



**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Thursday 2<sup>nd</sup> May 2019 at 6.45pm**

**Meeting open 6.45pm**

**2152 Present**

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

**2153 Apologies**

Becky Harby (Associate) – work commitments  
Carolyn Downes (Co opted) – family commitments

**2154 Declaration of interest in any agenda items for this meeting**

No interest declared.

**2155 Minutes of the previous meeting held on 7<sup>th</sup> February 2019 / 14<sup>th</sup> March 2019 and matters arising**

**7<sup>th</sup> February 2019**

2137 (2127 2115 2093 2079 2066 2044 38 29) Safeguarding Assessment from pupil's perspective to be produced - **Action LBo ongoing**

2137 (2127 2115 2106) Hll and PHa to attend OFSTED ready training. Blb to email new dates of courses – Actioned – Hll to attend Preparing for Ofsted training on 4/4/19 and LBo and Hll attending Ofsted ready training on 13/6/19

2137 (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**



2137 (2127 2115 2016) LBo to write a report recording the reasons behind the results that have been recorded – **Action LBo Ongoing**

2137 (2129) Mindfulness chart to be added to the SIP. This has been discussed with staff and just needs to be added to the SIP - Actioned on Agenda

2137 (2129) L&M meeting information to be added into the SIP with targets - Actioned on Agenda

2138 PHa to talk to PTA regarding Gift Aid – PHa gave an update. He has emailed the PTA to arrange a meeting to discuss Gift Aid. Potential to earn money but The Gallop would not be eligible - **Action ongoing PHa**

2138 HFu and TSh to give feedback following Governor Briefing Meetings – Actioned. Feedback given by HFu. The document was acknowledged by the governors.

2138 Blb to compare the document from Governor support that details the policies that are statutory and those advised by DCC Audit against our policy list - Actioned and document in L&M folder ready for next meeting.

2139 Finance Governors Self Assessment - POb, PHa, Hll and CDo received – JCa and TSh outstanding – JCa received - **Action TSh**

2140 Signed SFVS to be sent to LA – Actioned

2140 Trade Union Facilities Agreement to be removed from the rolling policy renewal document – Actioned

2140 Headteachers Report - The report will be completed for the next meeting – Actioned on agenda

2141 SIP to completed before next meeting – Action on agenda

2144 Future FG meeting to start at 6.45pm. Blb to amend governor calendar - Actioned

### **14<sup>th</sup> March 2019**

2150

LBo to complete the current SES for review **Action ongoing LBo**

Hll and HFu to overview the website content – **Action ongoing Hll and HFu**



It was suggested that contact could be made with other schools to see what they are doing. LEA to be contacted to see if they can recommend other schools in Derbyshire that are outstanding – **Action ongoing**

Change of working practices so a focus is made on history, geography, music and other key areas - ICT and music practices are being looked at these will then become model templates for other subjects.

The governors discussed arranging visits into school where they will ask questions that Ofsted would ask of subject leaders, teachers and children. To identify areas of strength and any areas that need to be addressed. Dovetail subject knowledge of governors with the subject leaders. TSh offered to ask questions about art, history or music. **Action ongoing**

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

## **2156 Feedback from Sub committees**

### **Leadership and Management 26<sup>th</sup> March 2019**

Present – LBo, CDo, HII, JCa Apologies - PHa, TSh

The L&M minutes and accompanying documentation from the 26/3/19 were made available to the governors prior to the FG meeting. These were reviewed and acknowledge.

Amend attendees noted on minutes as PHa absent and TSh absent - **Action Blb**

219 The governors discussed the the proposal to alter the governing body structure to move away from having sub committees and instead have nine FG meetings throughout the year.

The governors challenged that this could lead to there being no room for specialism and subjects could get diluted. LBo responded that the meeting agenda would need to be well organised and planned to focus on set areas. It would ensure that all governors had the same knowledge of the school and would provide more flexibility. There would be one meeting but then project / working groups can break off from this to engage in specialist areas and then feedback to the whole governing body. It would ensure that we are encompassing all the relevant points in regards to Ofsted. It would be very important for all governors to attend meetings and for documents that are being discussed to have been read before attending.

The governors and LBo concluded that it would be a learning curve. In order to demonstrate effective leadership and management this area may need to be pulled out of the structure. It was discussed that there would need to be a lead governor in certain areas but one clear chair.



LBo also highlighted the benefit would be all meetings would be clerked by the clerk.

LBo asked if the governors were in favour of exploring this model with 3 meetings having a financial focus and 6 meetings focusing on ASLT / L&M and policies. It was acknowledged that the commitment of time could be slightly higher especially at first.

Governors voted unanimously in favour of looking into re modelling the governing body. L&M to look into and bring to next FG meeting - **Action L&M**

No further challenges / updates were made.

### **Finance and Premises 9<sup>th</sup> April 2019**

Present – LBo, JCa, POb, Hll, PHa, TSh, Bib Apologies - CDo

The F&P minutes and accompanying documentation from the 9/4/19 were made available to the governors prior to the FG meeting. These were reviewed and acknowledged.

234 Update - the Emizon IP is now installed.

247 The governors had a discussion about the change in the cleaning and caretaking contract. We now employ our cleaner directly through school which is a cost saving. This is not reflected on the Annex 1.

No further challenges / updates were made.

### **Achievement, Standards, Learning and Teaching 2<sup>nd</sup> April 2019**

Present - LBo, RPe, Hll, POb, BHa, HFu, TSh Apologies - CNe, JCa

The ASLT minutes and accompanying documentation from the 2/4/19 were made available to the governors prior to the FG meeting. These were reviewed and acknowledged.

