

Grindleford Primary School
Full Governing Body Meeting
Thursday 5th July 2018, 7pm

Meeting open 7pm

2089 Present

Leonie Hill (Head Teacher)
Jane Campbell (Co opted)
Paul Hayes (Parent)
Richard Petts (Staff)
Cynthia Nettell (LA)
Peter O'Brien (Co opted)
Helen Illingworth (Parent)
Beccy Ibbotson (Clerk)

2090 Apologies

Barbara Kwiecinski (Chair) – work commitments
Becky Harby (Associate) - family commitments
Carolyn Downes (Co opted) - family commitments

2091 Declaration of interest in any agenda items for this meeting

No interest declared.

2092 Recruitment of Associate Governor

LHi introduced Helen Fulson who has expressed an interest in joining the governing body. She applied through the ad placed on Facebook.

The governors introduced themselves and LHi briefed her about the two governors not present.

Helen was invited to tell the governors about her experience and what she could bring to the governing body. She informed the governors that she had been a primary school teacher for 14 years and four years ago starting working for Twinkl. During her time with the company she has progressed to the position of Chief Product Office and oversees all the resources that are put on line. She continues to extend the resources available to teachers. She has a particular interest in social media using this forum to advertise Twinkl and support teachers.



She lives in the village having moved here 2 ½ years ago and has a 19 month old daughter.

Along with her knowledge and experience in the field of teaching she also offered the school a free twinkl subscription.

LHi asked if any of the governors had any questions. PHa asked more about Twinkl and asked how the company had evolved. Helen explained that the growth of the company meant that this year they had formed a partnership with the BBC Spring Watch academy and produced the resources for them. Also, they are working with Children in Need this year and are planning about 150 resources.

Helen left the room and the governors unanimously agree that Helen would make a valuable member of the governing body and her expertise would be of great benefit to the existing team.

Helen Fulson was offered the position of Associate Governor and she accepted. LHi invited Helen to stay for the meeting and she accepted.

Helen to be supplied with the Governing Handbook and informed of dates of Governors Induction training - **Action Blb**

2093 Minutes of the previous meeting held on 3rd May 2018

2079 (2066 2044 2017 6.2 137) First Aid Coverage – **Action LHi and Hll ongoing**

2079 (2066 2044 2029 2057) Second coat on door. Still outstanding. It has been chased as part the snagging list outstanding for the kitchen – **Action Blb ongoing**

2079 (2066 2044 192) Debbie Greaves mentioned a Sufficiency document that might offer the information on birth rates – **Action LHi / JCa to investigate - ongoing**

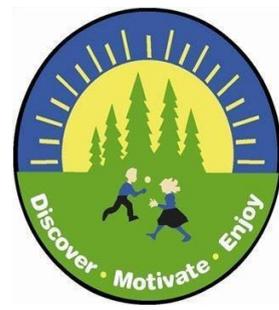
2079 (2066 2044 38 29) Suggestion of a Safeguarding Assessment from pupil's perspective to be taken to L&M committee - Ongoing - **Action LHi ongoing**

2079 (2066 2034) Safer Recruitment training for LHi and Hll – online training available - **Action LHi / Hll ongoing**

2068 Finance Governors Self Assessment - received BHa - Actioned

2080 Message to be sent out to parents regarding the use of mobile phones at homes and the impact on concentration at school - **Action on going**

2081 Annex 1 and 5 approved and sent - Actioned



2083 Redundancy Procedure to be placed into F&P folder - Actioned

2083 GDPR

- Privacy Notice to be placed on website - Actioned
- Data Protection Policy to be approved - on agenda
- Copy of Policy for G Suite for Education to be sent to audit - email received confirming that that they were happy with the policy - Actioned
- Email to be sent to parents gaining consent for marketing emails - Actioned

2085 Advertising for Associates - on agenda - Actioned

2086 The training date was set but unfortunately had to be canceled. New date Thursday 20th September has been set - Actioned

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

2094 Feedback from the subcommittee meetings

Leadership and Management

L&M meeting was not held due to lack of numbers able to attend.

