

APPROVED

GRANTA SCHOOL GOVERNING BODY MEETING

**THURSDAY 11th July 2023 at 6.00pm
At Granta School**



MINUTES

Present:

Governors: Paul Illott (Chair), Laura Jeffs (LJ), Chris Clarke,(CC), Liz Hunt (LH), Jill Broadly (JB), Tony Orgee (TO), Kim Pilsbury (KP) joined at 6.15 pm

Remote attendance: Sarah Crouch (Headteacher), Gill Taylor (GT), David Jones (DJ), Mary Abeyasekera (MA).

Associate Members:

Lucinda Billington (LB)
Linda Alefounder (LAF)
Emma Stubbings (ES)
Remote: Lucie Calow (LC)

Ann Abineri, Clerk to Governors.

The meeting was quorate.

1.	Welcome and Apologies for absence were received and accepted from HC and IW. The Clerk notes that JA sent apologised which were not received in time to present in the meeting.	
2.	Governing Body Membership Update Vacancies to be reviewed in Sept 2024.	
3.	Annual Declarations of Pecuniary Interest None declared. Online register up to date.	
4.	Minutes of Full Governing Body meetings: <u>Thursday 21st March 2024</u> Approved. Matters arising: Electricity update: no report Home visits policy: ongoing Recruitment: Nine TA interviews to be held on 12 th July 2024. One apprentice and one TA appointed recently. <u>Thursday 25th April 2024</u> Approved Matters arising:	

APPROVED

	<p>New Funding Formula: banding structures currently with Local Authority to approve.</p> <p><u>Tuesday 25th June 2024</u> Approved. Matters arising: Three Year Plan to be presented at the Away Day 2nd September 2024. Deficit Licence Application: it was agreed to discuss this with the LA Finance Team. Meeting arranged for Fri 19th July 2024. Castle and Samuel Pepys will join this meeting.</p> <p>PI commented that these have been robust and rigorous meetings, both FGB and Committee meetings.</p>	
<p>5.</p>	<p>Committees/Working Group <u>Curriculum meeting 18th June 2024</u> PI summarised the key points, the minutes of which had been circulated to all FGB members. It was noted that a lot of these matters will be brought up on the Away Day.</p> <p><u>HR meeting Tuesday 18th June 2024</u> PI summarised the key points, the minutes of which had been circulated to all FGB members. He explained that absence triggers have been the same for full time and part time staff which is unfair. LAF confirmed that a Consultation has been commenced, with Union involvement. Recruitment in Sept. 2024.</p> <p>Teaching: SC reported that in Sept 2024 the school will be three teachers down. Cover (agency) and HTLA cover arranged.</p> <p><u>Finance 26th June 2024</u> TO outlined the key points: Parking at Hive – monitoring ongoing. Governors to be given an understanding on new budget system: ongoing</p> <p><u>Health and Safety 21st June 2024</u> GT highlighted the key points of this meeting, the minutes of which have been made available. CDM Regs information on the Hive: still awaited. Business Continuity Plan: ongoing</p>	<p>Linkedin – ongoing.</p>
<p>6.</p>	<p>Head's Report Report Circulated Questions and comments Governors commented that the First Aid data is very useful and noted that correlation between staff absence and incidents have not been found. A Governor asked about the length and detail of the Action Plan. SC explained that staff receive a summary. A Governor asked about the gender split in school. SC reported the school has a majority of boys on roll.</p>	

APPROVED

	<p>A Governor asked about the reduction in near misses in the accident data, explaining that this can indicate that near misses have not been picked up or have become incidents. SC acknowledged this point and explained this is monitored.</p> <p>PI thanked SC and her team for the Plan. Further discussion at the Away Day.</p>	
7.	<p>Away Day Agenda Monday 2nd September 2024 10 am to 3.30 pm. Bring and Share Lunch. Probably to be in the Conference Room. Agenda will be circulated.</p>	
8.	<p>Website Review GT has audited the website and produced a report. Some areas of the website need updating. Governors area: statutory requirements met by the Clerk. Governor bios: some still needed.</p>	<p><i>GT to circulate report when it is complete.</i></p> <p><i>Clerk update annual attendance</i></p>
9.	<p>Governor training and Briefings GT will continue to monitor. SC reported that the school has re-joined the NGA and passwords still stand.</p> <p>Cyber Security Governor and training: noted – to be discussed at away day. Safer Recruitment: 3 Governors have this. Eco and Sustainability: Clerk recommended that this is best practice.</p>	
10.	<p>Annual Governance Statement This is new this year. PI to complete a draft and seek GB opinions on this via GovernorHub.</p>	
11.	<p>Safeguarding/LAC Visit LJ and ES: 8th July 2024. Review of Single Central Record. Review of CPoms: being used well. LJ noticed that it is possible to record a concern but not assign it to a member of staff. This is not affecting the ways in which concerns are being dealt with but is noted as a potential risk. Review of Looked After Children: positive relationship with the Virtual School Heads. Identifying previously Looked after Children may be an issue. Some examples of PEPs viewed and account of how these children were submitted. Report in visits folder on GovernorHub.</p>	
12.	<p>Friends of Granta School (FOGS) Governors expressed understanding and sadness that bad weather, lack of hot water in school and lack of volunteers prevented the Fete</p>	

