

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

3 July 2012

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1661 Present

Nicola Luscombe (Chair, Parent)

Leonie Hill (Head Teacher)

Judy Robinson (Authority)

Joanne Crutchley (Parent)

Barbara Kwiecinski (Community)

Louise Burton (Community)

Nicola Platts (Clerk)

Meeting opened at 6:05pm

1662 Acceptance of Apologies

The Governing Body accepted apologies were received from Leonora Parkin and Rob Bingley who was away on business.

1663 Declaration of business interest in any agenda item for this meeting.

No declarations of business interest were received.

1664 Minutes of the meeting held on 8 May 2012.

The minutes of the meeting held on 8th May 2012 were accepted as a true and accurate record.

1665 Matters Arising from the Last Meeting

1617 Action: NL will email out the revised Governor self evaluation. This item will be included on the first meeting of the new academic year.

1651 Action: LH to provide a box in the school office for Subcommittees to leave signed subcommittee minutes.

1653 Action: NL to complete and circulate by email for comments. The newsletter will be sent out to parents by the end of the school year.

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1666 Matters Arising from FMSiS

The Governing Body reviewed the recent FMSiS and agreed the following actions

- with a
- R1 The Clerk of the Full Governing Body and/or Subcommittee, as appropriate, will minute that the Governing Body has seen and agreed the following items minute number for all.
- Roles and Responsibilities of Governing Body and Headteacher (agreed as part of the Governor Handbook at Full Governors)
 - Financial Procedures, Financial Regulations, (agreed at Finance and Premises Sub Committee and Full Governors Autumn 1 meet)
 - Accessibility Plan (Full Governors)
 - Charging Policy (Finance and Premises Subcommittee)
- R7 The Governing Body will ensure that School Improvement Plan is formally ratified by the Governing Body and its approval evidenced in the Minutes.
- SIP update is always found in Headteacher's report, but will be minuted separately with details of discussion held.
- R9 The Head Teacher will ensure that where expenditure is known or expected to exceed the School's approved tendering limit the Head Teacher should strictly follow the formal tender process as required by the Schools Financial Regulations.
- The previous incidences of invoice payment above the approved tendering limit arose related to the new build. In future the tendering process will be followed and where valid reasons are given for not following this requirement approval will be granted by the Governing Body and minuted.
- R10 The Head Teacher will ensure that three written quotations are sought in line with the protocol set by the Governing Body and reflected in the Financial Regulations.
- The previous incidence arose to an invoice that unexpectedly came slightly above £1000. In future any variation from the protocol will be minuted by the Full Governing Body.
- R11 The Clerk will ensure that minutes include adequate details of approvals given for spending above the Head Teachers spending limit i.e. price, supplier, alternative quotes etc.
- R12 The School Secretary will sign all three copies of the electronically produced DSAS order at the point of commitment.

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R15 This action is complete. The Single Central Record has now been updated.

R18 The Full Governing Body will review the IT Acceptable Use Policy in the Autumn 1 2012 meeting.

Action: LH to bring the IT Acceptable Use Policy to the Autumn 1 meeting of the Full Governing Body.

R19 The Disaster Recovery Plan will be reviewed by the Full Governing Body Spring 3 2013. The Governing Body are happy that the backed-up data is checked for saving successfully. Data will not be wiped to restore it as Derbyshire County Council have advised against this action.

R2 The Clerk will ensure that the minutes record Governing Body approval for the school handbook.

The Confidential Reporting Code is included in the Governing Body Handbook

Action: LH to bring the Confidential Reporting Code policy for review by the Full Governing Body Autumn 1 2012.

The Instrument of Government has been requested from Governor Support and will be added to the Handbook in September 2012.

R3 The Chair of Governors will ensure all pages of official Minutes and supporting documentation presented at the meetings is appended to the Minutes and signed and dated by the Chair to ensure transparency in the decision making process.

R4 This action is complete. All Declaration of Interest forms are in place.

R5 The School's Private Fund Account will be audited for Autumn 1 2012.

R8 The bench marking discussion was held at the Finance and Premises meeting on 31.01.12, minute number 51. 'The Governors had considered the benchmarking website and agreed that the new system was not as detailed as the old system and this hindered the discussion as comparisons could not be made with as much precision. The categories are rather broad. LH had discussed when the Derbyshire spreadsheet would be available for benchmarking with Andy Walker at Finance DCC, but had not received a definite answer. The Governors shared how inaccessible the DFE benchmarking website was and the difficulties they had in accessing it'

R13 This action is complete. All invoices are now signed and dated when authorized.

R20 This action is complete. Two sets of memory sticks are kept within two separate locations in the school building.

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R21 Different solutions are currently being looked at to reduce the risk of computer misuse in the classroom. These will be discussed at the Full Governing Body Meeting Autumn 1 2012.

