

Grindleford Primary School
Full Governing Body Meeting

Wednesday 4th February 2015, 7:00pm, Grindleford Primary School

1832 Present

Nicola Luscombe (Co-opted Chair)
Mike Nolan (Parent)
Leonie Hill (Head Teacher)
Victoria Village (Staff standing in for RS)
Juila Fletcher (Parent)
Joanne Cooper (Parent)
Barbara Kwiecinski (Co-opted)
Robert Bingley (LA)
Paul Hayes (Associate)
Rachael Slack (Staff)
Helen Mottershaw (Clerk)

The meeting opened at 7:05pm.

(1) The Governors thanked RS for her excellent work in school and as staff representative on the Governing Body. A gift was presented to RS and the Governing Body gave their best wishes as RS begins her maternity leave at spring half term. RS thanked the Governing body and introduced Victoria Village as her replacement Staff representative. RS left the meeting at 7:10pm.

(2) The Chair welcomed VV to the meeting and thanked her for assuming the role of Staff representative.

(3) The Chair then welcomed Paul Hayes a new co-opted Associate Governor.

1833 Apologies

No apologies were received. All Governors were present.

1834 Declaration of interest in any agenda items

No Governors declared any interest.

1835 Minutes of last meeting Tuesday 25th November 2014

Matters arising

(1) 1819 - The Performance Management meeting went ahead on 11/12/14. The head teacher's objectives were set and agreed with Peter Gillicker (School Improvement Partner) and advisor. Those present were JC/JF/NL

(2) 1820 – T & L RP/MN meeting regarding Maths has not yet taken place but is still scheduled for spring term. A report will be presented at the next FGBM.

Action MN

(3) 1821 – Safeguarding – there has been a policy change which is to be discussed at the 4/2/15 meeting - Agenda item 11.

(4) 1822 – This action has been deferred until -1835 (3) – has been agreed. (See above).

(5) 1823 – LH & TC have signed the authorisation for the debit card and have been approved to access and pay for school supplies on the SAP system.

(6) 1824 – This item has been scheduled for discussion at the 4/2/15 meeting – Agenda item 4.

(7) 1827 – The Governors Action Plan will be reviewed in the Chair's Report at the 4/2/15 meeting – Agenda item 9.

(8) 1828 – (6) this point had not been clarified prior to the meeting 4/2/15 – **LH to action with DCC Audit Team.**

(9) 1829 – Updated information on new sports equipment and usage.

RC from HVC has been every week after return to school in January to supervise gymnastics. Possible visits to HVC to utilise their equipment.

RC has done some staff training with the gym equipment.

Staff training had been received in orienteering and CI 1 & CI 3 have already taken part. CI 2 will be starting after spring half term.

There is an orienteering cluster event being arranged – date to be advised

(10) 1831 – Evidence of Governor training from 25/11/14 meeting to be evidenced – **NL to action.**

The minutes were agreed a true record by FGB.

1836 Reconstitution of Governing Body

(1) As referred to in the 25/11/14 meeting the Instrument of Governance was originally to be reconstituted in June 2015, however the document received was

dated 11/11/14. The FGB concurred that the Instrument dated 11/11/14 was the Instrument they were now using.

(2) Co-option of Governors – BK was co-opted at the 25/11/14 meeting.

JC & MN, having originally joined the Governing Body as Parent Governors, stated their willingness to remain as Governors and to change their status to co-opted Governors.

JC & MN left the room and were voted unanimously into their new roles as co-opted Governors.

(3) After the change of status of JC & MN there is now a vacancy for a Parent Governor. **NL/HM** will advertise the position before the next FGBM 19/3/15.

(4) LH asked for clarification of the Governors status as of now, which are;

NL – Co-opted (Chair) BK, MN, JC – Co-opted

RB – LA LH – Head Teacher VV – Staff (during RS leave)

JF – Parent PH – Associate Vacancy – Parent

(5) The Chair then sought the FGB approval of two letters.

Letter to Parents advising that the Governing Body would have vacancies within the next 2 years and asking for interested parties to contact any Governor or the School – Agreed and approved FGB.

