



**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Thursday October 12<sup>th</sup> 2017 at 7pm**

**Meeting open 7.05pm**

**2037 Present**

Leonie Hill (Head Teacher)  
Helen Illingworth (Parent)  
Becky Harby (Associate)  
Jane Campbell (Parent)  
Cynthia Nettell (LA)  
Paul Hayes (Parent)  
Richard Petts (Staff)  
Beccy Ibbotson (Clerk)

**2038 Apologies**

Barbara Kwiecinski (Chair) – due to work commitments  
Peter O'Brien will be leaving at 7.25pm

**2039 Declaration of interest in any agenda items for this meeting**

No interest declared.

**2040 Return of signed declaration of interest**

BHa, CNe, PHa, RPe, Bib returned completed forms  
LHi, HIl, JCa, BKi, POb forms outstanding – **Action ongoing**

**2041 Return of self evaluation forms**

CNe, PHa, RPe returned completed forms  
LHi, HIl, JCa, BKi, POb, BHa forms outstanding – **Action ongoing**

**2042 Nomination / election of Chair and Vice Chair**

BKi had confirmed that she was happy to continue on the position of Chair. The governors universally voted for her to continue in this role.

The governors were asked for nominations for the position of Vice Chair. JCa put her name forward and the governors universally voted her in as Vice Chair.



Vikki Village has tendered her resignation. The governors passed on their thanks to her.

The vacancy on the committee was advertised to all staff at the end of last term. Richard Petts was the only member of staff who expressed an interest to join the committee – the governors unanimously voted RPe into the position and offered her a warm welcome.

POb left the meeting.

### **2043 Information about possible new governor.**

LHi explained that following the resignation of JF there was now a vacancy for a Co-opted governor.

BKi has put forward Carolyn Downes who does the accounts for the shop in Grindleford. Her four children attended Grindleford Primary School. The governors felt that she would be a valuable asset to the team.

LHi suggested that we invite her to visit the school and attend the next Full Governor meeting – **Action BKi to contact Carolyn**

PHa raised the point that we should continue to look for another new governor who has expertise in teaching and learning – **Action All**

### **2044 Minutes of the previous meeting held on 4<sup>th</sup> July 2017**

2017 (6.1 26) Home School Agreements actioned

2017 (6.2 137) First Aid coverage on going – **Action LHi and Hll**

2017 (6.3 164) Letter to playground company, it was decided this would not be actioned.

2022 JCa to look at dates for Finance training – **Action ongoing JCa**

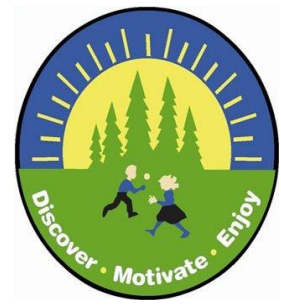
2029 Second coat on door. Still outstanding it has been chased – **Action ongoing**

2032 Competency Framework for Governance in Google Drive – actioned

192 LHi trying to gain information on numbers of children within birth range for September 2018 reception intake from other surgeries – **Action LHi ongoing**

JCa taken leaflet and in distributing them – actioned

Hll informed the governors that a banner had been ordered for the bottom of the road advertising the school. Hll suggested looking at the Rural Trader (possibly renamed 'Focus') and Pure magazine in Bakewell for possible advertising in future.



JCa informed the governors that she had been working to raise the schools profile on social media and there would be more details available at the next meeting – **Action JCa**

PHa and LHi to meet and discuss budget proposals – **Action LHi and PHa ongoing**

194 Playground –LHi updated the governors that several of the tarmac companies that had been invited to quote for the works had advised that the existing tarmac appears to be in good condition. The Finance governors had agreed to a local company coming in to remove the surface over half term. There was a suggestion that a work party be organized to pressure wash the surface.

The governors where informed that we are applying for match funding through DCC for a replacement playground if the work does need to be done.

PHa mentioned that the Duke of Devonshire charitable fund may be able to help, PHa to look into this – **Action PHa**

38 (29) Suggestion of a Safeguarding assessment from pupil's perspective to be taken to L&M sub-committee – **Action LHi ongoing**

2034 Safer Recruitment training for LHi and Hll– **Action ongoing**

The Full Governing body accepted the minutes as a true record.

## **2045 Policy review. Including Grindleford School Governor handbook agreement on Governor membership, roles, configuration of the sub committees and named Governors**

The Governor Handbook was circulated prior to the meeting

Page 6 Wording to be altered to read 'Agree to take part in induction training.' – Approved after this change is made.

Page 8 Mission statement – approved

Page 10 Meeting schedule. The dates for the meetings were agreed but the meeting schedule will be redrafted and sent out for approval – **Action Blb**

Page 12 Contact details and type of Governor updated for JCa - Approved

Page 13 Membership of the governing body was discussed and governors agreed their roles. Vice Chair to be amended to JCa, RPe to replace VVi on ASTL, Chair of ASLT to be reviewed at meeting when all members present, CN agreed to join the Performance Management of Headteacher committee.

Rob Bingley is an Associate member. LHi to email RBi to ensure he is happy to continue with this role – **Action LHi**

Page 16 Approved

Page 18 Full Governors Terms of Reference - Approved

Page 19 / 20 To be altered to read 'Not less than four governors, inc head' Approved after this change is made.



Page 21/ 22 / 23 To be altered to read 'Not less than four governors, inc head' Approved after this change is made.

Page 24 To be altered to read 'Not less than four governors, inc head' Approved after this change is made.

Page 25 Approved

Page 33 Approved

Page 53 Hll,PHa, LHi and Bib accepted and agreed their roles. BHa agreed to be the named governor for SEND. The governors unanimously agreed this.

Page 54 Hll, PHa, BHa, BKi (previously informed clerk) accepted and agreed their roles. Alter SEND governor to BHa. CNe agreed to be the named governor for Literacy. The governors unanimously agreed this.

Page 59 Approved

Page 77 Approved

Page 78 Financial Regulations and procedures were approved.

The governors unanimously approved Blb to be signatory on the Imprest account.

Page 103 Staffing List – has been updated - Approved

[REDACTED]

[REDACTED]

## **2047 Head teacher report.**

Please see attached Head Teachers Report.

### **Premises Issues**

- Woodworm – Governors authorised the spend of £1391.00 for the treatment of the woodworm that has been discovered in the kitchen. This work is booked in for Thursday 26<sup>th</sup> October
- Drainage works for toilets – Governors authorised the potential spend of £1709.79 for the essential drainage works that are booked in for Tuesday 24<sup>th</sup> October.
- Playground – Governors authorised the work to take up and remove the wet pour over the half term period. Quotes for the works have been sourced and the governors authorised Max Codd to complete the work at a rate of £250.00 per day plus 7 skips. An approximate spend of £2000 - £2500

LHi informed the governors that we were hoping for Chris Theyer to visit the school on Tuesday 7<sup>th</sup> November to present her with a cheque for the money raised. It was suggested that this would be a great opportunity to raise the schools profile in the press.



Hll suggested selling glow sticks and glowing lights at the Halloween disco. The governors thought this was a good idea. – **Action Hll and LHl**

**2048 What have we done for the children of Grindleford School at this meeting?**

- Agreed different fund raising ideas.
- Discussed and agreed the continual marketing of the school
- Approved the expenditure for essential maintenance works (kitchen woodworm, playground and drainage works)
- Agreed the contingency of the governing body
- Set the structure for continued successful running of the Governing Body
- Dealt with several property issues

**2049 Date of the next meeting**

30<sup>th</sup> November 2017

Chair.....

Date.....