ASLT

ASLT meeting was not held due to lack of numbers able to attend.

Finance and Premises

The F&P minutes from the 21/6/18 were made available to the governors before the meeting. These were reviewed and discussed.

Further updates to the meeting –

Neil Roden to return audited accounts next week.

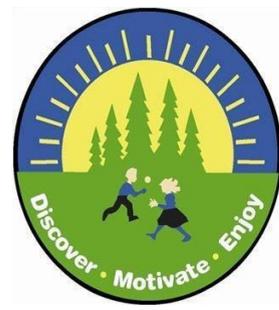
After school club to proceed but breakfast club is not proceeding due to low numbers.

PHa has completed the inspection of the playground.

PHa and Bib completed the Inventory audit on 5/7/18. Details to be consolidated by Bib for sign off by PHa - **Action Bib and PHa**

2095 Review of Governing Body Membership

BHa expressed to LHi that she was concerned about the number of meetings she was missing. It was agreed that when she was absent her feedback through email and experience was invaluable. Due to her being an Associate Governor the governing body



agreed that they would like to continue to be on the body even if she was unable to attend all meetings.

LHi read out a letter from Barbara (copy attached) thanking everyone for their support and her concerns about missing meetings and thanked PHa for stepping up to Chair. She explained her growing family commitments and that although it was a hard decision she was resigning from the Governing body. The governors thanked her for all her work and that that she would be missed - **Action B1b to organise a card and flowers.**

Due to this development Helen was offered the position of joining the governing body as a FG as we now have a FG position. Helen agreed that she would like to join as a FG.

HFu and LHi left the room. The governors voted on the position and unanimously agreed HFu to join as a co opted full governor - **Action B1b to organise DBS**

Further to advertising for associates PHa has been approached by Tim Shephard, Sophie Heason and Sarah Battersby. PHa has sent all of them an email and invited them along in October and asked for a reference. Sarah Battersby said she'd happily stand back but happy to help with fundraising if having so many associates would be too many.

Hll informed the governors about a deputy head of Forge Valley about to retire who has also expressed an interest in joining.

Governors discussed the ultimate number of associates that should be considered to join the board. It was felt that if we refuse some then it might put off people applying again. In principle the governors decided that they did not think that having this number of associates would be too many.

ASLT was seen as an area that should be of focus due to losing BKi and BHa commitments increasing.

B1b to invite the potential candidates to October - Action B1b

JCa offered to join the ASLT sub committee. This was welcomed by the governors.

The governors discussed the position of Chair from September. PHa family commitments are increasing from next year so unfortunately he can't continue. A discussion was had about setting the Chair position term to one year. It was agreed that this would increase the knowledge in the governing body through succession.

A vote was had to set the term to a year. The Chair would not be able to stand the following year but could do another term in the future. The governors unanimously agreed.

Governors discussed that in the Autumn 1 meeting the Chair would be elected.



2096 Head's Report

See attached document. LHi ran through the report.

A discussion was had about how the blog posts are positioned and show a more 'academic' focus.

Bib to put a spreadsheet on the FG shared drive showing the breakdown of fundraising for governors to review - **Action Bib**

2098 SIP

LHi ran through the SIP report.

A discussion was had about the Foundation Stage results. The small cohort has had a dramatic impact on the percentage scores. There is explanation behind the scores due to children joining during the school year.

Items highlighted in orange to be carried over on to the School Improvement Plan.

PHa discussed the targets that should be put on the SIP by the governing body to support the teaching. Governors should write an action plan to go with the SIP so that governors know what the focus should be next year.

Training session to be held in September for Governors to discuss the Ofsted report and how this can be tied into the SIP. Date booked for Thursday 20th September.

2099 Policy Review

All policies were made available to the governors prior to the meeting.