Advert for the Grindleford News Letter asking for interested parties to contact any Governor or School – Agreed and approved FGB.

1837 SVFS – Audit feedback

The SVFS Audit took place on 20/1/15. The Audit takes place yearly and every 3 years it is a County Audit. 2015 was the County Audit.

LH reported that financially and generally everything was in good order. The Audit did pinpoint some areas of improvement, which are to be detailed in an Action Plan from the Audit Team. LH is to report to Governors when it is received and content which is to be acted upon. At the time of this meeting the Action Plan had not been received.

GPS Disaster Recovery Plan needs to be clarified and amended. This will be discussed at the next FGBM 17/3/15. **JC to action.** ?this is related to the L&M subcommittee

The Audit Team pointed out that the agenda and minutes of the Sub Committees were printed on the same sheet, and ideally they would like to see them on separate sheets. All the Sub Committee Chair's use a common template, which

everyone agreed works very well and saves paper and space. All Governors agreed to keep the format as it is for the foreseeable future.

LH pointed out that she felt GPS did a very good job in documenting and record keeping on the whole and some of the points made during the audit seemed pedantic.

1838 Evaluation of SIP so far

(1) Literacy

(1a) LH reported an improvement in progress in writing across the whole school. All classes were following the new curriculum and it was working very well. Visual aids to encourage and help readers are being used in all classes, every child has now got a visual marker for their targets and achievements, which is updated each lesson. This in turn helps with marking and planning for each child. Teachers and TA's are finding they are able to monitor progress and identify where help is needed more easily. Every child's attainment was shown to be on track.

(1b) LH went on to comment about the change in how reading is now being approached in school. There is a 'buddy system', where older children read with younger children, which is showing good results. When they read together the younger child uses a lolly stick to follow the text, which enables the child to visualise each word as it is spoken. Each class does guided and shared reading, where books, poems or pieces of writing are read out loud. Children are asked about the feelings etc. of the writer or if they understand what the writer means. This is done as a whole class or in smaller groups. Again this enables the teaching staff to monitor progress and identify areas where guidance is needed. There will also be an update of the reading schemes used in school by the start of the new academic year, which should encourage and enhance every child's experience. BK, NL & JC had all been into school to hear pupils read.

(1c) LH also stated that the improvement in literacy overall has been noticeable. KS2 tracking showed improvements especially in writing. Peter Giliker had been into school and has been very impressed with how the new systems are working.

(1d) BK wondered if any of the children might be interested in entering Chris Evans Radio 2 competition 500 Words. LH said she would look into it and check the details and closing date.

(2) Whole School Curriculum

(2a) LH stated that the school library was being improved and updated. A different set of reading scheme books was being purchased along with some other curriculum based learning resources. The new curriculum has highlighted the need

for books covering specific areas, especially in CI 3 for each of Y5 & Y6. **Write in discussion took place about the improvements needed for the library. Action LH**

(2b) LH went on to say that GPS was increasing the diversity of sports and equipment on offer in school. Both indoor bowls and fencing had featured since the start of this year. Once again HVC may be in a position to offer additional support for fencing in the future. There was definitely a call for more accessible competitive sports from the children themselves. LH is looking into additional sports funding to buy additional equipment.

(2c) The change in curriculum has brought new topics to the fore and PTA has advised LH that they will help with funding. E-safety and Stranger Danger are particular areas it is felt need addressing as a priority. **Action LH**

(2d) Following a Government directive to assess without levels, except Y2 & Y6, RP has been developing a clear and user friendly tracking system. The system has proved to be very successful and other schools are adopting the system. Eyam, Bradwell Juniors, Great Hucklow, Peak Forest and Castleton have signed up to use it, which has generated £1000 so far in extra revenue for the school. Five other schools have shown an interest and it is hoped will sign up shortly. After an initial cluster Assessment meeting the indications are extremely positive for this venture.

LA advisors in charge of Assessing without levels, Julie Barton and Yvonne Pearson, visited GPS and were really interested in RP's work and will invite him to attend their next development meeting. Peak Forest, who already use the system, recently had a HMI visit and the feedback was that they were very impressed with the system.

