



Grindleford Primary School
Full Governing Body Meeting
Thursday 4th July 2019 at 6.45pm

Meeting open 6.53pm

2165 Present

Leonie Boulton (Head Teacher)
Cynthia Nettell (LA)
Paul Hayes (Parent)
Helen Fulson (Co opted)
Richard Petts (Staff)
Helen Illingworth (Chair)
Carolyn Downes (Co opted)
Beccy Ibbotson (Clerk)

2166 Apologies

Peter O'Brien (Co opted) holiday
Becky Harby (Associate) work commitments
Tim Shephard (Associate) family commitments
Jane Campbell (Co opted)

2167 Declaration of interest in any agenda items for this meeting

No interest declared.

2168 Minutes of the previous meeting held on 2nd May 2019 and matters arising

2155 (2137 2127 2115 2093 2079 2066 2044 38 29) Safeguarding Assessment from pupil's perspective to be produced - **Action LBo ongoing**

2155 (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**

2155 (2137 2127 2115 2016) LBo to write a report recording the reasons behind the results that have been recorded – **Action LBo Ongoing**

2155 (2138) PHa to talk to PTA regarding Gift Aid – PHa has spoken to the Chair of PTA and is planning to meet with Andy Marshall the treasurer - **Action ongoing PHa**



2155 2139 Finance Governors Self Assessment - TSh outstanding agreed at F&P that the form will be completed in September. Minute 249 F&P 18/06/19

2155 2150 LBo to complete the current SES for review – to be discussed later in meeting.

2155 2150 Hll and HFu to overview the website content – Actioned Hll and Blb discussing and implementing actions that were raised.

2155 2150 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. Hll advised the Governors about a closed Facebook page which has proved useful. This tool to be used for information gathering – Action closed.

2155 2150 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. TSh offered to ask questions about art, history or music. **Action ongoing**

2156 Amend attendees noted on minutes as PHa absent and TSh absent – Actioned

2156 Governors voted unanimously in favour of looking into re modelling the governing body. L&M to look into and bring to next FG meeting – Actioned - on agenda

2157 Annex 1 & 5 - Documents to be sent to Patch Officer and figures to be loaded into SAP - Actioned

2158 SIP - Page 8 - point 6 - to be updated as the field has been missed - **Action LBo**

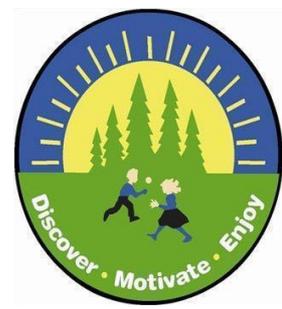
2159 Research if there is a point when we would reach a maximum percentage of SEN and if there is a procedure that can be followed - **Action Hll ongoing**

2160 Disciplinary Procedure for teachers - to be emailed out to governors as the file is not opening – Actioned and on agenda

2160 Attendance Policy - Governors unanimously approved the letter (with recorded amendment) and policy. To be sent out to parents – Actioned

2161 Skills audit forms to be collated to identify any training gaps - Actioned

2161 Future Strategic briefing dates to be sent out to governors – Dates have not been issued for next year – Actioned information in drive.



2162 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 an agenda item

2162 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 an agenda item

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

2169 Feedback from subcommittee meetings

Finance and Premises 18th June 2019

Present – LBo, CDo, POb, Hll, TSh, HFu, Blb Apologies – PHa, JCa

The F&P minutes and accompanying documentation from the 18/6/19 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.

Leadership and Management 11th June 2019

This meeting was not held. An informal meeting was held with Hll, LBo, CDo, TSh to brainstorm the future makeup of the Governing body going forward.

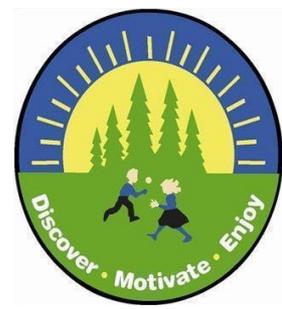
A discussion was had and a draft meeting schedule was drawn up. This was made available to the governors prior to the meeting.

LBo ran through the draft of the new governing body structure.

The governors challenge the HT on the scheduled dates of the financial focus meetings. The HT went through the dates that need to be met for the approval of the Annex 1 and 5 documents. The schedule will meet these.

The governors challenged the HT on the date for the final meeting in July 2020. Need to ensure that SAT results will have been issued by that time so that the SIP can be update prior to the meeting for the governors to review. The HT confirmed that the dates had been checked and this was after the issue date.

Governors unanimously felt that the schedule would work and it was an exciting way to move forward. Blb to issue out a final version to confirm dates of all 9 meetings – **Action Blb**



Achievement, Standards, Learning and Teaching 25th June 2019

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

The ASLT minutes and accompanying documentation from the 25/6/19 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.

BHa has completed the EYFS report that will be taken to the meeting -Actioned on the drive for governors to view - to be reviewed at next meeting - **Action ongoing**

2170 Review of Governing Body Membership

The governing body were informed that JCa has resigned from the governing body. She informed LBo and Hll on the 28th June 2019. Her work commitments have altered and she felt she was no longer able to fully commit to the governing body. The governors expressed their gratitude for all the work JCa has done whilst in position.

