

Grindleford Primary School
Full Governing Body Meeting
Tuesday 5th May 2015, 7:00pm, Grindleford Primary School

1855 Present

Nicola Luscombe (Co-opted Chair)
Mike Nolan (Co-opted
Leonie Hill (Head Teacher)
Victoria Village (Staff standing in for RS)
Juila Fletcher (Parent)
Joanne Cooper (Co-opted
Paul Hayes (Associate)
Helen Mottershaw (Clerk)

The meeting opened at 7.05pm

1856 Apologies

Apologies were received from RB as his work commitments abroad were unavoidable at this time. All Governors present agreed that RB's workload made it very difficult to attend meetings and his apology was accepted.

Barbara Kwiecinski (Co-opted) apologised for her late arrival at 7.15pm. Heavy, slow moving traffic caused the delay. Apology accepted by the all Governors present.

1857 Declaration of interest in any agenda items

No Governors declared any interest.

1858 Minutes of meeting Wednesday 4th February 2015 - matters arising

25th Nov 2014

1828 – (6) LH to confirm this point with audit team

1831 – (10) NL actioned

1835 – Actioned and evidenced

4th Feb 2015

1837 – SVSF GPS Disaster Recovery Plan to be Clarified and amended. L & M Sub Comm – JC to action

1838 – (2a) A discussion took place regarding the school library being improved and updated. LH stated that books were being added as different topics arose on a rolling programme. All Governors present agreed that this was a sensible approach, leaving scope to expand the library to suit the needs of all the pupils. Agreed by FGB as actioned.

1838 – (2b) LH reported that the areas of E-safety and Stanger Danger had been addressed and PC Boswell had been asked to come into school to talk to the pupils. Staying safe whilst on-line was a topic discussed during ITC with all children.

1838 - (3b) Lighting on the steps into the playground. The Governing Body discussed the need for this to be a priority before the evenings become darker. LH to action by September.

1839 – (3d) NL & JF are to arrange visits into school in June. NL & JF appraise FGB at the June 2015 FGBM.

1839 – (4b) BK & RB have both been into school and had lunch with the pupils on more than one occasion.

The FGB agreed that it was important part of the GB to spend time in school. It had a positive impact on the children and parents, and on the role of Governors.

1843 – The Google Drive training was scheduled for the 17th March meeting. The training had been undertaken and deemed to have been successful.

Literacy – JF & Maths – MN have on going assessments which they will feedback to FGB at the June 2015 FGBM

A Pupil/Governor assembly will take place before the end of term 6 – NL to action

Governor attendance at school council or similar forum still to take place – BK to action

1844 – All paperwork for the Safeguarding requirements has been completed and a single central record has been established

The minutes of the meeting 4th February 2015 were approved by the FGB pending the actions outstanding.

1858 Minutes of meeting 17th March 2015

No matters arising. Minutes were agreed and approved by FGB

1859 Review of Governing Body membership

With regret RB is resigning his post as LEA Governor. His new appointment is necessitating a move to Belgium this Summer. However he would very much like to take on a role as a Co-opted Governor as part of F & P which he feels he could still make a significant contribution. The FGB discussed RB's resignation and whilst disappointed they were unanimous in their approval of Paul Hayes to be a Co-opted Governor. RB is to write to DCC to inform them of his decision.

GPS and the Governing Body would like to thank RB for all his hard work and dedication in keeping GPS finances in good order over many years. Also for his contributions to the many events and leavers dinners he has helped with. The FGB wish him and his family well for their future in Belgium.

Becky Harby a parent at GPS has asked about becoming an Associate member at the moment and perhaps a parent Governor in the near future. BH has three boys at GPS and her background is in teaching. The FGB discussed BH's request and it was thought that her skillset was a very desirable asset which could be utilised in A & S. The FGB approved asking BH to become an Associate member.

1860 Sub committee feedback and Governor visits

A & S and L & T were not able to meet as scheduled because due to staff incapacity, LH had to attend the annual Whitehall visit at short notice. Both sub committees have rescheduled their meetings for early June 2015.

