

## AGENDA

### GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Leadership and Management Date: 24 January 2017 – 4.30-5.30pm

Chaired By: Helen Illingworth

Clerked By: Leonie Hill

Present:	Apologies for Absence:
Jenny Doyle	
Barbara Kwiecinski	
Jane Campbell	
Paul Hayes	
Helen Illingworth	

Agenda Items:	
1. <b>Apologies</b>	
2. <b>Declaring an interest</b>	
3. <b>Voting in of Clerk</b>	
4. <b>Minutes of the previous meeting</b>	
5. <b>Matters arising</b>	
6. <b>Policies</b>	1. Appraisal Policy 2. Security Procedures 3. Staff Development 4. Staff Handbook 5. Support Staff Development
7. <b>Governor Visits</b>	Discuss & agree
8. <b>Date of next meeting</b>	25 April 2017

#### Summary of Main Points Discussed.

Agenda Number	Minute Number	Discussion:
1	141	No apologies received, all Sub Govs present, alongside BKw who joined us for this meeting.
2	142	No interests were declared.
3	143	Jenny Doyle was unanimously voted in as the Clerk. LHi to clerk for this meeting, then JDo for the next meeting.
4	144	The minutes need to be amended to show that PHa was unavoidably stuck at work and therefore sent his apologies. The minutes were agreed as a true record.
5	145	134 – PO'b was asked if he would like to join the L+M, but declined the offer. We are now more quorate with JCa joining us as associate. Decision was made on the back of this discussion to move F+P to be the first meeting with L+M as the second <b>Action LHi</b> 137 – Hil and LHi still need to get together to look at First Aid coverage in policies.

		<p>137 – LWr is due to come into school to deliver her assembly on Young Carers on 27<sup>th</sup> January 2017</p> <p>138 – ECO committee are currently working on MODEStar website and have just completed a questionnaire about travel to school.</p>
6	146	<p><u>Appraisal Policy</u> Reviewed, discussed as a DCC policy that has been run through all the unions etc. Agreed.</p> <p><u>Security Procedures</u> Discussion held regarding alarm call outs and the frequency they happen. LHi stated that they usually only happen when a piece of paper falls off the wall or due to Christmas decorations etc. or when the alarm has just been serviced. It goes off less than 2 times a year usually. Discussion about who is on the callout list and the fact that the new Cleaner will be. PHa agreed to go on the list as well as being local to school. Discussion held around the safe, where it is kept etc. Policy was agreed.</p> <p><u>Staff Development</u> Discussed in line with Appraisal policy and agreed.</p> <p><u>Staff Handbook</u> The date on some of the page headings haven't been updated; Pg 25 – Recent ECM needs amending; Pg 28 – Cleaner in Charge needs to be changed to awaiting appointment; pg 29 – Tracey Callis needs removing from the Midday Supervisor list. This document has been given out to three staff members so far this academic year and has been greeted favourably. The changes on pg 28/29 are recent changes at Christmas and therefore were correct when the handbook given out. The Handbook was agreed with the above changes made.</p> <p><u>Support Staff Development</u> The agreed date needs to be removed from the first paragraph. Pg 4 – the information about support staff (and all staff training) is given through the Head's Report at FG meetings. Agreed with changes to the date.</p>
7	147	<p>BKw to arrange informal Governor Induction with JCa, JDo, CNe. BKW will email around to arrange a date to get together. <b>Action: BKw</b></p> <p>PHa to arrange a date to come in and look at the alarm with LHi. <b>Action: PHa</b></p>
8	148	<p>The date and time need to be changed to <b>Thursday 27<sup>th</sup> April at 5.30pm</b>, so that F+P can meet with the Patch Officer and have their meeting at 4.30pm on 27<sup>th</sup> April 2017.</p>

**Meeting ended at 5.20pm**