

# GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 22<sup>nd</sup> March 2018 6.00pm  
AT THE SCHOOL

  
26/4/18

## MINUTES

### Present:

**Governors:** Caroline Iltott (Chair)(CI), Lucie Calow (Headteacher) (LC), .Jeff Andrews (JA), Lucinda Billington (LB), Chris Seaton (CS), Steve Hannington (SH), Paul Iltott (PI), Tony Orgee (TO), Alison Walker (AW).

**Associate Members:** Linda Alefounder (LAF), Sarah Crouch (SC) and Chris Cole (CC).

**Not present:** Linda Kahr (Associate Governor).

Ann Abineri in attendance as Clerk.

The meeting was quorate.

1. **Welcome and Apologies for absence were received and accepted** from David Champion, Jo Clarke, David Jones, Paula Nixon, Tanya Seaton and Ian Wilson.
2. **Pecuniary interests:** none declared.
3. **Governing Body Membership**  
The Governing Body welcomed Steve Hannington, newly appointed Parent Governor.
4. **Minutes of Full Governing Body meeting 8<sup>th</sup> February 2018, including matters arising not included on this agenda**  
The Clerk asked for two amendments to be noted:  
Ian Wilson added to list of Governors present.  
Item 5 'conformed' corrected to 'confirmed'  
Subject to these amendments these were signed as a true record.

### **Matters arising**

- LC will invite Vanessa Whitcombe to attend FGB; unfortunately so far clashes of dates have been a problem.
- PAT dog training continues.
- Appointment of Tanya Seaton to the Head Teacher Performance Management panel. Since this had been proposed at the last FGB, the Clerk has researched this with a number of organisations who provide governance advice, including Local Authority Governor Services. The consensus was that although this is not usually a role undertaken by Associate Governors, if the Governing Body are satisfied that the Associate brings expert skills to the role and the Headteacher does not have any reasonable objection to the

appointment, this can be implemented. LC stated that she has no objection and this proceeded to a vote:

Tanya Seaton to join the Headteacher Performance Management panel. Proposed PI, seconded AW, unanimously agreed.

Tanya Seaton is therefore appointed to the Headteacher Performance Management Committee.

- Links with LVC Science: LC reported that this has been working well but increased class sizes in September 2018 may limit the capacity.. LC will liaise with LVC when timetable available. LC confirmed that LVC is a key part of a strong local science teaching network. **A Governor asked** about accessibility and health and safety and LC explained that this would be investigated further when the cohorts have been confirmed.

**A Governor asked** whether LVC charge and LC explained that there is no charge

A discussion took place around extending Granta's science classroom and it was noted that it would be very difficult to extend.

**Action: For Curriculum Committee Agenda**

- Wifi: LAF confirmed that improvements have been made.
- SFVS: Circulated to Governors; submitted by LAF.
- Following a previous query about Headteacher Consultancy rates: LC confirmed that this is currently set at £350 per day through CASSA.
- Prevent Training: LC will invite Governors to in house training. **Action: LC.**

## 5. Committees

H & S meeting 22<sup>nd</sup> February 2018

CS outlined the key points of this meeting, the minutes of which have been circulated.

**Action: LC agreed to ensure a list of the locations of defibrillators is displayed.**

**Action: it was noted that the Health and Safety Committee have referred to the Early Years policy to Curriculum Committee.**

FGB wished to thank Jo Clarke for her role in Fire Safety following the recent successful external audit.

Curriculum meeting 6<sup>th</sup> March 2018

PI outlined the key points of this meeting, the minutes of which have been circulated.

HR meeting 6<sup>th</sup> March 2018

AW outlined the key points of this meeting, the minutes of which have been circulated.

It was noted that since this meeting a Teaching Assistant appointment has been made.

Next F&GP will be Mon 26<sup>th</sup> March 2018 Budget setting

## 6. Head's Report

LC explained that in place of her usual report, she is presenting the General Data Protection Regulation Action Plan including an Impact Assessment. This Action Plan has been circulated to all Governors and was examined in the meeting.

