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GRANTA SCHOOL GOVERNING BODY MEETING

THURSDAY 6th July 2023 at 6.00pm
At Granta School



MINUTES

Present:

Governors: Paul Ilott (Chair) (PI), Jeff Andrews (JA), Jill Broadley (JB), Chris Clarke (CC)
Liz Hunt (LH), Laura Jeffs (LJ) *present 7.10 pm onwards*, Tony Orgee (TO), Kim Pilsbury (KP),
Gill Taylor (GT), Ian Wilson (IW),
David Jones (*remote attendance*)

Also present: Ann Abineri: Camclerk.

Associate Members: Sarah Crouch (SC) (Acting HT) (*remote attendance, present until 7 pm*)
Linda Alefounder (LAF).

The meeting was quorate.

1.	Welcome and Apologies for absence were received and accepted from Hilary Crooks	
2.	Governing Body Membership Update <u>Vacancies</u> (currently one vacancy for a Co-opted Governor). Discussion took place on advertising this vacancy. No immediate action. <u>Succession Planning</u> PI willing to stand for election as Chair of Governors in September 2023. Other applicants for the role, or the role of co-chair, are welcome.	Review vacancies Sept 2023
3.	Declarations of Pecuniary Interest None declared	
4.	Minutes of Full Governing Body meeting <u>Thursday 20th April 2023</u> Approved. <u>Matters arising</u> LAF reported on her enquiries into teacher absence insurance. This would be a new policy. She also consulted business managers at four other special schools – only one holds this insurance. Discussion took place on how many absences would be qualifying absences for insurance payments. It was also noted that it does not cover pre-existing medical conditions. A Governor felt that although it sounds expensive it is our duty	Action: LAF.

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	<p>as a Governing Body to examine this robustly. Action: LAF to bring information to the Away Day.</p> <p>A Governor asked about the meaning of ‘Other staff ‘ as a budget line: LAF outlined these which are all staff related expenses such as vaccination, kitchen staff uniform, DBS checks and Apprenticeship Levy.</p> <p><u>Minutes of HT Appointment ratification meeting 8th June 2023:</u> Approved.</p> <p><u>Approval of Finance Cmt ToR</u> <u>Review results from mid-year changes to the committee structure.</u> Approved.</p> <p><u>Approval of Curriculum Cmt ToR</u> These were updated mid-year. Approved</p>	
5.	<p>Committees/Working Group <u>Curriculum meeting Tues 20th June 2023</u> Unapproved minutes circulated. PI reported. English visit to take place 11th July 2023. Curriculum Document shared via GovernorHub. SC explained that a simplified version has been created for staff and a version for parents is being planned. Governors responded favourably to the document. KP, as Staff Governor, reported that there had been a positive response from staff. PI thanked SC for her hard work on this. A Governor asked how outcomes are measured and SC explained she is working on this and information will be available by the Away Day.</p> <p>It was noted that our new School Improvement Partner will be Kim Pigram who knows the school well.</p> <p><u>HR meeting Tuesday 20th June 2023</u> Unapproved minutes circulated. No questions received.</p> <p><u>Finance meeting Monday 26th June 2023</u> Unapproved Minutes circulated. TO outlined the key points: Financial reports such as BMR not available due to LA changeover to new accounting system. Concern about fencing at the Hive: the cmt felt that this should be paid for by the LA as the matter was raised before we moved in. In response to Governor questions, LAF explained the work is planned for the school holidays. She is continuing to track down CMD Regulations documents.</p> <p>New funding system: further information awaited.</p> <p>PI added that the Teacher Pay Award has not been agreed yet.</p> <p><u>Health and Safety Working Group Report (Weds 5th July)</u> It was agreed that this should become a committee from Sept 2023. To be clerked by the Camclerk (Ann Abineri). One meeting per term, daytime. JB and the Clerk have starting updating a previous Terms of Reference which</p>	<p>SC information for Away Day</p> <p>Clerk to inform Gov Services that she will be clerking this</p>