L & M – meeting took place as scheduled. All policies were distributed prior to the meeting for perusal. The following policies were reviewed. Data Protection Policy – agreed and approved. Race, Equality and Cultural Diversity - agreed and approved. Attendance and Truancy – agreed and approved. There was a discussion regarding a new staffing structure from September 2015 as M Bingley has resigned and is moving to Belgium in the Summer. As MB had HTLA, TA and MS hours, it is proposed to cover most of those hours within the staffing structure already in place. This would increase the grades, hours and responsibilities of some of the staff members, however overall the new structure would result in a reduction in staff costs. The proposition in full is detailed in the minutes of L & M committee 28th April 2015. The proposal will be submitted to the next Finance sub committee to form the basis of Annex 1 and 5.

F & P - Management policy – agreed and approved by FGB

Private School Fund. The fund needs auditing before the end of the academic year. PH agreed to approach Neil Roden to ask if he would be willing to facilitate the audit again this year.

SFVS audit and action plan - The Governors were able to access the restricted documentation from DCC in advance. The subcommittee acknowledged and scrutinised each recommendation. The accompanying memorandum identified those areas where the school is assessed as not currently satisfying the requirements of best practice. There are some areas where the school cannot demonstrate that its current operations ensure the most effective use of resources.

The action plan has to be returned to Audit services within six weeks of receipt. **Action LH**

MN recommended that the subcommittee look at the high priority items at the next meeting and devise a time line / action plan and discuss what is achievable.

1861. Policy reviews

All policies were distributed to the Governing Body prior to the meeting for their perusal.

Management of Stress – all parts of this policy were put forward for approval. Context and Legal Background – agreed and approved FGB. Employee Guidelines – agreed and approved FGB. Head Teacher's and Managers Guidelines – agreed and approved FGB. GPS Policy Statement (includes risk assessment) – agreed and approved FGB.

Redundancy policy – this was revised in 2011 and has since been updated – agreed and approved FGB.

Harrassment – no changes – agreed and approved FGB

Grievance Procedure – no changes – agreed and approved FGB

PH asked for clarification about small school procedures. There was a general discussion involving all Governors regarding how grievances are dealt with within GPS. The Head teacher would be the recipient of any grievance in the first instance and would meet with the aggrieved to discuss the grievance and attempt to resolve the problem. The Governing Body may

be asked to intervene if a resolution could not be agreed. If the grievance is against the Head teacher then it should be addressed to the Governing Body. Guidelines, including those for small school procedures are detailed in the policy.

1862 Annex 1 Approval

All the Governing Body were in receipt of Annex 1 and 5 prior to the meeting. The information from L & M regarding the staffing structure for Sept 2015 had been incorporated into the document.

MN outlined the major points of Annex 1 and 5. Overall the financial health of the school looks good. The increase in staff salaries brought about by the increase in hours and some grades of existing staff, are covered by the loss of 1 staff member at the end of July. There will be sufficient excess to employ a Midday Supervisor. It is also proposed to implement a well-deserved increase in the Head teachers salary. This has been proposed before but LH refused it until the school finances were in a more viable position. This will be discussed in detail and finalised later in the year. The 4 year plan based on the predicted influx of pupils, which was 5, is now 10, and the school roll should stand at 74 in October 2015. This will increase the budget, which will enable the school to fund early assessment needs. The Governing Body discussed the impact of MB leaving and the rearrangement of the staff structure. It was commented upon that the new structure seemed a very practical solution in in financial terms and also for continuity for the pupils. Annex 1 and 5 were agreed and approved by FGB.

LH asked in view of the FGB approval of the above if she could then arrange the new contracts for the increased hours and grades for the staff in line with Annex 1 and 5. This was agreed and approved by FGB.

1863 What have we done to improve the outcomes for the children during this meeting?

The Governing Body has set and approved an effective budget for the school

Secured high quality staff for the foreseeable future

Planned for election and co-opting of new Governors

Reviewed and approved Policies which give structure and stability to procedures within the school

1864 Any other business

PH confirmed he had received his Governors school group pack.

Meeting closed @ 8pm

Next meeting of the Full Governing Body: Tuesday 30th June 2015 @ 7.00pm

Approved