(3) Buildings and Premises

(3a) Buildings – Modernisation of the school kitchen has been confirmed. It was thought this would be carried out during the Christmas break but a date has not been advised as yet.

(3b) Premises – Unfortunately, after a visit to a school performance, and elderly carer fell on the steps outside. DCC have been contacted to look at and change the lighting switches and sensors. GPS also looking at solar powered lights for the steps. PH suggested painting the steps with white lines as an interim solution. **Action LH**

1839 Subcommittee feedback – inc. Governor visits

(1) F & P

(1a) 2 Policies were agreed and approved by F & P committee.

Accessibility, regarding the outside lighting and the steps – see 1838 (3b)

School Dinner Money policy, regarding arrears, price increase – reviewed annually

Charging Policy – recommended by recent Audit – for FGB approval. Agreed and approved by FGB

(1b) Maternity cover arrangements – see 1840 below

(1c) financial position – Finances evaluated as stable. Estimated y/e balance for 2015/16 is +£66,000 possibly falling to >£4,000 by 2017/18. Look at forecasted pupil numbers and the TA structure in school. NL asked if GPS were ‘top heavy’ with support staff but other similar sized schools had comparable figures – see 1839 (1d)

(1d) Benchmark exercise spending comparison – 9 similar sized schools were selected for comparison and the committee scrutinised various items. All were found to be comparable except 2 areas – learning resources and staff training – where GPS was lowest. These areas were discussed. Resources were appraised to be appropriate and were augmented when required. Staff training was being appraised continually and staff members could access alternative training resources. Sometimes the courses required were not available at the appropriate time/location.

(1e) Maintenance

Solar panels – no further update at this time – work in progress

Discussion with maintenance gardener re: garden tidying and planting. Further discussions needed before any work carried out.

(1f) Other business – new server package for school which has many benefits but costs around £1000 per year. Commitment to the package approved at meeting.

Policies were circulated prior to the meeting. Full F & P minutes attached.

(2) L & M

(2a) The following policies were agreed and approved by L & M committee.

Appraisal Policy (Annual review)

Communications policy. (Three yearly review)

Equal opportunities policy & School policy statement on equality

Staff Handbook - Staffing changes have been amended in the policy. Assembly lead has been amended to reflect current practice and rationale.

Formulation of a local health and safety policy

Performance management of support staff

(2b) The following policies were agreed by L & M committee and brought to FGB for approval.

School policy statement on equality – agreed and approved by FGB

Part 1. Information about the pupil population – agreed and approved by FGB

Part 2. How we have due regard for equality – agreed and approved by FGB

Part 3. Consolation and Engagement – agreed and approved by FGB

Policies were circulated prior to the meeting. Full L & M minutes attached.

(3) A & S

(3a) The following policies were agreed and approved by A & S committee.

Elective education at home.

(3b) Reception & Y1 & 2 – phonics and HF words being monitored by RS. Peter Gilliker had visited class Class 1 and commented to LH that everything found to be on track. RS had explained that the phonics sessions had contributed to improvements in writing as the skill transfer is becoming more apparent. Governors have asked to know the percentage of children who have met the first 100 and 200 HFW. LH will supply this at the next sub meeting.

(3c) GPS Year 2 and 6 are being assessed against the existing in conjunction with SATS 2014/15. The Department of Education have not yet given detail of the generic processes for tracking. Therefore it is uncertain what progress is emerging against national levels.

There will be further in house assessment at the end of next term.

The tracking data designed by Mr Petts is set against the new curriculum attainment and is now also used by several schools in and outside the cluster. Therefore there is at least a local process for moderation and benchmarking.

(3d) Governor visits –JF met with RS (literacy coordinator) on the 26th November. They looked at how literacy is delivered in the school. The written report can be found in the Governor visit file and feedback is due to the FGB at the next meeting.

