



Grindleford Primary School
Full Governing Body Meeting
Thursday 11th October 2018 at 7pm

Meeting open 7.05pm

2108 Present

Leonie Boulton (Head Teacher)
Helen Illingworth (Parent)
Becky Harby (Associate)
Jane Campbell (Co opted)
Cynthia Nettell (LA)
Paul Hayes (Parent)
Helen Fulson (Co opted)
Carolyn Downes (Co opted)
Richard Petts (Staff)
Beccy Ibbotson (Clerk)
Tim Shepard (new potential governor)

2109 Apologies

Peter O'Brien (Co opted) – Parish Council commitment

2110 Declaration of interest in any agenda items for this meeting

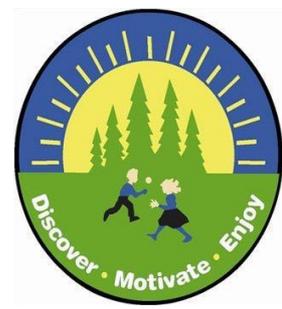
No interest declared.

2111 Introduction and Meet Governor Applicants

PHa introduced TSh. TSh told the governors a bit about himself following the information supplied on his email (see attached). This had been circulated to governors prior to the meeting.

PHa asked why TSh would like to join the committee. TSh informed the governors that he has a daughter at school and another child due to start therefore he has a vested interest to see the school flourish. He also said he was interested in supporting the Arts in the school. LBo asked TSh which of the sub committees would be of interest and which he felt his skill set suited. He informed the governing committee that he was quite flexible and had experience of all the areas in his various roles over the years.

PHa explained that the governing body was currently full and the vacancy was for an Associate Governor to join the committee to further strengthen and diversify the skill set available.



PHa asked TSh to leave the room and the governors discussed the recruitment. There were concerns about the ratio of parents on the governing body but it was felt that TSh experience in education would be beneficial to the governing body.

PHa updated the governors regarding the other potential governor candidates. Sophie Heason had sent an email to say that she felt that her priorities lay with the PTA at this current time but she would be interested in joining the governing body when her son has left the school. The governors agree that she was an amazing asset to the PTA and would welcome her if she would like to join in the future.

Sarah Battarbee has also emailed. She has stepped back from wanting to join the governing body but has offered her full support to the school in any areas of fundraising and village involvement.

LBo has met with a head of sixth form but he is not in a position at this moment to take on the role. His experience with governing bodies wasn't a positive experience. He came into school and met with LBo and had a tour of the school. He said that he would be back in touch after Christmas.

The governors discussed the options available. It was felt that it would make the governing body stronger and more robust if TSh was invited to join as an Associate governor. CDo said that TSh would be an asset to the committee even though he is a parent as he has educational experience. It was agreed that a position of Associate should be offered.

The governors voted and unanimously agreed to invite TSh on to the governing body as an associate governor.

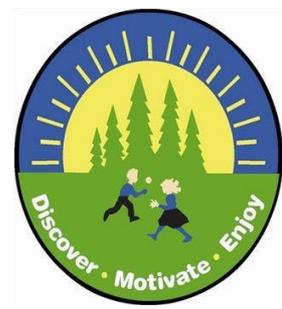
TSh was invited back into the room and offered the position of an Associate. TSh accepted the position. JCa suggested TSh attend all the sub committee meetings this Autumn 1 in the view of getting an oversight of the governing body and to ensure he joins the committee which best suits his expertise. TSh agreed.

LBo asked he wanted to stay for the rest of the meeting. TSh confirmed that he would like to stay.

B1b to send Governors Handbook, set up email for access to google drive, forward training information, declaration of interest forms, self evaluation forms and update Governor support - **Action B1b**

2112 Return of signed declaration of interest

HFu, CNe, PHa, BHa, HII forms returned
POb, JCa, CDo forms outstanding



2113 Return of self evaluation forms

HFu, CNe, PHa, BHa, Hll forms returned
POb, JCa, CDo, LBo forms outstanding

2114 Nomination / election of Chair and Vice Chair

PHa stepped up last year to take on the position of Chair. Due to work commitments he is stepping down so the position of chair is vacant. The governing body thanked PHa for all his has done during his time as chair.

Hll confirmed that the chair position was only for a year and would be reviewed in Autumn 1 2019. PHa confirmed this was the case.

PHA proposed Hll to take on the role of chair. Hll agree that she would be happy to take on the role. She felt that she was in a good position to be able to take on the role having been on the committee for a number a years and having gained a lot of experience from previous chairs. Hll left the room and the governors voted on the position. The governors unanimously voted in favour of Hll being the new Chair of Governors.

HFu proposed JCa to continue as Vice Chair this was seconded by CDo. JCa confirmed that she was happy to continue as the vice chair. JCa left the room and the governors voted on the position. The governors unanimously voted in favour of JCa continuing as Vice Chair of Governors.

2115 Minutes of the previous meeting held on 5th July 2018, 20th September 2018 and matters arising

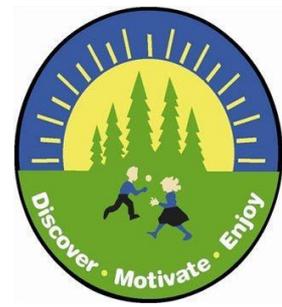
Minutes 5th July 2018

2092 HFu to be supplied with Governor Handbook and informed of dates of Induction training – Actioned and training booked

2093 (2079 2066 2017 6.2 137) First Aid Coverage – **Action LBo and Hll ongoing**

2093 (2079 2066 2044 2029 2057) Second coat on door – Actioned

2093 (2079 2066 2044 192) Sufficiency document that might offer information on birth rates – Actioned JCa investigated but her contact has left. A message was left on the school answer phone but the number left was invalid.



