

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES
12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1700 Present

Nicola Luscombe (Parent, Chair)

Mike Nolan (Parent)

Leonie Hill (Head Teacher)

Rachel Siddall (Staff)

Joanne Crutchley (Parent)

Barbara Kwiecinski (Community)

Louise Burton (Community)

Judy Robinson (Authority)

Nicola Platts (Clerk)

Meeting opened at 7:00pm.

1701 Acceptance of Apologies

The Governing Body accepted apologies received from Rob Bingley.

1702 Governing Body Membership

N Platts confirmed that Joanne Crutchley had been reappointed as Parent Governor from 1 February 2013. Rob Bingley has also been re-elected as Local Authority Governor from 4 December 2012 to 3 December 2016.

1703 Declaration of interest in any agenda items for this meeting.

No declarations of interest were received.

1704 Discussion of the SIRR

Tim Dutton will attend the Full Governors Meeting on 7 May 2013 (6:30pm) to discuss the SIRR.

1705 Minutes of the Meetings held on 23 October 2012 and 27 November 2012.

Amendments to the minutes of the meeting held on 23 October 2012:

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1680. The last sentence should read 'LH said that good reports had been received from discussions with staff through pupil interviews and learning walks.

1689 Amendment to the last sentence. Before KS2 team games, invasion games and net games are not permitted (remove the remainder of the sentence).

1690. The title should be 'Links with Grindleford Pre School'

With these amendments the minutes of the meeting on 23 October 2012 were accepted as a true and accurate record of the meeting.

Amendments to the minutes of the meeting held on 27 November 2012.

1698. Action: Replace Patient with Parent Forum.

With this amendment the minutes were accepted as a true and accurate record of the meeting.

Actions:

NP to ensure that R Siddall receives an Induction Pack.

NL to organise a meeting with R Siddall as part of her induction.

LH to email a copy of the School Improvement Plan to members of the Governing Body.

School Secretary to provide copies of the quotes and the invoices for the refurbishment of the school railings.

LH to email a copy of the Asthma policy to Governors.

1706 Budget

L Hill said that due to the incredible work of R Bingley has done, the flexibility of the support staff who have swapped jobs/roles and the school secretary chasing VAT returns from the County Council the current predicted financial position for the next 3 years is a surplus with a deficit of £6K predicted by the end of year 4. The risk is that a number of changes are being made to the budget which could affect this prediction.

1707 Head Teachers Report

L Hill presented her report. She expressed the sentiment that the school would miss Mrs Robinson dearly from Easter when she will retire and gave her a massive thank you for her work with the children.

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

NL commended the school on the decision to devise a team teaching plan with the teachers teaching to their strengths across the school. It was felt that this would be a good development plan for the staff giving them experience of teaching across the whole school age range.

NL requested clarification on the high frequency word testing. LH said that the children did not use the learning from their spelling practise when they were putting the words into context in a piece of writing. She said that the challenge was to get the children into the habit of editing their own work.

The Governors discussed the request from the County Council to put the £8K in the school budget allocated for buildings into an insurance scheme set up by the Council for big projects, for example, large structural damage caused by high winds. This £8k is in the general budget and is not ringfenced. The school is asked to decide whether it wants to join the scheme by 15 March 2013. The Governors had some questions about the implications of not joining the scheme.

- If there was large structural damage to the school would the school have to find someone other than the council to fix it?
- The landlord has advised that they could not guarantee any work that was not done by the council. What are the implications of this?
- Liability for tenants?
- Could the PTA funding be ringfenced as a contingency fund for such an occurrence?

The Governors agreed that due to the good condition of the school buildings at this time and the improved budget position no action would be taken at this time.

1708 Progress towards the School Improvement Plan.

The SIP has changed style to reflect the joined up nature of the SES (School Self Evaluation Schedule) and the SIRR/QDD (School Improvement Record Review/Quality Development Dialogue) reports. Each section should now be easier for the Governors to monitor in subcommittees.

