

GRINDLEFORD PRIMARY SCHOOL

FULL GOVERNING BODY MEETING MINUTES

7 May 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1714 Present

Nicola Luscombe (Parent, Chair)

Mike Nolan (Parent)

Leonie Hill (Head Teacher)

Rachel Siddall (Staff)

Joanne Crutchley (Parent)

Barbara Kwiecinski (Community)

Louise Burton (Community)

Judy Robinson (Authority)

Nicola Platts (Clerk)

Meeting opened at 6:35pm.

All in attendance.

1715 SIRR

Tim Dutton attended to present the content of the SIRR.

1. Writing

BK asked for clarification on why the SIRR did not reflect the Dashboard figures for the school for writing. The Dashboard shows that Key Stage 1 (KS1) and Key Stage 2 (KS2) similar children are in the lowest quintile for writing compared to other primary schools. How do we explain this difference? Small cohort sizes make a difference to the figures as do the mobility of children into and out of the school. This could mean a different group of children is being compared. The Achievement and Standards subcommittee have discussed mobility. The school has put in place writing strategies and are clear about the improvements they can anticipate. As a result the school can demonstrate that since the children have come into the school they have made progress even though the difference can not be seen from KS1 to KS2.

The concern is that the Dashboard is easy to access but does not have any narrative alongside the data. The school does not have the opportunity to speak to parents and explain until they come to have a conversation with the school. Governors noted that

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they would need to be aware of the Dashboard, which was introduced in February and be able to talk about it.

2. Behaviours and Standards.

Behaviour and standards were discussed at the Learning and Teaching Subcommittee. The decision was that the school could not give an outstanding at this stage as they could not say for all pupils.

3. School Visit by Tim Dutton.

Tim Dutton visited the school for the afternoon and talked to a number of pupils. The visit was on how learning was focused for higher attainers. He looked at books in some detail to look at the quality of the work as now in Ofsted inspection more time is spent looking in books to triangulate finding around the question - Is this typical of this school?

Tim Dutton said that from his observations, the Achievement and Standards Subcommittees had recorded and accurate reflection in their minutes. A greater percentage of children are making accelerated progress. Greater than 92% pupils making at least a two levels progress. Looking at in each year group, Year 2 and Year 6 may not be typical for the rest of the school. There are a few children who are not making the progress and the reasons for that are being explored. Funding was received for some these children last year. Since the funding has been withdrawn a dip in progress has been seen for these groups.

JC said that we know how successful interventions have been for us. How to maintain this with fewer resources? How can we be innovative? Tim Dutton said that good and outstanding teachers can provide that intervention at a skilful level. Behavioural issues can take them away to an area away from other children but the school does still have teaching assistants to support this.

4. Governance.

Tim Dutton said that the generic questions have not changed much over the years. Do you know your school? Do you know what the areas for development are? What do you do to call the school to account? The questions Governors ask the Head Teacher and challenging questions in subcommittees are example of this. How do you know? This is where Governors minutes act as a body of evidence. Why was that a priority in the school improvement plan (SIP) this year? Your knowledge of the SIP. The Finance Subcommittee meets on a regular basis, how do you allocate resources and how do they related to the needs of the school. Calling the school to account is now much more based on the data, knowledge of Raise online, dashboard, detailed tracking of individual children. Governors need to be able to interpret and pull out the key messages. The SIRR aims to do some of

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that. Tim Dutton suggested the Governors practice questions in meetings and with each other in a safe environment.

5. Questions about Finance and Safeguarding.

Tim Dutton said that there was much more emphasis on what is going on in classrooms. Matching what the inspectors are seeing in classrooms with what the data is saying. Less scrutiny on the policy documents and more time spent with the children. Tim Dutton will send out a copy of the questions.

Tim Dutton said that he had used School Evaluation Summary (SES) as a basis for his report but had decided this year to extend the work by the Governors conducting a learning walk with a particular focus. Last year he did joint observation of teaching and he has used this process a lot with this school. He said that when the Head Teacher says the school has moved from good to outstanding the Governors should challenge why this decision was made.

1716 Governing Body Membership

Future Governing body membership was discussed. MN, JC and NL will all leave the Governing Body as Parent Governors as their children will leave in the same school year. NL presented the options

1. Change the Instrument of Government to have 1 Local Authority (LA) governor, no community governor (become co-opted governor), 2 parents. In May 2014 the next community governor vacancy arises so could change Instrument of Government at that point.
2. Vote Associate Members on to subcommittees if they have specific skills for that subcommittee. Associate Members having voting rights on subcommittees but not on the Full Governing Body. This could be put in place in the last year before the Parent Governors leave. If this was chosen as an option it could be put in place in the last year before the Parent Governors leave as an induction to the Governing Body. The risk with this option is that the Associate Members may not get voted in by parents when the Parent Governor posts arise.

Action. NL to contact Governor Support. Can Parent Governors continue to the end of their term even though their child is no longer in the school?

NL said that under new regulations the Governing Body should have 1 LA Governor, at least 2 Parent Governors, 1 Head Teacher and 1 Staff Governor. Staff can not make up more than 1/3rd of the membership. The Governing Body can have as many co-opted Governors as they would like. This Governing Body is not obligated to change because it was set up before Sept 2012.

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Action: Autumn Term Review of Governors Handbook – Reconsider when the Parent Governors will leave and plan for replacement.

1717 Declaration of interest in any agenda items for this meeting.

No declarations of interest were received.

1718 Minutes of the Meetings held on 12 February 2013

Action: NL to meet with Rachel Siddall for induction.

Action: LH to bring copies of the quotes for the refurbishment of the school railings to the next meeting.

