

Grindleford Primary School
Full Governing Body Meeting

Tuesday 7th February 2017, 7:00pm, Grindleford Primary School

1985 Present

Barbara Kwiecinski (Chair, LA)

Leonie Hill (Head Teacher)

Juila Fletcher (Co-opted)

Helen Illingworth (Parent)

Paul Hayes (Parent)

Jane Campbell (Associate)

Becky Harby (Associate)

Vikki Village (Staff)

Beccy Ibbotson (Clerk)

Becky Harby

The meeting opened at 7.00pm

1986 Apologies

Jenny Doyle – due to poor health

Peter O'Brien – unable to attend as on holiday

1987 Discussion of SIRR

Debbie Greaves (Schools Improvement Officer) visit to be rearranged as SIRR document is currently with DCC being quality assured. – **LH to liaise with DG to rearrange**

BK Barbara commented that they had a very positive meeting with DG and felt she had a very positive approach which was different to the previous year.

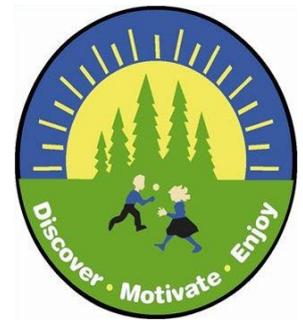
1988 Completion of outstanding declaration of interest forms

BH, CN, PH, JF, BI and JC completed the declaration of interest forms at the meeting.

Outstanding forms from JD and POB – **Action BI**

Outstanding Financial Management Skills Matrix forms completed by BH and JF all now completed.

1989 Declaration of interest in any agenda items for this meeting



No interests declared.

1990 Minutes from Previous Meeting (6/12/17) and Matters arising

- 1976 CN and JC have now joined the Governing Body and have made a very positive impact already.
- 1978 Return of signed Declaration of Business Interest Forms – Action in minute number 1988
- 1963 Gov support website to be monitored by BI and BK and forward any relevant information to the governors. **Action BI / BK On going**
- 1968 Governor Handbook updated – completed
- 1956 Governors to be trained on Google Drive. This will enable Governors to have access to a Governor folder where they can access all the documents – Date set for 28th March 2017
- PH DBS outstanding – **Action PH & BI**
- 1972 LH is in discussion with DCC regarding the next steps we can take to get this matter resolve and a satisfactory repair made – **On going**
- 1981 Governor Training and evaluation of data. RP discussed the 2016 results using the EYFS, KS1, KS2 and Phonics Attainment data book.
- LH has written a document detailing the reasons and responses to the results. LH to email out to Governors. Governors were reminded that this information is confidential.
Action LH
- CN suggested that a glossary of terms would be helpful - **Action BI to email**

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

1991 Feedback from subcommittee meeting

Leadership and management (24/1/17) –

Everybody was present and BK joined the meeting.

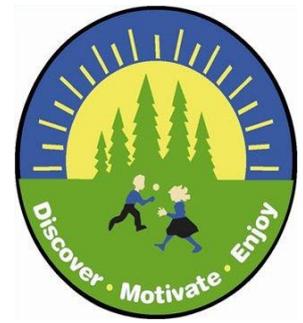
Jenny Doyle was unanimously voted in as the Clerk.

Minutes from previous meeting to be altered to show that PH was not present – Action completed

PO'B asked if he would like to join the L&M but he declined offer. More quorate with JC joining as an associate. Decision was made to move F&P to be the first meeting and L&M as the second.

137 - HI and LH to look at First Aid coverage in policies – **On Going**

Lou Wright delivered her assembly on Young Carers on 27/1/17, this was very well received.



138 – ECO committee working on website and completed a travel to school questionnaire.

146 – The Appraisal Policy, Security Procedures were agreed. The Staff Handbook and Support Staff Development were agreed following some changes.

147 - PH has agreed to be on the alarm call out list. PH to come in to look at alarm. BI to update security company with PH details – Action completed.

