

Grindleford Primary School
Full Governing Body Meeting
Tuesday 9th February, 7:00pm, Grindleford Primary School

1912 Present

Nicola Luscombe (Co-opted Chair)

Mike Nolan (Co-opted)

Leonie Hill (Head Teacher)

Juila Fletcher (Parent)

Helen Illingworth (Parent)

Paul Hayes (Co-opted)

Barbara Kwiecinski (Co-opted)

Lou Wright (Associate)

The meeting opened at 7.00pm

1913 Apologies

Vikki Village sent her apologies. She is currently recuperating from a hospital operation. Apologies sent from Becky Harby due to unforeseen circumstances. Thanks were given for everyone for turning out, especially Lou Wright who has travelled from Matlock.

1914 Completion of outstanding declaration of business interest forms

Paul Hayes and Barbara Kwiecinski have completed all their forms. The GB have now all completed their forms.

1915 Declaration of interest in any agenda items for this meeting

No Governors declared any interest.

1916 Governor Vacancies

JFI was unanimously voted in to move over to being a co-opted governor, to leave a vacancy for parental governor position. LHi said Judy Robinson had talked to Trevor Higginbottom, who had expressed an interest again in being a governor. PHa stated that a parent within the village had also expressed an interest in joining the governing body.

1917 Governor Financial Skills Audit

The forms were completed by governors at the meeting.

1920 Minutes of last meeting Tuesday 1st December 2015

The minutes were confirmed as being a true record of the meeting.

1921 Matters Arising from 01.12.2015

- 1839 NLu and JFI visited school to complete the reading audit.
- 1843 BKw also stated that she is coming in to meet with RPe re School Council on 12.02.16.
- 1876 Safeguarding Training is still outstanding. Will take place on 22.03.16 for 1 hour. This is not mandatory, but everyone is welcome.
- 1879 QDD round up report was emailed out by LHi.
- 1909 Y6 SAT letter needs to still be written and parents invited in. LHi to also write about assessing without levels in newsletter and NLu to put on Governor statement. **Action NLu and LHi**

1922 Sub Committee Reports and Question Time

Leadership and Management (26.01.16)-

Looked and discussed the following policies:

- Staff Appraisal**
 - Brought to FG meeting, as the policy is an updated version due to union involvement in observation rules. Approved
- First Aid Policy**
 - No changes made and approved
- Grindleford Staff Handbook 2015**
 - Agreed with staff changes and approved
- Induction of Newly Qualified Staff**
 - No changes made and approved
- Induction of NQT**
 - No changes made and approved.

Discussions were held regarding the First Aid policy. LHi to meet with HII regarding her recent first aid training to make sure we are covering all aspects within our different policies. Next time we will be looking at the new Pay Policy.

The FGB agreed and accepted the policies.

Achievement and Standards (03.02.16) –

There were no policies to review for this meeting. The agenda is usually standard, but due to assessing without levels we would find this hard to do numerically and statistically. The decision was made to look at the children's books. BHa and NLu came in on 05.02.16 To look at KS1 and Reception books, alongside objective criteria. They followed a work scrutiny format which looked at progress, as detailed within the children's actual work books. Reception showed good progress being made across the year. Similar progress was seen in Y1 and Y2. Very clear objectives and a label that showed next steps. Very positive feedback in books. Y1 objectives were emerging in Sept and met by last Friday. Y2 similar, but a bit less evidence was seen. There were links seen between Y1 and Y2 work, especially within maths.

BKw talked about her email that had been sent out regarding a starting point for work scrutiny and that the use of a standard work scrutiny sheet was a good place to start.

LHi and staff are meeting with HV cluster and schools from wider afield to discuss assessment systems and how we all assess emerging/met etc so that hopefully the cluster schools will concur with their success criteria. This will enable evaluation and benchmarking by Governors to some degree.

Targets that have been set this year are very aspirational for Y6. The original targets were aspirational but realistic for the cohort, but we were strongly advised to revise them. Currently the floor standards may not be met, which Peter Giliker has advised, will trigger an alert to the DfE. Governors had a discussion about this difficult situation, how to maximise attainment without being unrealistic and causing excessive stress to the children balanced with satisfying external evaluators. The school narrative for this issue is well documented thought the year so far.

NLu talked to RPe about support from the budget. School were not keen on splitting the class in any way, staff feel that this would be detrimental in numerous ways. It was agreed to look into an extra supply teacher within the classroom. NLu is to follow up a local supply teacher. BKw advised about an extra person for in class support to help with individual target talks etc.

Learning and Teaching (03.02.16) –

Confidentiality Policy

- No changes made and approved

Maths Policy

- Changes made to wording due to National Strategy being changed to National Curriculum. Approved.

□ **ICT Policy –**

- Coming to the next meeting on the 3rd May

All the policies were agreed and accepted by the FGB.

