

Grindleford Primary School
Full Governing Body Meeting
Tuesday 2nd May 2017, 7:00pm, Grindleford Primary School

The meeting opened at 7.05pm

2012 Present

Barbara Kwiecinski (Chair, LA)

Leonie Hill (Head Teacher)

Julia Fletcher (Co-opted)

Helen Illingworth (Parent)

Paul Hayes (Parent)

Jane Campbell (Associate)

Cynthia Nettell

Peter O'Brien

Vikki Village

Beccy Ibbotson (Clerk)

2013 Apologies

Becky Harby (Associate) – due to work commitments

2014 Declaration of interest in any agenda items for this meeting

No interests declared.

2015 Minutes of meeting held on 7th February 2017

4.1 1987 Debbie Greaves visited on the 28/3/17.

1988 POB Declaration of Interest form completed.

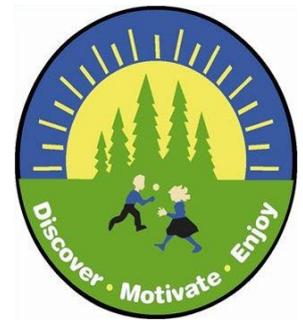
1963 BI forwarding any relevant information to governors.

1956 Governor training completed on the 28/3/17.

1972 Playground repair – ongoing

1981 Glossary of terms emailed – action complete

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



4.2 No matters arising from minutes.

2016 Minutes of meeting held on 28th March 2017

5.1 2005 Slide show on Guatemala on google drive – action complete.

2008 A card has been sent to Jenny Doyle from the Governing body – action complete.

2009 Training programme available on the google drive – action complete.

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

5.2 No matters arising from minutes.

2017 Feedback from Subs

6.1 4/4/17 Achievement, Standards, Learning and Teaching

POB and BH were absent.

Policies approved –

24 Assessment, Reporting, Recording, Records of Achievement – approved following a discussion regarding NFER results and the use of EYFS baseline assessments.

25 Display – the policy was discussed and approved.

26 Home School Agreement – the policy was approved. Governors requested that it be completed more frequently – **Action BI**

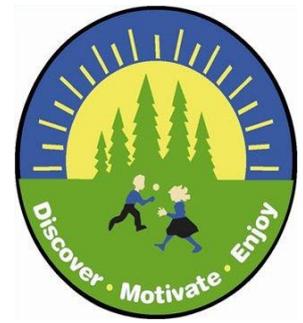
26 Homework – the policy was altered slightly and LH confirmed that they tie in with the Hope Valley's self- directed project focussed approach – the policy was approved.

Cursive writing has been introduced in class 1 and 3 and there is a handwriting trophy that is awarded weekly.

29 Work Scrutiny - the previous scheduled date was cancelled due to availability of governors and clashing with Red Nose Day. It was proposed to change the format of the work scrutiny in future to make it more flexible and improve assessment of progression. JF explained that governors would choose an area of personal interest or one that makes best use of their skill set and follow this area throughout the year. They would work in small groups so would be a smarter use of time.

30 LH gave a SIP progress update. The SIP was discussed and areas were highlighted that link into the subjects on the work scrutiny.

[REDACTED]



34/35 POB conducted a playground visit and the governors felt the report was very positive. It raised the question whether staff had enough down time. LH has discussed this with staff and no one felt it was an issue.

6.2 27/4/17 Leadership and Management

JC unable to attend due to work commitments.

149 The need for another governor to join the L&M committee was identified – to be discussed on agenda item 9.

137 First Aid Coverage ongoing – **Action LH /HI**

137 Louise Wright delivered her assembly on Young Carers assembly, CN confirmed it was very informative.

157 Policies approved –

Fire, Safety and Evacuation Policy – reviewed, discussed and agreed.

Inset – reviewed, discussed and agreed.

Long Term Medical – not being renewed by DCC it has been superseded by Administration of Medicines in Schools.

Administration of Medicines in School – this policy supersedes the long term medical policy. If a child has a long term medical need then under the new policy a Personal Medical Plan would be drawn up stating what medication is required, when, by whom, how it is stored etc. alongside a photo of the child and any other information required. This would be on display in the staffroom, in the child's classroom and in the kitchen.

JC suggested that parents should be reminded to inform the school of any medical issues. It was agreed to include this in the next newsletter – **Action LH**

The Full Governing Body agreed to adopt the new policy.

158 HI had visited and looked through the Safeguarding Portfolio and was happy with the contents.

HI was to join LH on a Safer Recruitment course run by DCC on 03.05.17 – this has been cancelled. The course is going to be rearranged.

6.3 27/4/17 F&P

BK joined the meeting and JC was unable to attend due to work commitments.

163, (153), (121), 176 Inventory now on SAP system – action completed.

R11 A daily checklist has been agreed and is being monitored by BI.



