

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

22nd November 2011

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1609 Present

Nicola Luscombe (Chair, Parent)

Leonie Hill (Head Teacher)

Leonora Parkin (Staff)

Rob Bingley (Authority)

Judy Robinson (Authority)

Joanne Crutchley (Parent)

Barbara Kwiecinski (Community)

Nicola Platts (Clerk)

Meeting opened at 7:05pm.

1610 Apologies

Louise Burton gave apologies for the meeting as she had to attend an important birthday celebration. Mike Nolan gave apologies as he had to prepare for a full Ofsted inspection at his own school the next day. The Governors agreed to accept the apologies.

1611 Declaration of Business Interests.

No declarations were made.

1612 Minutes of the Last Meeting.

The minutes of the last meeting were accepted as a true record.

1613 Matters Arising from the Last Meeting

1598 Register of Business Interests

All Governors, submitted a completed Register of Business Interest Form at the last meeting with the exception of Louise Burton.

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

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1575 Feedback from the recent management audit was that it was difficult to follow the paper trail linking decisions made at Subcommittee meetings to what was considered at the Full Governing Body Meeting.

A copy of an example Subcommittee Report Form, provided by Governor Support, Derbyshire County Council, was discussed. Each Subcommittee currently uses differing formats for minuting meetings and have different numbering systems. It was also noted that Governors have not received any training in minute taking.

Action: LH and NP to meet to discuss the recommendations made in the management audit and produce a proforma for subcommittees to use.

1588 Nicola Luscombe has filed a copy of her Safeguarding Certificate in Governor file with October FGM papers.

1579 Details of the new language teaching lessons were missed out in the last newsletter.

Action: LH to include details of the language teaching in the next newsletter.

1587 Following submission of the Option 1 on 18 October 2011, Leonie Hill has been advised that the school does not need to go through this process. The school is on a 4 year rolling programme for tree inspection. This inspection is now overdue. Leonie Hill has been notified that the school has now been put onto the cycle for an inspection.

1601 Schedule of Work for the Governing Body.

Action: NP to send out revised handbook to Governors

Nicola Luscombe has contacted schools in the Cluster again asking if they would be interested in sharing training. She had also copied Jeanette Hamilton, DCC Governor Support into the email. No responses had been received.

It was noted that the management audit had a focus on collaborative working and reducing costs through sharing in areas such as training.

Action: NL to print off email and file in Governing Body records as proof of action taken.

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1603 Leonie Hill has telephoned the company who laid the bottom playground surface to ask if any specific action needed to be taken when the playground was slippery. The advice received was to brush the playground down with water as would normally do with tarmac. Leonie Hill said that it was the practice of the school to brush the bottom playground down with water and if the surface was very slippery stop the children from running on the surface. If the surface gets too bad then areas are coned off. This is no different from the action taken when the old tarmac surface was on the lower playground. Leonie Hill said that the school did not previously use the bottom gate so people rarely used the bottom playground before morning break when the surface had warmed up.

1614 Subcommittee Reports.

Subcommittee reports were received from

- Achievements and Standards. 1 November 2011.
- Learning and Teaching. 1 November 2011
- Leadership and Management. 18 October 2011
- Finance and Premises. 18 October 2011

Decision: Subcommittee Clerks to give ratified, signed Subcommittee minutes to the Clerk to the Governors to file in the Governing Body files.

1615 Parent Governor Vacancies

Nicola Luscombe and Mike Nolan, Parent Governors, reach the end of their term of office on 12 February 2012 therefore two Parent Governor vacancies are up for re-election.

Action: LH to advertise to parents in the next newsletter that the school is seeking to fill two parent governor vacancies.

Action: At the 7 February Full Governing Body Meeting consider who will step into the Chair and Vice Chair roles for the next meeting or for the longer term.

1616 Governor Skills matrix.

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A baseline of the skills set of the Governing Body was completed in 2008. Leonie Hill acknowledged that there had not been a dramatic change in the membership of the Governing Body but said that she had decided to repeat the baseline so that the Governors had good information on their collective skill set and a clear idea of the gaps that may be filled when going through the re-election process. The exercise had shown that the Governing Body did not currently have any major gaps in the required skill set.

Action: BK to complete skills matrix and return to LH. LH to use the forms RB and MN completed for the Finance Subcommittee.

1617 Governor Evaluation

The Governors collectively discussed each question on the evaluation and scored their current position.

Action: NL to type up the self evaluation summary and action plan and circulate to the Governing Body for approval. Any relevant actions will be feedback to Subcommittees to action.

1618 Training and Skills Requirements of the Governing Body

Action: NL to collate information from the skills matrix, governor evaluation and the suggestions for governor training made at the last meeting.

Action: BK to discuss with NL in more detail the suggestions for governor training made at the last meeting.

BK kindly offered to look at what the school Self Evaluation Form and what the school had achieved since February 2010. Using her knowledge of what makes a good self evaluation she will provide guidance to the Governors to support the new submission.

Action BK: Review SEF and advise Governors for the new submission.

1619 Governor Training Feedback

Action: NP/NL include this item early on the agenda for the next meeting.

1620 Strike Action

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Leonie Hill said that the preliminary advice from Derbyshire County Council (letter 11 November 2011) was that the decision to open, partially open, or to close, a school on 30 November 2011 was an operational one and therefore fell to the Headteacher. Leonie Hill is consulting the governing body for them to consider the Health and Safety issues and ensure the conduct of the school is correct.

The situation was unusual this time as if staff did not want to strike they had to advise the Headteacher and the Union in writing. Leonie had not received any notification from any staff in the school that they did not want to strike. On making the decision to close the school Leonie had considered that the key holders would not be in school, no reception staff and insufficient teaching staff to look after the children. No further guidance had yet been received from Derbyshire County Council. Leonie Hill was seeking more guidance from the telephone advice line and by sending emails but this telephone was not being answered and no response by email had been received.

Decision: The Governors therefore supported the Headteacher in her decision to close the school on 30 November 2011.

Action: LH to send out a letter to parents advising them that the school would be closed on 30 November 2011 due to strike action.

Action: NL to circulate Derbyshire County Council letter of 11 November 2011 to all Governors.

1621 Next Meeting

Tuesday 7 February 2011, 7:00pm. Grindleford Primary School

Meeting closed at 9:10pm.

Minutes approved by Nicola Luscombe, Chair. 7 February 2012.

Documents Circulated for meeting:

1. *Agenda for FGM 22nd November 2011*
2. *Reviewed FGM minutes for 18th October 2011*
3. *Governor Evaluation*
4. *Skills Matrix*