

AGENDA + MINUTES

GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Leadership and Management **Date:** 6 November 2018 – 5.30 - 6.30pm

Chaired By: Helen Illingworth

Clerked By: Leonie Boulton

Present:	Apologies for Absence:
Leonie Boulton	
Helen Illingworth	
Paul Hayes	
Jane Campbell	
Carolyn Downs	

Agenda Items:	
1. Apologies	
2. Declaring an interest	
3. Approval of Terms of Reference	FG 11.10.2018 Min 2116
4. Minutes of the previous meeting	26 April 2018 – 21 Jun 2018 cancelled due to not being quorate
5. Matters arising	
6. Policies	<ol style="list-style-type: none"> 1. Asthma – Slight wording tweaks, nothing major changed from 2015 2. Social Media – No changes made 3. Staffing – Tweaks on staffing list 4. Sun Protection – Minor wording tweaks 5. Staff handbook – Slight tweaks in names/roles etc 6. Attendance and Truancy – to be carried over to Spr 3 2019
7. Governor Visits	Discuss & agree
8. Date of next meeting	22 January 2019

Summary of Meeting:

Agenda Number	Minute Number	Discussion:
1	193	No apologies received – everybody in attendance
2	194	No interests were declared
3	195	<p>The terms of Reference were visited within the Full Governor meeting on 11.10.2018 and agreed as accurate by the committee then.</p> <p>Helen Illingworth was voted in to remain as Chair, with Jane Campbell staying on as Clerk. Due to Jane having to leave early, Leonie Boulton clerked for this meeting.</p>
4	196	<p>A discussion was held as to why we were reviewing minutes from April and why the June meeting had to be cancelled. This was due to not being quorate and led to the Full Governors discussion on getting some more associate Governors. At the last FG meeting, Tim Shepherd was voted on as an associate and was invited to attend all the different sub committees to see where he thought his interest would lie the best as his skills scan across all areas.</p>

		<p>Discussion concluded that Tim would be better joining F+P and L+M to enable L+M to be quorate at all times. Action: Tim to be invited to join at next FG.</p> <p>The minutes for 26 April 2018 were agreed as a true record of the meeting.</p>
5	197	<p>188 (180) (171) (156) – Action Hll and LHi to meet about First Aid</p> <p>188 (180) (171) (156) – Action Hil and LHi to arrange online Safer Recruitment course</p> <p>189 – GDPR policy has been circulated around the FG</p>
6	198	<p>Governors had had the policies prior to the meeting.</p> <ul style="list-style-type: none"> • Asthma – Agreed • Social Media – Agreed • Staffing – Agreed • Sun Protection – Agreed • Staff handbook – Agreed <p>Attendance and Truancy – Discussion held about the continued changes to national and DCC policy and practice and the need for the cluster schools to work together so that one school cannot be played off against another. It will take time to revamp this policy and therefore the decision was agreed to roll the policy over to Spr 3 2019.</p>
7	199	<p>Big discussion held regarding the OFSTED visit in March 2018 and some of the comments that our Inspector made regarding Leadership and Management and how the committee members could prove what was happening within the school. The discussion centred around that there is a lot of leadership going on, but it tends to be recorded in other sub committee minutes. The L+M committee need to be more robust in their knowledge and overview, creating meatier minutes.</p> <p>Action: to add to the L+M agenda a standing item linking Gov visits from other sub committees to L+M, to enable a discussion regarding different leadership visits to be able to happen and to see whether there are any gaps that the L+M Goves need to investigate further.</p> <p>Action: to add to the L+M agenda ‘What have we done to improve leadership and management across the school?’</p> <p>Action: Hll to visit ASLT to see what happens in the other subs in her role as Chair of L+M and Chair of Goves.</p> <p>Action: to research into any Governor training available which focusses on ‘OFSTED readiness’.</p> <p>Action: to tap into our collective network of Governors at other school in this authority and nationally to see what other L+M committees have on their agendas and minutes.</p> <p>Action: LBo and Hll to meet on Thursday 15th November to look at First Aid coverage.</p>
8	200	<p>Date of next meeting agreed at 22 January 2019.</p>

The meeting closed at: 6.45pm