

**Grindleford Primary School**  
**Full Governing Body Meeting**

**Tuesday 1<sup>st</sup> December 2015, 7:00pm, Grindleford Primary School**

**1899 Present**

Nicola Luscombe (Co-opted Chair)

Mike Nolan (Co-opted)

Leonie Hill (Head Teacher)

Victoria Village (Staff)

Juila Fletcher (Parent)

Helen Illingworth (Parent)

Paul Hayes (Co-opted)

Barbara Kwiecinski (Co-opted)-

Becky Harby (Associate)

Lou Wright (Associate)

Richard Petts (Training)

The meeting opened at 7.00pm

**1900 Apologies**

There were no apologies received. LWr was warmly welcomed as a new associate member to the Governing Body.

**1901 Completion of outstanding declaration of business interest forms**

The incorrect forms had been circulated to some Governors. The correct forms were circulated and will be collected at the next meeting.

**1902 Declaration of interest in any agenda items**

No Governors declared any interest.

**1903 Minutes of last meeting Tuesday 20<sup>th</sup> October 2015**

All Governors had received the minutes of the meeting for 20<sup>th</sup> October 2015 via email two weeks before the meeting.

1887 - Mike Nolan was voted on as Vice-Chair unanimously. A discussion was held regarding the requirement for a new Chair from next year and whether other Governors were willing to step forward.

- 1839 - The reading audit will be completed in the second week of Spring 3 2016. As recorded in the Learning and Teaching sub minutes of 18.11.15. **NLu and JFI to action**
- 1843 – BKw updated the FG about her Finer Diner experience with the newly elected School Council. She expressed a desire to complete further work with the children.
- 1860 – School fund has now been audited by Neil Roden as detailed in the Finance and Premises minutes of 11.11.15.
- 1876 – Safeguarding training will take place in the new year due to heavy work commitments. **NLu to action**
- 1879 – LH to email out the QDD summer roundup report. **LHi to action**
- 1891 – The updated FG Handbook 2015 has been circulated via email with the amendments made. PHa has kindly agreed to be Health and Safety Governor.

#### **1904 Matters Arising from 20.10.15**

There were no matters arising from the minutes and they were agreed as a true record.

BKw asked about how Governors could have their thoughts outside of the meeting recorded. A discussion was held regarding BKw sending an email which should have been brought to the Full Gov meeting on 20.10.15. LHi apologised for the oversight. It was decided that this is a good way of Governors recording that they have read and commented on documents sent out.

#### **1905 Sub Committee Reports and Question Time**

##### **Leadership and Management (11.11.15)-**

Hll was voted in unanimously as Chair, with MNo also unanimously voted in as Secretary. The terms of reference were discussed and agreed again after the FG 20.10.15.

The policies had been received via email in advance of the meeting.

**Asthma Policy** – Reviewed and agreed with no changes made.

**Sun Policy** – Reviewed and agreed with slight changes to wording around sun cream.

**Staffing Policy** – Reviewed and agreed with the only change being the staffing sheet had been updated.

The FG agreed and accepted the policies.

BKw asked that if Governors had questions that were pertinent to the L+M committee then should they be emailed through to the Chair of the subcommittee. MNo replied that any Gov can influence the agenda of any subcommittee.

##### **Achievement and Standards (18.11.15) –**

JFI voted as Chair and NLu as the Secretary. The terms of reference from the Gov Handbook were discussed and agreed as per the FG 20.10.15.

There were no policies to be approved during this meeting.

Discussion was held on groups within school, especially Pupil Premium and adopted children; how much money is being generated and how it is being spent.

There was a detailed discussion regarding phonics and Y3 progress and interventions. This led to a discussion about assessing without levels, which is very difficult to benchmark under the current climate. Discussion was held on phonics and the new curriculum and VVi shared insight onto how assessments were carried out within classrooms. BHa agreed that her children are definitely aware of what they need to do in order to move forward and that the sticker system is very clear for the pupils and parents.

A discussion was held under AOB as to whether the school would be able to move the Sports Day further into the summer term. LHi advised FG that it will be moved this year.

LWr asked how many pupil premium children we have. [REDACTED]

### **Learning and Teaching (18.11.15) –**

BHa was unanimously voted in as Chair with JFI as Secretary. The terms of reference for the sub were reviewed and agreed again as per the FG 20.10.15.

BHa has taken on the roll of Numeracy link Governor and both BKw and RBi had attended school for Finer Diner sessions since the previous meeting.

The policies had been circulated before the meeting via email.

The **Science** and **English** Policies were noted from the previous minutes as needing to come to this FG meeting. Literacy policy was discussed in terms of the sticker usage for targets and so on, which was backed up by BHa by saying that her children knew exactly what they needed to do in terms of moving forward. The FG agreed these policies.

**Acceptable Use of School Hardware Policy** – This is a new policy and replaces the previous policy. It has been updated and broadened to cover Cyber Safety as well as school hardware usage. The office computer is covered by DCC, whilst the other computers in school are overseen by RPe. Insurance was discussed for example, that if staff left their laptop in the boot of their car and it was stolen they would be liable for the cost. This policy was circulated to the FG prior to this meeting.

**Community Cohesion Policy** – Reviewed and agreed with no changes.

**Use of Internet and E-Safety** – This is a new updated policy which details what is acceptable use and the consequences (disciplinary action) of non-acceptable use. There was a discussion about Cyber-safety and staff not using their own devices during lesson times etc. The children are not allowed devices in school at all. This policy was circulated to the FG prior to this meeting.

**Curriculum Policy** – Reviewed and agreed with no changes, under the discussion that the school map was a working document and may change over the year.