NL made a visit into school and heard some of the children in KS1 read. She chatted to some of the pupils about the books they were reading. Did they understand the different book levels? Could they understand what was happening in the story? Did they know what level of reading they were on? How often did they read? Did they read to parents and or to staff at school? All the feedback was very positive. All the pupils asked knew their reading level and about the different levels of books there

were. A visit to KS2 pupils was needed to ensure this knowledge was consistent throughout the school. **NL to action.**

(4) T & L

(4a) The following policies were agreed and approved by T & L committee.

English – change to reflect new national curriculum objectives, assessment and marking policy practices – brought to FGB for approval – agreed and approved by FGB.

Science – change to reflect new national curriculum objectives, assessment and marking policy practices – brought to FGB for approval – agreed and approved by FGB.

Photography and video recording – no change to policy, agreed this will be reviewed in two years time.

Every child matters – this policy is now defunct, however Governors on T & L committee decided to keep this policy, as the principles of good practice are still pertinent. To be reviewed in 3 years.

(4b) RB & BK want to attend Finer Diner lunch (date TBC) for opportunity to discuss school and outside school with pupils. **Action BK & RB**

(4c) During the FGBM the following comments from pupils were related:

“We like GPS much more than our last school” and “Maths is more fun at this school”

Policies were circulated prior to the meeting. Full T & L minutes attached

1840 Arrangements for maternity leave cover

There were only two applications received for the maternity cover post whilst RS is absent. Both applicants withdrew before interview. A second advert was to be posted but GPS was alerted to a teacher who had recently retired. DCC agreed that Carol Woodcock could be interviewed as having applied to the first advert. Interview conducted by JC/JF/NL. All on the interview panel were impressed. Carol Woodcock was offered the post and accepted.

CW has been in school for 7 days, without pay, with RS prior to her maternity leave and has settled in well. She will cover 0.7, with other staff members covering the other 0.3. RS is due back in school in July before the summer break. CW's contract will run until 31st August, which will cover RS's return to work in July and give some leeway should RS decide not to return. This was agreed by FGB, but it was noted that there could be an ongoing budget concern if pupil numbers dropped significantly over the next 2 to 3 years.

CW has booked a holiday during term time before her interview and this will go ahead and a supply teacher, previously employed in the cluster and well known to LH has agreed to stand in. There will not be an additional cost to GPS for this holiday cover.

1841 Performance Management of Head Teacher

The Performance Management meeting of 11/12/14 went ahead as planned.

1842 Head Teacher's Report

LH began by reviewing the pupil numbers following some changes. Two pupils returned to Australia and another has moved house and school to Hathersage. Number in school now stands at 72. Both sets of parents gave very positive feedback about GPS and said their children had been really happy at school.

The arrangements for RS maternity leave were also mentioned - see 1840.

LH continued with the applications received for Reception in September 2015. There are 9 applications as first choice, 5 as second and 6 as third. This will mean Class 1 increasing to at least 30 pupils. Classes may have to be reconfigured to accommodate the pupils in the most appropriate and effective manner.

Also in view of this, the Learning Support Staff have been asked to review their roles to look at where they would ideally like to be placed. This would give some staff members the opportunity to continue at GPS. LH should receive feedback by 17th Feb 2015 and meet with those staff 20th Feb 2015 in order to create a new staffing map for the budget. F & S committee have approved this move due to the robust financial position of school funds. This decision will be subject to monitoring and continuing the arrangement will be subject to yearly approval.

The proposed class restructure is (with no. of pupils in brackets):

Class 1 – Reception & Y 1(22) Class 2 – Y's 2, 3 & 4(29) Class 3 – Y's 5 & 6(16)

Class 1 would have CT & LSA, Class 2 a CT, SENTA and LSA, Class 3 a CT and an LSA who would concentrate on Pupil Premium children and any gaps.

LH then talked about the Schools Direct Initiative, which GPS has signed up to. This will place a quality student within school for nearly the whole of 2015/16, learning on the job. GPS had been teamed with Eyam, but as their Head Teacher is leaving at Easter, GPS may be paired with another school.

DCC has been into school and audited the website and GPS are hitting all the statutory requirements, which is really good news.

