

**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Tuesday 25<sup>th</sup> November 2014, 7:00pm**

**1819 Present**

Nicola Luscombe (Community, Chair)

Mike Nolan (Parent)

Leonie Hill (Head Teacher)

Rachel Slack (Staff)

Julia Fletcher (Parent)

Joanne Cooper (Parent)

Barbara Kwiecinski (Community)

Helen Mottershaw (Clerk)

The meeting opened at 7:00pm.

**1819 (1) Apologies**

Rob Bingley (LA) sent his apologies as he was working abroad.

His absence was accepted by the FGB

**1819 (2) Minutes of last meeting Tuesday 7<sup>th</sup> October 2014**

The minutes of the last meeting were agreed as a true record by FGB

**1819 (3) Matters arising**

There was a reminder that Performance Management of the Head Teacher would take place on Thurs 11/12/14.

**1819 (4) Declaration of interest in any agenda items**

No governors declared any interest

**1820 Sub committee feedback**

The chairs of the sub committees were asked to give feedback from their last meetings.

**1820 (1) F & P**

MN had been re-elected as chair and relayed to the FGB meeting the main topics discussed. The Committee also agreed their terms of reference. The schools financial position was satisfactory and as expected. CIP was approved by the sub committee. The

viability of solar panels was still being investigated and was a 'work in progress'. The 4 Year Plan was holding up well and the budget for the next 2 to 3 years was secure. The school fund audit has been dealt with in detail in the sub committee minutes.

### **1820 (2) T & L**

RS elected chair and JF secretary. The committee agreed their terms of reference. Drugs education, Inclusion Policy and EYFS Policy were agreed with no changes.

Visits by Governors into school are encouraged. RS and J to meet with regard to Literacy on 26.11.14. RP and MN to arrange a meeting for Maths in the spring term 2015.

### **1820 (3) RS maternity leave**

Vicky Village is to stand in as Staff Governor while RS is on maternity leave and LH will stand in as Literacy Co-Ordinator.

### **1820 (4) L & M**

JC was re-elected as Chair and RB was re-elected as secretary. The committee agreed the terms of reference. Two applications for holidays within term time had been received and looked at. One was authorised under the policy wording and one was not authorised.

Anti-Bullying, Freedom of Information and School Closure policies were reviewed and approved with no changes.

Safeguarding was approved as a new policy and has come to FGB.

### **1821 Safeguarding Policy**

LH reported that Richard Petts would officially deputise in her absence within Safeguarding role. All staff will also have to sign the Safeguarding policy. These points will be addressed a.s.a.p.

### **1822 Progress towards the School Improvement Plan**

Due to time constraints this item was deferred to the next FGB meeting on 04.02.15

### **1823 Financial Regulations and Procedures Policy (SAP) 2014/DCC School Credit Card**

The new Financial Regulations and Procedures Policy was agreed by the FGB. This policy has been rewritten due to the school using the SAP system and replaces the previous three policies: Financial Regulations, Financial Roles and Responsibilities and Financial Procedures. As part of the Financial Regulations and Procedures 2014 it was proposed that a DCC School Credit Card would be useful to enable the school to make internet purchases. LH and Tracey Callas (School Secretary) would be joint signatories. This was approved by FGB.

LH and TC need to sign the declaration forms at the end of the policy and send the information back to DCC to activate the Debit Card process.

## **1824 Instrument of Governance**

The Instrument of Governance was approved and reconstituted as from 11/11/14 by FGB. A copy of the confirmation letter was issued to all members of the FGB.

A discussion took place regarding MN and JC taking over Co-opted the roles leaving a Parent Governor vacancy. The Governors had asked to reconstitute on the 24<sup>th</sup> June 2015 but the returned instrument detailed the 11/11/2014 as the reconstitution date.

A decision was made to vote in Governors to the new constitution roles at the next FGB on 04.02.15.

## **1825 Election and Co-option of Governors**

NL reported that Paul Hayes, who had previously shown interest in becoming a Governor, has been approached to be an associate member. He is very happy to do so and possibly in the future be elected as co-opted or parent Governor. The Governors discussed the function and voting rights of an associate member. This proposal was approved and agreed by FG. Paul is to be invited to attend the next Finance and Premises sub, Leadership and Management sub.

## **1826 Change of Governor Status**

BK's term of Governor had ended before the commencement of the meeting, however she would like to continue on the Governing Body and had previously offered to be a Co-opted Governor and move to A & S and leave L & M sub committee. This was approved by FGB and BK left the room to be voted for unanimously by the FGB.

## **1827 Governor Action Plan**

The following points were to be addressed.

**1827 (1)** The Governors will strive to improve all paperwork generated and aim for 2 weeks before the meeting. Agreed by FGB.

**1827 (2)** A & S Chair needs to make sure the actions on the Gov action Plan are put as standard agenda items for their committee.

