

**Grindleford Primary School**  
**Full Governing Body Meeting**

**Tuesday 4<sup>th</sup> March 2014, 7:00pm, Grindleford Primary School**

Chaired by: Nicola Luscombe

Clerked by: Nicola Platts

**DRAFT**

**1773 Present**

Nicola Luscombe (Parent)

Mike Nolan (Parent)

Rob Bingley (Authority)

Leonie Hill (Head Teacher)

Rachel Slack (Staff)

Louise Burton (Community)

Barbara Kwiecinski.

Judy Robinson (Authority)

Joanne Crutchley (Parent)

Nicola Platts (Clerk)

**1774 Apologies**

All Governors were present at the meeting.

The meeting opened at 7:05pm.

**1775 Governing Body Membership**

Louise Burton said that she did not intend to continuing in her post as community governor after the end of term on 3 May 2014. The Governors thanked Louise for her valued contribution over the last four years. Louise will be taking with her education and SEN knowledge input to the Governing Body.

**Action: NL to produce a flyer identifying the skills the Governing Body is looking for.**

**Action: NP to check with the rules for appointment of a Community Governor.**

Post meeting note: Community governors are appointed by the governing body to represent community interests. Community governors can be people who live or work in the community served by the school, or persons who do not work or live close to the school, but are committed to good governance and success of the school. A person who is eligible to

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be a staff governor or an elected member of the local authority is not eligible to be a community governor.

**1776 Declaration of interest in any agenda item for this meeting.**

No declarations of interest were received.

**1777 Minutes of the meeting held on 26 November 2013.**

J Crutchley was omitted from the attendee list. Minute number 1770, item 41 it was confirmed that evidence for pupil behaviour is kept in the 'happy SEF' file. This file stores letters from places the children have visited commenting on their behaviour. Minute number 1770 item 33, NL to deliver safeguarding training not NP as minuted. The first sentence of the last paragraph change 'greed' to 'agreed'. With these amendments the minutes were accepted as a true and accurate record of the meeting.

**Action from 1732. NP to provide the final May, June and November minutes to NL for addition to the school website.**

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

**Action 1754. Parents Forum to be held on 21 March 2014 2:15pm – 3:15pm in the School Hall.**

**Action 1770: NP to develop a flow chart to show the process for ratifying and filing subcommittee minutes.**

LH confirmed that the Attendance policy went out to parents on 8 January 2014. The policy is also available to view on the website.

LH and whole school staff to attend Level 1 safeguarding training on 13<sup>th</sup> March at Castleton School. She invited other interested Governors to attend if available.

**1778 Budget**

The next meeting with PATCH officer is on the 25 March 2014. This is be an opportunity to discuss Teaching Assistant options available. Single status continues to be problematic as the final spreadsheet has some critical omissions. Single status will come into force on 1 March 2014.

It was noted that the Parent Teacher Association had funded the school £7100 and not £7400 as initially estimated.

**1779 Headteachers Report**

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LH referred the governors to the pupil achievement summary (SIRR 2014 EYFS) and the EY mid term assessments - analysis circulated before the meeting for information. She said that the pupil achievement summary needed changing due to the Derbyshire County Council Tracker programme the school uses not working properly and pulling through incorrect data. An updated sheet was provided to Governors. The mid term assessments give overview of how children are doing from baseline to January 2014.

LH said that the Parent Teacher Association (PTA) were researching whether the school should have solar panels installed. It was queried whether solar panels were a good use of funding. It was felt that it would as the school has high electricity costs.

An application was received to authorise absence during term time. The decision was made not to authorise the absence in accordance with the school attendance policy.

**1779      School Improvement Plan**

LH talked the Governors through the content of the new School Improvement Plan which now includes the sections the Governors wanted to see worked on. The evaluation is embedded into the electronic version of the document.

- Writing Action Plan

RB asked whether Tim Dutton would be able to support SL by providing a list of schools who have shown accelerated progress in writing to find out new strategies and interventions.

The school is currently developing a link with a school in Australia to develop writing for a purpose eg pen pals.

