

Grindleford Primary School
Full Governing Body Meeting
Tuesday 3rd May 2016 7:00pm, Grindleford Primary School

1930 Present

Mike Nolan (Co-opted)
Leonie Hill (Head Teacher)
Juila Fletcher (Parent)
Helen Illingworth (Parent)
Paul Hayes (Co-opted)
Lou Wright (Associate)
Vikki Village (Staff)

The meeting opened at 7.07pm

1931 Apologies

Nicola Luscombe – Called into work to cover colleague absence.

Becky Harby –

Barbara Kwiecinski – Working abroad.

The Governing Body accepted the apologies.

1932 Declaration of interest in any agenda items for this meeting

PHa declared an interest in Agenda Item 4 – Governing Body Membership Review.

1933 Minutes of the Previous Meeting (09.02.16) and Matters Arising

1909 – Y6 SAT letter was written and parents did come to a meeting on the 25.02.16. NLu has written the Governor statement but not published yet. – **Action LHi/NLu**

1876 – Safeguarding training did not happen due to low availability of Govs. To be rescheduled. **Action LHi/NLu**

1925 – Joy Nunn has come into school three times and has written three separate reports. As we are a small school, these reports will be looked at for links across the whole school and delivered to the Governing Body as whole school initiatives.

The biggest aspect to have come out of Joy's visits has been to look at how we give feedback to children about their writing and how demoralising too much feedback can be. As a staff we looked at how we felt after the visits and then thought about how our children feel after each writing session, where they have tried their best but still get a list of things

they need to work on. This conversation has evolved into Class 3 experimenting with a different way of marking writing produced, which focuses on the positive, leaving the 'negative' points to work on next time for the next piece of work.

The effect that this has had on the children has been incredibly positive. They are enthusiastic about their work and feeling that finally they are producing good writing. The amount of progress made within Y6 writing since Easter has been incredibly pleasing.

Action – LHi to bring whole school report to next meeting.

1925 – Cricket Day to be arranged between LHI and MNo for links between the school and village in Summer 6 2016. National Cricket Week is the week beginning 20th June. **Action – LHi/MNo to liaise closer to the time.**

The Full Governing Body accepted the minutes as a true record.

1934 Governing Body Membership Review

Paul Hayes has applied to be Parent Governor and was unopposed last week when the election finished on the 28.04.16. This leaves two co-opted governor posts available.

LWr was approached to see if she would like to take up a position of Co-opted Governor, which she declined due to change in circumstances.

1935 Trevor Higginbottom, Vote to Co-Opt to the Governing Body

Discussion was held regarding Trevor's CV and skill set for the Governing Body. After a unanimous vote it was agreed to invite Trevor to the next Full Governor meeting on 28.06.16. **Action - NLu**

1936 Letters and Notifications Received. Parent Forum

This agenda item was agreed to be moved to the next meeting as NLu was absent and has the correspondence. **Action - NLu**

1937 School Improvement Plan: Update/Review

Peter Giliker came into school on the 01.03.16. Having changed the agenda, the day before, we looked at progress being made in writing across KS2, and reading, writing and maths in Y6. This meant that the work done on the SIP was reduced to 10 minutes. PGi shared a slightly different version of the SIP which only has action on regarding assessment and progress issues, e.g. writing. There was not space on this SIP format for items which require budgeting for under Audit, e.g. ICT requirements. PGi noted that our SIP layout was very up to date already and took on board the need to record school improvement initiatives with costings for when audit comes in. Therefore, the SIP will be left as it is for the rest of this academic year.

LHi went through the evaluated SIP. The only outstanding action is for LHi to commit the Inventory to the SAP system. The Finance and Premises sub are monitoring this action alongside other audit actions.

Achievement and Standards: Improving Progress – Point 2 - BKw and JFI came in on 12.02.15 to complete a work scrutiny on KS2 books.

1938 Policy Review/Approval

- **Assaults on Members of Staff – No Changes.** This is a DCC policy from the Personnel Handbook. It has not changed since the last review in Summer 5 2013.
- **Professional Competence of Teachers (July 2013) – New Updated DCC Policy.** This is a DCC policy from the Personnel Handbook. It was updated after our last review in Summer 5 2013. This policy has been run past all the teaching unions.
- **Complaints Procedure (June 2013) – No Changes.** This is a DCC policy from the Personnel Handbook. It has not changed since the last review in Summer 5 2013.
- **Disciplinary Procedure (March 2016) – New Updated DCC Policy**
This is a DCC policy from the Personnel Handbook. This policy has been run past all the teaching unions.
- **Managing Allegations (2016) – Procedures for Managing Allegations Against School Staff and Volunteers – New Updated DCC Policy.** This is a DCC policy from the Personnel Handbook. This policy has been run past all the teaching unions.

The Full Governing Body agreed all the above policies.

1939 Subcommittee Feedback

Leadership and Management (26.04.16)-

LHi and Hll still need to meet to discuss First Aid coverage. Have met informally, but need to do so formally.

- **Behaviour – No Changes Made**
- **Child Protection and Safeguarding – Most recent DCC policy.**
LWr had come up with a lot of comments on the policy, which produced a very good detailed discussion about the policy. Decision was made to add another website on the end of the policy. LWr was thanked for her comments and detailed specialist knowledge. This needs to go to Full Govs.
- **Tackling Extremism and Radicalisation – Most recent DCC policy.** This needs to go to Full Govs. Promoted an in depth discussion on ISIS and EDL/National Front and the issues for Derbyshire.

