



Grindleford Primary School
Full Governing Body Meeting
Thursday 7th February 2019 at 7pm

Meeting open 7pm

2134 Present

Leonie Boulton (Head Teacher)
Cynthia Nettell (LA)
Paul Hayes (Parent)
Helen Fulson (Co opted)
Carolyn Downes (Co opted)
Richard Petts (Staff)
Tim Shepard (Associate)
Peter O'Brien (Co opted)
Beccy Ibbotson (Clerk)

2135 Apologies

Helen Illingworth (Chair)
Jane Campbell (Co opted)
Becky Harby (Associate)

Due to Hll being absent PHa agreed to chair the meeting.

2136 Declaration of interest in any agenda items for this meeting

No interest declared.

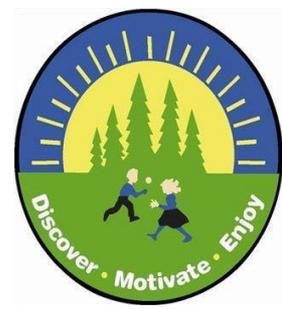
2137 Minutes of the previous meeting held on 29th November 2018 and matters arising

2127 (2115 2093 2079 2066 2044 38 29) Suggestion of a Safeguarding Assessment from pupil's perceptive 3 - **Action LBo ongoing**

2127 (2115 2093 2079 2066 2034) Safer Recruitment training for LHi and Hll – Actioned both completed training

2127 (2115 2106) Hll and PHa to attend OFSTED ready training. Blb to email new dates of courses – **Action Blb**

2127 (2115 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**



2127 (2115 2016) LBo to write a report recording the reasons behind the results that have been recorded – **Action LBo Ongoing**

2127 (2115 2016) Pupil numbers and ways to increase intake figures to be added to 7th Feb 2019 agenda – Actioned

2129 Mindfulness chart to be added to the SIP. This has been discussed with staff and just needs to be added to the SIP - **Action LBo**

2129 L&M meeting information to be added into the SIP with targets. This was discussed at the recent L&M meeting and the details need to be added to the SIP - **Action LBo**

2129 Blb to put the SIP on the first page of Governor google drive so that it is easily accessed – Actioned

2130 HFu expressed an interest in attending the Governor Strategic Briefing in Matlock on the 4th March – Actioned HFu booked on

2130 TSh expressed an interest in attending the Governor Strategic Briefing in Chesterfield on the 6th March – the briefing was reschedule to the 20th March - Actioned TSh booked on

2130 LBo raised training at the Cluster meeting. The cluster is keen on the idea. When training is identified as being required we will contact the rest of the cluster to gauge interest – Actioned

2131 Hll and PHa to attend Ofsted Inspection Data Summary Report training when a new date is set in the new year – part of early action minute 2127 (2115 2106) – Actioned

2131 Hll asked to be booked onto the 'Leading Your Governing Body' training course in Matlock on the 12th December – Hll was unable to attend due to work commitments.

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

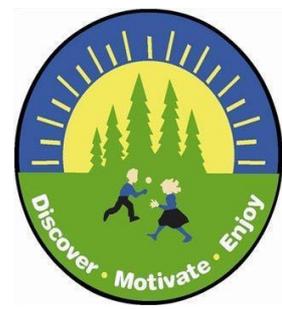
2138 Minutes of sub committees and matters arising

Achievement and Standards & Learning and Teaching 29th January 2019

The ASLT meeting was cancelled on the 29/1/19 due to adverse weather conditions.

A new date will be set in due course.

Finance and Premises 22nd January 2019



The F&P minutes and accompanying documentation from the 22/1/19 were made available to the governors prior to the FG meeting. These were reviewed and discussed.

Further updates following the meeting –

234 (228 29 213) A meeting to discuss the contingency plan has been set for Tuesday 7th May 2019.

234 (228 221) Tim Dutton was unable to come to the cluster meeting but is due to come to the next on the 14th March 2019. LBo to take the issue to him then.

CNe suggested that the PTA should investigate becoming registered for Gift Aid which could create another income. PHa has experience of Gift Aid so offered to talk to PTA – **Action PHa**

Leadership and Management 22nd January 2019 / 5th February 2019

The L&M minutes and accompanying documentation from the 22/1/19 and the 5/2/19 were made available to the governors prior to the FG meeting. These were reviewed and discussed.

Further updates following the meeting –

LBo explained that two meetings were held as the F&P meeting had over run and the governors felt that in order to give the L&M agenda enough thought and time a separate meeting was required.

LBo confirmed that 2 TA's had been appointed following interviews. One TA started on Monday 4/2/19 the second is due to start on Monday 25/2/19.

The Attendance Policy was discussed at length and is in the process of having some changes made and agreed. It will be agreed at the next L&M meeting and then brought to the following FG.

