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## GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 12th September 2024

6.00pm

at Granta School

### MINUTES



#### Present:

**Governors:** Liz Hunt (LH) Co Chair, Laura Jeffs (LJ) (Co Chair), Sarah Crouch (Headteacher), Hilary Crooks (HC), Paul Illott (PI) Tony Orgee (TO), Kim Pilsbury (KP), Gill Taylor (GT).

Remote attendance: Mary Abeyasekera (MA), Chris Clarke (CC).

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#### Associate Members:

Emma Stubbings (ES)  
Richard McEwan (RM)  
Amy Killa (AK)  
Lucie Calow (LC)

Ann Abineri, Clerk to Governors.

The meeting was quorate.

1.	<b>Welcome and Apologies for absence</b> received and accepted: Jill Broadley Linda Alefounder and Ian Wilson. Not present: Jeff Andrews. David Jones (DJ),	<b>Actions/ Notes</b>
2.	<b>Welcome to Co Chairs</b> whose one year of office term began 1 <sup>st</sup> Sept 2024 (appointed at FGB 11 <sup>th</sup> July 2024)	
3.	<b>Governing Body Membership</b> <ul style="list-style-type: none"><li>• Vacancies: none</li><li>• Elections: CC and LJ's term of office as Parent Governors ends 5<sup>th</sup> Nov 2024. A Parent Governor election will need to be held.</li></ul>	The Clerk has passed on LA guidance on the Parent election process to Emma Jennings.
4.	<b>Check of Governors contact details</b> Governors and Associate Members were reminded to enter their contact phone number and other details into their profile on GovernorHub.	All Governors to complete this action by end Sept.2024.
5.	<b>Standing Orders Review</b> The Clerk advised that these are LA model Standing Orders 2024 – 25. Reviewed and agreed.	The Clerk to post updated SOs on GovernorHub.
6.	a. <b>Declarations of pecuniary Interests for this meeting:</b> none declared.	b.All to complete by end

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	<b>b. Annual Declarations of Pecuniary Interest:</b> all Governors reminded that an annual update is due. Any further amendments to be added during the year.	Sept 24. Clerk will monitor completion.
7.	<b>Committees and Officers</b> a. Confirm membership and Chairs of: Finance: Chair Tony Orgee , no change in membership. Curriculum: Chair: Hilary Crooks, no changes in membership HR: PI offered to take this role if IW did not wish to stand again. Health & Safety: rolling chair  b. Review of Governor roles Chairs to circulate Cmt roles.  c. Appoint: Safeguarding Governor: JB Cyber Security Governor: JA Eco and Sustainability Governor: CC	a.Action: LH Cmt lists to clerk to update G Hub  b Action: Co Chairs to circulate Cmt roles.  <i>Post mtg note: PI appointed as HR Cmt Chair.</i>
8.	<b>Code of Conduct Review</b> For adoption by the GB as a whole followed by Governors to sign on GovernorHub. Document in meeting folder. Adopted.	Action: all to sign via Confirmations on GHub by half term
9.	<b>Minutes of Full Governing Body meeting 11<sup>th</sup> July 2024 and Matters Arising</b> Agreed as a true record. Actions; a. Electricity Update: SC reported that solar panels have been cleaned and checked: this should enable report to be generated.  b. Home Visits Policy  c. Banding structure: awaited from the Local Authority  d. Finance Audit from LA 13 <sup>th</sup> Sept 2024.  e. Equalising absence arrangements: SC reported action completed.  f. Governors Understanding of budgetary information. LAF has circulated latest budget  g. CDM regulations on the Hive: SC  h. Business Continuity Plan  i. Governor report on website: sent to Emma Jennings.  j. Governor Biographies:  k Annual Governing Body evaluation: Governors thanked PI for sharing this very useful report at the Away Day.	a. Action SC 2 wks  b.To be completed SC 2 weeks  Budgetary training TBA October 2024 g Action: SC and H & S Cmt to follow up next FGB  h.SC to check progress  j All governors agreed Bios to be submitted by half term