The full Governors agreed these two policies.

- **Physical Intervention** – To come to the next L+M sub (15.06.16) due to technical difficulties with Derbyshire InTheHive.

Hll brought up the PANTs Rule. This is a parental safeguarding leaflet about how to talk to your child to keep them safe. LWr advised the Gov Body that this has been issued in lots of Sheffield schools, whilst Hll had received it from a school in Berkshire. Full Govs decided that it would be good to send out to the parents. **LHi to action.**

The date needs changing on the minutes to 26.04.16. **LHi to action.**

Achievement and Standards (27.04.16) –

Previous minutes were agreed. JFI asked if the school website photos could be updated. Y6 preparation was discussed in terms of different teaching methods and splitting of Y5/6. The SIP was discussed. There were no policies to discuss.

A big discussion was held regarding governor visits to complete work scrutiny. It was a very positive experience. Progress from the beginning of the books to the end was easily seen. Differentiation was easily seen. Felt that it would be better to do work scrutiny before the sub committee with planning/objectives. NLu and JFI looked at Y6 writing books after the sub. Discussion held about writing courses. VVi updated after her course. Discussion was held regarding SEND.

Learning and Teaching (27.04.16) –

- **Collective Worship** – No changes made. Talked about religious assemblies and child led assemblies which tick a lot of our moral ethos as well as developing speaking skills, presenting and so on.
- **Educational OffSite Visits** – No changes apart from addition of most recent date of training. Talked about the system used for risk assessment.
- **External Contributors** – Updated policy – **to come to FG on 28.06.16**
- **Spelling and Phonics** – Updated policy n- **to come to FG on 28.06.16**

External Contributors and Spelling and Phonics need to come to Full Govs next meeting.

Talked about world book day and feedback about the success of the day. The children really stepped up to the challenge of the book reviews, although on the final day the selection of books could have been better and a lot of 'virtual' money was missed out on. It was felt that it should be repeated but with more planning next year and more investigation into books that are available. JFI and Hll asked if this was something parents could help with. LHi said that would be lovely and definitely something to think about next year. This would be brought up with PTA next meeting on 18.15.16.

Finance and Premises (26.04.16) –

- **Guide to Finance for Non Financial Staff** – No changes made.
- **Benchmarking** – Big discussion held regarding data held for the school for 2014/2015.
- **Annex 1 and Annex 5 Approval** -

Main purpose was to look at Annex 1 and 5. We reviewed some previous actions. LHi still has not done the Inventory. We looked at the SFVS audit and questioned and asked for evidence for the actions outstanding. A discussion was held regarding the very thorough Health and Safety Audit completed by LHi and PHa. Audit needs to be sent to all governors – **action LHi**

148 – typo ‘investigated’ instead of ‘infected’.

Looked at benchmarking for 2014/2015, which compared how we spend our money compared to other local or similar schools. This was very interesting as it covered all aspects from TA hours to electricity. We were often the middle school in all respects. Nothing the highest or lowest. This was a good activity to do before looking at the Annex 1 and 5.

1940 Annex 1 and Annex 5 Approval

Finance and Premises looked at a version of Annex 1 and Annex 5 on the 26.04.16. These had been created during the finance meeting on 14.04.16 with Catherine Cooper, our finance patch officer. Hll and PHa had also attended the meeting after completing their Finance Gov Training with DCC. After looking at all the budget headings, overspends and underspends, we could then populate the new Annex 1 with projections for spending during 2016/2017. After doing this we then looked at changes that need to be made and changes school would like to make and looked at how these changes affected the carry forward for the next three years.

The changes that were made at the meeting on 14.04.16 were:

- Clerking hours to increase from 25.10 to 37 hours in September 2016. [REDACTED] a desire to have a full time clerk, plus the added job of Clerk to Governors being advertised in the new post. The pay would stay at Grade 7, but bottom of scale.
- Increase of TA and SENTA hours from 25 and 25.06 to 32 hours each

At the Finance and Premises sub on 26.04.16, Govs requested that another Annex 1 and 5 were calculated with an addition of 12 hours to overlap with Mrs Callis during Summer 6.

[REDACTED]

Both versions of Annex 1 and Annex 5 were presented to the Full Governors and the differences explained with the rational. Full Governors agreed the second version with the clerk overlap hours and added the provision that the extra TA and SENTA hours were for one year only.

Action: LHi to liaise with NLu to get Annex 1 and 5 signed and sent off to DCC

1941 What have we done for the children of Grindleford Primary School at this meeting?

- Ensured there is an increase in TA support for the next academic year

- Ensured the long term financial stability of the school
- Ensured a smooth transition for the clerk role
- Broadened the skill set of the Governing body and the duration of stability within the governing body
- Looked at safeguarding and how we can help parent to feel more confident with discussing this subject
- We've agreed to repeat the success of world book day
- We've ensured the school is safe and healthy for the children
- Enhanced the DCC Safeguarding policy by utilising our expert Governor knowledge
- Governors ensuring progress and best practice via work scrutiny

1942 Date of Next Meeting – 28.06.2016

Meeting closed at 9.02pm