

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

8 October 2013

Chaired by: Nicola Platts (elections). Nicola Luscombe (reelected chair)

Clerked by: Nicola Platts

1738 Present

Nicola Luscombe (Parent)

Mike Nolan (Parent)

Rob Bingley (Authority)

Leonie Hill (Head Teacher)

Rachel Slack (Staff)

Louise Burton (Community) from 7:45pm to 9:10pm

Judy Robinson (Authority)

Nicola Platts (Clerk)

The meeting opened at 7:05pm.

1739 Apologies

Apologies were accepted from Barbara Kwiecinski.

1740 Election of Chair and Vice Chair

An intention to stand for the position of chair was received by the clerk prior to the meeting from Nicola Luscombe. Nicola was re-elected, proposer Joanne Crutchley, seconded by Judy Robinson.

Joanne Crutchley announced her intention to stand for the position of vice chair at the meeting. Joanne Crutchley was elected as Vice Chair, proposer Judy Robinson, seconded by Nicola Luscombe. The Govenors thanked Mike Nolan for his contribution as Vice Chair to the Committee over the last four years.

1741 Governing Body Membership

Governors' Handbook page 12. Changes to contact details were noted. The term of office for Joanne Crutchley has been changed, after her re-election in February 2012, to 31 January 2017.

Action: NP to update page 12 of the Governors' Handbook and circulate to Governors.

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1742 Register of Business Interests

A register of business interests form was received from all the Governors present at the meeting.

Action: BK to complete a Register of Business Interests Form and return to the Clerk.

1743 Review of 'Working Together Code of Practice.

The 'Working Together Code of Practice' in page 30 of the Governors Handbook was approved.

1744 Declaration of Interest in Any Agenda Items for this Meeting.

RS declared an interest in an item in the Head Teachers report.

1745 Minutes of the Meeting Held on 25 June 2013

The following amendments were requested to the minutes:

- Rob Bingley was present at the meeting.
- Page 3, paragraph 5, line 1 remove the word 'consistently'.
- Change the date of the next meeting to 8 October 2013.

With this change the minutes were accepted as a true record of the meeting.

Matters arising from the minutes:

Action from 1715. Practice of the governance questions asked by Ofsted to be included as part of the training delivered in the meeting held on 26 November 2013.

Action from 1716: Reconsider when the parent governors will leave and plan for their replacement. Advice and options are summarised in the Chairs Report under minute number 1746.

Action from 1705: NL has met with RS as part of the new Governor's induction.

Action from 1722: No further action to be taken. The school has a working relationship with the preschool. The preschool is well supported by the school.

Action from 1732: NP to provide Governors with the link to the New Governor's Handbook which replaces the Governor's Guide to the Law. Link below:

Action from 1732: Governors newsletter has been sent out to parents. **A copy of the newsletter will be put onto the webpage.**

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Action from 1732: A copy of the charities commission form is inserted into the minutes of the last meeting.

1746 Chair's Report

NL circulated her report. The training schedule is in place until the end of November. NL is attending the Safeguarding training as Safeguarding Lead.

NL had received a letter from DCC asking that Safeguarding procedures be reviewed and quality assured if necessary. DCC expected replies from schools if their procedures were not compliant by the 18th October. LH confirmed that the procedures and processes were compliant.

NL spoke about the parent governor transition. MN and NLs term finishes in February 2016. The term of office can be completed even though their children have left the school. The following are options to maintain the level of experience of the Governing Body:

- Become associate members from the beginning of year 15/16 to mentor new parent governors.
- Change the Instrument of Government at the next vacancy, this would include one LA governor.
- Current parent governors move into other Governor roles when vacancies arise.

1747 Head teacher's Report

LH discussed the Headteachers' Report which was circulated before the meeting. She said that alterations to the teaching assistant (TA) provision could not be made until implications of Single Status has been realised [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] Decisions of the TAs will then allow the school to decide what is affordable. LH had already assured the Governors that this decision is a priority. The governors concurred that this decision should be made ASAP in order to continue to fulfil obligations to the reception year on a contractual basis.

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LH gave an overview of the design expertise Mr Petts has been sharing with other schools regarding the development of their websites. The Governors acknowledged these skills and the positive impact it brought to the school. The Governors asked for reassurance that the work towards supporting these other schools is not affecting the quantity of teaching delivered by Mr Petts. LH said that he has supported Eyam for one and a half days at supply costs. He has also provided support to another school as well as doing work in his own time. Lessons organisation has been planned so that cover is supplied by Mrs Bacon (HRTA) or by LH or the Forest Schools activity. The school has also been contacted to see modelled lessons. The school website has attracted this interest and the asset was acknowledged.

Louise Burton joined the meeting.

1748 Progress Towards The School Improvement Plan

The School Improvement Plan will be amended at the next training meeting when the Governors will have the opportunity to identify the areas they would like to see developed and improved.

1749 Review of SATs Results

A review of the SATs results and progress made is included in the Headteacher's Report. The national results are awaited to find out how the school benchmarks. A more detailed discussion about RAISE online will take place at the next meeting.

