

Grindleford Primary School
Full Governing Body Meeting

Tuesday 20th October 2015, 7:00pm, Grindleford Primary School

1882 Present

Nicola Luscombe (Co-opted Chair)

Mike Nolan (Co-opted)

Joanne Cooper (Co-Opted)

Leonie Hill (Head Teacher)

Victoria Village (Staff)

Helen Illigworth (Parent)

Julia Fletcher (Parent)

Becky Harby (Associate)

The meeting opened at 7.05pm

1883 Apologies

Apologies were received from BK who was working abroad. This was accepted by the FGB.

1884 Welcome

LH welcomed everyone to the meeting and explained that Helen Mottershaw had tendered her resignation as Clerk to the Governing Body on the grounds of health issues within her family. As such LHi would chair the meeting until agenda point 5, when the newly elected Chair would take over. The plan to share the minuting process around the Governors at the meeting was discussed.

1885 Declaration of interest in any agenda items

Declaration of Interest forms were circulated and filled in by everyone present. No Governors declared any interest.

1886 Local Authority Governor Nomination and Vote

A local authority Governor nomination has been received for Nicola Luscombe. The proper process has been followed and Nicola has been contacted by a Local Government Councillor who has ratified the LA decision to appoint her as one of its nominated people. NLu left the meeting at this point.

NLu was unanimously voted onto Grindleford Primary School Full Governing Body as an LA Governor.

NLu re-joined the meeting and was congratulated and thanked for her continued work as a Governor.

1887 Chair of Governors, Nomination and Vote

NLu had indicated prior to the meeting that she was willing to stand for Chair unless someone else wanted to stand for the position. No other Governors stepped forward.

NLu left the room. The Governors had a brief discussion and unanimously voted NLu back into post as Chair.

NLu re-joined the meeting and was congratulated and thanked for her continued work as Chair of Governors.

NLu took over chairing the meeting.

Joanne Cooper announced that she would be stepping down as Co-opted Governor after this meeting due to work commitments and child care demands. Joanne will be a great loss to the Governing Body, but indicated that she would return to offer her expertise for interviewing etc. This offer was warmly received by the Governing Body. The Full Governing Body wishes to express their extreme gratitude to JCo for all her years of dedicated work towards moving the school forward.

As Joanne was Vice-Chair, a discussion was held regarding the role and work demands of being Vice Chair. As PHa is absent from the meeting a decision was made to add Vice Chair as an agenda item to the next FG meeting. **(Action NLu)**. This position requires careful thought as NLu and MNo both indicated that they would like to step down at the end of the school year, therefore Vice Chair needs to be shadowing the Chair with a view to taking over.

1888 Declaration of Eligibility

Eligibility forms had been circulated prior to the meeting. Documents were checked for HII, JFI, VVi and LHi.

1889 Minutes of the Meeting held on the 30th June 2015

3.1 Amendments and Matters Arising

- 1838 – There are Solar lights in place on the steps and the outside lights are fully functioning. The step edges will be painted after half term, with extra lighting e.g. fairy lights being utilised if required for evening events.
- 1839 - NLu/JFI to finish off the reading audit across KS2. KS1 Has already been completed. This will be done before FG Spring 3 2016. **NLu to action.**
- 1843 - Discussion held regarding MNo and the numeracy link within school. MNo is struggling to complete this action due to working full time and subsequent workload. BHa offered to take over this role. BHa to arrange to meet Richard Petts. **BHa to action**

- BKw has emailed school regarding School Council and Finer Diners, indicating that she would like to continue with being this Governor link and with make contact after half term when she returns from abroad. **BKw to action**
- 1859 - The FGB unanimously voted Rob Bingley onto the FGB as an Associate member for Finance. Paul Hayes was approved as a Co-opted Governor. This is an amendment as the minutes (May 2015 item 1859) state RB was approved as Co-opted when it was in fact PH.
- 1860 - NLu has arranged for School Fund to be audited by Neil Roden. School fund is ready for taking for audit. **NLu to action**
- 1874 - The PTA agreed £2000 towards the purchase of Chrome Books. This was confirmed at the PTA meeting on 08.10.15 with a discussion about paying more towards them if required.
- 1876 - NLu is to organise Safeguarding training for the Aut 2 FGB meeting. **NLu to action**
- 1878 - Pupil Voice should read Reading Audit KS1 and 2.
- 1879 - LHi sent the date for the summer review out to Governors. JFI and BHa both attended, although Peter Giliker arrived early and therefore started the meeting early, so some information was missed by the Governors. It was a positive meeting. LHi to send out the Summer Review QDD report for Aut 2 FGB meeting. **LHi to action**
- The playground requires fixing. The Company has been out and assessed the situation. They will mend the splits free of charge, but have quoted just under £400 for mending the manhole covers that DCC had to cut open when we had a blockage.
- JFI asked for an update regarding School's Direct. LHi explained the yearlong programme of training and how it works with the partner school. Class 1 are benefitting from this scheme.

The minutes were agreed by the FGB as being a true record.

