

GRINDLEFORD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES

26 November 2013

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

1762 Present

Nicola Luscombe (Parent)
Mike Nolan (Parent)
Rob Bingley (Authority)
Leonie Hill (Head Teacher)
Rachel Slack (Staff)
Louise Burton (Community)
Barbara Kwiecinski.(Community)
Judy Robinson (Authority)
Joanne Crutchley (Parent)
Nicola Platts (Clerk)

1763 Apologies

Apologies were accepted from Louise Burton R Bingley arrived late.

The meeting opened at 7:05pm.

1764 Governing Body Membership

Nothing to note.

1765 Declaration of interest in any agenda item for this meeting.

No declarations of interest were received.

1766 Minutes of the meeting held on 8 October 2013.

Action from 1732. NL to get a copies of the Governors newsletter and the minutes of meetings onto the school website

Action 1748. Progress towards the School Improvement Plan will be rolled over to the next meeting of the Full Governing Body.

Action 1754. LH to bring a discussion of the Pupil Premium to the next Finance Subcommittee meeting.

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Action 1754. Tuesday 28th January 2014 was agreed as the date for the next Parents Forum. NL to confirm and advertise to parents.

Action 1755. Achievement and Standards and Learning and Teaching Subcommittees have not had meetings. Chairs and Vice Chairs to be elected and terms of reference agreed at their first meeting.

1761 Ofsted inspection – B Kwiecinski and her colleague could offer external observation for the school in preparation for an inspection. The minutes of the meeting were approved as an accurate record.

1767 Progress towards the School Improvement Plan

LH said that the section on early years (foundation stage) had been written and work had started on the new curriculum section. The requests from the Governors for inclusion in the SIP have been taken on board.

1768 Subcommittee reports

a) Leadership and Management

The Governors have pressed the headteacher to establish links with other schools. A Commitment has now been made to link with a school by the next meeting of the subcommittee meeting on 28 January 2013.

LH to get policies on website by 28 January 2014.

The subcommittee reviewed 3 policies

- Supply Teaching –agreed
- Travel Plan
- Attendance Policy – to be approved by the Full Governing Body

b) Finance

RB circulated a budget forecast spreadsheet enabling the Governors to view and discuss several feasible resource scenarios over the next 3 years:

- Reduced number of reception children than predicted.
- Exit of unusually large cohort in 2016
- No change to staff salary / incremental increase.

- [REDACTED]
- Claw back for Broadband savings

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Whilst the budget was healthy it was acknowledged that some of the School Fund needed to top up the budget in 15/16.

LH thanked RB for his work to produce this spreadsheet.

The decision was made to prepare an advert for grade 1 TA 19 hours dedicated to reception.

[REDACTED]

[REDACTED] NL asked for confirmation that the new TA could be recruited ready for the Summer term. LH responded that once the impact of single status on the budget was known then the post could be advertised.

Clarification was requested on progress with Single Status. [REDACTED]

LH [REDACTED]. She asked for the January subcommittees to look at the current interventions again. After the training part of the meeting the Governors are expected to have greater clarity on where the weaknesses are and where they want to target them.

Action: January subcommittees to look at current interventions for stated hours.

1769 Policy reviews



financial
procedures(6 March



Financial
regulations(6 March



School Roles and
Responsibilities Docur

Financial Procedures Policy – approved

Financial Roles and Responsibilities – approved

Financial Regulations Policy - approved

Action: All decision taken by the Finance Subcommittee should be distributed to all Governing Body members. The person minuting the meeting should do this. The minutes do not have to have been ratified.

Attendance Policy – approved.

Action: LH to send out policy with cover letter to parents. Issue with newsletter and post onto the school website.

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Attendance Policy
2013.doc

1770 Governor Action Plan



Governor action plan
201314 proposed.doc

The Governors discussed the proposed action plan developed from the evaluation completed on 8th October 2013.

Item 10. Administration

Action: NP to develop a flow chart to show the process for ratifying and filing subcommittee minutes.

Item 20. Raising Standards and Evaluating Impact

BK said that additional priorities for the action plan may be raised from the RAISE online discussion in the training part of this meeting.

Action: NP to include Governor Action Plan onto the next meeting of the Full Governing Body Agenda.

JR to make pupil premium a standard agenda items on Achievement and Standards subcommittee. RS as chair of the Teaching and Learning Subcommittee agreed with the actions for this group.

Item 32. Seeking views of pupils.

Action: NL/MN/BK to develop a crib sheet set of questions for seeking the views of pupils.

The Governors had a detailed discussion about how to seek the views of pupils. Governors already come to Finer Diner meals on a Friday which is a good way to learn about the children but is not felt an appropriate place to ask 'what makes a good lesson?' JC said that attending School Council meetings had not been as useful as she had hoped in monitoring the childrens view of the school.

Item 33. Liaison with subject /aspect Coordinators to raise awareness of the implementation and impact of improvement actions.

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It was agreed that named Governors would be assigned to the subject leaders for literacy and maths and report back to the FGB at the term 5 FGB meeting. JC volunteered for be the named governor for literacy, MN volunteered to be the named Governor for numeracy.

NP to deliver Safeguarding training to the Governors. Plan to review before the next safeguarding audit.

Item 41.. Evidence of pupil behaviour can be found in the school 'happy SEF file' which includes visitor letters and letters from places the children have visited commenting on the good behaviour of the children.

The Governor Action Plan was approved.

1771 Achievement and Standards – Overview of the data and where we are now.

The second part of the meeting was dedicated to training on the school data.

1772 What have we done this meeting to improve the outcomes for the children during this meeting?

During the business meeting we greed the future Teaching Assistant requirements. Through training we have a greater understanding of the school and the progress made by pupils by looking at database information. We now have identified more questions we need to answer so that we can improve the school.

The Meeting closed at 21:15

Next meeting of the Full Governing Body Tuesday

Minutes approved by.....(Chair)

Documents circulated for the meeting:

1. *Agenda of the meeting held on 26 November 2013.*
2. *Minutes of the meeting held on 8 October 2013.*
3. *Financial Procedures Policy*
4. *Financial Regulations Policy*
5. *Financial Roles and Responsibilities*
6. *Attendance Policy*
7. *Governor Action Plan 13/14*

Training meeting

1. *Raise Online 2013 unvalidated.*
2. *Primary databook part 1 2013*

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3. *Primary databook part 2 2013*
4. *Early Years Foundation Stage Databook*