148 Progress being made with H&S actions, risk assessments still need to be completed – **Action BI**

164 The governors discussed the ongoing issue of the playground. It was agreed that the governors should write a letter of complaint to the company. PH and LH to write a letter which will be signed by BK – **Action LH / PH**

Quotes to be obtained from three other companies for alternative surfaces that are fit for purpose. It was agreed that companies should be consulted to ensure that it was suitable to lay a new surface on the existing playground. Guarantees would need to be gained.

POB suggested pulling together a working party to take up the existing surface to save costs. It was agreed to consult with companies and come back to this if the surface needs to be lifted.

JC offered her expertise, as a former project manager, to look through any quotation received.

LH confirmed that the devolved capital funds have been allocated to the kitchen area for the electrical work. The PTA will be asked if they can help with costs.

The governors discussed the number of children and the need to attract a higher number. HI and JC showed the governors a copy of the marketing spreadsheet they have developed and discussed the actions that have already been taken. The governors were shown a copy of the leaflet that had been designed. Adverts have been placed in Westside and The Peak Advertiser. There are other publications such as Door to Door and the Grapevine Magazine where future adverts could be placed. Suggestions of other places to place leaflets included libraries, Cliff College, sports and tennis clubs.

171 Kitchen refurbishment – was initially scheduled for Easter time but this date has slipped. Mark Lowe is co-ordinating the project and has informed us that the tender received has come in at a much higher amount than the budget. He is liaising with the company. LH has spoken to him about the asbestos that was disturbed to take a sample. The concern is that the fix is only temporary

LH gave the governors a further update since the F&P meeting. LH sent an email to Mark Lowe questioning the timescales and pointing out that the 6 month 'safe' period for the asbestos temporary fix would end on the 18th September. Following this email an asbestos expert phoned and confirmed that the asbestos could be patched and the asbestos would once again be encapsulated and it was a short job.

Mark Lowe has confirmed that the tender has been reduced but is still over budget. He has an under spend that is currently allocated to Darley Dale that he is trying to offset against the projected overspend at Grindleford. He suggested that work could start in May half term. LH to email confirmation of this phone conversation to him and copy PH – **Action LH**

The School Fund has been audited by Neil Roden. There were several invoices missing from the paperwork that Neil has highlighted. These have all been sourced and BI showed the governors at



the F&P meeting the completed files. PH said that Neil was happy to audit the accounts again next year.

Tree Survey - following the report from DCC there were concerns about branches overhanging the playground and causing a slip hazard. The report has identified that two trees need removing and two need to be crowned. BI has applied to Peak Park for planning permission. If permission is received the job will be put out for tender - **Action BI to chase.**

Annex 1 and Annex 5 – The governors were present at the Annex 1 and Annex 5 meeting with Catherine Cooper and were happy with the preparation. The governors expressed how impressed they were with BI's input. The documents have been finalised and have been brought to the meeting for FG approval.

PH explained that the committee discussed the budget running at a negative and continuously using the carry over figure to accommodate the yearly spend. It was agreed that it was acceptable for this period but it was something that needs to be looked into for the future. The F&P sub-committee are looking at different areas how the budget can be improved for future years.

Pay Policy 2016 – was agreed by the sub-committee and has been brought to the FG for approval. The Full Governing Body agreed the policy.

2018 Annex 1 and 5 Approval

The Full Governing Body approved the Annex 1 and Annex 5. BK to sign document and to be returned to the Patch officer – **Action BK / BI**

2019 SIP Update

LH gave an interim SIP update. Work has been actioned on all the action points apart from the subject leader work scrutiny time slots.

POB asked if the document could be colour coded to show progress within the report – **Action LH**

2020 Governor Body Membership

LH asked if JC would consider stepping up and becoming a Co-opted governor. The governing body could then look for a new associate member to join. The full governing body voted and agreed to this proposal. JC confirmed acceptance.

LH explained that the L&M sub-committee members number had reduced since Jenny Doyle's resignation. She asked if one of the governors could join the committee. POB offered to join the committee on a temporary basis until a new governor was appointed, he will attend the meetings when required.

2021 – Policy Approval

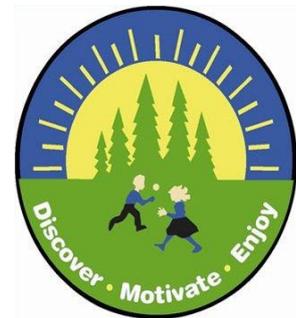
9.1 Safeguarding Portfolio – the portfolio consists of two files. The first contains the policies and sections of information. The second file contains the audits, checklists, certificates, actions from



audits, school training, any information on visits that are linked to safeguarding and a log of incidents.

The Safeguarding Portfolio is now part of our statutory requirements. The governors had been issued a link through the google drive to review these documents prior to the meeting.