The sub committee looked at strategy and assessments within boys writing. BHa had visited RPe on 1.02.16 looking at areas within maths co-ordination, looked at RasieOnline, assessment etc.

NLu and JFI came into school on 29.01.16 to look at reading and literacy walks. BHa is also coming into school to look at maths lessons.

BKw asked if RPe could give feedback regarding his educational visit to Guatemala when he returns. The trip is scheduled to take place during the Easter break.

Finance and Premises (26.02.16) –

A discussion around school audit action plan and activities that have been completed and those that are still outstanding took place.

PHa agreed to do a Health and Safety visit with LHi. Date to be set. **Action PH/LH**

The finance report was scrutinised and members talked through the four year forecast. LWr brought up the issue of young carers and pupil premium and a discussion was held regarding how to trawl for vulnerable groups within the school community so that we could retrieve the funding these children are entitled to. Decision was made for LWr to bring relevant information to the Safeguarding training.

□ **School Dinner Policy Jan 2016**

- Approved with just the charge for children's dinners being £2, not £1.95

□ **SFVS Assessment Form January 2016**

- Agreed, but brought to FGB for a minute number, before sending off to DCC by 31st March 2016. **Action LH**

1923 Policy Review/Approval

□ **Computer Disaster Recovery Plan –**

- Agreed by FGB

□ **Facilities Agreement (January 2005) –**

- Agreed by FGB

□ **Revised Code of Conduct for Employees (November 2014) –**

- Agreed by FGB

□ **Separated Parent's Policy (January 2016) –**

- Agreed by FGB

1924 School Improvement Plan Review/Update

Peter Giliker due to meet to work on this with LHi 9.30am on 01.03.16 to revamp the format in terms of the new OFSTED framework.

1925 Head's Report

Staffing structure and the pupil numbers are unchanged. A family from London has enquired but we cannot accommodate one child for KS1. This has gone to appeal. Another family in school are applying for a school space elsewhere due to a house move.

Schools direct initiative appears to be successful. The candidate is achieving high performance grades. LHi reported how impressed she is with the candidate's ability to manage and motivate the children.

MNo asked how candidates are selected. LHi explained that via signing up to schools direct the school contributes to the placement decisions.

We will sign up to this initiative again next year.

LHi reported progress on the literacy advisor visiting school (an action recommended by Peter Giliker) Joy Nunn will look at the way literacy is delivered and the quality of learning. She will make suggestions and advise on if, and how, things can be improved. These suggestions will then be discussed by staff.

BKw asked if the staff had considered the 500 word competition on radio 2. She felt the standard of writing for this competition and the competition itself would be advantageous.

LHi talked about the recent visit by Alastair Humphreys, the author of 'The Boy who Cycled Around the World'. He talked not only about his adventures, but also about being a male writer and how he hadn't been a good writer at school, but now found it his best adventure so far. Very inspirational for the children.

MNo & NLu asked that Joy Nunn supply the Governors with a report with her findings and recommendations **Action LH**

RuggerEds are to stage the cricket day. MNo to get involved with this initiative as part of the free cricket coaching deal is to make links with the local cricket club.

Peter Gilliker has offered to meet with the Governors to discuss the latest QDD report.

Leonie advised that next year the school would like to purchase a shed for the garden to house the relevant gardening and outdoor equipment.

Visitors into school since the last FGB meeting can be seen on the report.

All the staff have been trained in Makaton to help assist one of the pupils who has developing speech.

The whole staff have been updated on Asthma recognition and management in school.

The confidential section on the head teachers report was shared and discussed.

There have been no formal incident of bullying or racial incidents

1925 School Website Update/Governor Information

NL needs to do a spot check on the SCR and set a date for the Governor forum

Governor data to be put on the website. A discussion was held regarding attendance of governors on the website and the validity of it concerning small numbers of governors.

Governors are now expected to provide a published statement each year detailing the work of the governing body in terms of achievements and any difficulties that have been overcome. This statement is being written as part of the governor news letter and will come to the next meeting.

NLu talked through the governor training flyer and documentation sent out prior to the meeting regarding Data dashboards and so on.

1926 Governor Visits/Training

JFI and NLu fed back about their reading/literacy visit on 29.01.15. Talked about displays around the school. Sat in on two literacy lessons, which were very enjoyable. The new topic books have arrived and are being used. Visit write-up to be filed. **Action JF NL**

1927 Performance Management of the Headteacher

This meeting took place on 12.12.2016

1928 What have we done to improve the outcomes for the children during this meeting?

- Looked at ways of improving Y6 and strategies throughout the school to improve writing
- Agreed to request a report from Joy Nun
- Advertise parent governor
- Completed succession planning for GB
- Looking strategically at supporting pupils with particular needs
- Explored how to trawl the community for vulnerable groups
- Reviewed SIP and next steps forward

- Secured SVFS audit ready for sending to DCC
- Set a training meeting for Safeguarding for March 2016

Next meeting of the Full Governing Body: Tuesday 9th February @ 7.00pm