

AGENDA + MINUTES

GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Leadership and Management Date: 27 April 2017 – Meeting to start after F+G sub.

Chaired By: Helen Illingworth

Clerked By: Leonie Hill

Present:	Apologies for Absence:
Leonie Hill	Jane Campbell – Work Commitments
Paul Hayes	
Helen Illingworth	

Agenda Items:	
1. Apologies	
2. Declaring an interest	
3. Voting in of Clerk	
4. Minutes of the previous meeting	24 January 2017
5. Matters arising	
6. Policies	1. Fire Safety and Evacuation Policy 2. INSET 3. Long Term Medical 4. Administration of Medicines in School 5. Dealing with Sick Children
7. Governor Visits	Discuss & agree
8. Date of next meeting	20 June 2017

Summary of Main Points Discussed.

Agenda Number	Minute Number	Discussion:
1	149	Apologies received from Jane Campbell due to work commitments. Due to JDo resignation for health issues, we need to look at another Gov joining us during the FG discussion on Gov make-up on 02.05.17 – Action LHi
2	150	No interests were declared.
3	151	LHi to clerk for this meeting, then need to assign a clerk again at the next meeting on 20.06.17.
4	152	The minutes were agreed as a true record.
5	156	137 - On going – Lhi and Hill to arrange to meet re First Aid coverage – Action LHi/Hil 137 – LWr delivered her assembly on Young Carers. It was brilliant and very thought provoking. CNe sat in on it. 143 – LHi to clerk due to JDo’s resignation from Governing Body due to health issues. Need to re sort Clerk at next meeting on 20.06.17 – Action LHI

		<p>145 – The sub committees have been successfully changed over.</p> <p>146 – Blb has made the changes to the Staff Handbook</p> <p>147 – All Gov visits and actions were completed.</p>
6	157	<p><u>Fire Safety and Evacuation Policy</u> Reviewed, discussed as a working document. Agreed.</p> <p><u>INSET</u> Reviewed, discussed as a working document. Agreed.</p> <p><u>Long Term Medical</u> This policy is not being renewed by DCC anymore and has been superseded by 'Administration of Medicines in School'. If a child has a long term medical need then under the new policy a Personal Medical Plan would be drawn up stating what medication is required, when, by whom, how it is stored etc alongside a photo of the child and any other information required. This would then be on display in the staffroom, in the child's classroom and in the kitchen. Governors agreed to adopt the new policy, which will go to FG on 02.05.17 as part of the Safeguarding Portfolio.</p> <p><u>Administration of Medicines in School</u> Governors reviewed and agreed this policy after the discussion held above. It will go to FG on 02.05.17</p> <p><u>Dealing with Sick Children</u> Reviewed, discussed as a working document. Agreed.</p>
7	158	<p>HIL to come in and look at the Safeguarding Portfolio before the FG on 02.05.17</p> <p>HIL was to join LHi on a Safer Recruitment course run by DCC on 03.05.17 – this has been cancelled due to the trainer having a hospital appointment. It will be rearranged.</p>
8	159	Next meeting is on 20.06.17 at 5.30pm

Meeting ended at 6.40pm but was late starting.