**1827 (3)** T & L Chair needs to make sure the actions on the Gov action Plan are put as standard agenda items for their committee.

**1827 (4)** Possible access to a shared drive for Governors to access paperwork.

**1827 (5)** Virtual sharing facility mooted. MN to action.

**1827 (6)** More evidence of the work of the FGB, visits, courses etc.

**1827 (7)** Add to agenda feedback from visits etc. NL/LH/HM to implement.

**1827 (8)** SIP and SES were discussed and formally approved by FGB.

## **1828 Financial Regulations and Procedures**

**1828 (1)** P3 – Item 12 to be amended. GPS does not have a safe.

**1828 (2)** After the implementation of the school SAP system the 3 old financial policies as detailed in Minute 1823, have been merged into this one, therefore will need taking off the policy rota.

**1828 (3)** No changes were proposed. The amounts detailed within the policy to do with spending limits/virements etc. were reviewed and agreed to remain as before.

**1828 (4)** P13 – Tenders & Quotations. The FGB agreed the tender amounts as stated in the policy and that quotations would be sought in line with the policy.

**1828 (5)** Appdx A was discussed with reference to the school Debit Card. FGB agreed to have a debit card and the spending limits as stated within the policy. TC and LH to sign the declaration forms and send off to DCC to generate the card.

**1828 (6)** Clarification needed on P1 regarding Blt Pnt 4 – Is the CI to G required to actually take the minutes at Finance meetings or only maintain and circulate them. LH/NL to action through the financial audit coming in on 20.01.15 and Governor support.

**1828 (7)** The Financial Regulations and Procedures were approved and agreed by FGB with implementation and clarification of the above changes.

#### **1829 Sports Equipment and Training**

At the last meeting payment was approved for new and different sports equipment, which has now been received. The equipment has been a great success, encouraging all pupils to have a go. Some of the activities that are planned are:

**1829 (1)** Ruth Cook from HVC to visit to help pupils and teachers get the best out of the equipment.

**1829 (2)** Different ways to use the gym equipment.

**1829 (3)** Staff training on orienteering, then the children can have a go.

**1829 (4)** Possibility of competition between other cluster schools or in other areas to encourage the children to take part and interact with pupils from other schools.

#### **1830 What have we done at this meeting to improve the outcomes of Grindleford Primary School children?**

Amended and approved the reconstitution of Instrument of Governance

Encouraged visits by Governors into school to interact with staff and pupils

Added input to GB by recruiting an associate Governor with relevant skills

Made ordering and purchasing necessary supplies easier

#### **1831 Governor Training**

After completion of the FGM agenda there was a Governors training session.

HM was not required to take minutes and the meeting at closed at 7.45 pm.

**1831 Continued;** Notes and advice on the Governor training and data used. Minutes by NL

Training commenced at 7.45 pm.

The Governor training focus had been agreed during the last academic year and is in conjunction with/replaces the first Achievement & Standards subcommittee. It was agreed that this was to ensure all subcommittees are familiar with the data on attainment and progress and that the strengths and weaknesses can be focused on through the SIP and the work of the subcommittees.

The training was facilitated by Richard Petts and Leonie Hill. Governors were in receipt of the data which was explained for the purposes of revision. The data was scrutinised and the Governors each given an item of data and asked to evaluate the information and feedback the analysis.

FFT Governor Dashboard 2014

Early Years foundation stage end of summer term 2014

Raise on line

Ofsted school data dashboard

Attainment summary (schools own) maths, reading and writing

Mapping and attainment grid DCC spring term.

**Overall summary headlines:**

Maths. The vast majority of children are working at or above age related expectations. All cohorts with the exception of one cohort are above national average APS with in the main, girls outperforming boys. SEN is broadly in line. Pupil premium APS above national average. The percentage achieving for more than expected progress should be monitored

Reading. The vast majority of children are working at or above age related expectations. All cohorts with the exception of one cohort are above national average APS with no significant gender gap. SEN wider comparative progress gap seen in two cohorts. Pupil premium gap requires further closure. The percentage achieving for more than expected progress should be monitored.

Writing. There are two cohorts needing particular focus however the vast majority of children are working at or above age related expectations. All cohorts with the exception of one cohort are above national average APS with in the main, girls outperforming boys. There is lower attainment in writing for the SEN cohort. Pupil premium broadly in line with non-pupil premium. The percentage achieving more than expected progress should be monitored.

RS left the training at 8.30 pm and training continued until 9.20 pm.

**Next Meeting of the Full Governing Body: Wednesday 4<sup>th</sup> February 2015 @ 7:00pm**

Minutes approved by.....(chair)

*Attachments:*

1. *Instrument of Governance*
2. *Reconstituted Instrument November 2014*
3. *Financial Procedures and Regulations November 2014*
4. *Governor Action Plan*