LH was asked how work scrutiny worked in practice in the school. She said that when the same students are being taught by different teachers, staff carry out an assessment which they then review in staff meetings.

- Foundation Stage

NL commented that the recent SIRR showed that attainment baseline for foundation stage looks low. All schools moderated with are in the same position.

- ICT

The Governors recognised the strong position the school was in for the development of ICT due the skills brought by Richard Petts. Many schools are having to seek further training in this area to be able to deliver this.

LH said that the SIP was a working document. Any comments and additions to be emailed to LH.

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### **1780 Chairs Report**

NL reported that the Performance Management of the Headteacher took place on 12 December 2013. A pay increase for the Headteacher was agreed but was not taken up due to the budget requirements of the school.

Outstanding actions from the Governor's action plan:

Administration:

- Shared drive to be established this year (Action: Head teacher and Chair
- Governor training record (including DCC cancellations) to be maintained by the Clerk.

Raising Standards and Evaluating Impact

- Impact and arrangements for sports funding are monitored at the Teaching and Learning subcommittee and fed back to the FGB (Action: Chair Teaching and Learning Subcommittee).
- Report to the FGB how the school judges the quality of teaching and learning at least yearly (Action: Chair Teaching and Learning Subcommittee).

Leadership and Management

- Chair to facilitate appropriate 'crib' sheet set of questions as a baseline.
- Attendance to school council meeting or similar forum (TBC) pupil & governor assembly (Action: All)
- A named Governor(s) is assigned to the subject leaders for literacy and maths and reports back to the FGB at the term 5 FGB meeting. JC to act as the link for literacy, MN to act as the link for Maths.
- The SEN, Safeguarding and H&S Governor will provide an assurance report to the FGB at or before the year end meeting.
- Behaviour and safety of pupils, agenda item for term 5 FGB meeting.

### **1781 Subcommittee Reports**

Verbal reports were given by the Chairs of all the subcommittees:

- Achievement and Standards. 11 February 2014
- Learning and Teaching 11 February 2014
- Leadership and Management 28 January 2014

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- Finance and Premises. 28 January 2014.

JR asked what the impact free school meals for infants will have for the school. LH responded that this has not yet been discussed at county level so the impact on school catering was unclear.

The planned change from statements to the new education, health and care plan has not been discussed with head teachers to date.

**1782 Policy Review**

Budget setting procedure - approved

School Financial Value Service.(SFVS) -approved. No additions requested.

The head teacher was asked about the progress towards recruiting the new Teaching Assistant. The post will be discussed at next meeting with the Patch Officer on 25<sup>th</sup> March. The school is awaiting up to date single status information to inform sustainability of the post.

**1783 What have we done to improve the outcomes of children this meeting?**

- Governors have a better understanding of how the different aspects of the school improvement plan are evaluated and how it impacts on students. This is the first School Improvement Plan where the Governors have had a role in the writing of it.
- Set out the actions that need to be completed before the end of the school year.
- Strategic planning about the future of the governing body.
- Ensured finance systems are in place and are working well.
- Discussed new legislation and training opportunities.

The school is extremely lucky to have volunteer support. Whilst the school regularly thanks volunteers and give gifts for example at Christmas. It was agreed that a letter/card would be sent from the Governing Body.

**Action: NL to compile a list of the volunteers who support the school.**

Meeting closed at 8:58pm.

**Next meeting of the Full Governing Body: Tuesday 6 May 2014. 7:00pm**

Minutes approved by.....(Chair)

*Documents circulated for the meeting:*

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1. *Agenda of the meeting 4 March 2014*
2. *Minutes of the meeting held on 26 November 2013*
3. *Headteacher's Report 4 March 2014*
4. *Pupil Achievement Summary End of Autumn Term 2013/2014*
5. *Mid Term Assessment – September 2013 – January 2014*
6. *School Improvement Plan July 2013 to September 2014*
7. *Chairs Report 4<sup>th</sup> March 2014*
8. *Schools Financial Value Service*
9. *Budget Setting Procedure*
10. *Avoidance of Disability Discrimination*