1750 Threshold Performance Management

[REDACTED]

[REDACTED] The Governors were unanimous in deciding that [REDACTED] should go through the threshold.

1751 Attendance Policy

LH said that in September 2013 the Government changed the attendance policy. The new policy says that holidays all go down as unauthorised unless religious observance, proof that work place is on complete shut down or exceptional circumstances (undefined). School can define the exceptional circumstances. The Leadership and Management subcommittee will review the policy and consider what the 'exceptional circumstances' should be. The policy will be brought to the Full Governing Body in November before information will be shared with parents. Parent who are able to prove that they booked their holidays were booked before the letter went out will have their child's absence authorised. The Governors asked for information to be made available to the Leadership and Management subcommittee on

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how much leave is currently taken in term time. All new parents were given this information at the new parents meeting.

1752 Named Governors and Governor Visits

The named Governors for Safeguarding, Health and Safety, SEN, Performance Management and Training will remain the same. (page 50 Governors' Handbook). The Learning Walk Proforma has been inserted into the Handbook (page 57). The focused governor visits to school was approved (page 55 Governors' Handbook).

1753 Meeting Schedule 2013/14

The meeting schedule for 2013/14 was agreed (page 10 Governors' Handbook). The Governing Body structure and routines (page 15 Governors' Handbook) was approved.

1754 Governor Evaluation

NL asked the Governors whether they would like to continue with the evaluation form used in previous years or use the new evaluation. The decision was made to use the new questionnaire.

Summary of areas for development:

- Agenda and paperwork is received 7 days prior to the meeting. It was noted that late arrival of papers affected the ability of the Governors to do their job.
- Pupil Premium – We are not currently producing a breakdown of money coming in and where it goes to support children. The school should be able to prove the impact the money has had on that child.

Action: LH to bring a discussion of Pupil Premium to the next Finance Subcommittee meeting.

- Q27 Governors discussed question 27. It was agreed that under no circumstances would a Governor seek to judge the quality of teaching through classroom observations.
- Q32 Governing Body systematically seeks the views of pupils on a range of issues including behaviour and safety. It was suggested that the views of 'Finer Diners' were sought or hold specific pupil discussion days.
- Q33 1:1 meetings with a named subject leader are no longer held. Suggestions: invite members of staff to meetings to talk about their subject area; Governor/staff meal; School improvement plan, each governor chooses a curriculum area and come to see a member of staff in their PPA time; visits in afternoons when specialist teaching is happening.

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- Add behavioural issues to the Headteachers report and include discussion in staff meetings.
- A parent questionnaire will be sent out in book bags. LH will also direct parents to Parent View on Ofsted website. Details of this will be included in the newsletter.

Action: NL organise date for the next Parent Forum. The forum is open to other governors who want to attend.

Action: NL to write up the action plan for the next meeting of the Full Governing Body. The action plan will be attached to the School Improvement Plan.

1755 Governors' Handbook

The Governors' Handbook was reviewed. The following pages were updated:

- Contents page – page numbers changed with insertion of Learning Walk Template
- Page 5 - Appendix Information for Governors.
- Page 7 – Useful websites, information and training
- Page 12 – Governing Body Membership
- Page 13 – Governing Body Committee Structure and Membership 2013/14. Chair of the Leadership and Management Subcommittee changed to Joanne Crutchley. All other subcommittee membership will remain the same.

Action: All subcommittees to re-elect the chair and vice chair and approve the terms of reference at their first meeting. All Governors advise NL if they know anyone with special skills who could join subcommittee as an Associate member.

- Page 70 The staffing list was changed. The Governors extended their congratulations to Mrs Slack on her marriage during the Summer break.

A paper copy of the school prospectus is available for Governors from LH. An emailable version is not currently available.

1756 Induction programme for new governors.

The induction programme for new governors (page 6 of the Governors' Handbook) was approved.

1757 Mission Statement and Aims

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The mission statement and aims of Grindleford Primary School (page 8 Governors' Handbook) was approved.

1758 Instrument of Government

The instrument of government (page 11 Governors' Handbook) was approved.

1759 Governors Allowance and Expenses.

The governors allowances and expenses (page 67 Governor's Handbook) was approved.

1760 Budget

The Governors approved funding for the annual Class 3 visit to Whitehall and the Class 2 visit to Castleton.

L Burton left at 21:10

1761 Ofsted Inspection

LH said she had received a letter from Ofsted to state that the school would not be inspected before Summer 2014. The Governors discussed assessment of the school in preparation for this visit. LH said that the School Improvement Partner fulfils this role. No observations have been carried out previously. She also said that the school could buy in a package for an external observer to assess the school.

Meeting closed at 21:25

Next meeting of the Full Governing Body (Training Meeting) Tuesday 26 November 2013 7:00pm.

Minutes approved by.....(Chair)

Documents circulated for the meeting:

1. *Agenda 8th October 2013*
2. *Minutes of the meeting held on 25 June 2013*
3. *Chairs Report*
4. *Headteachers Report*
5. *Governors' Handbook*
6. *Register of Business Interests Form*