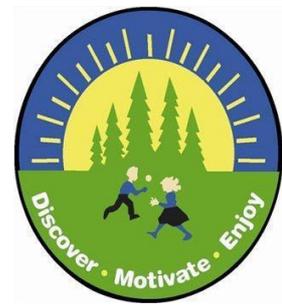
The L&M committee are going to review the governor committee structure and review the policies that are under each of the sub committees. It was acknowledged that this would entail quite a lot of work but the governors felt it would be very helpful to identify any overlaps between the sub committees.

HFu suggested that herself and TSh use the upcoming Governor Briefing Meetings to gain more information of other schools subcommittee configuration – HFu and TSh to feed this information back to governors – **Action HFu / TSh**

Bib has sourced the document from Governor support that details the policies that are statutory and those advised by DCC Audit. Bib to compare this listing with our current policy listings for the L&M committee – **Action Bib**

2139 – Finance Governors Self Assessments

POb, PHa, Hll and CDo received – JCa and TSh outstanding – **Action JCa and TSh**



2140 Policy Review

SVFS

The policy was made available to the governors before the meeting. The F&P sub committee agreed the policy on the 22/1/19.

The full governors unanimously agreed the document. SFVS to be sent to LA – **Action B1b**

Attendance Policy

As per minute 2138 the policy is being carried over to next meeting.

Computer and Disaster Recovery Plan

The policy was made available to the governors before the meeting.

PHa suggested the governors should be added to the details so the policy should read 'All staff, pupils and governors'.

The full governors agreed the policy with this update.

Trade Union Facilities Agreement

The document was made available to the governors before the meeting.

The governors discussed the document and whether it was still relevant for the committee to be reviewing the agreement. It was confirmed that it isn't a statutory policy or recommended by DCC Audit.

PHa suggested that due to Grindleford not being involved in facilities hiring that the agreement should be struck from the policy listing. The full governors unanimously agreed. Agreement to be removed from the rolling policy renewal document – **Action B1b**

2140 Headteachers Report

LBo explained to the governors that since the SENTA left she has been covering the 25 hours a week supporting two children. She apologised to the governors that due to time constraints she has been unable to complete the document. The governors were very supportive and understanding of the situation.

The report will be completed for the next meeting – **Action LBo**

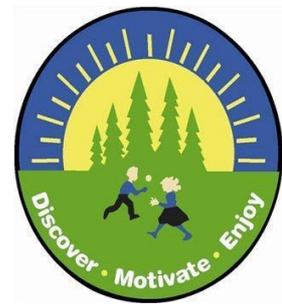
2141 School Improvement Plan

Discussions have been had with staff and the L&M committee. Due to time constraints the SIP hasn't been updated – **Action LBo**

2142 Pupil numbers / increasing intake figures

The governors discussed the actions that have been taken so far to increase pupil intake figures which included articles in the Peak Advertiser, Westside, Dore magazine and Derbyshire Life. A flyer has been designed and printed which is being circulated. The school has had articles in the Grindleford Grapevine to raise the schools profile.

LBo confirmed that the current pupil number is 64 with another 2 children starting after half term. The most successful advertising is word of mouth and recommendation.



LBo confirmed that the capacity of the school is 70 pupils but the numbers had been higher at some points with the governor's permission.

2143 Governor Training Update

HFu and TSh attended New Governor Training at Eyam on Thursday 31st January.

CDo attended Finance Training at Matlock on Thursday 17th January.

2144. Any other Business

LBo informed the governors that the PTA had made a suggestion they take on the Grindleford Carnival as a school event.

The idea is that if there is enough interest from people that the roles could be split into sub groups to make it more feasible to run.

The teachers and school staff would be able to help but only a minimal amount due to the events that already run in the summer term.

It was acknowledged that the PTA needed to ensure that they had a committed team before they could agree to take on the event.

If the Carnival did become a school event the potential income would be very welcome and the event could possibly be match funded.

PHa reported to the Full Governors that the HTPM had been successfully completed.

PHa proposed that the Full Governor meeting should start at 6.30pm. The governors discussed this proposal and agreed to a future start time of 6.45pm. Blb to amend governor calendar – **Action Blb**

2145 What have we done for the children of Grindleford School at this meeting?

Discussed the appointment of two new TA's.

Discussed the governing structure and policies and a review to make the governing body more effective.

Supported the Head teacher and confirmed successful completion of the HTPM.

Discussed the Attendance policy and the details within the policy.

Agreed the School Financial Value Standard document ready for it to be sent to the LA.

Discussed the possibility of another fund raising opportunity.

2146 Date of the next meeting

14th March 2019

Meeting closed at 8.10 pm



Chair.....

Date.....