1890 Review of the Governing Body membership

A personal statement has been received from a parent who would like to be considered as an associate member. Lou Wright has a solid background in Safeguarding and would bring a strong skills set to the Governing Body. The personal statement supplied by Lou had been circulated to Governors prior to the meeting.

A discussion took place regarding the Governing Body constitution and how many parents could / should be on the FGB under different roles e.g. co-opted. Is this a good balance or not. NLu stated that an advert for people who may be interested in being a Governor had been placed in the latest version of the Grindleford News and no responses had been received to date.

JCo pointed out that JFI has one remaining year left as a parent at the school, therefore would it be beneficial for her to be voted into JCo's role of Co-opted Governor to free the Parent

Governor role up? Then a democratic voting system could be followed. Governors agreed that this was a good idea. Discussion then centred on whether LWr wanted to commit full time to the GB or just a subcommittee to share her skill set. As we didn't know the answer to this the decision was made to vote LWr in as an Associate Governor

. LWr was unanimously voted in.

1891 Approval of the Grindleford School Governor Handbook

The Handbook had been circulated to all Governors before the FGB meeting.

Pg 2 - Under 'Governor's Roles and Responsibilities' change 'A Community Governor' to 'A Co-opted Governor'.

Pg 3 - The 'Financial Regulations and Procedures November 2014 (SAP)' policy has been added to the handbook. All Governors need to have agreed this policy annually.

Pg 4 - Add website to School Prospectus information. All staff and Governors need to fill in a Financial Competencies Self-Evaluation Questionnaire during Spring 3.

Guide to the Law for School Governors is now electronic. NLu to send the link to HII.
Action NLu

Pg 5 - Induction Programme for New Governors - Reviewed and agreed by FGB.

Pg 7 - Mission Statement and Aims - Reviewed and agreed by FGB.

Pg 8 - 'Characteristics of an Effective Governing Body' to be replaced with 'Terms of Reference for a Governing Body' DCC document.

Pg 9 - Meeting Schedule for 2015/2016 discussed at length, due to Governor Commitments on different evenings. Decision was made to keep subcommittees on Wednesday evenings and FGB meetings on Tuesdays. The meeting schedule will be updated and recirculated.

Pg 11 - Governing Body Membership details were discussed, checked and updated as required.

Pg 12 - Governing Body Committee Structure and Membership 2015/2016 was discussed and updated.

Chair - Nicola Luscombe

Vice Chair - To be discussed at FGB Aut 2 2015

Achievements + Standards

- Julia Fletcher (Chair)
- Leonie Hill (Head)
- Vikki Village
- Nicola Luscombe
- Barbara Kweicinski
- Becky Harby (Associate)

Finance + Premises

- Mike Nolan (Chair)
- Leonie Hill (Head)
- Nicola Luscombe
- Paul Hayes
- Helen Illingworth
- Rob Bingley (Associate)

Leadership + Management

- Helen Illingworth (Chair)
- Leonie Hill (Head)
- Mike Nolan
- Paul Hayes
- Lou Wright (Associate)

Performance Management of the Headteacher

- Mike Nolan (Chair)
- Nicola Luscombe
- Julia Fletcher
- Rob Bingley (Associate)

Learning and Teaching

- Vikki Village (Chair)
- Leonie Hill (Head)
- Barbara Kweicinski
- Julia Fletcher
- Becky Harby (Associate)
- Lou Wright (Associate)

- Pg 14 – Governing Body Structure and Routines – Discussed, reviewed and agreed by the FGB.
- Pg 17 – Terms of Reference – Achievement and Standards – wording slightly changed on first bullet point due to assessing without levels – Discussed, reviewed and agreed by the FGB
- Pg18 – Terms of Reference – Finance and Premises – wording changed on fifth and sixth bullet point due to state delegation and virement limits – Discussed, reviewed and agreed by the FGB
- Pg 20 – Terms of Reference – Leadership and Management – no changes made– Discussed, reviewed and agreed by the FGB
- Pg 21 – Terms of Reference – Performance Management of the Headteacher – no changes made– Discussed, reviewed and agreed by the FGB
- Pg 22 – Terms of Reference – Learning and Teaching – no changes made– Discussed, reviewed and agreed by the FGB
- Pg 29 – Working Together Code of Practice – Website paragraph is new as it details what the GB has to publish on the school website, therefore all Governors need to be aware of this duty. Discussed, reviewed and agreed by the FGB.
- Pg 49 – Named Governors 2015/2016 –

Safeguarding – Nicola Luscombe
SEND – Julia Fletcher
Training – NLu will send out the information and LHi will arrange payments

Health and Safety – Discussion held as to which Governors have the best skills set for this role. Action to put onto next FG agenda to discuss when PHa is present. Hll offered to do it if PHa is not interested. **Action NLu**

Pg 50 – Named Governor's Role –
Performance Management – Mike Nolan
Literacy – Julia Fletcher
Numeracy – Becky Harby

Pg 54 – Focussed Governor Visits to School – Discussed, Reviewed and agreed with no changes by the FGB.

Pg 68 – Governors' Allowances (Expenses) Policy – Discussed, Reviewed and agreed with no changes by the FGB.

