

Grindleford Primary School
Full Governing Body Meeting
Tuesday 6th May 2014, 7:00pm, Grindleford Primary School

1784 Present

Nicola Luscombe (Parent, Chair)

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)

All Governors were present at the meeting.

The meeting opened at 7:02pm.

1785 Governing Body Membership

The Clerk has received a letter from NL resigning from her post as Parent Governor.

A nomination was received from NL for the vacant Community Governor post. NL left the room whilst her nomination was considered. The Governors voted unanimously for NL to take up the Community Governor post.

JR confirmed that she had decided not to continue in the Local Authority Governor post once her term ended in September 2014. The Head Teacher and Governors expressed regret that JR would be leaving the Governing Body after 12 years of service.

Action: NP to inform Governor Support of changes to the Governing Body membership.

Action: NP to seek nominations from Parent for the vacant Parent Governor post.

NP has made the decision to resign from the Clerk to the Governors post. NP agreed to continue in post until the new Clerk had been recruited and support with inducting the new person into the role.

Action: LH, NL, JC to put together the advert, job description and person specification and advertise for a Clerk to the Governors.

1786 Declarations of interest in any agenda items for this meeting.

No declarations of interest were received.

1787 Minutes of the meeting held on 6 March 2014

Action 1732: The minutes for the May, June and November minutes have been added to the school website.

Action 1775: NL to produce a flyer identifying the skills the Governing Body is looking for.

Action 1754: LH to bring the discussion of the Pupil Premium to the Summer 6 meeting.

Action 1754: The Parents Forum was held on 21 March. No parents attended the meeting. NL said that she received an informal verbal comment from a parent in the school yard after the planned Parents Forum 'I am really pleased with the school, I can not believe the school could do anything better'.

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

The minutes were accepted as a true and accurate record of the meeting.

1788 Budget

LH presented the Annex 1. She reported that herself, the School Secretary, PB and the Patch Officer had met on 25 March 2014 to look at the budget. The predicted carry forward for 2014/15 is £34,776. This includes a Teaching Assistant on single status equivalent level 1 for 25 hours per week for Reception. This post is expected to be sustainable for at least two years.

Annex 1 was approved by all the Governors.

Annex 5 shows an increase in staffing with the proposed new Teaching Assistant post. The Governors agreed to the additional Teaching Assistant post and approved the Annex 5.

Action: LH to contact Human Resources, compile the advert and seek out availability of Governors to interview.

LH said that the school will have a visit in the Summer term to ensure that the floor space of the school is still the same and total numbers the school can accommodate are correct. JC asked whether the provision of free school meals will affect the space available. LH said that it was not predicted to. LH said that many families were not opting to take up the free school meals.

LH thanked the Governors for their input over and above their duty and thanked RB specifically for his skill in cross referencing the data.

1789 Progress Towards the School Improvement Plan (SIP).

LH talked through the School Improvement Plan. She said that she was pleased to report that the deadlines set in the SIP would be met. Evaluations have been embedded into the document for ease of reference. She said that only five responses had been received on Parent View and 10 paper copies had been received in response to the mailing. All scored 100%.

Action: LH to mention in the school newsletter the importance of completing the questionnaire.

Action: Governors to come to the Summer 6 meeting with ideas of what they want to see in the SIP next time or what they would like to see more of.

LH said that the School Evaluation Summary (SES) had been sent out for information. Governors are asked to see if they agree with the gradings. NL suggested that the school assessment for behaviour and safety should be increased from 'good' to 'outstanding'. The school was scored 'outstanding' in the 2009 Ofsted report. BK said that Ofsted new priority was to look for behaviour which excites and enthuses everybody. In light of this the school decided to reduce the assessment to good but this may be needed to be relooked at.

Action: Clerk to add SES onto the Summer 6 agenda.

1790 Feedback from April Subcommittees.

Verbal feedback was provided by:

Achievement and Standards. 1 April 2014. No policies were needing review.

Finance and Premises met on 8 April 2014 where the Annex 1 and Annex 5 were discussed. The Teachers Pay Policy was approved.

Leadership and Management. 8 April 2014. The Sick Children, Long Term Medical, Inset and Fire and Evacuation policies were approved with no changes. Two further applications had been received requesting authorisation for pupil absence. One was approved and one was not.

Learning and Teaching did not meet on 1 April 2014 as they were not quorate. No policies needed reviewing. Their next planned meeting is on 20 May 2014.

1791 Review of the Governor Action Plan

Administration: this is on the radar to improve. The aim is to set up a shared drive in the next year.

Action: NP to update the Governor Training Record for the file.

The impact of the sports funding is monitored at the Teaching and Learning Subcommittee with learning and feedback reported to the Full Governing Body. It was felt that it was too

early to be able to demonstrate an improvement. The achievement of involving 1/3rd of the school in the running club was noted.

Leadership and Management -

It was noted that there would be an SEN gap on the Governing Body in September when JR ends her term of office.

1792 Policy Review

The Contracts of Employment policy no longer exists and is now incorporated within the Personnel Handbook which has already been adopted.

Action: NP to delete Contracts of Employment Policy from the Governors Handbook.

1793 What have we done this meeting to improve the outcomes of Grindleford Primary School Children?

- developed a plan to governing body membership
- agreed a budget in credit
- agreed funding for a new Teaching Assistant
- received feedback from the subcommittees
- Governors have good awareness of the outstanding actions for the remainder of the year.

The meeting closed at 8:12pm

Next Meeting of the Full Governing Body: Tuesday 24th June. 7:00pm

Minutes approved by.....(chair)

Documents circulated for the meeting:

1. *Agenda for the meeting 6 May 2014*
2. *Minutes of the meeting held on 4 March 2014*
3. *Annex 1*
4. *Annex 5*
5. *School Improvement Plan and evaluations*
6. *Data Dashboards for KS1 and KS2 (for information)*
7. *SIRR Report (for information)*
8. *SES and SES Summary (for information)*