1708 Alteration to minutes - Learning and Teaching to review quality of teaching and spiritual moral social and cultural education. Learning and Teaching will also review 'behaviour and safety of pupils. Leadership and Management to review leadership and management.

NP action - R Bingley visited school on 11 December 2012

1709 Develop systems to seek views of pupils, carers and staff- the suggestions was made to hold focus groups with the school children. Views of the children were actively sought on 17 April.

Evaluation of safeguarding procedures – planned training and update for Governors on safeguarding 19 March 2013. - the training was cancelled and will be rescheduled for next year. The safeguarding audit has been completed.

NP action – add the learning walk template to the Governors Handbook.

With the above changes the minutes were agreed as a true record.

1719 Budget

YHA invoice for the Class 2 Castleton trip was approved £1017.50.

K Com invoice for delivering broadband services was approved £1780.32.

1720 Annex 1 and Annex 5.

Annex 1 – NL, RB and Tracey Callis have met with Finance Patch Officer and the information went to Finance Subcommittee last week. The bottom line looking healthier than it was due to the action taking by staff in school.

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- The budget includes French one morning per week to July and Tai Chi through the year.
- Water and Gas bills which have caused problems previously are now on monthly bills.
- Saved money on the broadband. County provided £4K for broadband. Cost of services this year £1700.
- Saving £8K for insurance. The school has not opted into this programme.

The predicted carry over this time next year is healthy at the moment. There is now no restriction on the amount of funding that can be carried over by the school. The school is currently down in Teaching Assistant (TA) support. LH is devising a plan to optimise the resource of TA's across all areas of need in the school. No information has been received about Single Status which could have a significant impact on the budget.

Annex 5 - Teacher FTEs should be recorded as 3.0 for Summer terms 5 and 6 2013. The document records that the school has 3.08 teachers because Leonora Parkin left the school after the school holidays so a proportion of her time is included in this calculation.

It is now expected that there will be a reduced predicted deficit but this can vary depending on actual children numbers. The plan is to keep the maximum teaching ratio until the large cohort, currently Year 4, leaves. This provides the school with 3 years of continuity. Even based on most pessimistic entry levels then the school is predicted to be in the black in 3 years. Schools now receive the same amount of money to every school whether they have SEN children or not.

In this budget 5 supply days have been included compared to 40 days last year. The school now has TAs who are HRTA and can cover and 1:1 tuition has stopped.

Annex 1 and Annex 5 were approved. With this approval the Governors agreed to keep the existing headteacher and three full time staff and reduced TA hours.

PTA monies are not included in the budget prediction therefore LH suggested that the PTA funds could be made available to fund equipment for the children in school.

1721 Progress towards the School Improvement Plan

Action – NP to add Safeguarding Audit on agenda for Summer 6 meeting.

The School Improvement Plan was accepted. Parent views will be sought and collated during the next academic year. The Parent Forum will be planned as an annual event.

All the Governors said that the School Improvement Plan was now more understandable and the plans feel cohesive with recognised joined up thinking for the School Improvement Plan, the School Improvement Review Record and the School Evaluation Summary.

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1722 Feedback from Subcommittees

Achievement and Standards. Meeting 23 April 2013 – no policies to review

Learning and Teaching. Meeting 23 April 2013.

- External contributors policy approved no changes
- Collective worship approved no changes
- Spelling/phonics policy approved no changes
- Off site visit policy, new policy, to come to FGB.

Action: Off site visit policy for review on Summer 6 Agenda.

Finance and Premises. Meeting 30th April 2013.

- Guide to Finance Policy for Non Finance Staff approved

Leadership and Management. Meeting 30th April 2013

- Behaviour policy – agreed with no changes. FGB to review
- Physical Intervention policy – approved with minor changes.
- Child protection policy – approved.FGB to review.

Action - JC to request attendance at PreSchool committee meetings without voting rights in order to share governing body expertise.

1723 Policies

Action: LH to bring the following policies to the Summer 6 meeting.

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

The Asthma policy was agreed by the Leadership and Management Subcommittee. NL said that the dose should say 2 puffs and a repeated dose up to 10 puffs. LH said that all

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the staff had the appropriate training. The Asthma policy was approved. The following policies were also approved with no changes.

- Physical Interventions Policy
- First Aid Policy
- Regulations on Teacher Appraisal and Capability
- Induction of Newly Qualified Teachers
- School Support Staff Review and Development
- Child Protection and Safeguarding.

1724 'What have we done this meeting to improve the outcomes of Grindleford Primary School Children?

- Listened to the SIRR about the progress and attainment of the children in the school.
- Approved Annex 1 and Annex 5. Agreed to continue to fund three members of teaching staff .
- Discussed how surplus budget can be used for the improvement of facilities for the children.
- Recognised that now have joined up thinking for the SIP, SIRR and School Evaluation Summary (SES).

Next Meeting of the Full Governing Body Tuesday 25 June 2013. 7:00pm.

Minutes approved by.....(Chair)

Documents Circulated for meeting:

1. *Agenda 7th May 2013*
2. *Full Governing Body Meeting Minutes 12 February 2013*
3. *School Improvement Review Record (SIRR) 2012/2013*
4. *Annex 1 – 2013/2014 Financial Year*
5. *Annex 5 – Staffing Establishment 2013/2014 Financial Year*
6. *School Improvement Plan September 2012 – July 2013*
7. *School Improvement Plan 2012-2013 Progress and Attainment*
8. *Physical Interventions Policy*
9. *First Aid Policy*
10. *Regulations on Teacher Appraisal and Capability*
11. *Policy for the Induction of Newly Qualified Teachers*

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- 12. School Support Staff Review and Development*
- 13. Child Protection and Safeguarding Policy*
- 14. Asthma Policy*