Action: Full Governing Body to review solutions to reduce the risk of computer misuse in the classroom at the next meeting.

R22 Annual checks must be taken on all curriculum and staff computers and laptops to ensure that only legitimate software is installed. This will be discussed at the Finance and Premises Subcommittee Meeting Autumn 1 2012.

R25 The Inventory will be discussed at the Finance and Premises Subcommittee meeting Autumn 1 2012.

R26 The bank mandate has been chased up to check that signatures are correct. Confirmation of this will be made at the Full Governing Body meeting Autumn 1 2012.

Action: LH to confirm to the Full Governing Body that the bank mandate has been checked and the signatures are correct.

R6 This action is complete. The Confidential Reporting Code is on the school website and is available from the School Office in paper format. The newsletter pointed staff to the list of available policies on the website.

R14 The Finance Procedures policy will come to the Full Governing Body meeting Autumn 1 2012.

Action: LH to bring the Finance Procedures policy to the next meeting of the Full Governing Body.

R16 The school does not have a Staff Induction Pack at the moment. A copy will be produced by the Head Teacher for review at the Full Governing Body meeting Autumn 1 2012.

Action: LH to draft a Staff Induction Pack for review by the Full Governing Body at the next meeting.

R17 Return to Work interviews are held informally at the moment. Formal written notes will be made in the future.

R23 This action is completed. School Clerk is unable to second or third authorize on the system. System access has been checked and has been found to be satisfactory.

R24 This action is completed. All staff have been shown how to send a locked print to the photocopier.

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The School Improvement Plan has been amended to a new chart format as requested by the Governors at the last meeting.

1668 Head Teacher's Report

The Governors received a copy of the Head Teacher's report.

It was noted that the school was unlikely to be continuing with the Wider Opportunities programme in September due to funding issues. A discussion will take place at the Finance and Premises Sub Committee in the Autumn term.

The Governors received the documentation which will form the basis of the QDD summer review. This year the review will take place via a phone call on the morning of the 12th July. This documentation will be more thoroughly discussed at the next Achievement and Standards Sub Committee in the Autumn term. All year groups made more than 3 APS progress in all subjects, apart from Y4 in Reading and Mathematics, which is a direct result of the superb progress they made last year. Reviewing progress made over the past two years this year group is still above the norm. The Mapping Attainment Grid was looked at. All the children in the 'red' category who are achieving below their expected attainment have already been identified for additional support. LH asked Governors to review the information and email any questions to members of the Attainment and Standards Committee before the Autumn 1 meeting or attend this meeting.

Action: All Governors to review the QDD Summer Review and Mapping Attainment Grid and email any questions to members of the Attainment and Standards Committee before the Autumn 1 meeting or attend this meeting.

The Governing Body noted that there have been no recorded cases of child protection, incidents of racial abuse or bullying and no fixed term or permanent exclusions from the school in 2010/11

"CONFIDENTIAL PARAGRAPH"

LH said a special thank you to Mrs Parkin for all her years of hard work and dedication for the children and staff at Grindleford Primary School. LH and the Governors wished her all the best in her new job and the future.

1669 Chair's Report

Governors Bulletin 28 has been emailed to the Governors. A new version of the Guide to the Law for Governors has been published. New regulations mean that it is easier to alter the constitution of the Governing Body.

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A schedule of the meetings for the new academic year has been emailed out. It is suggested that the meetings start earlier at 6:00pm or 6:30pm.

Action: Governors email NL with any issues with the proposed earlier start time.

NL reminded Governors that if they carried out a focused visit over the year they need to submit a report and send a copy to the Clerk and the Head Teacher.

NL highlighted the continuing challenges for the school in the new academic year, primarily, keeping a focus on writing, achieving more focus on the children who are very bright and their accelerated progress and continue to support the new Year 4 and Year 6 and SEN children.

NL thanked Mrs Parkin for her dedication to the school over the years and wished her well in the future. She also thanked LH for her ability in managing the budget so ably as well as the constant fire fighting and the Governors for their expertise and skills

Action: MN and NL to devise a plan for when the parents forum will take place and how it will run.

1670 Next Meeting of the Full Governing Body 23rd October 2012 at 6:00pm at Grindleford Primary School.

Autumn 1 Meetings:

2 October 2012. Learning and Teaching 4:30pm – 5:30pm

Achievements and Standards 5:30pm – 6:30pm

9 October Leadership and Management 4:30pm – 5:30pm

Finance and Premises 5:30pm-6:30pm

Meeting closed at 6:55pm.

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda for FGM 3 July 2012*
2. *Minutes for FGM 8 May 2012.*

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3. *FMSiS Audit Working Copy.*
4. *Head Teacher's Report 3 July 2012*
5. *QDD – Initial Pupil Performance Summary*
6. *QDD- Mapping Grid*