1. Keeping Safe in Education – September 2016 – Information
2. Working Together to Safeguard Children – March 2015 – Information
3. What to do if you're worried a Child is being Abused – March 2015 – Information
4. Information Sharing – March 2015 – Information
5. Derby & Derbyshire Information Sharing Agreement – November 2015 – Information
6. Prevent Duty Guidance – June 2015 – Information
7. The Prevent Duty – June 2015 – Information
8. Tackling Extremism and Radicalisation Policy 2015 – DCC – approved L&M 26/4/16 min 121 and FG 3/5/16 min 1939
9. Prevent Indicator Checklist – December 2015 – Information
10. External Contributors Policy – November 2014 – newest DCC version – approved L&T 27/4/16 min 153
11. Single Central Record – Correct at March 2017
12. Code of Conduct for Staff – November 2014 – DCC – approved FG 9/2/16 min 193
13. Allegations Against Staff and Volunteers – March 2016 – DCC – FG 3/5/16 min 1938
14. Confidential Reporting Code – December 2016 - last version reviewed 4/12/15 min 1845 – the Full Governing Body agreed to adopt the new policy.
15. Staff Handbook – approved L&M 24/1/17 min 146 and FG 7/2/17 min 1991
16. Safeguarding Policy Version 7 – last version reviewed L&M 26/4/16 min 120 and FG 3/5/16 min 1939 – the Full Governing Body agreed to adopt the new policy.
17. Thresholds Document – Information
18. Escalation Policy and Process – August 2015 – Information
19. Equality and Diversity – this replaces Equal Opportunities last reviewed L&M 28/1/15 min 89 and FG 4/12/15 min 1839 and Race Equality and Cultural Diversity last reviewed L&M 28/4/15 min 94 and FG 5/5/15 min 1860 – the Full Governing Body agreed to adopt the new policy.
20. Anti-Bullying – last version reviewed L&M 11/11/14 min 80 – the Full Governing Body agreed to adopt the new policy
21. Behaviour Policy – approved L&M 26/4/17 min 119 and FG 3/5/16 min 1939
22. Positive Behaviour (inc Physical Interventions) – approved L&M 29/6/16 min 129 and FG 12/7/16 min 1951
23. Drug Incident Management – approved L&M 31/1/17 min 14 and FG 7/2/17 min 1991
24. Self-Harm Practice Guidance – November 2015 – Information
25. Health and Safety Policy – approved L&M 28/1/15 min 89 and FG 4/2/15 min 1839
26. Interim Guidance on Sexting – Information
27. Administration of Medicine – discussed in L&M 27/4/17 – the Full Governing Body agreed to adopt the policy
28. Intimate Care Policy – it was agreed to change the wording of the title so that the policy covers the whole school – the Full Governing body agreed to adopt the policy



29. Domestic Violence and Abuse Protocol – September 2015 – Information
30. Sex and Relationships – approved ASLT 31/1/17 min 14 and FG 7/2/17 min 1991
31. Derbyshire Safeguarding from Sexual Exploitations – January 2015 – Information
32. CSE Risk Assessment Toolkit – April 2015 – Information
33. Internet and E-Safety – approved L&M 17/11/15 min 131 and FG 1/2/15 min 1905
34. Derbyshire's Policy on Children Missing from Education – Information
35. Private Fostering Policy – the Full Governing Body agreed to adopt the policy
36. Separated Parents Policy – approved FG 9/3/16 min 1923
37. Complaints Procedure – approved FG 3/5/16 min 1938
38. Summary Guidelines on Record Retention – Information

The governing body has unanimously approved and agreed to the Safeguarding Portfolio.

POB stated that it is an arduous task to look at so many policies at one time. LH clarified that when the portfolio comes up for review, she will highlight which policies have been updated and these will need to be reviewed and agreed. JF suggested reviewing any changes to policies as they come through to make the process more manageable next year.

2022 Governor Training Updates

Training programme available on the google drive for the governors to view.

JC expressed an interest to attend the Finance training – to advise which date she would like to attend – **Action JC**

BK to attend the Governor Safeguarding Training on the 5th June and feedback to the rest of the governors.

HI and LH to attend the Safer Recruitment training – the 3/5/17 course has been cancelled and we are awaiting a rescheduled date.

2023 What have we done at this meeting to improve the outcomes of Grindleford Primary School children?

We have ensured that the Safeguarding Portfolio is in place and accessible to governors and staff

Identified ways to speed up the kitchen refurbishment to reduce disruption to the running of the school.

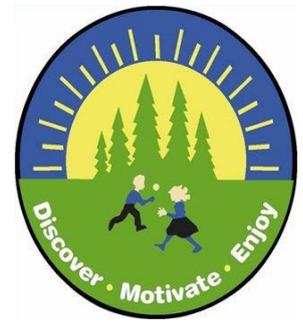
Agreed and approved the funding for the next academic year.

Seen a clear link between policies and the SIP.

Appointed a new co-opted governor to the governing body.

Identified a need to recruit a new governor who has a particular skill set.

Developed a strategy for sub committees to pull on other governors to join the meetings when needed.



Reviewed effective working practices.

Discussed improving the playground.

As a governing body started to develop a long term financial plan.

2024 Date of Next Meeting 4th July 2017

Meeting closed at 9.06pm

Signed (Chair)..... Date.....