APPROVED

	<p>going ahead A Governor asked how much this would normally bring in – KP responded £1,500 It was noted that some mainstream schools have after school fetes but that model doesn't work well at Granta as many children use transport.</p>	
13.	<p>School Council No report.</p>	
14.	<p>Policy Update No policies outstanding.</p>	
15.	<p>Succession Planning This is PI's last meeting as Chair. Liz Hunt and Laura Jeffs have expressed willingness to become Co-Chairs for 2024-25. Unanimous approval from the FGB. From 1st Sept 2024.</p> <p>JB Safeguarding Governor:. Unanimous approval from the FGB. From 1st Sept 2024.</p>	Clerk
16.	<p>Any Other Urgent Business <u>Permanent Exclusion Panel</u> met on 3rd July 2024. Panel members were thanked for their commitment to this. This was Clerked by a locum LA Clerk, Richard Walmsley. Points that arose were; the lack of support for the HT from both the child's home county and our LA. Panel recommendation: PI to write to Suffolk's Director of Education, copying in Director of Children's Services, regarding the complete lack of support. Request acknowledgment of data received and that the letter will be held on file.</p> <p>SC reported that she has had a meeting with the Head of SEND about five complex pupils which has been helpful.</p> <p>PI reported that he has been working on a letter regarding the matters the GB have identified over the year. Further action on this letter to be paused until Finance meeting re deficit and Funding Formula have taken place.</p> <p>Boiler repair a, ceiling repair and tank under secondary playground. needed – the latter is causing slippery silt in the playground. In response to a Governor question, SC confirmed this is a new problem and has not contributed to accident data viewed by Governors. SC commented that the problem may originate on LA or rented farm land.</p> <p>PI reported that it is planned for the Hannah Fun Fund to be used for exciting improvements to the secondary playground, but drainage will need to be sorted out first.</p> <p>Boiler estimate £20k to 30 k – 3 quotes expected. £11,593 provided for capital expenses this year will not cover this.</p>	PI

APPROVED

	<p>What can the FGB do about this situation? To be brought up at meeting with LA Finance Officer and Head of SEND19th July 2024.</p> <p>A Governor suggested contacting and inviting key education people from the new Government. PI to look into this.</p> <p>School min bus proposal: LAF reported that she has updated the report with the information the school required. The Variety Club meet in Sept 2024. A Governor commented that the problems with current buses deplete pupil's community involvement. LAF explained that short term hire of buses is expensive. Discussion took place on the best way of purchase or lease. Action: wait for Variety Club response. Come back to consider this in future as no finance available.</p> <p>Following a Circle Heads meeting, LAF raised suggested an insurance programme for Teachers and TAs. Previous insurance held by school only covered teachers. Some Governors pointed out this is an expenditure that may lead to a reduction in spending in future e.g. agency fees. LAF to find out the number of staff it would not cover and to calculate how much this would have brought back in last year if we had it i.e. last year's agency expenditure.</p> <p>PI thanked the GB for all their hard work and commitment over the year. Rigorous scrutiny has predominated in all meetings including committees.</p> <p>PI thanked the HT, SLT and all staff for coping with this challenging year.</p> <p>Progress has been made in the GB and in school.</p> <p>Lucinda Billington's term as a Governor and as SLT member will end at end of term. The FGB thanked LB whole-heartedly for her contribution to the School and its Leadership and Governance.</p>	<p>PI</p> <p>PI</p> <p>LAF to supply info for Away day.</p>
<p>17.</p>	<p>Date of Next Meeting: Awayday Monday 2nd September 2024 (9.30am-2.30pm)</p> <p>Further FGB meetings will be shared via GovernorHub noticeboard and calendar.</p>	<p>Clerk.</p>

Meeting closed 7.45 pm