

APPROVED

**GRANTA SCHOOL GOVERNING BODY MEETING**

**THURSDAY 20th April 2023 at 6.00pm via Zoom**



**MINUTES**

**Present:**

**Governors:** Paul Ilott (Chair) (PI), Jeff Andrews (JA), Jill Broadley (JB). Liz Hunt (LH), Laura Jeffs (LJ), Tony Orgee (TO), Kim Pilsbury (KP). Gill Taylor (GT), Ian Wilson (IW).

Chris Clarke (CC) joined the meeting 6.25 pm.

David Jones.(DJ) joined the meeting at 6.55 pm.

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

**Associate Members:** Sarah Crouch (SC) (Acting HT) present until 7pm (end of item 4). Linda Alefounder (LAF).

The meeting was quorate.

1.	<b>Welcome and Apologies</b> for absence were received and accepted from Hilary Crooks. The Clerk confirmed that Ruchi Datta remains in the Head teacher Governor role while she is in post as Headteacher.	
2.	<b>Declaration of Pecuniary Interest</b> No interests declared in relation to items on this agenda.	

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2.	<p><b>Declaration of Pecuniary Interest</b> No interests declared in relation to items on this agenda.</p>	
3.	<p><b>Minutes of Full Governing Body meeting 24<sup>th</sup> March 2022 including matters arising not included on this agenda</b> Agreed as true record. Chair to sign via GovernorHub.</p> <p><u>Succession planning for Chair:</u> no offers of interest at present.</p> <p>Consultant visit: "Ofsted style visit dates confirmed.</p> <p>H &amp; S Group needs a new member.</p> <p>Well-being Wednesday for second half of Summer Term 2023: PI and SC to decide date.</p> <p>Safeguarding visit: LJ.</p> <p>Friends of Granta School: Fete Saturday 15<sup>th</sup> July 2023 12 pm to 3pm. Pupil Voice: LH gave feedback from attending a School Council meeting.</p>	<p>A Governor to offer to join H &amp; S group.</p> <p>Well-being visit: PI and SC</p> <p>LJ: SG visit.</p>
4.	<p><b>Discussion of budget with a view to ratification</b> The budget has been circulated. LAF reported that she has adjusted figures due to agreed changes in pay of Senior Leadership Team and new staff members. She has also budgeted for a Deputy post from September as the recent attempt to recruit a Deputy was not successful. <b>A Governor queried</b> whether this timing for the new Deputy is still correct as it was planned for when the new HT is in post. LAF agreed but said it seemed safer to leave this in the budget. <b>Two Governors commented</b> that this would be prudent. In year deficient:584,000. Capitalisation of £200,000 has been included. LAF commented that the school does not have insurance for teacher absence. <b>A Governor asked</b> for a summary of how insurance would benefit the school. LAF explained it is hard to predict how useful it would be. <b>Several Governors commented</b> that the premiums are likely to have increased since we last held this type of insurance. <b>Several Governors commented</b> that it was be useful to know the price whilst <b>several others</b> felt it is unlikely to be a worthwhile expense. PI confirmed that there have been 11 new members of staff and other interviews are taking place. <b>A Governor asked</b> what the budget line of other staff expense represents. LAF agreed to circulate this information.</p> <p><b>A Governor asked</b> whether capitalisation of £200,000 is necessary. LAF explained that she had built this in to cover predicted but as yet</p>	<p>LAF to seek insurance info for FGB.</p> <p>LAF: info on 'other staff expense'</p>

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	<p>unconfirmed expenses such as the kitchen and fencing at the Hive. <b>Several Governors commented</b> that expenses including fencing that relate to the Hive should not be reduced. <b>Governors then asked</b> if capitalisation of £100,000 would be more appropriate. <b>A Governor pointed out</b> that the matter of the fence has been discussed before and not addressed and therefore the budgetary figures cannot be accurate. LAF pointed out that the intention is to approve submission of the budget subject to expected quotes as timings mean that the budget needs to be approved according to the statutory schedule. She is therefore erring on the side of caution while seeking quotes.</p> <p><b>A Governor asked</b> if money that has been capitalised but not spent can be transferred back and LAF confirmed that it can be transferred back.</p> <p><b>A Governor asked</b> how we have dealt with capitalisation in previous years and LAF explained budgetary situation is worsening each year and that if a school has a big carry forward there are risks of clawback and not being able to apply for grants. <b>A Governor commented</b> that the budget clearly shows that money is accounted for. LAF pointed out that money should be spent on pupil needs. <b>A Governor agreed</b> but pointed out that a strategic plan need with sample figures should be in place.</p> <p><b>A Governor asked</b> what the LA Advisor has said and LAF explained the LA advisor has confirmed that the proposed budget is reasonable.</p> <p><b>Several Governors pointed out</b> that the fabric of the school is deteriorating over time and suggested that a much larger sum be allowed for work on the premises including the Hive.</p> <p><b>A Governor asked</b> if the school will be able to respond to Government plans for wraparound care and LAF pointed out that it is very hard to recruit for before school and after school care. PI pointed out that this is a hypothetical matter at present and whilst acknowledging it, the GB are not able to plan for this at present.</p> <p><b>A Governor expressed thanks</b> to the school team for achieving so much this year given last year's budget.</p> <p>Following this discussion it was summarised that this is a balanced budget and should be agreed and that capitalisation of £200,000 be agreed, with the proviso that costings are provided and the money can be transferred back if not needed.</p> <p><b>Budget unanimously approved for submission.</b></p> <p><u>Change to Scheme of Delegation</u> Proposal for Class Teachers to be able to spend £100 per term. Agreed.</p> <p><b>SC left the meeting.</b> Governors thanked her for her hard work. <b>A Governor commented</b> how useful recent safeguarding training has been.</p>	
5.	<p><b>Headteacher Recruitment – The Process</b> PI updated: Advert to go onto EPM and Times Educational week beginning: 24<sup>th</sup> April 2023. Deadline for applications Monday 15<sup>th</sup> May 2023. Shortlisting Tuesday 16<sup>th</sup> May 2023 (can be online). Interview Wed 7<sup>th</sup> and Thurs 8<sup>th</sup> June 2023.</p> <p>It was noted that the earliest a new HT or Deputy could be in post is January 2024. Existing SLT are aware of this and can manage until then. It</p>	Actions: PI.

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	<p>was also noted that Ofsted are likely to visit Autumn 2023.</p> <p>Discussion took place on whether to use EPM for processing applications. It was noted that we prepared all the paperwork last time we recruited. PI to look into alternatives.</p> <p>Discussion took place on who would show applicants round and answer questions. It was agreed that PI should to ask EPM what they could offer to support this part of the process and utilise their service if possible.</p> <p>Size of field to proceed was discussed. PI to check with EPM or the LA if it would be appropriate to go ahead with one applicant only.</p> <p>The draft paperwork was discussed and it was agreed that the following are high priority for focus:          Managing staff well-being.          Leadership style and attitude          Strategic vision.</p> <p>Panel members are needed (4 Governors in addition to the Chair). PI noted that a HT from another Special School will be available on the second day.          PI to liaise with potential panel members:          LJ, GT, LH, JA (both days), CC (part of process).</p> <p><b>A Governor asked</b> if staff would be informed of the timeline and it was agreed that PI do this.</p> <p><b>A Governor asked</b> about informing parents and it was agreed that parents do not need to be informed until the outcome is announced.</p>	
5.	<p><b>Any Other Urgent Business</b>          None raised.</p>	
6.	<p><b>Date of next Meeting:</b> Thursday 6th July 2023 (at Granta)</p>	

Meeting closed 7.45 pm.