

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

**25 June 2013**

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

**1725 Present**

Nicola Luscombe (Parent, Chair)

Mike Nolan (Parent)

Leonie Hill (Head Teacher)

Rachel Siddall (Staff)

Barbara Kwiecinski (Community)

Louise Burton (Community)

Judy Robinson (Authority)

Nicola Platts (Clerk)

Rob Bingley (Authority)

Meeting opened at 6:35pm.

**1726 Apologies**

 All those present agreed to accept these apologies.

**1727 Declarations of interest in any agenda item for this meeting.**

No declarations of interest were made.

**1728 Minutes of the last meeting held on 7 May 2013**

The following amendments were requested to the minutes.

1715 SIRR – First paragraph 1. Writing. Second sentence insert ‘similar’ to read ‘.....children are in the lowest quintile for writing compared to other similar primary schools’ Sentence four insert ‘could’ to read ‘this could mean a different group of children are being compared’. Final sentence replace ‘to it’ with ‘about it’.

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1716 Governing Body Membership, point 2 second sentence replace with 'Associate Members have voting rights on subcommittees but not on the Full Governing Body'. Remove point 3 'Partnership Governors'.

1720 Annex 1 and Annex 5. Second paragraph to read 'The predicted carry over this time next year is healthy at the moment'. Paragraph 4, remove the sentence beginning 'There are SEN children in the school.....'

1722 Feedback from Subcommittees. Finance and Premises met on 30 April 2013.

The minutes were approved with no further changes.

### 1729 Matters Arising from the Minutes

**Action from 1715: (NL/LH) Practice of the governance questions asked by Ofsted to be included as part of the training to be delivered in the first meeting of the Autumn term.**

Action from 1716: NL confirmed that Parent Governors can continue to the end of their term even though their child is no longer in school.

**Action from 1716 : Autumn Term Review of Governors Handbook – Reconsider when the parent governors will leave and plan for their replacement.**

**Action from 1705 : NL to meet with RS as part of new Governors induction.**

**Action from 1683 : LH confirmed that meeting number 1469 (FGB meeting 26/1/10 refers to the quotes for the new fence and gate.**

**Action from 1722: JC to request attendance at the Grindleford and Eyam Playgroup committee meetings without voting rights in order to share governing body expertise and maintain links.**

### 1730 Budget Update

LH referred to the budget update in the Headteacher's Report and shared an up to date Finance document with the Governors. As per DCC guidelines the budget had to be split after the Annex 1 was set by Governors. This was due to more money being received into the budget after the Annex 1 was agreed at the last meeting (minute number 1720). £27K has been vired from Project Code 19 to contingency code 190000. The additional funding was £8K which is ringfenced for PE provision and will be monitored along the same lines as Pupil Premium. NL asked the Governors whether they were still happy with their decision to opt out of the building insurance scheme offered by DCC (minute number 1707). All the Governors voted to keep this decision.

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LH also said that the PTA had transferred £10K into the Private School Fund account. This money will be used to help subsidise the end of year trip, pay for the Pantomime trip at Christmas, pay for the wireless requirements and relevant hardware needed in order to improve the school IT infrastructure. All the Governors expressed their thanks to the PTA for their support.

### 1731 Headteachers Report

LH presented her report. Changes were noted to the Staffing and Class Structure section of the report. [REDACTED]. There will be 6 children in reception and 11 children in Year 1.

LH circulated a copy of the Initial Pupil Performance Summary (IPPS) Summer 13 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 18<sup>th</sup> July with Derbyshire County Council. Currently there are no Year 6 SATs results included but they will be included in September when the documentation will be more thoroughly discussed by the Achievements and Standards Subcommittee.

LH referred to page 2 of the IPPS 'progress at the end of the reception year'. She said that the Foundation Stage have been following a whole new set of criteria and therefore the school has nothing to measure against for last year. The table is showing that a lot of progress has been made since the September baseline on 'in-line with or above age-related expectations' but none on above age related. It could be that after the QDD phone call this picture changes.

