

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

23 October 2012

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1671 Present

Nicola Platts (Clerk, Chair until 7:15pm)

Nicola Luscombe (Parent, Chair from 7:15pm)

Mike Nolan (Parent)

Leonie Hill (Head Teacher)

Rachel Siddall (Staff)

Joanne Crutchley (Parent)

Rob Bingley (Authority)

Louise Burton (Community)

Judy Robinson (Authority)

Meeting opened at 7:05pm.

1672 Acceptance of Apologies

The Governing Body accepted apologies received from Barbara Kwiecinski.

1673 Election of Chair and Vice Chair

Nicola Luscombe was elected as Chair, proposed by Rob Bingley, seconded by Judy Robinson. Mike Nolan was elected as Vice Chair, proposed by Rob Bingley, seconded by Nicola Luscombe.

1674 Governing Body Membership

L Hill reminded the Governors that the Terms of Office are included in the Governors' Handbook. N Platts said that she had received an email confirming that Derbyshire County Council had received a nomination from Rob Bingley to continue as Authority Governor. No further correspondence has been received. Rob Bingley's term of office as Authority Governor expires on 30 November 2012.

1675 The Instrument of Government, page 11 of the Governors Handbook was approved with no changes. Rachel Siddall was welcomed as the new Staff Governor.

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1675 Register of Business Interests

Register of Business Interest forms were received from all Governors present at the meeting.

Action: Barbara Kwiecinski to return completed Register of Business Interest Form to the Clerk before the next Full Governing Body meeting.

1676 Review of Working Together Code of Practice.

The Working Together Code of Practice (page 30 of the Governors Handbook) was approved by the Governing Body.

1677 Declaration of Interest in any Agenda Items for this Meeting

There were no declarations of interest in any agenda items for this meeting made by the Governors present at the meeting.

1678 Minutes of the meetings held on 29 May 2012 and 3 July 2012.

Action carried forward 1651: L H to organise box for subcommittee minutes in school office tomorrow.

Action carried forward 1666 R7: LH will bring the School Improvement Plan for approval at the Autumn 2 meeting of the Full Governing Body.

Action carried forward 1666: R8 NL to contact Andy Walker at Finance DCC about benchmarking.

Action carried forward 1669: NL and MN to organise a date for the Parents Forum.

The minutes of the meeting on 3rd July were approved with no amendments. The minutes of the extraordinary meeting to discuss Annex 1 held on 29th May were also approved with no amendments.

1679 Chairs Report

NL gave a report to the Full Governing Body in the following headings

- Feedback from the Derbyshire County Council Chairs Briefing 26 September 2012
- Teacher Appraisal and Capability – new regulation effective from September 2012. Most of the prescription in the previous regulations has disappeared, including the three-hour limit on classroom observation. Governing bodies and local authorities are now free to make their own decisions about the amount of observation that is appropriate for their teachers.

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A Model policy is not yet available from the local authority. Once one is available and the Head Teacher has discussed with staff the new policy will be brought to the Full Governing Body meeting.

- **Approval of School Trips/Risk Assessments.**

Revised guidance has been published by DCC. The Head Teacher is the Visit Co-ordinator for the school to approve the forms. The school has access to EVOLVE.

- **Implementation of single status – school support staff.**

Single status is a national agreement reached in 1997 between employers and unions which aim to remove unfairness in the pay and conditions of employees.

This has now been extended to support staff. Support staff will now be paid 38 weeks and not 52 weeks as previously. Support staff will be able to take annual leave in term time. The Leadership and Management Subcommittee will be looking at job descriptions of the support staff in school. There will be a framework to enable Head teachers & Governors to 'match and slot' support staff to a job description. Some Governors will be involved in the system; others will need to remain impartial in order to contribute to any appeal processes. Judy Robinson is contributing to a workshop of 165 Teaching Assistants from across the county aimed at ensuring a relevant and accurate profile is produced.

- **Final agenda item.**

NL reported that it was good practice is to adopt the last agenda item to evidence what we have done at the Full Governing Body meeting to improve outcomes for the children. This will be adopted at the end of each meeting.

Action: NP to include at the end of each agenda the statement 'What have we done at this meeting to improve the outcomes of Grindleford Primary School children?'

- **Governor training.**

The first Achievement & Standard subcommittee will form the first Governor training session. During this session, the progress and attainment made by each cohort (+ SEN) will be scrutinised. An overview of tracking procedures and RAISE on line will be given.

It is proposed that the following training meeting will be around the topic 'Recognising vulnerable children & Safeguarding procedures in schools'.

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1680 Head Teachers Report

The Governing Body received the report from the Head Teacher. NL asked for a report on the impact of the new phonics plan at the next meeting of the Full Governing Body. LH said that progress would be discussed at the Achievement and Standards subcommittee in the New Year. LH said that good reports had been received from discussions with staff and through pupil interviews and learning walks.

