

**GRINDLEFORD PRIMARY SCHOOL**  
**FULL GOVERNING BODY MEETING MINUTES**

**8<sup>th</sup> May 2012**

Chaired by: Rob Bingley (to 7:20pm) N Luscombe

Clerked by: Nicola Platts

**1645 Present**

Rob Bingley (Chair to 7:20pm, Authority)

Nicola Luscombe (Chair, 7:20pm onwards, Parent)

Leonie Hill (Head Teacher)

Mike Nolan (Parent)

Leonora Parkin (Staff)

Joanne Crutchley (Parent)

Louise Burton (Community)

Nicola Platts (Clerk)

Meeting opened at 7:15pm.

**1646 Acceptance of Apologies**

The Governing Body accepted apologies were received from Judy Robinson (Authority) who was on holiday and Barbara Kwiecinski (Community) who was in Abu Dhabi on business.

**1647 Election of Chair and Vice Chair.**

Nicola Luscombe was re-elected as Chair, unopposed. Proposed by J Crutchley, seconded by L Parkin. Mike Nolan was re-elected as Vice-Chair unopposed. Proposed by N Luscombe, seconded by L Burton.

N Luscombe thanked Rob Bingley for standing as Chair of the Governing Body over the interim period,

**1648 Governing Body Membership**

N Platts circulated a paper summarising the Committee membership and terms of office. It was noted that Rob Bingley's term of office as Authority Governor ends on 30 November 2012.

**1649 Declarations of interest in items of this meeting.**

No declarations of interest were made.

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**1650 Minutes of the Meeting held on 7 February 2012**

The following amendments were requested on the minutes of the meeting held on 7<sup>th</sup> February 2012.

- 1622 Attendance – Mike Nolan missed from the present list.
- 1626 Discussion about the SIRR. Tim Dutton could not provide BK with a copy of the new format for comparison,

With these changes, the minutes of the meeting held on 7<sup>th</sup> February 2012 were accepted as a true and accurate record.

Matters arising from the minutes:

1626 T Dutton conducted a learning walk in school last week.

1598 L Burton has provided a copy of the Declaration of Interest form.

1617 The Governor Self Evaluation Action plan will be carried forward to the July meeting.

1638 Matters arising from the FMSiS will be carried forward to the July meeting.

**1651 Feedback from April/May Subcommittees**

Reports were received from the following Subcommittees:

- Finance and Premises. 1 May 2012.
- Leadership and Management. 1 May 2012
- Learning and Teaching. 24 April 2012
- Achievement and Standards. 24 April 2012

**1652 Budget.**

Annex 1 was discussed and approved. The Finance and Premises Subcommittee has budgeted to do the same this year as last year. In 2011/12 there was a projected surplus of

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£8K this rose to £18K at the end of the financial year. This year it is projected that the school will spend £18K more than it's projected income this is because the committee has been prudent, over budgeting at around 3%.

- Since writing the budget additional children are joining the school. (It was noted that the website has been a real attractor for parents and children).
- The school did a lot of spending this year to stock up for SEN, science, PE and reading books therefore do not need to do again.
- Additional teacher support could be reduced if necessary.
- The gas and electricity budget is generous. Did not spend that this year. Benchmarking identified that some years gave 3 bills, some years 2 so allowed for this.
- Supply time should be reduced, another teaching assistant going through the HRTA process. 3 out of 4 TAs are HRTA trained so can take classes and reduce costs there.
- Devolved capital – on average 12K per year reduced to £3K per year. Other than updating toilets there are no other planned costs.

The Governing Body discussed the need to purchase smoke hoods for pupils in Class 3. L Hill said the Landlord will be attending school to complete a Technical Fire Risk Assessment in line with current policy sometime before 2013. The landlord visited the school for an informal assessment in July 2011 and advised waiting until the fire risk assessment takes place before deciding to purchase smoke hoods.

Annex 5 was discussed and approved.

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**1653 Governor Newsletter to Parents**

**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.**

**1654 Policy Review**

- Dealing with Complaints of Harassment. Approved with no changes.

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- Grievance Procedure. Approved with no changes.
- Management of Stress. Approved with no changes.
- Redundancy Procedure. Approved with no changes.

**1655 Next Meeting**

**Next Business Meeting: Tuesday 3 July 2012, 7:00pm.Grindleford Primary School**  
Meeting closed at 8:15pm.

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda for FGM 8<sup>th</sup> May 2012*
2. *Reviewed FGM Minutes 7<sup>th</sup> February 2012*
3. *Annex 1- 2012/13 Financial Year*
4. *Annex 5-Staffing Establishment 2012/13 Financial Year*
5. *Dealing with Complaints of Harassment Policy*
6. *Grievance Procedure*
7. *Management of Stress*
8. *Redundancy Procedure*