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	<p>l. Letter to Suffolk Children's Education services: letter sent. No response yet.</p> <p>m. invite Key Education people to visit school: decision to join forces with other schools in high level discussions</p> <p>n. Variety Minibus funding: agreement received.</p> <p>o. Insurance for Teacher and TA sickness absence:</p>	<p>o. Action SC to check progress.</p>
10.	<p><b>Response to Away Day (2<sup>nd</sup> Sept 2024)</b>  LH thanked PI for his input.  SC's detailed action plan was explained and the Governors actions under Collaborate will be need to be completed.  <b>A Governor asked</b> about the categories being used in this Action plan, asking how priority matters are directly related to school improvement and how progress asked these targets can be monitored. Colour coding was suggested and it was agreed that SC would add this.</p>	<p>Action: SC</p>
11.	<p><b>Practicalities for 2024-25</b></p> <p>a. Use of School Email addresses by Governors: reminded.</p> <p>b. Nature of Meetings  Suggestion of Governor training or briefing in each meeting. Agreed.</p> <p>c. Meetings Schedule  H &amp; S still to set.</p> <p>d. Governor Roles: already covered.</p> <p>e. Visits  SC reported on the allocation of weeks in which Governors can make visits, although this does not exclude visits at other times.  Week beginning: 30<sup>th</sup> Sept 2024  Week beginning: 25<sup>th</sup> Nov 2024  Week beginning: 20<sup>th</sup> Jan 2025  Week beginning: 10<sup>th</sup> March 2025  Week beginning: 12<sup>th</sup> May 2025  Week beginning: 23<sup>rd</sup> June 2025</p> <p><b>A Governor asked</b> if this applies to the Hive as well and SC confirmed this.</p> <p>f. Governor Training: Clerk has circulated information via GovernorHub.  Usefulness of training was discussed – agreed that it is good to do training in conjunction with visiting the school and knowing the school well.</p> <p>g. Policies: see item 14.</p>	<p>a Action: SC to ask Emma Jennings to support.</p> <p>c.GT to contact Clerk re dates.</p>
12.	<p><b>Safeguarding :</b></p> <p>a) HT reported that the safeguarding Powerpoint is available.</p> <p>b) Confirmation from the HT that the annual LA Safeguarding</p>	

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	<p>return has been submitted. SC confirmed this was submitted.</p> <p>c) KCSIE 2024 Governors reminded to sign that they have read and understood KCSIE 2024 on GovernorHub.</p>	Action by half term on GH document set up by the Clerk
13.	<p><b>Update on the Hive</b></p> <p>Update on beginning of term</p> <p>SC reported that the school started the year with a very good level of staffing.</p> <p>The majority of pupils have settled back in well.</p> <p>Transport issues for some children – the school are working with parents on this.</p> <p><b>A Governor asked</b> about the distribution of new pupils and SC outlined this, with most being in Early Years and Key Stage 1.</p> <p>Number on roll: 182 which is 2 over Published Admissions Number (PAN)</p> <p>EK reported that staff morale is very good and SC added that staff are being proactive in taking on extra aspects of roles.</p> <p>The FGB thanked SC and staff for this.</p>	
14.	<p><b>Policies Review</b></p> <p>Safeguarding and Child Protection Policy: SC explained this is a personalised policy for Granta based on the LA model policy. Approved.</p>	
16	<p><b>Governor Skills and Training</b></p> <p>LJ outlined the importance of this in analysing training and opportunities.</p> <p>Skills Analysis: circulated by LJ. Governors to complete and place in folder on GovernorHub.</p>	<p>Governors action by half term</p> <p>Clerk: folder set up.</p>
17.	<p><b>Friends of Granta School (FOGS)</b></p> <p>KP reported that once families have settled in, an invitation will be sent to parents and carers.</p> <p>Plans for a disco.</p> <p>There will be discussion about methods of fundraising.</p> <p>FOGS have been asked to contribute to Linton Fireworks again this year.</p>	
18.	<p><b>School Council/Pupil's Voice</b></p> <p>SC reported about discussion she has had with the Co Chairs about making this more accessible to the Governing Body. As a result, there will be a Pupil Voice section on the Visit Report.</p> <p>Communication Boards will be available in school and governors will be encouraged to learn some signs before their visit</p> <p>Discussion took place on questions for the Communication Board and it was agreed to that committees could start to consider questions.</p> <p>Teaching staff also to be involved.</p>	
19.	<p><b>Any Other Urgent Business</b></p> <p>None raised.</p>	
20.	<b>Date of Next Meeting: 6pm Thursday 5<sup>th</sup> December 2024</b>	

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Meeting closed 7.35 pm