2093 (2079 2066 2044 38 29) Suggestion of a Safeguarding Assessment from pupil's perspective – **Action LBo ongoing**

2093 (2079 2066 2034) Safer Recruitment training for LHi and HII – online training available – **Action LBo and HII ongoing**

2093 (2080) Message to be sent to parents regarding the use of mobile phones at homes and the impact on concentration at school - Actioned

2094 Inventory Audit completed by Blb and PHa. All items accounted for. Action complete.

2095 Card and flowers sent to BKi – Actioned

2095 Potential Governor candidates invited to meeting – Actioned

2096 Spreadsheet to be replaced in Governor drive to show breakdown of fundraising – Actioned - the spreadsheet is not formatting properly Blb to save in a different format - **Action Blb**

2099 Data Protection Policy updated with the Governors addition - Actioned

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

Minutes 20th September 2018

2106 Blb to look into training available to governors on 'Being OFSTED Ready' and take to F&P sub committee meetings – **Actioned on F&P agenda**

2016 Governors to all look at the OFSTED handbook and their individual area of focus to gain a better understanding and knowledge – **Action all governors Ongoing**

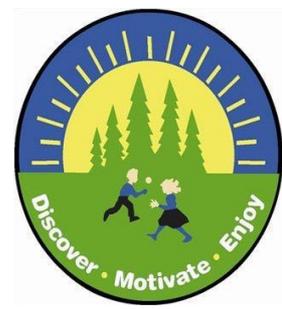
2016 LBo to write a report recording the reasons behind the results that have been recorded – **Action LBo Ongoing**

2016 Pupil numbers and ways to increase intake figures to be added to 7th Feb 2019 agenda – **Action Blb ongoing**

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

2116 Policy review - 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 Induction Programme for new governors - alter wording to 'Agree to access the package' - approved with this change

Page 8 Mission statement – reviewed and approved

Page 10 Meeting schedule. The dates for the meetings were circulated prior to the meeting - LBo informed governors that the date of Performance Management of head teacher will be 8/11/18. Governors involved informed of date - approved - **Action Bib to update handbook and input this date.**

Page 12 - Governing Body Membership - all governors checked details - TSh to be added / HFu and CDo phone numbers to be added - **Action Bib**

Page 13 Governing Body Committee Structure and Membership - Membership of the governing body was discussed and governors agreed their roles. Chair of Governors to be changed to Hll. TSh was asked and the governors discussed where his expertise would be best placed. TSh express an interest in joining F&P and L&M sub committees. PHa challenged TSh that his strengths are in teaching and learning and would his skills be better suited in that area. It was suggested that TSh come to all the sub meeting and a decision could then be reached after the Skills Audits had all been completed and reviewed.

Page 16 Governing Body Structure and Routines - Approved

Page 18 Full Governors Terms of Reference – Approved

Page 19 / 20 - ASLT Terms of Reference - Circulated to the ASLT sub committee prior to meeting - ASLT committee approved

Page 21, 22, 23 - F&P Terms of Reference - Circulated to the F&P sub committee prior to meeting - F&P committee approved

Page 24 - L&M Terms of Reference - Circulated to the L&M sub committee prior to meeting - L&M committee approved

Page 25 It was suggested that the constitution should be altered to read 'at least three governors'. The governors voted and approved the Performance Management of Headteacher Committee with this change - Approved

Page 33 Governors Roles and Responsibilities - Reviewed and Approved

Page 53 Named Governors - Hll, PHa, LBl, BHa, Bib and LBo accepted and agreed their roles.

Page 54 Named Governor Role - Hll, PHa, BHa, CNe, HFu, CDo, JCa accepted and agreed their roles.

Page 59 Focused governor visits to school - reviewed and approved

Page 78 Governors' Allowance (Expenses) - Reviewed and approved

Page 79 Financial Regulations and procedures were reviewed and approved.

Page 105 Staffing List – has been updated - Reviewed and approved

CNe asked if some monitoring documents could be printed - **Action Bib**

JCa asked if there is a minimum number of Governor visits that should be completed. LBo informed the governors that there is no statutory number.

LBo explained that we haven't got a school direct student this year due to the extra workload and Mrs Slack coming back from maternity.



The Governors handbook was approved by the full governing body.

2117 Pay Policy

The pay policy was approved on the 1/10/18 by PHa as the Chair using his emergency powers. The policy was circulated to the governors prior to the meeting.

The policy was unanimously agreed by all governors.

2118 Head teacher report.

Please see attached Head Teachers Report

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Change to 7 children joined from overseas or home schooling.

The governors asked how the After School provision has impacted on LBo workload. She explained the ABa is now covering a Tuesday evening so she has an evening free to catch up on paperwork.



JCa offered a sleeper that could be used to repair the flower bed.



There was a conversation about the difficulty for governors, especially new on to the body, to work out the many acronyms - Blb to email a document to governors showing the most common acronyms - **Action Blb**

JCa mentioned that she and HFu have met and discussed the opportunities of social media to advertise the school and events. RPe, JCa and HFu to discuss further in a separate meeting.

2119 What have we done for the children of Grindleford School at this meeting?

Voted on a new Associate governor onto the governing body.

Ensured a more robust governing body by expanding numbers and expertise.

Voted in a new Chair of Governors.

Reviewed the balance of parents on the Governing Body.

Voted for the Chair of Governors to continue in the role.

Reviewed the Governor handbook, governor roles and responsibilities.

Reviewed induction of new governors.

Agreed the pay policy.



2120 Any other business

Hll spoke to the governors about the bingo fundraising scheme and asked the governors for their support. She explained how beneficial the scheme will be to both an individual and the school. The governors were given forms to complete!

2121 Date of the next meeting

29th November 2018

Meeting closed at 8.50pm

Chair.....

Date.....