Achievement & Standards / Learning and Teaching (ASLT) (31/1/17) –

BK sent apologies. All over governors were present.

13 – (131) (5) Governor information to be uploaded on to the school website. LH to forward details to BI – **Action LH / BI**

13 – (5) R Petts invited to speak to Governors about recent visit. BI to email and invite R Petts to next meeting – Email sent

14 - 11 polices were agreed and approved by the Governors.

Work scrutiny – proved to a very useful session. The scrutiny needs to be limited to smaller areas and relate to the SIP to be more efficient and effective. The process found that the children showed excellent progression and lots of self-assessment. The next work scrutiny is scheduled for the 24/3/17. The focus of this work scrutiny to be discussed at the next meeting.

SIP progress update - Governors looked at the Autumn 2016 scores. All borderlines expected to get 'expected'. Some expected to move from expected into exceeding. JF clarified that the glitch in the system was a computer glitch. Cross class observations are planned and impact to be discussed next time.

BH has attended a numeracy session with R Petts. Dates of other visits to be booked.

Finance and Premises (24/1/17) –

Everybody was present. BK and BI joined the meeting.

121 / 176 Inventory not on SAP but aim to be completed by next F&P meeting – **Action BI**

148 List of H&S action outstanding – **Action BI**

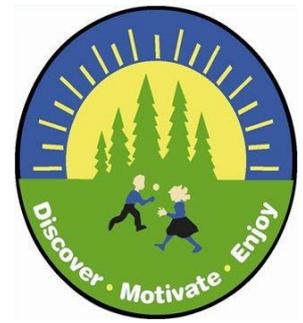
CN asked for clarification of where the budget for caretaking is on the Annex 1 – LH explained this was paid for as a lump sum to Property Services, who then pay the wages.

156 Fire door work completed, painting to be completed

164 Playground issue ongoing – **Action LH**

165 Critical Incident Policy to be signed by BI - Action completed

BK and PH to discuss the head teacher salary at a more appropriate time.



LH informed the governors regards Reception intake 2017. The number on the School to Schools website shows, 6 children are down as 1st choice, 5 children as 2nd choice and 5 children as a 3rd choice.

HI and JC have completed an advert and editorial that will feature in The Peak Advertiser. HI to research possible marketing opportunities in the Sheffield, Westside magazine and production of leaflets to be distributed to toddler groups and estate agents.

171 Premises – kitchen refurbishment – the quotation for the electric works has come through and it was felt that the quote was reasonable. The work needs to be funded by the school. The quotation is for £3800.00 – the governors unanimously agreed to this spend.

177 PH confirmed that Neil Roden is happy to audit the School Fund – **Action PH / BI**

PH has visited to look at alarm, POB to arrange visit on his return.

1992 Schools Financial Value Standard (SFVS)

The document was agreed by the full governing body. Document to be sent to Derbyshire Audit Services – Action LH / BI - Action completed

1993 Policy review

Avoidance of Disability Discrimination - September 2011. LH has checked and this is still the current version – the document was agreed by all governors.

1994 Head teacher Report

The head teacher presented her report (see embedded in agenda).

JC to come on Wednesday morning to visit – **Action JC**

LH informed the governors about the Dance Festival that a group of girls are attending from Class 3 on Wednesday 8/2/17. The children have worked hard perfecting a routine in lunchtimes and after school. There is an opportunity that they may go through to the next level in the competition.

[REDACTED]

CN asked for details of the whole school trip in the summer. BI to email date to CN – Action completed

1995 School Improvement Plan (SIP)

The SIP layout has altered from previous years. It still shows a 3-year overview. LH explained that it follows OFSTED themes. The success criteria are detailed at the top and them broken down into



achievable layers. These have come from talks with School Improvement Advisor and SIRR recommendations.