She said that the school had been focusing on writing starting with going back to the basics of sentence structure and grammar throughout the school. Last year the focus on Phonics came from the need to improve spelling. Now the structure of the writing has improved the focus is on the amount of writing the children can put on a page. BK said that in the recent conducted learning walk the Governors has been pleased so see how much the children were writing and that the children were able to discuss their writing and what they needed to do to improve.

RB challenged LH about the school not meeting the assessment levels in writing and asked if perhaps the school was continuing to do the same thing and expecting different results? LH said that the school was very aware of the gap and was actively seeking creative ways to teach writing. She mentioned plans for the school to use Google Share for children to make comments on each others' work, videoing each other and transcribing. LH said that the planned improvement in IT facilities including tablets will hugely support this work. LH also said that Miss Village had brought 'fresh eyes' to the school which would lead to some curriculum changes next year.

NL thanked LH for her report and thanked all the school staff for making Grindleford Primary School such a positive place

It was noted with delight that 66 children entered the village fell race this year. Funding from the PTA will enable the school to purchase a new shield for the first 'Grindleford Girl' back from the Junior Fell Race

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### 1732 Chairs Report

NL presented her Chairs report. She encouraged the Governors to get to know the dashboard and highlighted the greater focus on governance. Links are provided in the report.

**Action: NP to provide Governors with the link to the New Governor's Handbook which replaces the Governors' Guide to the Law.**

**Action: NL to send out Governor Newsletter to parents before the end of the academic year.**

**Action: LH to bring a copy of the charities commission form to the next meeting.**

### 1733 School Improvement Plan – achievement of objectives 2012/13?

LH presented a chart titled 'School Improvement Plan 2012-2013 – Progress and Attainment. The Governors responded that they would like the following to be included in next years' plan.

- New curriculum
- Writing
- Information Technology
- Foundation Stage – new curriculum

The Governors would like electronic links to tracking graphs in the plan.

### 1734 Learning Walk Feedback

BK reported back on the learning walk herself and Nicola Luscombe did with Tim Dutton. Recommendations from the walk were

- Formalise 1:1 talk with students so that the teacher and student can reflect on previous conversations.
- Add to current good displays by adding rubrics so that students know exactly what the assessment criteria are.
- Increase peer and self-assessment in all classes.

### 1735 Governing Body Dates for Meetings 13/14

**Action: LH to email out early in new academic year to check agreed dates for meetings.**

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The proposed Governor meeting schedule was circulated. The first meeting of the year 1 October 2013 is planned as a training meeting. JR gave her apologies for this meeting.

### 1736 Policy Review

The following policies were approved with no changes

- Professional Competence of Teachers
- Assaults on Members of Staff
- Disciplinary Procedure for Teachers
- Managing Allegations of Abuse Against School Staff
- Complaints and Appeals
- Off Site Visits Policy

### 1737 'What have we done this meeting to improve the outcomes of Grindleford Primary School?

- Suggested items for the School Improvement Plan responding to comments from the school improvement partner
- Identified trends in pupil performance and challenged the Headteacher.
- Set the meeting schedule for 2013/14
- Heard feedback from Governor briefings
- Received feedback from Learning Walk conducted by the school improvement partner and accepted recommendations.
- Received a comprehensive Headteachers Report.

NL thanked the Governors for the additional effort they have made over the last year. She also thanked LH for keeping 'the ship afloat' in challenging times and the Clerk for the support she provided to the committee.

The meeting closed at 9:07pm

**Next Meeting of the Full Governing Body Tuesday 8 October 2013. 7:00pm.**

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda 25<sup>th</sup> June 2013*
2. *Full Governing Body Meeting Minutes 7 May 2013*

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3. *School Support Finance 2013 Summer Terms 5 & 6 Governor Report*
4. *Headteachers Report 25 June 2013*
5. *Initial Pupil Performance Summary Summer 2013*
6. *Chairs Report 25 June 2013*
7. *School Improvement Plan 2012-2013 – Progress and Attainment*
8. *Learning Afternoon 17/4/13*
9. *Governor Meeting Schedule 2013/14*
10. *Professional Competence of Teachers Policy*
11. *Assaults on Members of Staff Policy*
12. *Managing Allegations of Abuse Against School Staff*
13. *Complaints and Appeals Policy*
14. *Off site Visits Policy*



PTA Annual Return  
Charity Commission 2



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