LC clarified how pupils are referred to us.

## 13. Teachers' Pay Award

LC reported on the matter which was discussed at F&GP subject to figures being confirmed. It was noted that 2.75% is underwritten by the DfE for 2019-20 but there will be long term costs related to teaching pensions.

Proposal CI: accept across board.

Seconded TO.

Unanimously agreed.

## 14. School Development Plan including discussion on new Mission Statement

Discussed at Away Day 29<sup>th</sup> Aug 2019. Minutes circulated.

## 15. Policies Review

### Safeguarding

SC reported that the new Policy is based on the LA model and all changes had been made.

Discussion took place on the section on pupils over 18 years of age i.e. adults.

It was agreed to note on the website that the adult section is included within this policy.

PI proposed the adoption of this policy

AW seconded,

Unanimously agreed.

### Harassment & Persistent Complaints

Clerk advised postponing and adopting LA's Serial and Unreasonable Complaints Policy (see item 10)

**Action: HR committee.**

### CCTV

Reviewed by LAF. Agreed.

Special Educational Needs and Accessibility policy

Agreed.

Governors to send comments to LC by end October 2019.

**16. LVC issues**

LB reported on links and opportunities for our pupils.

**17. Friends of Granta School (FOGS) Winter Fair Saturday 30<sup>th</sup> November 2019  
Quiz night 8<sup>th</sup> November 2019.**

**18. School Council**

LB reported on School Council. Election to be held.

The Council members asked Duncan Bannatyne questions when he visited.

**19. Any Other Urgent Business**

Date: HTPM to be agreed.

**Date of Next Meeting: Thursday 28th November 2019 at 6.00pm**

*Meeting closed 9pm.*