Achievement and Standards to review 'progress and attainment'

Leadership and Teaching to review 'quality of teaching and **SMSc?**

Leadership and Management to review 'behaviour and safety of pupils and leadership and management'.

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

Consideration will be made at the next subcommittee meeting whether to change the titles of the subcommittees and whether to merge two of the committees.

Action: NP to find out date of R Bingley visit to school missing from the Head Teachers report.

BK left at 8:05pm

1709 Chair's Report

NL presented her report. She thanked the Governing Body for their support in attending the briefings about the budget as well as the PTA and Parents Forum. She thanked RB specifically for his support.

Action: Subcommittees Secretaries are asked to include the Clerk in their email distribution for agendas and minutes. Signed minutes when ratified should be put in the file in the School Staff Office.

Action: Subcommittees to vote in the Chair and Vice Chair at the next meeting if not already done so. This must be done on an annual basis and recorded in the minutes.

Action: NL will add 'Response Required' to the subject header of emails when an urgent help or support for a decision is required from Governors.

A number of experienced Parent Governors will be leaving the Governing Body in 2015/16 when their children leave for secondary school. NL recommended that at the last meeting of the academic year the Governors consider options for managing this change in membership to ensure that there is a good handover between current and new Governors

**Action: Clerk to add to the Summer 5 FGB agenda – Parent Governor membership 2015/16
NL to seek advice from Governor Support**

NL recapped on the outstanding actions from the Governing Body Self Evaluation Action Plan.

- **Develop systems to seek views of pupils, carers and staff** - the suggestion was made to hold focus groups with school children.
- **Governor visits** - Governors are asked to submit written feedback of visits to the Head Teacher which will then be reporting to the FGB. The Clerk must also receive electronic copies for evidence.

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES
12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

- Evaluation of Safeguarding Procedures – planned training and update for Governors on safeguarding on 19 March 2013. **NL will complete the safer recruitment qualification on line. No course is available.**

Action: Clerk to add the visit template to the Governors Handbook.

1710 Feedback from January 2013 Subcommittees.

- Finance and Premises Meeting held on 29/1/13.
- Leadership and Management Meeting held on 29/1/13

The following policies were agreed with no amendments.

- Staff appraisal
- Induction of NQT
- Induction of Newly Appointed Staff
- First Aid
- Staff Handbook (minor amendments made)

- Achievements and Standards Meeting held on 22/1/13
- Learning and Teaching Meeting held on 22/1/13

The following policies were agreed with no amendments.

- Confidentiality
- ICT
- Maths

1711 Policy Review

- Computer and Disaster Recovery and Security Plan – agreed
- Teachers Standards Code of Conduct – agreed
- Trade Union Facilities Agreement – agreed.

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES
12 February 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

Action: Clerk to change title of Staff Conduct policy in the Governors Handbook.

1712 Governing Body Matters

It as agreed that the training offered by Mr Petts on evaluating progress and attainment would be repeated annually at the Autumn 1 meeting. The Governors Handbook will be reviewed at the Autumn 2 meeting.

1713 'What have we done at this meeting to improve the outcomes of Grindleford Primary School children?

- A plan of action has been agreed to link the SES to the Subcommittees to make it easier for Governors to review progress against the SIP.
- Governors discussed how to secure improved financial position going forward.
- An action plan has been agreed for further Governor training.
- Governors were updated on children's progress via the Head Teachers report.

Action: JC to email Chair of Grindleford Preschool offering to act as a liaison between the school and the preschool.

Next Meeting of the Full Governing Body Tuesday 19th March 2013. 7:00pm (training meeting – Safeguarding)

Meeting closed at 8:45pm

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda for FGB 12 February 2013*
2. *Minutes of the FGB meeting held on 23 October 2013*
3. *Minutes of the FGB meeting held on 27 November 2013*
4. *Head Teachers Report*
5. *Chairs Report*
6. *QDD SIRR 2012/13*
7. *Self Evaluation Summary*
8. *Computer Disaster Recovery and Security Plan*
9. *Teachers Standards*
10. *Facilities Agreement for Accredited Representatives of Recognised Employee Organisations.*