Governors were encouraged to add and expand the SIP document to ensure nothing was missed. The budget setting process will be led by this document.

1996 Chair's Report

The Chair presented her report.

Grindleford Primary School Chair's Report Governors' Meeting – 07 February 2017 – 7pm

This is my first report as chair of governors. I can only say it is a privilege to take on this role. In a short space of time many changes have happened. As stated in the first meeting I chaired; I welcomed Beccy as our new clerk to the governors. Already this appointment has had a very positive effect on all aspects of school life. In addition, the new members to our governing body have added extra perspective to our wide and varied skills' set.

I see Grindleford School as a place where everyone feels valued and cared for. In this comment I include staff, pupils, parents, carers, governors and all outside agencies. I am aware that all new governors have toured the school with our headteacher and joined in school lunch. It is my role to offer new members a governor mentor. I do this willingly and assure all members that both Leonie and I encourage open communication and challenge. The door is always open.

I see part of my role as sharing current educational thinking. The meeting with our school improvement partner was very positive. Adding another dimension to this I would like to share the current Ofsted thinking on the strategic role of governance and their research. I include a web link: <http://www.slideshare.net/Ofstednews/ngaimprovinggovernancenov16>

The slide show is quite long but on reflection we can tick many boxes and identify our good practice. Slide 7 clearly defines our responsibilities and slide13, the importance of reflection on practice. We are ahead of the game in terms of self-evaluation in comparison to some schools. I feel there is a need to extend our current practice and link this to our developing school evaluation format.

Safeguarding is an issue we need to address as a whole governing body. There is a need to move this forward. I have elected to attend an LEA course in June and Leonie and I think it appropriate if we work together at the next full governor meeting using an on line training package.

I would like us to extend the final FGB item where we identify 'What we have contributed to students' lives in our meeting' to include our extra input within the school's working day.

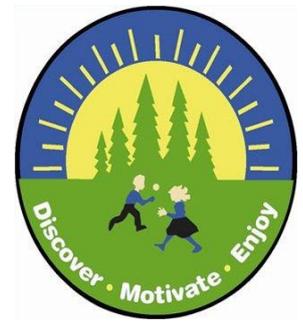
Thank you for your very insightful and positive support.

1997 Governor Update Information and Training Opportunities

BI informed the governors of the following training events that are scheduled.

Monday 5th June 2017, 6pm-8pm @ £62.00, Safeguarding Training for Governors – BK to attend

Saturday 11th March 2017, 9.30am – 3.30pm, New Governors @ Parkside Community School, Chesterfield – Cynthia Nettell attending.



Monday 13th March 2017, 6.30pm – 8.30pm, Governor Strategic Briefings @ Parkside Community School, Chesterfield – Helen Illingworth and Cynthia Nettell attending

Monday 27th March 2017, 6.30pm – 9.30pm @ HVC – Jane Campbell and Jenny Doyle expressed as interest, awaiting confirmation.

BK expressed an interest to attend a Finance based training course. BI to check availability and email information out to governors – Action completed

LH advised that the Governor Handbook which was distributed to the FGB is up to date.

1998 Performance management of Head Teacher

BK, PH and JF looked at the head teacher's performance management with Debbie Greaves. LH confirmed that the professional process was completed.

1999 What have we done for the children of Grindleford Primary School at this meeting? What have we done as governors?

- Through the hard work of HI and JC set in motion a marketing program for the school.
- Celebrated the children taking responsibility for their own learning through the Dance Festival and Change for Life.
- Established a good connection / relationship between the governors and the children due to frequent visits.
- Identified learning opportunities and extended the governor skill base by attending training courses.
- Driven the refurbishment of the kitchen forward and agreed to the spend that is required.
- Showed support for the head teacher.

2000 PH shared the news that preschool have been rated Outstanding by OFSTED. The governors sent their congratulations.

2001 Date of Next Meeting 28th March 2017

Meeting closed at 8.38pm

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