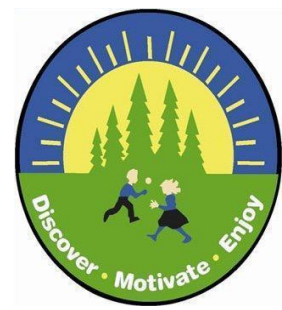
Governors were asked if they had any feedback or challenges. All were happy with the content of the minutes.

### **2157 Annex 1 and 5 Approval**

The Annex 1 and Annex 5 were approved in the F&P meeting on the 9/4/19 Minute number 242.

The documents were made available to the full governing body prior to the meeting for review.

A discussion was had about the improved position of the school and the long term forecast.



The governors challenged the idea that we are in a 'healthy position'. LBo confirmed that the improved position is due to fundraising and cost savings. Although the school is full at 70 pupils the funding will not equate to us breaking even due to running a three class structure. The Gallop is our main source of additional income to the school and governors need to support the event and what it means to the school.

It was discussed that the message for continuation of fundraising needs to focus on being able to continue to run as a 3 class school.

The governors unanimously approved and agreed the Annex 1 and 5. Hll signed the documents. Documents to be sent to Patch Officer and figures to be loaded into SAP - **Action Blb**

#### **2158 SIP Update**

The document was made available prior to the meeting. LBo informed the governors that the SIP has been updated with mindfulness.

The governors commented that the format / layout was easier to read.

LBo added that once we have the results the impact will be added.

Governors challenged whether the document should be more visible to all i.e. on the website as other schools do. LBo confirmed that this is not a requirement and due to cohort numbers it would not be appropriate. The document is available to governors and staff at all time.

Governors challenged the length, format and detail contained in the document and how it compares to others. LBo responded that a cluster meeting had focused on the SIP documents of all the school and that Grindleford model had been adopted by others in favour of their existing format.

Page 8 - point 6 - to be updated as the field has been missed - **Action LBo**

#### **2159 Head teacher Report**

The document was made available before the meeting.

LBo reminded the governors that the increase in pupils numbers this year has had no impact on the finances at this point in time and when the large year group (Year 3) leave there will be a negative impact on the finances.

The governors challenged the high percentage of SEN children and the impact on the school. LBo confirmed that three TA's are employed directly to support some of these children. We have a much higher percentage than average and the impact in being monitored. The extra contingency SEN funding we received has helped.



A discussion was had about when and if we reach our maximum capacity for SEN children. Financially there will be a point when we are unable to finance the first £6K. The governors also recognised the impact and stress it can place on staff.

Hll offered to research this subject. To see if there is a point when we would reach a maximum percentage of SEN and if there is a procedure that can be followed - **Action Hll**

LBo / Blb updated the governors that Byron has been in contact regarding the woodworm issue. He is arranging for a DCC surveyor and Perserva to visit. PHa volunteered to be present if possible.

### **2160 Policy Approval**

**Assaults on Members of Staff** - definition to be altered to include verbal once change made policy unanimously approved - Actioned

**Disciplinary Procedure for teachers** - to be emailed out to governors as the file is not opening - **Action ongoing**

**Professional Competence of teachers** - reviewed and unanimously approved

**GDPR** - governors confirmed that if an access to personal information was requested that it would be logged in the minutes of the governing body. LBo confirmed that it would.

Policy for use of G Suite for Education - line to be added 'ICT specialist is responsible for administering accounts and access' - Approved once this addition made.

Access to Personal Information Procedure - Approved

Access to Pupils information held in school - Approved

Data Protection policy - Approved

GDPR Info Audit Spreadsheet - approved

Privacy Notice - Workforce - approved

Privacy Notice - Staff - approved

School Data Breach Protection - approved

School Privacy Impact Assessment procedure - approved

### **Attendance Policy -**

This policy and the attendance letter was reviewed by the L&M committee at the meeting on the 260319

Sentence to be added to the bottom of the letter 'We feel that good attendance is vitally important for all children to take advantage of the educational opportunities offered to them at Grindleford Primary School.'

Governors unanimously approved the letter (once the above change is made) and policy.



To be sent out to parents - **Action Blb**

**2161 Governor Training Updates**

Hll circulated the notes from her recent Ofsted training - governors acknowledged the document.

Skills audit forms to be collated to identify any training gaps - **Action Blb**

Future Strategic briefing dates to be sent out to governors - **Action Blb**

**2162 Governor Body Membership**

Hll and PHa terms of office are due to expire. An email has been sent out to all parents asking for applications to join the governing body as a Parent Governor. The deadline for replies is 10/5/19. **Action ongoing**

BHa term of office is also due to expire, as she is an Associate governor then the members of the governing body can vote for her term to extend. BHa circumstances may be altering. She will advise the governing body before the next meeting if she is able to continue on the body - **Action ongoing**

**2163 What have we done for the children of Grindleford School at this meeting?**

- Assessed the proportion of SEN children and how we manage this in the future
- Approved the Annex 1 and Annex 5 documents.
- Talked about the financial impact as numbers of pupils alter.
- Encouraged parents to get more involved in the Gallop.
- Assessed the progress against the SIP document.
- Discussed changing the committee structure going forward.
- Ensured that the school is GDPR compliant

**2164 Date of the next meeting**

4<sup>th</sup> July 2019

Meeting closed at 8.45pm

Chair.....

Date.....