**EYFS Policy** – Reviewed and agreed with slight changes of the name of the system now used to collate data.

All the policies were agreed and accepted by the FGB.

### **Finance and Premises (11.11.15) –**

MN voted back in as Chair. NLu as Secretary. The terms of reference were discussed and agreed as at FG 20.10.15.

The Critical Incident Plan was agreed and the Financial Procedures and Regulations 2014 (SAP) was also agreed. These policies had been emailed to Governors prior to the meeting.

School Fund has been audited by Neil Roden in November 2015. The main outcome was that no cheques should go out without an invoice. The amounts unaccounted for were only a small number but collectively almost reached £1000, which was unacceptable. LHi informed FG that she had discussed this issue with TCa.

The SVFS Audit Action Plan was discussed. The governors spent time discussing the action plan and the rationale for agreeing or disagreeing on the HTs recommendations. MNo recommended that the FG read the minutes as they were very detailed and substantial. (The minutes were circulated prior to the meeting) A couple of examples were read out to the FG such as the request to audit the school uniform order and surplus. This was agreed as unnecessary. LHi advised the FG that the school have now purchased iron on badges to save parents money on uniform.

Financial report. There is currently a carry forward of over £80,000. The balance for the next four years show prediction firmly in the black, however it drops substantially after that. As per numerous experiences and discussions on the budget balance, this will be closely monitored as the spreadsheet year on year, does not always correspond with the 4 year forecast.

### **1906 Policy approval of IT Acceptable Use Policy**

This policy was circulated to all governors alongside the minutes and policies for Learning and Teaching Subcommittee (18.11.15). The FG agreed and approved the policy.

**1907** The business section of the meeting finished at 7.50pm.

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**1908** Richard Petts was welcomed to the FGB for the 'Assessing without Levels' training session. This began at 7.52pm

**1909** The National Curriculum. (A 202 page document which Governors are expected to be familiar with)

RPe gave out sheets that he has developed for the school to use which have taken the National Curriculum objectives into a more accessible format. These are used for assessment as well as planning for lessons and building on learning. This is a cycle which informs our formative assessments.

Discussion was held about the broadness of the objectives. The assessment cluster have discussed at length how many pieces of evidence are required in order to state whether the child has achieved the objective or not. However, other schools within the cluster don't always adhere to what has been decided.

The maths objectives are less broad and therefore are easier to assess, however there are a lot of them to cover.

These sheets are used at the end of every full term. We do this to provide us with a form of tracking after the Government removed the system of levels. The new curriculum has removed the measurability of progress, due to some objectives being either very simple or extremely huge. All we can do at the moment is collect ticks. This is all done with the overview that no real assessment can take place in years other than Y2, Y4 and Y6. However, there is some evidence to be able to see progress for cohort specific groups.

The Interim teacher assessment frameworks for the end of KS1 and 2 were given out. This was released by the Government in Sept 2015. This is purely for 2016. We can then assess whether the children are 'working towards', 'working at' or 'working at a greater depth' of the standards. TA will statutorily report where the children are at within these three bands. KS1 will still have SATs papers. BKw began a discussion about the attainment criteria not matching the National Curriculum, which has created a lot more work for teachers. This is very clearly being marked as 'Interim', therefore will definitely be different next year. KS1 is very similar to what we have completed before. PHa asked if the Government was aiming more towards telling parents their children were below age expectations or whether it would be delivered a bit softer than that. RPe stated that we always say where the children are at and what the children need to work on to achieve more.

KS2 sheets were discussed. BKw asked if any exemplars have been given out to help with what each statement means. The Government have not distributed any, but the assessment cluster have moderation meetings to discuss them instead. A detailed discussion was held around more depth as opposed to higher learning. The opinion was held that we should more pupils forward to their abilities, but we are not able to.

The SATs will give the children a raw score, which will then be converted into a scaled score. 100 will be deemed as the pass or fail and the children will be given a percentage of where they came. Hll asked if the children had to know this data. The reports are always sent to the parents and therefore it will be down to them whether they want to share it.

LWr asked how this would be communicated to parents to avoid issues. Achievement and Standards (18.11.15) had also had this discussion and whether it would be useful for the Governors Forum to have this as a subject. LHi to write to Year 6 parents to invite them in for a special SAT talk – **LHi to Action**

BHa pointed out that the goal posts seemed to have changed, which they have. The good side is that children are being stretched earlier before they have to be broadened out!

PHa asked if this system could enable children to fall behind without being noticed. Due to our strong formative assessment systems this would be difficult to happen here, although some larger schools may struggle.

BKw asked how RaiseOnline will happen next year. A discussion was held about not being able to compare two very distinct systems. How can it possibly happen?

If you look at the maths curriculum there are huge gaps missing, e.g. graph work. Does this mean they won't be expected to know about them? We are teaching to the National Curriculum as much as we can.

A discussion was held about secondary schools, who will be moving to Grade 1-9. MNo led this discussion bringing in valuable insight from his own work place.

The school still has issues within writing, especially boys. This is still the weakest subject which is tested within school.

The training meeting ended at 8.53pm.

**1910 SIP update.**

After the training tonight, the SIP needs to be revisited in terms of what has been learnt. All Governors are welcome to look at Raise and the other documentation and bring ideas for objectives to the next Achievement and Standards meeting. These ideas need to be added to the agenda when it gets circulated. All Governors are then very welcome to join the meetings.

**1911 What have we done to improve the outcomes for the children during this meeting?**

- Responded to parental request to change the date of the sports day
- Acquired a greater understanding of a new national curriculum and how the governing body can support the children without levels
- Parents to be informed in order to support their children.

**Next meeting of the Full Governing Body: Tuesday 9<sup>th</sup> February @ 7.00pm**

**Minutes approved: ..... Date :**