

## AGENDA

### GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

**Committee: Leadership and Management Date: 5<sup>th</sup> February 2019 – 4.30 - 5.30pm**

**Chaired By: Helen Illingworth**

**Clerked By: Jane Campbell**

<b>Present:</b>	<b>Apologies for Absence:</b>
Leonie Boulton	Tim Shepherd
Carolyn Downes	
Helen Illingworth	
Jane Campbell	
Paul Hayes	

<b>Agenda Items:</b>	
<b>1. Apologies</b>	
<b>2. Declaring an interest</b>	
<b>3. Minutes of the previous meeting</b>	22 January 2019
<b>4. Matters arising</b>	
<b>5. Policies</b>	<ol style="list-style-type: none"> <li>1. <b>Attendance Policy</b></li> <li>2. Appraisal Policy</li> <li>3. First Aid Policy</li> <li>4. Induction of newly appointed staff</li> <li>5. Induction NQT</li> <li>6. Support Staff Development</li> </ol>
<b>6. Feedback from other sub committees</b>	
<b>7. Governor Visits</b>	Discuss & agree
<b>8. What have we done to improve Leadership &amp; Management in the school?</b>	
<b>9. Date of next meeting</b>	9 <sup>th</sup> April 2019

Agenda Number	Minute Number	Discussion:
1	205	Tim Shepherd sent his apologies for not being able to attend due to childcare commitments.
2	206	No interests were declared
3	207	Minutes from the previous meeting:

		<p>197 Hll and LB have completed the Safer Recruitment course. <b>Action complete.</b></p> <p>199 JC has added a standing agenda item for reviewing the minutes of other sub-committees. <b>Action complete.</b></p> <p>199 JC has added a standing agenda item for reflecting how the L+M committee meeting has improved the school. <b>Action complete.</b></p> <p>199 <b>Oftsted readiness training:</b> It was agreed that this should be postponed until September to take account of the new Oftsed regime anticipated. <b>Hll to action</b></p> <p>199 <b>Shared learning re L+M:</b> Hll/PH/LB provided feedback and shared learning about other schools structure their L+M governance. LB fed back that Hathersage, Bamford, Litton and Bradwell don't have a L+M committee, just ASLT and F+P.</p> <p>203 JC/BI to send out a new date for the L+M committee meeting so it is separate from F+P. <b>Ongoing action JC/BI.</b></p>
4	208	<p><b>Matters arising:</b></p> <p><b>Policy review:</b> LB proposed that BI speak to DCC governor support to decide which policies are mandatory and identify which we could get rid of. LB to cross-reference with other schools. LB/BI to bring a consolidation proposal to next FGB meeting. <b>Action: LB/BI</b></p> <p><b>Recruitment:</b> LB confirmed that two new members of staff have been successfully recruited as SEN TAs, both at 25 hours as referred to F&amp;P (minute number). One an existing supply member of staff and has started with immediate effect and the other will be starting after February half term having shadowed staff around the school.</p>
5	209	<p><b>Policies</b></p> <p><b>Attendance policy</b></p> <p>The following amendments were agreed:</p> <p>To communicate clearly to parents the point at which the letters will be sent, LB/BI to add a sentence above the bullet points in each letter saying "This letter will be sent out if one of the following things happens:"</p> <p>LB/BI to define 'irregular or persistent patterns of attendance' re point about MAT within the policy.</p> <p>LB/BI to include the grey highlighted text about the court case in the cover letter to update parents about the case law relating to school absences.</p> <p><b>First aid policy</b></p> <p>The following amendments were agreed:</p> <p>Hll queried the qualification level required and LB explained.</p> <p>PB proposed that the school's risk assessments be reviewed and that significant accidents be reported to the L+M committee as per the RIDDOR regulations, defined as incidents where someone has required further emergency treatment beyond the immediate first aid given. Committee agreed. <b>Action: PB to review a selection of risk assessments before next L+M meeting. JC to add Significant Accidents as a standing agenda item.</b></p> <p>LB noted that according national guidance means that a first aider is no longer required but the governing body and school leadership agreed to exceed national guidelines and always send a member of staff with a first aid qualification on every school trip.</p> <p>Next two agreed.</p> <p><b>Appraisal, Induction of newly appointed staff, Induction NQT and Support</b></p>

		<b>Staff Development</b> - these policies were approved without amendment.
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8	204	Date of next meeting agreed as <b>Tuesday 5th February 2019 4.30pm.</b>
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8	204	Policies
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8		<p><b>Feedback from other sub committees</b></p> <p>ASLT was cancelled due to bad weather agree to review the minutes. The committee review the minutes from the November meeting of ASLT and it was agreed that no</p> <p>Appraisals of staff and head teacher will continue to go to FGB pending review of the terms of the governing body.</p>
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**The meeting closed at: 18.04.**