Action: LH to send out the QDD summer review document.

The Governors discussed the issues raised by the school not receiving parental donations for school trips which will affect the school's ability to run trips in the future. The Governors supported the Head Teacher in getting the message to parents. It was suggested that this be included as a topic for the planned Parents Forum.

Action : LH to include a mention trips in the next newsletter.

The Governing Body voted to opt into the Derbyshire County Council catering contract for this year.

The Governing Body approved a member of the teaching staff to go through the threshold for payment backdated to September 2012.

1681 Progress Towards the School Improvement Plan

The Governing Body received the School Improvement Plan evaluation September 2011 – July 2012. The items on the QDD summarise the actions for the School improvement plan this year.

1682 Schedule of Work for the Governing Body

The Governing Body agreed the dates on page 10 of the Governing Body Handbook. All Governing Body meetings will be at 7pm with the exception of 12 December. The decision was made not to change the membership of the subcommittees.

1683 Budget

LH sought approval for the invoice for painting the school railings. Total invoice amount £5400. Agreed at Finance and Premises. Payment of Gas Bill was also approved £1030.91.

1684 Governor Evaluation 2012

The Governors completed the Governor Evaluation.

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Points to note:

- LB would have valued a mentor or buddy system for new governors. It is in the action plan to improve this.
- The Governors felt that they evaluate performance and impact but do not currently include this in School Improvement Plan.
- NL to find a survey to seek the views of parent and carers.
- Plan to change Governors visits to a learning walk so that would be seeking the views of the pupils.

1685 Governors' Handbook

The Governors Body approved the Governors' Body Handbook.

The Governors approved

- Induction Programme for new governors (page 6)
- Mission Statement and Aims(page 8)
- Governors allowances and expenses (page 65). LH asked Governors to note that a receipt must be obtained for babysitting services. The babysitter must also sign to say that they have been paid.
- Governing body structure and routines (page 15). It was agreed to keep the current guillotine times.
- Subcommittee Terms of Reference.
- Governing Body Delegation (page 24)

Action: LH to insert the correct email address and telephone number for R Siddall in the handbook.

1686 Policy Review

- Policy for Acceptable use of IT - School web site – 'bog site' change to 'blog site'. Approved with this change.
- Confidential Reporting Code – approved.

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- Financial Procedures - approved
- Financial Regulations – approved
- Finance Roles and Responsibilities – approved.
- Staff Handbook – Changes to school organisation (page 16). Include afternoon registration. Alter morning timetable as currently shows an extended morning assembly. Approved with changes. Provide all new staff with health and safety policy, fire evacuation policy and staff handbook.

1689 Review of PE Curriculum and Future Plans

NL raised a query by a parent concerned about the PE provision in school. LH said that PE last year was affected by the unusually wet weather. She said that the school follows the national programme of study for the provision of PE which the staff in school have the skills to deliver. Before KS2 team games, invasion games, net games are not permitted.

Action: NL to provide copies of the PE curriculum to the parent who was interested.

1690 Links with Grindleford Pre School

LH said that the school will continue to provide opportunities for links with the preschool and has offered the free use of the grounds, garden, ponds, classroom, reading activities and raised beds. JC said she was interested in attending pre school AGM in the future as representation of the Governing body.

1691 What have we done to improve the outcomes for the children during this meeting?

- Agreed actions to maintain educational visits
- Acknowledged teaching going on and globally for school – reflecting quality of teaching.
- Accepted the Staff Handbook ensuring that there are procedures in place to safeguard children and staff of the school.
- Agreed to a schedule of business for the year which has as its focus the intention to improve outcomes children
- Agreed to seek the views of parents and pupils
- Discussed the School Improvement Plan

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- Discussed the provision of PE

**1692 Next Meeting of the Full Governing Body Tuesday 27th November 2012. 6:00pm
(training meeting – Achievement and Standards)**

Meeting closed at 21:30

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda for FGM 23 October 2012*
2. *Register of Business Interests Form*
3. *Working Together Code of Practice of the Full Governing Body*
4. *Minutes if the meeting of the Full Governing Body 3 July 2012*
5. *Chair's Report*
6. *DCC Catering Letter*
7. *Head Teacher's Report*
8. *QDD Initial Pupil Performance Summary*
9. *QDD Review*
10. *School Improvement Plan – evaluation.*
11. *Governing Body Meeting Schedule 2012/13*
12. *Governor Evaluation 2012*
13. *Governors Handbook 2012/13*
14. *IT Acceptable Use Policy*
15. *Confidential Reporting Code*
16. *Financial Procedures 2011*
17. *Financial Regulations 2011*
18. *Financial Roles and Responsibilities*
19. *Staff Handbook*
20. *PE Long Term*

(School Prospectus no longer applicable)