

**GRANTA SCHOOL GOVERNING BODY MEETING**

**THURSDAY 23<sup>rd</sup> April 2020 at 4.00pm via video Teams**

**MINUTES**

**Present:**

**Governors:** Caroline Ilott (Chair)(CI), Lucie Calow (Co-Headteacher) (LC), Jeff Andrews (JA), Lucinda Billington (LB), Paul Ilott (PI), Elaine Markham (EM), Chris Seaton (CS), Ian Wilson (IW).

**Associate Governors:** Linda Alefounder (LAF), Sarah Crouch (Acting Co-Headteacher) (SC).

Ann Abineri in attendance as Clerk.

The meeting was quorate.

1. **Welcome and Apologies for absence** were received and accepted from: David Jones, Paula Nixon, Tony Orgee, Tanya Seaton, Alison Walker. (It was noted that David Jones and Tony Orgee were hoping to join meeting but experienced technical difficulties.)

**Not present:** Vanessa Yeoman.

2. **Review of Standing Orders** adopted 2019-20 to clarify ability hold FGB and Committee meetings via remote electronic means.  
Proposed: CI, Seconded CS, all agreed.

It was noted that SC, acting Co-Headteacher, is currently an Associate Governor and it would seem reasonable to enable her to be full Governor with voting rights if this is possible. All in agreement in theory.

**Action: Clerk to check with Governor Services and confirm with the GB.**

**Post meeting note:** *Clerk has received response from Governor Services that whilst Co-Heads can jointly fill the HT Governor post, only one can vote, with the vote going to the other in the absence of the first. Therefore Sarah Crouch will take the voting HT Governor role.*

3. **Declaration of Pecuniary Interest and notification of AOB**

No declarations other than those already on pecuniary interests register.

No notification of other items.

4. **Minutes of Full Governing Body meeting 6<sup>th</sup> February 2020 including matters arising not included on this agenda – the FGB on 19<sup>th</sup> March was cancelled**  
Agreed and signed as a true record.

**Matters arising:**

Item 5: Pupil Admissions: will be returned to at a later date.

Headteacher Performance Appraisal: PI reported that this is in hand.

Schools Financial Value Statement: LAF confirmed that this has been submitted.

Friends of Granta School: AW has joined as a Trustee.

Benchmarking Report: **action LAF for next F & GP committee meeting (Monday 6<sup>th</sup> July 2020.)**

**5. Update on current situation from co-heads**

Updated staff handbook, whole school Covid19 risk assessment and home training handbook for staff circulated to all Governors and Associate Governors. CI commented on the comprehensive nature and quality of these documents. LC gave an update on numbers of pupils in school. She explained that the school receives Government and LA updates, and the latter have been particularly valuable.

SC is joining weekly Special Heads meetings (Cambridgeshire and Peterborough), following initial daily meetings.

LC emphasised what an emotional and mental challenge it is for staff to come into school and pointed out the immense value of the continuity provided by the Senior Leadership Team.

LAF sorting our Free School Meals matters and is now looking into supply of ICT devices for home learning.

LC gave great praise for everyone in the team and CI wished to minute an enormous debt of gratitude across the entire school including site and cleaning staff.

Gifts of snacks and treats have been gratefully received by staff.

**A Governor asked** whether pupils in school are keyworker's children with EHCPs or vulnerable children. LC replied that keyworkers children had been admitted first, then Education, Health and Care Plans and other plans reviewed and places offered. Following that families were contacted and the wider vulnerable groups were offered places. LC is confident that places have been allocated appropriately. The majority of pupils attend for 2 to 3 days which gives families an opportunity for essential sleep and rest. The majority of pupils attending school are in receipt of Free School Meals. Further applications are being received but it is important not to exceed the number for whom safe provision can be provided.

LC reported **that a** maximum of 20 pupils in school per day has been set and at present 14 or 15 on average attend per day.

Governors supported LC and SC in the risk assessment based admissions strategy, based on maximum of 20 pupils per day.

LC said that the LA have been extremely supportive in managing expectations and pressures.

**A Governor asked** if all special schools are prioritising in this way. LC felt this was broadly the case but all school leaders have their own methods and Granta's is based on risk assessment.

**A Governor asked** about the sufficiency of teaching staff to support the children in school and LC confirmed that there are sufficient staff supported to ensure all

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aspects of care and education are covered with extra staff to support personal care in the safest possible manner, and for breaks to be covered. Use of rooms has been carefully planned.

**A Governor asked** if funding continues to be received for all pupils and LC outlined the support and teaching that is being offered remotely to pupils not in school.

**A Governor asked** if parents have been supportive and LC this was generally the case but agreement has been reached where parent's requests have not initially coincided with what can be offered.

Governors congratulated Lucinda Billington on becoming Acting Assistant Headteacher.

SC and LAF reported that the new site manager is settling in well.

Governors thanked LC for being willing to stay on as Co Head for this term, and for her future employers enabling this. This will be reviewed in May 2020 with a view to LC leaving date 31<sup>st</sup> May 2020. CI explained that Ruchi Datta, the new Headteacher has been kept fully updated.

New Sixth Form provision (Abington Woods) completion date planned for 22<sup>nd</sup> May 2020. Governors thanked JA for the checklist regarding taking over the new site that he has sent to the Co-Heads. This will be progressed before the completion date to the department who handle asset acquisitions at the LA.

### **6. Confirmation of Safeguarding Policy update (circulated and agreed by email, week beginning 30<sup>th</sup> March 2020)**

The Clerk reported that she received email responses from 8 Governors and the Addendum was therefore approved.

### **7. Discussion of budget with a view to ratification**

LAF reported that F & GP committee had recommended Budget C. This is a prudent budget with the lowest possible deficit.

CI proposed the submission of Budget C.

PI seconded, all agreed.

CI confirmed that extra payments for LC staying longer will be covered by the LA and this has been confirmed in writing.

**A Governor asked** LAF for an update on outstanding payments, and she replied that one has been received and one is still outstanding which she is pursuing.

IW explained that he is planning a presentation to the Lord's Taverners for minibus funding and Governors thanked him for this endeavour on Granta's.

### **8. Any Other Business**

Following discussion Governors agreed to use Zoom for meetings at present.

**A Governor asked** about Personal Protective Equipment and LC explained that most have been obtained but anti-bacterial wipes are still needed.

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**9. Date of next Meeting:** 14<sup>th</sup> May 2020. Time tbc.

*Meeting closed 5pm.*