LC explained that implementation is particularly complex in a special school where so many pupils have complex needs and so much multi agency work takes place.



**A Governor asked** who would be likely to request information on how implementation of this Act. LC replied that agencies could include Local Authority HR.

**A Governor expressed the view** that the demonstration of compliance will be key.

**A Governor asked** who will inspect this and LC replied that this will be within the remit of Ofsted.

LC stated that she is clarifying the role of the LA in supporting maintained schools.

**A Governor asked** if the LA appointed Governor (CI) could follow this up and it was agreed that if LC does not receive a favourable response she will contact CI to pursue this further. Action LC/CI

**A Governor asked** whether the effects of the Act are likely to benefit the pupils of Granta School and LC felt that there are some areas in which clear benefits can be identified such as demonstrating respect for data belonging to vulnerable children and young people.

A short discussion took place on how school obtains parental consent for the sharing of information with other agencies, which will become more complex. It was agreed that the GDPR will be a standing item on the Head's Report.

**7. Supported internships, apprenticeships and traineeships from the SEND 0-25 years Newsletter Feb 2018**

LC explained that she has a meeting planned with Cambridge Regional College to explore whether we can offer posts to Social Care students as this would benefit Granta as well as the students.

**A Governor asked** whether local companies may offer internships, apprenticeships and traineeships direct and LC said that she would initially consult CRC.

**Action: LC to report back to FGB.**

**8. Chilford Hundred Educational Trust (CHET)/academisation update**

LC explained that Granta is commencing Due Diligence with CHET following an initial delay.

JA attended LVC Resources Committee 7<sup>th</sup> March LVC. He reported that CHET is currently involved in due diligence processes with a number of other schools in addition to the schools already within the Trust. So far mainly local schools have become members.

**Several Governors expressed** concerns about large MATS although the counterview was made that large size is required for economies of scale. It was also noted that an Academy with a range of schools within it would provide useful links to expertise.

**A Governor asked** if joining a MAT would give us more autonomy to provide the education that we wish to offer LC replied that Granta's main consideration when considering a MAT is education, school improvement and pupil focus and these need to be key considerations in the decision making process. Granta currently has autonomy over these matters.

A discussion took place on the likely cost and time implications of the Due Diligence process.

Discussion also took place on time scale of Due Diligence and a view was expressed that this could take a year.

Are we happy to continue with the Due Diligence process with CHET?

There was a general consensus that Due Diligence will give us the information we require to decide whether to proceed.

**Action: LC to report back to FGB (26<sup>th</sup> April) on timescales for Due Diligence.**



**9. Governor training/ nominating an ICT Governor.**

It was decided that an ICT Governor is not necessary at the current time.

E- Safety training for all governors on Thursday 29<sup>th</sup> March 10.00am – 12.00 midday.

The Clerk advised Governors that training on a range of topics is available at

**10. LVC issues**

No report.

**Action:** LC to contact LVC Headteacher to clarify link.

**11. Friends of Granta School (FOGS)**

Recent documents circulated to Governors.

Next meeting 18<sup>th</sup> April 2018.

**12. School Council**

LB reported on recent meeting.

School Council shared their and enthusiasm for outside play developments and ideas for possible further developments. The Council have nominated play monitors.

**13. Any Other Urgent Business**

CCTV Policy: this has been incorporated with the Data and E Safety Policy.

**Action:** LAF to ask JC to send policy to CI.

Consultation of Cambs Southeast Transport Study has proposed intelligent traffic lights outside LVC/ Granta site as part of other proposals for the A1307.

**Action:** LC to respond to the consultation.

**A Governor asked** about recent snow closures. It was noted that our Granta's main safety consideration is the implications for health and safety caused by the distance that pupils and staff have to travel.

**14. Date of Next Meeting:** Thursday 26<sup>th</sup> April 2018 at 6.00pm

*Meeting Closed 20.05 pm.*