Data Protection Policy - policy approved by Governors with the addition that the cluster are sharing expertise by being the Data Protection Officers for each others school - **Action Bib**

Safeguarding Portfolio –

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| 1. DfE Keeping Children Safe in Education: Statutory Guidance – no change - approved |
| 2. Working Together to Safeguard Children: An Inter-Agency Guide for Practitioners – minor amendment to guidance to add definition of child sexual exploitation - approved |
| 3. DfE Guidance: What to do if you're worried a child is being abused – no change - approved |



4. DfE Guidance: Information Sharing: Advice for Practitioners – no change - approved
5. Derby City & Derbyshire Joint Information Sharing Protocol – no change – see derbyshirescbs.proceduresonline.com for further information and guidance - approved
6. HM Govt. Revised Prevent Duty Guidance England & Wales – no change - approved
7. DfE – The Prevent Duty, Advice & Guidance for Schools & Child Care Providers – no change - approved
8. Extremism & radicalisation Policy 2017 – new policy - approved
9. Prevent – Risk indication Checklist – no change - approved
10. External Contributors Policy – new policy - approved
11. The Single Central Record – updated version June 2018 - approved
12. Code of Conduct for Staff – new policy - approved
13. Dealing with Allegations Against School Staff and Volunteers – new policy - approved
14. Confidential Reporting Code (Whistle Blowing) – no change - approved
15. Guidance for Safer Working Practice + Grindleford Staff Handbook – addition of safer working practices – no change to handbook - approved
16. Child Protection and Safeguarding Policy – new policy - approved
17. Derby City & Derbyshire Safeguarding Board Threshold Document – new document - approved
18. DSCB Escalation Policy and Process – new policy and process - approved
19. Equal Opportunities Race, Equality and Cultural Diversity Policy – no change - approved
20. Anti-Bullying Policy – new policy - approved
21. Behaviour Policy – no change - approved
22. Policy Guidance for Positive Behaviour Support (Including Physical Interventions) – no change - approved
23. Drug Incident Management Policy – no change - approved
24. Self-Harm Practice Guidance – no change - approved
25. Formulation of a Local health and Safety Policy – updated policy - approved



<p>26. Sexting how to respond to an accident Online safety in schools and colleges: Questions from the Governing Board Sexting in Schools and colleges: responding to incidents and safeguarding young people – now policy and guidance documents - approved</p>
<p>27. Administrating Medicines – no change - approved</p>
<p>28. Intimate and Personal Care Policy Key Stage 1 and Above – no change - approved</p>
<p>29. Derbyshire Schools Domestic Violence Protocol – no change - approved</p>
<p>30. School Sex & Relationships Policy – no change - approved</p>
<p>31. Safeguarding Children and Young People from Sexual Exploitation – no change Addition of Joint Strategy Toolkit - approved</p>
<p>32. Child Sexual Exploitation Risk Assessment Toolkit- new risk assessment- approved</p>
<p>33. Policy for Access of the Internet and e-safety Online Safety within 'Keeping Children Safe in Education' 2016 – no change - approved</p>
<p>34. Derbyshire's Policy on Children Missing from Education – new policy - approved</p>
<p>35. Private Fostering Policy – new policy - approved</p>
<p>36. Separated Parents Policy – new policy - approved</p>
<p>37. Complaints Procedure – For External Complaints about the Actions of School Staff – no change - approved</p>
<p>38. DCC Records retention Periods for School Policy – new policy - approved</p>
<p>39. Child Protection Record Report Form – new form included - approved</p>

2100 Governor Training Update

No training courses completed since last meeting.

New training schedule is not yet available.

Helen Fulson to complete Governor Induction training course.

2101 What have we done to improve the outcomes of the children of Grindleford School at this meeting?

- Ensured the governing body membership for sustainability



- Approved the Safeguarding Portfolio and Data Protection Policy
- Talked strategically about governance and school planning
- Talked strategically about budget management and planning for the schools future
- Term of the new Chair was set
- Thanked BKi for all her hard work, dedication and knowledge she has brought to the school
- Thought about people's perceptions of the school

Meeting closed at 9.05pm

2102 Date of the next meeting

11th October 2018

Chair.....

Date.....