

**GRANTA SCHOOL GOVERNING BODY MEETING**

**THURSDAY 14th September 2023 6.00pm  
at Granta School**



**MINUTES**

**Present:**

**Governors:** Paul Ilott (Chair) (PI), Sarah Crouch (SC), Jeff Andrews (JA), Jill Broadley (JB), Chris Clarke (CC), Hilary Crooks (HC), Liz Hunt (LH), Kim Pilsbury (KP), Gill Taylor (GT), Ian Wilson (IW),

David Jones (*remote attendance*)

Laura Jeffs (*remote attendance*)

**Also present:** Ann Abineri: Camclerk.

The meeting was quorate.

1.	<p><b>Welcome and Apologies</b> for absence: none received. Not present: Tony Orgee. On behalf of the Governing Body the Chair welcomed Sarah Crouch, who became HT on 1<sup>st</sup> Sept 2023.</p>	
2.	<p><b>Election of Chair</b> Paul Ilott: Unanimous agreement.</p>	
3.	<p><b>Election of Vice Chair:</b> Jeff Andrews: Unanimous agreement.</p>	
4.	<p><b>Governing Body Membership</b> (<i>2023-24 Membership list and Instrument of Governance circulated</i>) <u>Vacancies and Elections.</u> <u>One co-opted vacancy.</u> Applicant: Mary Abeyasekera Mary is known to the FGB and following discussion regarding the skills she will bring to the Board, this appointment was agreed. PI to contact her. In addition to FGB, Mary will be invited to join the Curriculum Cmt.  <u>Associate Member:</u> Lucie Calow. Lucie is known to the FGB and following discussion regarding the skills she will bring to the board,, this appointment was agreed. In addition to FGB, Lucie will be invited to join the Curriculum Cmt.  <u>Associate Member</u> Appointment of a pupil facing Senior Leadership Team member as an Associate Member was discussed. It was agreed that three staff members will become Associate members. SC to confirm details with the Clerk.</p>	<p>LAF &amp; the Clerk to process</p> <p>LAF &amp; the Clerk to process</p> <p>SC to confirm details with the Clerk.</p>

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	<p>Site Manager to attend Health &amp; Safety committee.</p> <p><u>Instrument of Governance annual review:</u> The FGB are satisfied that the current constitution meets the needs of the School.</p>	<p>LAF to share mtg information with Site Mgr when required.</p>
5.	<p><b>Check of Governors contact details</b> Governors reminded to record changes in their GovernorHub profile and notify school office.</p>	
6.	<p><b>Standing Orders Review</b> It was noted that these are the LA model Standing Orders with two additions. Amendments made: <b>12. Publication of Governor's Details and Register of Interests</b> Diversity data on GovernorHub: Governors to be encouraged to complete this. <b>14. DBS and Section 128 Checks for Governors</b> DBS Risk assessment – office to deal with this using school paperwork when situation occurs.  Agreed to adopt.</p>	
6.	<p>a. Declarations of pecuniary Interests for this meeting: none declared. b. Annual Declarations of Pecuniary Interest <i>Governors were reminded to update this on GovernorHub.</i></p>	
7.	<p><b>Code of Conduct Review</b> LA model adopted by the GB. Governors to sign on GovernorHub.</p>	
8.	<p><b>Minutes of Full Governing Body meeting 6th July 2023 and Matters Arising</b> Agreed as a true record. <u>Matters Arising.</u> Teacher Absence Insurance. LAF outlined absences (maternity and sick leave of over five days) in 2022-23 and suggested some factors that may have influenced this level of absences. LAF noted that maternity cover insurance would have been necessary to cover three of the absence periods. Discussion took place. Noted that impact of absence is not just about finance. Agreed to discuss this at Finance Cmt.  The Hive Fire Alarm: LAF reported work now underway. Signage: PI wrote to the LA: no response.  Website Review SC and Emma Jennings reviewed this on 14<sup>th</sup> Sept 2023. GT is continuing to review on behalf of the Governing Body.  Annual safeguarding return: The HT confirmed that this was submitted.  Fete: very successful despite poor weather and road closure.</p>	<p>Finance Cmt.</p>

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	<p>Minibuses: PI has looked at the prices of electric vehicles and found the prices to be very high. Approximately 196 miles range on the battery. To be monitored. Long term aim would be a more environmentally friendly option. LAF explained that an application has been made to the Variety Club for a new vehicle.</p>	<p>Finance Cmt Agenda. LAF to provide information at next Finance mtg.</p>
<p>9.</p>	<p><b>Response to Away Day (31<sup>st</sup> August 2023): The Way Ahead.</b> PI referred to the discussion with Kim Pigram. Given our full membership and associates, and the level of expertise, PI felt that we can step up to the increased responsibilities of Governing Bodies. PI has discussed this with the HT and circulated a Priority Areas document. JA has also contributed a document identifying responsibilities. PI explained that the excellent Curriculum documentation and the School Self Evaluation provide the GB with understandable and comprehensive information.</p> <p>It was suggested that each curriculum priority area should have a link member of staff. In response to a <b>Governor question</b>, the HT confirmed that English includes Phonics and Speech, Language and Communication.</p> <p>The place of Behaviour in this planning was discussed. JA has offered to be Governor responsible for data. LH offered to liaise with JA. It was noted that Kim Pigram’s document would be particularly useful. SLT and Family Support worker will input behaviour data. PI suggested a cross cmt data group. Data area on GovernorHub. In response to a <b>Governor question</b>, the HT compared the different behaviour recording systems and confirmed that CPoms meets the school’s recording needs at the moment. <b>A Governor asked</b> whether external bench marking will be included and SC agreed. The Inspection Data Summary Report was viewed.</p> <p>Safeguarding: visit and data (LJ as named Governor but all Governors to be aware.) Staff well-being – LH and GT named Governors. Role to be developed. Small groups and questionnaires suggested. KP and JB to contribute.</p> <p>The importance of Governors coming into school was emphasised, informal as well as formal visits.</p> <p><b>A Governor asked</b> if the Pupil Voice should be on this document but it was explained that this is already covered.</p> <p>Headteacher Performance Appraisal: meeting tbc.</p> <p>Chair – HT meetings: PI to circulate a summary report after these meetings. Other Governors could take part by arrangement.</p> <p>The HT outlined who her mentor and support network are.. She is also enrolling on New to Headship Training. In response to a <b>Governor</b></p>	<p>Roles to be allocated at Curriculum Cmt.</p> <p>JA &amp; the HT to propose a framework for this.</p> <p>Clerk to set up folder for data on GHub.</p>