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	will be presented to FGB for approval in Sept 2023.	cmt
6.	<p>Acting Head's Report including Update on Rapid Action Plan Questions were invited about the circulated report. In response to a Governor question about to a reference to transport issues SC outlined differing county guidelines and updated Governors on the current situation. SC explained she has been involving agencies such as Family Workers and Social Workers. A Governor asked where the responsibility for pupils on transport lies and SC explained that the school does not have influence or direct responsibility, which lies with the parents and Local Authority.</p> <p>A Governor asked about attendance and it was confirmed that this is good.</p> <p>A Governor asked about behaviour and SC explained that there have been some increases in low level behavioural issues and support has been put in. She reported on high level concerns which relate to a small number of pupils. SC is communicating with the LA where required.</p> <p>A Governor commented that a trend analysis would be useful and PI asked Governors to bring ideas for reports to the Away Day.</p> <p>A Governor asked if a class has been missed from the presented information and SC acknowledged this and agreed to find this data.</p> <p>PI explained that staff recruitment is in a more positive position, with good numbers for applicants for posts.</p>	SC to bring ideas to the Away Day
7.	<p>The Hive Update In addition to the fence covered under item 5. LAF gave Governors a list of other issues including signage, now remedied, and the connection of the fire alarm to the fire service. Action: Governors agreed that PI would write to the LA regarding linkage of fire alarm to the monitoring service. A Governor asked if the main site fire alarm system is in order and LAF confirmed this.</p> <p>PI explained that the FGB need to have stronger involvement with the Hive. It was noted that LH and TO have offered to take special interest in the Hive.</p>	PI to write to the Jon Lewis and the LA re Hive fire laram.
8.	<p>Staff Well Being PI reported that informal meetings between staff and governors are going well and this is something that the GB should continue to work on. PI felt that there is a positive 'vibe'. Kim Pilsbury, Staff Governor, agreed. A Governor suggested that smaller groups could be tried and SC agreed that some staff would appreciate this.</p>	
9.	<p>Away Day Agenda 31st August 2023. Action Plan: Sept. 23 to Aug 24 has been circulated. Governors were pleased that this contains a Governor Action Plan.</p>	
10.	<p>Website Review GT reported on the audit. She pointed out that it is difficult to confirm that the version of the each policy is the most up to date. LAF directed GT to a policy folder but it was also noted that version control needs improvement. Hyperlinks on schedules were suggested.</p>	

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	<p>Process should involve draft policies with highlighted changes being put on GovernorHub two weeks prior to the meeting at which they are to be reviewed.</p> <p>GT to message LAF and Emma Jennings re creating a system.</p> <p>GT to advise the Clerk on folder changes which the Clerk will action.</p> <p>The Clerk confirmed that she will be submitting statutory documents to Emma Jennings for the Governor section at the end of term.</p>	. GT/ LAF/Clerk
11.	<p>Governor training and Briefings</p> <p>To be reviewed at the Away Day.</p> <p>Advantages of face to face training and sessions..</p> <p>The Clerk pointed out that the LA are strongly promoting ecology and sustainability - she will pass on the link for training in due course although at present the LA training she has completed is only available to internal staff.</p>	GT to run a report of Governor training for the Away Day.
12,	<p>Safeguarding/LAC Visit</p> <p>LJ is completing her report which will be put on GovernorHub. This will include a schedule of visits and monitoring, such as a CPoms deep dive and Looked After Children.</p> <p>A Governor asked if issues raised during the Ofsted visit have been addressed and LJ reported that these areas have been addressed in the report and progress has been made.</p> <p>PI to confirm that the Annual Safeguarding Return to the LA has been submitted as SC was noted present for this meeting of the meeting.</p>	LJ to put report on GovHub, PI
13.	<p>Friends of Granta School (FOGS)</p> <p>Summer Fayre Saturday 15th July 2023</p> <p>KP outlined on what is planned.</p> <p>Planned roadworks were noted and KP will put signs up.</p>	
14.	<p>School Council</p> <p>Governors who took part in the HT interview process noted that School Council members made an excellent contribution to the process.</p>	
15.	<p>Policy Update: No policies outstanding.</p> <p>Process for approving policies: see Item 10.</p> <p><u>Code of Conduct for Governors</u>: Clerk updates GovernorHub with the LA model (personalised for the school) annually and monitors Governors confirming their commitment to this.</p> <p><u>Safeguarding LA policy</u> - only one change in red clarifying abbreviations. Safeguarding governor/teacher names to be updated. Approved subject to amendments.</p> <p><u>Safeguarding adults at risk</u> - this is a Cambridgeshire/Peterborough model policy. Needs to be personalised with school name. Approved subject to amendments.</p> <p><u>H & S</u>: comments have been received. Approved.</p> <p>Cambridgeshire Guidance Critical Incidents: it was noted that this is</p>	

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	guidance rather than a policy.	
16.	<p>Any Other Urgent Business</p> <p><u>Minibuses</u></p> <p>Finance Cmt had previously requested LAF to bring this information to the FGB.</p> <p>The Variety Club 2008 needs to be replaced. If a replacement is ordered this would be taken off road straight away.</p> <p>Diablo would be kept on the road until replaced.</p> <p>LAF was only able to get 2 quotes for each replacement vehicle.</p> <p>IW to look into possible donations.</p> <p>A Governor asked if electric vehicles are being considered, particularly as our journeys are usually short. PI offered to look into EVs and report back.</p> <p>KP to liaise with a FOGS member who has offered to assist with Grant applications.</p> <p>On behalf of the GB, PI thanked SC and the SLT and staff team for all their work this year.</p>	<p>For further discussion at the Away Day.</p> <p>KP</p>
17.	<p>Date of Next Meeting:</p> <p>Awayday Thursday 31st August 2023 (9.30am-2.30pm)</p> <p>Next year's dates: planning of these underway. Clerk will confirm these, circulate on GovernorHub, update calendar and inform the LA.</p>	<p>Clerk</p>

Meeting closed: 19.40 pm