LH said that Peter Giliker has been into school and completed a Literacy based work scrutiny and lesson observations. (See also 1838 (1c)) He concluded that in his view GPS had a solidly good with outstanding learning environment. He has some time left to use within school and proposed to use it with Governors to do pupils discussions w/c 9th March 2015 and Governors are invited to attend.

LH concluded that other items in her report had been covered in detail under other parts of this meetings agenda. Namely SIP, Financial issues, Premises issues and Assessing without levels. Two families continued to access MAT support and one other family was offered MAT support but the case was closed. There hadn't been any incidents of racial abuse or Bullying, or any fixed term or permanent exclusions. Due to heavy snowfall and icy conditions school was closed for two days in January.

1843 Chair's Report

NL began by asking if all Governors had received the relevant documents prior to the meeting. All Governors agreed they had. She then went on to review the GAP.

Administration – still needs improving. Subcommittee agendas and minutes to be circulated and submitted to Clerk, Paperwork to be received 7 days prior to FGB meetings. Need to establish Google Drive for ease of access and distribution of documents. **NL to move this forward.**

Raising standards and evaluation impact – on target (see A & S minutes)

L & M – named Governors for literacy and maths – feedback to FGB in summer term (**action JF & MN**). SEN and Safeguarding monitoring ongoing – report due at year end round up meeting (**action NL**). Pupil/Governor assembly to seek views of children still outstanding (**action NL**). Attendance at school council or similar forum (**action BK**).

Evidencing the work of the Governing body – all items in this section need to be continually addressed. Feedback received at FGB from subcommittees and discussions arising should be robustly detailed in the minutes. Ensure that subcommittee agendas and minutes reflect the SIP.

NL advised the Governors that there were some Governor training sessions in Feb and Mar 2015 if any one was interested. She also drew the Governors attention to details of various publications that had been forwarded before the meeting, D of E Governor Handbook, a free Governor e-magazine and Governor Bulletin 70 which highlighted 'Safeguarding responsibilities as a Governor'.

NL also reminded the FGB that the minutes of the meeting of Primary Chairs had been circulated for their perusal. Due to work commitments NL had been unable to attend the meeting.

In conclusion NL stated that there hadn't been and letters received or complaints made but a parent had asked if there was such a thing as a Head Teachers award. He had commented to NL that he felt LH should have her commitment to the school recognised beyond the school community.

1844 New Safeguarding requirements in school

A new Safeguarding initiative has been rolled out and all staff must complete the relevant paperwork. The initiative specifically requires any member of staff to disclose their association with anyone who has had or has got a criminal record for whatever reason. Most of the members of staff had completed and returned their paperwork before this meeting with just a small number outstanding. The records will be collated and a single central record established. **LH to action.**

1845 Spring Term Policy Review

All Governors received the policies to be reviewed by e-mail prior to the meeting. All Governors confirmed they had assessed the policies and noted the changes therein.

(1) Safety and Child Protection Policy – new disbarring procedure introduced regarding disqualification by association. Agreed by FGB.

(2) Confidential Reporting Codes for Schools – updated policy. Agreed by FGB.

(3) Grievance Procedure – updated policy. Agreed by FGB.

(4) Maternity, Paternity, Parental and Adoption Leave Schemes – policy updated Dec 2014. Agreed by FGB.

(5) Recruitment and Selection Procedure – updated policy. Agreed FGB.

(6) Management of Sickness Absence – policy unchanged. Agreed FGB.

1846 What have we done to improve the outcomes for the children during this meeting?

Taken measures to maintain continuity and succession of the Governing Body and Teaching Staff.

Evaluated SIP to ensure continual improvement of standards.

Evaluated GAP to improve effectiveness of the Governing Body.

Ensured Safeguarding procedures are in line with recent Government initiatives.

Initiated the update of the school library to embrace the new curriculum and learning outcomes.

Evidenced robust financial and budget procedures at audit.

1847 Meeting closed at 9:25pm

Next Meeting of the Full Governing Body: Tuesday 17thth March 2015 @ 7:00pm

Minutes approved

by.....(chair)

Attachments:

1. *FGBM Agenda 4th February 2015*
2. *Minutes of FGBM 25th November 2014*
- 3.