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	<p><b>question</b>, the HT confirmed that Kim Pigram is our LA School Improvement advisor but can be booked for additional visits and also to support the GB. Governors were highly supportive of the HT in obtaining quality support.</p>	
10.	<p><b>Practicalities for 2023-24</b></p> <ul style="list-style-type: none"> <li>• Use of School Email addresses by Governors Confidentiality discussed. It was stressed that school emails can only be sent to school email addresses. Notifications can be posted on GovernorHub.</li> <li>• Nature of Meetings: FGB in school; committees online (H&amp;S to meet in school).</li> <li>• Meetings Schedule: agreed.</li> <li>• Committees: discussion of timings of HR and Curriculum Cmt, with HR to begin at 6 pm.</li> <li>• Governor Roles</li> <li>• Visits – discussed under item 9.</li> <li>• Governor Training: GT training officer summed up the last year. PI suggested that the module based approach has been successful but may have been superseded now the GB's expertise has been raised. Essential: safeguarding annual, Prevent every two years. Accessibility of the Safeguarding quiz was discussed. There is some school training that is suitable for Governors, which has advantage of Governors meetings staff. Clerk explained where LA training can be found on GovernorHub. <b>A Governor pointed out</b> one needs to book quickly.</li> <li>• Policies: to be posted on GovernorHub 2 weeks before a meeting. Policies schedule on GovernorHub, last updated by LAF 9<sup>th</sup> July 2023.</li> </ul>	
11.	<p><b>Safeguarding Report</b> LJ summarised her report which has been put on GovernorHub. <b>A Governor asked</b> LJ if she had felt the school environment to be safe on her visits, including spotchecks on CPoms and the Single Central Record and LJ confirmed that this is the case. The HT reported that school is holding minuted weekly meetings on the most vulnerable pupils.</p> <p>KCSIE 2023 Reminder to Governors to sign on GovernorHub that they have read and understood.</p>	
12.	<p><b>Update on the Hive</b> Update on beginning of term Pupils have settled in well. The HT reported that a member of the SLT visits every day (Mon – Thurs), at different times of day. LAF offered to visit on Fridays. It was noted that fencing and locks have been installed.</p> <p>Main site: the HT explained that new pupils are settling well, Younger pupils increasing time in school and a small number of attendance issues being addressed.</p> <p><b>A Governor asked</b> about staff absence and the HT confirmed that staff</p>	

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	<p>attendance is good.</p> <p><u>Finance</u> LAF reported that the school accounting system is still not generating the expected reports but she is sharing the information she can with Governors.(Chart of Accounts Review). Main concerns are staffing costs, agency costs and building cost. LAF meeting LA Finance Officer tomorrow and is hoping to have a fuller account and forecast shortly.</p> <p><u>Staffing</u> TA interviews 29<sup>th</sup> Sept 2023. 8 vacancies. Also Teacher interviews and MDSA vacancies. Teacher vacancies: mat leave being covered, job share being covered, PPA being covered – this adds up to just over one Whole Time Equivalent.</p> <p><b>A Governor asked</b> for the organogram. Emma Jennings updating this.</p>	
13.	<p><b>Policies Review</b> Safeguarding &amp; Child Protection (Child): approved. Safeguarding &amp; Child Protection (LAC): approved Safeguarding &amp; Child Protection (Adult): SC explained an update is expected but has not been received yet. Approved. These have annotated and shared. It was noted that these are model policies. <b>A Governor asked</b> if policies can be allocated version numbers and LAF agreed to action this.</p>	LAF to file policies on GHub & update schedule.
14.	<p><b>Friends of Granta School (FOGS)</b> KP explained there will be a winter fair. £93 raised by KP at a car boot stall. Linton fireworks 4<sup>th</sup> November 2023: if we volunteer we will get a donation. Other possible fundraising ideas will be discussed at a forthcoming meeting. FOGS noticeboard being developed. <b>A Governor asked</b> how parents and staff are made aware of FOGS and it was confirmed that this is by emails (staff) and newsletters (parents). It was noted that Granta does not have a high profile in local villages.</p>	
15.	<p><b>School Council/Pupil's Voice</b> The HT will update on this when this year's council has been elected.</p>	
16.	<p><b>Any Other Urgent Business</b> <b>A Governor asked</b> about the delivery of science in school and the HT explained the national Curriculum's requirement is being delivered in the Design Technology room.</p> <p>Thanks from DJ for school providing venue for Cambridge Joint Playschemes.</p>	
17.	<p><b>Date of Next Meeting: Thursday 7th December 2023 at 6.00pm</b></p>	

Meeting closed: 8.15 pm.