Pg 71 – Financial Regulations and Procedures November 2014 (SAP) –

Pg 74 – B. Income/Banking, point 12 – Although we now own a safe, it is not fully fixed in place therefore is not being utilised yet, so limit for the safe has stayed at £0.

Pg 75 – C. Expenditure, point 3 and 10 – Delegated limit of £1000 pointed out before Governor approval needs to be sought.

Pg 80 – G. Revenue Budgets, point 10 – Virement limits pointed out.
H. Capital Expenditure, point 3 – delegation limit of £1000 to spend from Devolved Capital before Governor approval needs to be sought.

Pg 82 – K. Stores and Inventories, point 7 – All goods worth £100 or more need to go on to the inventory list.

Pg 83 – O. Tendering and Quotations – Tender limit set this year at £13,412.97. Formula used to calculate this limit was discussed. Point 3 states that if a proposed contract is between £1000 and £13,412.97 then 3 written quotations can be sought.

The Financial Regulations and Procedures November 2014 (SAP) policy was discussed, reviewed and agreed by the FGB.

LHi to make all changes required to the handbook and re-circulate. LHi to action

The Governing Body Handbook in its entirety was discussed, reviewed and agreed (with the changes stated above) by the FGB.

1892 School Improvement Plan

The SIP had been circulated to all Governors before the meeting. LHi stated that the action points had been drawn together by her and NLu, but the document was a working document and Governors can add or change actions. The 3 year plan specifically states where Governor ideas and priorities can be added.

NLu stated that after the Governor Evaluation document has been analysed then a Governor Action Plan will be added to the SIP as well, as has happened on previous years.

There was a discussion regarding whether making sure children are 'making more than expected progress' should be on the SIP. LHi stated that due to the new National Curriculum and mastery, this now doesn't exist in the form that the Governing Body are used to e.g. 3 levels progress. There was a discussion regarding the next FGB training session in Aut 2 2015 on assessing without levels and a decision made that Governors would need to develop an idea of the type of information they would like to see on tracking and evaluating progress after this. MNo suggested that the Governing Body need to understand the new national curriculum.

LHi encouraged the Governors to email her with suggestions for the SIP so that we have a paper trail.

The School Improvement Plan was agreed in its current form by the FGB and also agreed that as it is a working document it will change. It will be looked at again after the training in Aut 2 2015 and hopefully added to and finalised then.

8.45pm JCo gave her apologies and left the FGB meeting at this point.

1893 Head Teacher's Report

This report was circulated to all Governors prior to the meeting.

LHi reported that Class 1 is now full. The appeal that was held in the summer for another pupil to come into Reception was unsuccessful. Therefore Reception stayed at 10 pupils with 10 also in Year 1 and 2.

There are 5 spare places in school which would only be allowed to be allocated into KS2.

JFI asked for an update on School's Direct. LHi reported that our student started in September and has now just left to start her first assessed placement at Bradwell Juniors, therefore we have just picked up their student to do her assessed placement with us. It all seems to be going well so far and has the impact of having another 'teacher' in Class 1 for the whole year. By the summer term they will be teaching almost 100%. We have been pencilled in to do the scheme again next year, but are currently holding off committing to see how this year works out.

Amanda Bacon is now a full time HLTA.

Curriculum matters were talked about. Class 3 have swapped from Ukulele playing to learning drums. Mrs Bacon is completing 1:1 support for named children identified through assessment procedures.

The offer of the Cyber Safety workshop that Mr Petts had offered to run for parents and the lack of uptake was discussed. JFI asked if a text message could be sent out to ask parents to register their interest as some may have not realised they were required to.

Review of progress made - Lhi pointed out that the 7% missing 2+ levels of progress in reading and maths were two separate children who had both missed the threshold mark required by one single mark.

The solar panel installation was discussed. MNo asked about how much money they would be saving school. LHi said from the second week of the summer holidays to the first week back in September (e.g. high summer) we had saved £58.

CONFIDENTIAL (1893)

This section has been recorded separately and will be available for approval at the next FGB meeting

1894 Chair's Report

As the meeting looked set to run over time NLu suggested that the chairs report be circulated electronically after the meeting. The document will be embedded into the minutes.



Chairs report FGB
Oct 2015.docx

1895 SVFS

The SVFS audit was circulated to the FGB before the meeting. Everyone had read the audit and it was agreed by the FGB.

1896 Governor self evaluation

The self evaluation was completed and will be used to form the Governor action plan for 2015

The skills and knowledge matrix was completed by each of those present.

1897 What have we done to improve the outcomes for the children during this meeting?

Completed mandatory administration.

Agreed and secured Governor and associate member positions and roles for the coming year.

Reviewed actions on premises repairs

Reviewed staffing arrangements and school place vacancies.

Agreed the content of the training meeting due in November. Assessing without levels is a priority.

Discussed this year's SIP so far.

Approved the SVFS audit.

1898 Date of the Next Meeting

Tuesday 24th November at 7 pm

Meeting closed at 9.15pm

Minutes approved:.....Chair. Date:

Approved