Blb informed the governing body that Hll term of office and PHa term of office have expired. Both are parent governors.

An email was sent out to all parents asking for applications to join the governing body as a Parent Governor. Although a few parents made further enquires we had no applicants other than Hll and PHa.

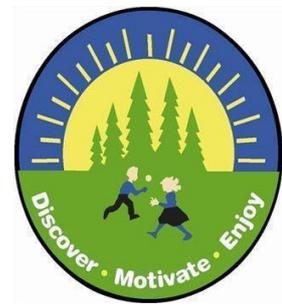
Hll confirmed that she would like to continue for another term as a parent governor. She detailed to the governors the experience and knowledge she has gained during her time as a governor and this year as a chair.

PHa confirmed that he would like to continue for another term as a parent governor. He detailed to the governors the experience and knowledge he has gained during his time as a governor and during the period he stood in as temporary chair person.

Both PHa and Hll left the room and the remaining governors discussed the positions and unanimously voted for both to continue on the governing body for another term of office. Term of office to commence 10th May 2019 – 9th May 2023.

Blb to inform governor support – **Action Blb**

BHa term of office as an Associate Governor has expired. BHa was unable to attend tonight but has confirm that she would like to continue on the governing body as an Associate. She has explained that due to work commitments she may not be able to attend all the meetings. The governors discussed BHa skills and the knowledge and support she has



bought to the body over her last term. The governors unanimously voted in favour of continuing her term for a further 4 year period. Term of office to commence 4th July 2019 expiring 3rd July 2023.

Bib to inform governor support – **Action B1b**

Hll reminded the Governors that her Chairing role was coming up for renewal and also due to JCa resignation that the Vice Chair role was open.

A discussion was held that we can have more than one Vice Chair with the view of them becoming the future Chair.

We also have a vacancy for a Co Opted Governor following JCa resignation.

A discussion was had about who the next Chair could be. CDo felt that she hasn't got the experience and knowledge but next year could be a consideration. PHa confirmed that he is unable to commit to the chairing role due to personal and work commitments.

Hll and CDo showed interest in becoming joint vice chairs.

HFu expressed an interest in the Chairing role.

Bib confirmed to the governing body that the structure of the governing body will be on the agenda for the first meeting next year.

Two individuals who have previously been governors at GPS have recently expressed an interest in the governing body and vacancies. Existing governors to approach them with the view of them filling the co opted position – **Action A11**

2171 Head's Report

See separate document.

The Headteachers Report was made available to the Governors prior to the meeting.

The governors challenged the lack of clergy coming into school and if this will mean there is a 'gap' in the teaching. HT responded that this was discussed at length in the recent ALST meeting where the governors decided that the morality and British values of the school are well covered in the ethos and teaching in the school. She also informed the governor's that when a new Vicar is appointed they will be invited in to school.

The HT updated the governors on the leavers details.

Year 6 transition details -

3 children going to Hope Valley College, Hope

1 child going to Lady Manners, Bakewell



- 1 child going to Queen Elizabeth, Ashbourne due to house move
- 1 child going to Ashgate Croft, Chesterfield
- 1 child going to St Mary's Catholic High School, Chesterfield

The HT informed the governors that the league tables are issued after the SAT results are released. Due to the cohort the scores will be low but the governors are aware of the reasoning behind them. Governors prepared if they get any questions from parents.

The HT gave an updated that we have a landlord visit by Paul Doncaster scheduled for Friday 5th July 2019. PHa is unable to attend but LBo and Blb will be present.

2172 Chair's Report

See separate document.

The Chair's report was made available prior to the meeting.

Hll ran through the report.

A discussion was had about the recent training that herself and LBo had attended. A case study was discussed about a school that had a 'grab file' for both the Head and Chair. More of a proactive approach to an inspection. This will be shared with the governors - **Action Hll**

A family visited who are moving into the catchment area of the school. If they apply to join, then we will go over the 70 pupil number. Governors voted and unanimously agreed that if they apply for a place they would make the exception to go over the number for a child moving into catchment.

2173 Safeguarding

A discussion was had about Safeguarding and it's importance. We need to ensure that everything is in place. There seems to be some conflicting information when a DBS is required. This need to be looked into further - **Action Hll and Blb.**

Hll to visit to review the Single Central Register - **Action Hll**

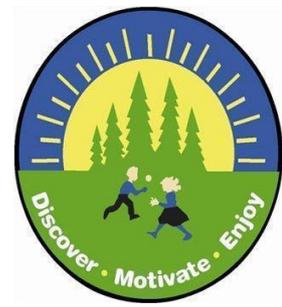
Safeguarding to be a standing item on the Governors agenda going forward - **Action on going**

CDo left the meeting at 8.05pm.

