

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

7th February 2012

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1622 Present

Nicola Luscombe (Chair, Parent)

Leonie Hill (Head Teacher)

Mike Nolan (Parent)

Leonora Parkin (Staff)

Rob Bingley (Authority)

Judy Robinson (Authority)

Joanne Crutchley (Parent)

Barbara Kwiecinski (Community)

Louise Burton (Community)

Nicola Platts (Clerk)

Meeting opened at 7:05pm.

1623 Acceptance of Apologies

All Governing Body members were in attendance.

1624 Governing Body Membership

The terms of office for two parent governors, Dr Mike Nolan and Mrs Nicola Luscombe, who hold come to an end on 13 February 2012. Nominations for the parent governor vacancies are currently being sought, closing date 10 February 2012.

1625 Declaration of business interest in any agenda item for this meeting.

No declarations of business interest were received.

1626 Discussion about the School Improvement Review Record (SIRR)

Tim Dutton, Link Advisor to the school attended the meeting to present the SIRR. The SIRR this year is a more streamlined document using the new Ofsted criteria. [amendment - Tim Dutton was unable to provide BK with a copy of the new format for comparison].

There are 3 key areas for improvement identified in the report:

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- Accelerate rates of progress in writing and make consistent across the school
- Transfer oral skills into the written form.
- Special needs ensure in alignment with children with special needs across the country.

TD will be visiting the school and conducting a learning walk in March 2012. Governors are invited to join this activity.

Action LH to email Governors with confirmed date for Tim Dutton's visit.

TD left the meeting 7:40pm.

1627 Minutes of the meeting held on 22 November 2011.

1598 Register of Business Interests

Action: LB to provide the Clerk with a completed Register of Business Interests Form.

1575 JC has trialled the new Subcommittee proforma for the Leadership and Management Subcommittee, the suggestion was made to improve the formatting by adjusting the tab settings. It was agreed that the new form would be adopted.

1579 Information about the new language provision in school was publicised to parents in the January edition of the school newsletter.

1601 The revised Governor Handbook for 2011/12 has been circulated to all Governors.

Email correspondence to cluster schools regarding joint training opportunities have been filed in the Governing Body files.

The minutes of the meeting held on 22nd November 2011 were accepted as a true record

1628 Matters Arising from the Last Meeting

1619 JC shared information from the Governor training provided by Derbyshire County Council (DCC). The session was attended by Ian Thomas the new Strategic Director for Children and Younger Adults.

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- Two primary schools in Derbyshire are currently on course for conversion to Academy. The representatives from DCC emphasised that no additional funding would be received from becoming an academy.
- Multi-agency teams have been set up in Derbyshire to get better co-ordination between agencies and reduce the overlap. These teams bring together staff from different professional backgrounds, such as education support, children's centres, health and social care under a single manager who oversees support for children, young people and families within the local community.
- Derbyshire School Governors Association is an independent Governors association affiliated to the National Governor's Association. NL supported JC in joining this network.

1615 Parent Governor Vacancies. The closing date for parent governor vacancies is noon on Friday 10 February 2012. NL and MN currently hold the posts that are up for re-election and hold the Chair and Vice Chair positions on the Committee. Members of the Full Governing Body were asked to express an interest in taking over the Chair of the committee during the process to fill the parent governor vacancies.

Post meeting note: Following the meeting Rob Bingley agreed to act as Chair of the Governing Body over the interim period until the parent governor vacancies were filled. This decision was made in the presence of NL, MN, JR and LH.

1617 Governor Self Evaluation Action Plan

NL discussed the Governing Body Self Evaluation Action Plan 2011/12. Areas to work on are:

- Paperwork - The Clerk /Chair and Headteacher aim to circulate the meeting agenda and paperwork 7 days before the meeting. It was agreed that the agendas for the subcommittees would be standardised to enable subcommittees to plan their work through the year. Agendas for subcommittee meetings will be circulated to all Governors so that Governors who have an interest in an item can attend.
- SIP - The Governors will ensure that the SIP accurately reflects the outcome of the school evaluation. The SIP is a standard agenda item for the Full Governing Body.

Action: All Governors to provide comments about the Governor Self Evaluation Plan to NL by 12 March 2012. The amended report would be circulated to all Governors after this date.

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Attendance and timekeeping – It was agreed that the standard for the length of Full Governing Body meetings would be extended from 90 minutes to 2 hours.

Raising standards and evaluating impact – It was agreed that sufficient detail regarding the discussion about RAISE online would be included in the Achievement and Standards subcommittee minutes to inform the Full Governing Body. Interested governors can attend the Achievements and Standards subcommittee meeting when RAISE online is discussed.

Sharing information and seeking views – It was agreed that the Full Governing Body meeting minutes would be included on the school website once they had been reviewed by LH.

A discussion was held about the proposal to hold an open forum for parents 30 minutes before the Full Governing Body meeting where parents could drop in to talk to the Chair and one other governor. It was agreed that this was a good proposal but the consensus was that before a Full Governing Body meeting would not be ideal as it may delay the meeting. It was agreed that the proposal for a parents open forum would be discussed in more detail at the next Leadership and Management Subcommittee to outline the potential protocol for running a parents open forum.

Action: RB add 'parents open forum' to agenda of the next Leadership and Management Subcommittee

1618 Training and Skills Requirements of the Full Governing Body.

B K has met with LH and NL to look at new Ofsted evaluation schedule, SIRR and RAISE online. BK will do an informal session for the Governors, about an hour long, looking at the questions that may be asked based on the new framework and what the answers might be.

Monitoring and evaluation is an area where a training need has been identified.

Action: LH to circulate possible dates for the session will be sent out by email.

Action: NL to organise in house training for the next Full Governing Body meetings with Governor Support.

Action: Agree a date to discuss the common abbreviations encountered by Governors.

1629 Head teacher report

The Governors received the Head teachers report.

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- Self Evaluation Summary - The Self Evaluation Form that the school filled in for Ofsted has now ceased to exist. LH circulated, prior to the meeting, a copy of the Self Evaluation Summary document designed by Derbyshire County Council, to replace the Self Evaluation Form. A working Self Evaluation Summary will be available to Governors in the Summer Term.
- Tree survey - The survey of trees on the school grounds has been completed and the actions passed to the Gardener. One of the actions on the tree survey which needs to be done quite quickly is to look at the tarmac around the tree in the quiet garden. A quote to re-tarmac the top playground has been active since July 2011. LH has been actively pursuing this and is awaiting a return telephone call to confirm start dates. It was raised at the Finance and Premises committee meeting that some of the green metal rails are loose at the edge of the top playground. When the above work is completed this section of fence will be concreted in at no extra cost. Concerns have been raised to school about the state of the wall just outside the side entrance to school. The Parish Council are informing the Highways Department.
- Child protection/safeguarding - There have been no reported cases of child protection to social services, no permanent or fixed term exclusions and no recorded incidents of racial incidences.
- The school attendance rate is 96%.

1630 Budget.

Invoice Class 3 Residential March 2012. White Hall Centre. Long Hill, Buxton. Wednesday 21 March to Friday 23 March. 17 students @ £80.40 each. Total cost: £1366.80. Approved by the Full Governing Body.

1631 Invoice 001/00033885.YHA Castleton. Class 2 Residential March 2012. £889.0 + £177.80 (20% vat).Total £1066.80. Approved by the Full Governing Body.

It was agreed that a standard item to review planned invoices, such as the Whitehall trip which takes place annually, would be included on the Autumn agenda of the Finance and Premises Subcommittee.

Action: Add invoice review as a standard item on the Finance and Premises Subcommittee Autumn meeting.

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1632 Progress Against the School Improvement Plan (SIP)

Progress against the SIP is discussed every meeting. LH would like to generate more questions from the Governors about how the school is progressing against the plan.

The Governors discussed how the SIP was presented. It was suggested that the labelling of elements of the plan was confusing. Not all elements are directly associated with a Governing Body subcommittee. It was agreed that this recommendation would be taken forward to the annual review of the SIP by the Full Governing Body which takes place in the Autumn term.

Action: LH to produce table for the next SIP report to the Governing Body to demonstrate progress.

1633 Chair's Report

The Governors received the Chair's report, Derbyshire County Council Spring Training Programme and Governor Bulletin issue 26. The Governors discussed the school comparison table produced by NL. It was agreed that a wider comparison would be used in future reports to give a balanced view.

1634 Subcommittee Reports.

Reports were received from the following Subcommittees:

- Achievements and Standards. Meeting 17 January 2012.
 - Home school policy. Reviewed no changes required.
- Learning and Teaching. Meeting. 17 January 2012.
 - Literacy policy reviewed, no changes required.
 - Science policy reviewed, no changes required
 - Photography and video recording policy reviewed no change required.
 - Every child matters policy now obsolete. Agreed to maintain as a stand alone policy. LH to write a new policy that better reflected government policy.
- Finance and Premises. Meeting 31 January 2012

1635. Accessibility plan. New policy. Approved by Full Governing Body.

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1636. Charging policy. Alteration in the first paragraph. Approved by Full Governing Body.

- Leadership and Management. Meeting 31 January 2012
 - Communication policy, reviewed, no changes required.
 - Performance management policy, reviewed, no changes required.
 - Equal opportunities policy, reviewed, no changes required.

1637 Health and Safety policy. New policy was approved by the Full Governing Body.

The process for approval of subcommittee minutes was discussed. Once the subcommittee minute proforma is completed it will be emailed to subcommittee members for ratification. The email will give a deadline to subcommittee members to reply with requested changes. It was suggested that a read through of the minutes take place at end of meeting to get an early indication of approval. Once the deadline for approval has passed the Chair will circulate amended minutes to all full governing body members.

1638 Matters Arising from Financial Management Audit

This item will be carried forward for discussion at the next meeting.

1639 Policy Review.

1640 Absence Control Management Guidelines. Approved with no changes.

1641 Authorised Leave of Absence. Approved with no changes.

1642 Maternity policy. Approved with no changes.

1643 Recruitment and Selection policy. Approved with no changes.

1644 Next Meeting

Training meeting: Date to be confirmed. April 2012

Next Business Meeting: Tuesday 8 May, 7:00pm.Grindleford Primary School
Meeting closed at 9:40pm

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Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda for FGM 7th February 2012*
2. *Reviewed FGM Minutes 22nd November 2011*
3. *SIRR 2011/2012*
4. *Governing Body Evaluation Action Plan*
5. *Head Teacher's report*
6. *Self Evaluation Summary*
7. *School Improvement Plan 2011/2012*
8. *Chair's Report. Chairs Bulletin 26. Governor training spring term.*
9. *Accessibility Policy*
10. *Charges and Fees Policy*
11. *Health and Safety Policy*
12. *Absence Control Management Guidelines*
13. *Authorised Leave of Absence*
14. *Maternity Policy*
15. *Recruitment and Selection Policy*