2174 SIP

The SIP document cannot be completed until we have the SAT scores that come through next Tuesday. LBo to update the document once these have been released and place in the google drive - **Action LBo**

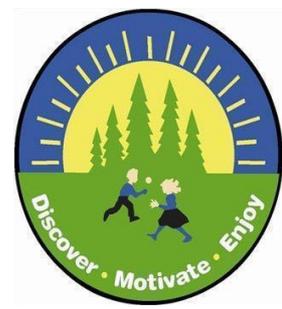
2175 Policy Review



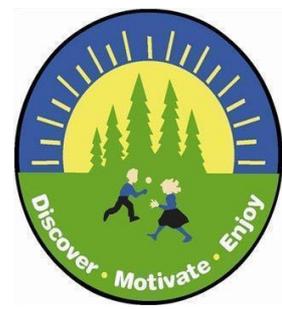
Safeguarding Portfolio –

All the documents were made available to the governors before the meeting.

1. DfE Keeping Children Safe in Education: Statutory Guidance – no change - approved
2. Working Together to Safeguard Children: An Inter-Agency Guide for Practitioners –new guidance July 2018 - approved
3. DfE Guidance: What to do if you're worried a child is being abused – no change - approved
4. DfE Guidance: Information Sharing: Advice for Practitioners – new guidance July 2018 - approved
5. Derby City & Derbyshire Joint Information Sharing Protocol – no change – see derbyshirescbs.proceduresonline.com for further information and guidance – new document May 2019 - approved
6. HM Govt. Revised Prevent Duty Guidance England & Wales – no change - approved
7. DfE – The Prevent Duty, Advice & Guidance for Schools & Child Care Providers – no change - approved
8. Extremism & radicalisation Policy 2017 – new policy - approved
9. Prevent – Risk indication Checklist – no change - approved
10. External Contributors Policy – new policy – April 2019 - approved
11. The Single Central Record – updated version June 2019 - approved
12. Code of Conduct for Staff – no change - approved
13. Dealing with Allegations Against School Staff and Volunteers – new policy – Dec 2018 - approved
14. Confidential Reporting Code (Whistle Blowing) – no change - approved
15. Guidance for Safer Working Practice + Grindleford Staff Handbook – addition of safer working practices – no change to handbook - approved
16. Child Protection and Safeguarding Policy – new policy – V9 2018-2019 - approved
17. Derby City & Derbyshire Safeguarding Board Threshold Document – no change - approved
18. DSCB Escalation Policy and Process – no change - approved



19. Equal Opportunities Race, Equality and Cultural Diversity Policy – no change - approved
20. Anti-Bullying Policy – new policy - approved
21. Behaviour Policy – no change - approved
22. Policy Guidance for Positive Behaviour Support (Including Physical Interventions) – no change - approved
23. Drug Incident Management Policy – no change (altered LBo name) - approved
24. Self-Harm Practice Guidance – no change - approved
25. Formulation of a Local health and Safety Policy – updated policy – June 2019 - approved
26. Sexting how to respond to an accident Online safety in schools and colleges: Questions from the Governing Board Sexting in Schools and colleges: responding to incidents and safeguarding young people – no change - approved
27. Administrating Medicines – no change - approved
28. Intimate and Personal Care Policy Key Stage 1 and Above – no change - approved
29. Derbyshire Schools Domestic Violence Protocol – no change - approved
30. School Sex & Relationships Policy – no change - approved
31. Safeguarding Children and Young People from Sexual Exploitation – new strategy - approved
32. Child Sexual Exploitation Risk Assessment Toolkit- no change - approved
33. Policy for Access of the Internet and e-safety Online Safety within 'Keeping Children Safe in Education' 2016 – no change - approved
34. Derbyshire's Policy on Children Missing from Education – no change - approved
35. Private Fostering Policy – no change - approved
36. Separated Parents Policy – no change - approved
37. Complaints Procedure – For External Complaints about the Actions of School Staff – no change - approved
38. DCC Records retention Periods for School Policy – no change - approved
39. Child Protection Record Report Form – no change - approved



Disciplinary Procedure for teachers – this was emailed to all governors following the meeting on the 2nd May 2019 – policy was approved.

Additional hours payments and rates – this was made available to the governors before the meeting. This item to be added to the agenda of all finance meetings going forward. **Action - Blb**

Cash on site – Blb confirmed to the governors that the cash held on site (school fund) monies had been checked and verified on the 2/7/19 by Blb and LBo.

2176 Governor Training Update

Hll and LBo attended Ofsted Ready – Effective Self Evaluation and SIP Training on Thursday 13th June 2019.

CDo attended the Maths Mastery course - 26th June 2019.

2177 Any Other Business

LBo informed the governors that she had been working on a framework for the SES (version 1 had been made available to the governors before the meeting). She was following a simple format that had been adapted from the Ofsted training slides.

She had been in discussion with the cluster and a local head teacher had informed her that her improvement officer is designing a new SES framework.

LBo felt it would be beneficial to wait for this. Once this information is received then the SES will be drawn up - **Action LBo**

Governors were asked for their feedback. No challenges were made. HFu to check if Twinkl have got a template. HFu to investigate and feedback – **Action HFu**

The governors challenged the HT whether the vision and ethos statement of the school is something that needs to be revisited in line with the new Ofsted framework.

The HT responded that this forms part of Governor Handbook and will be reviewed at the first meeting of the new term.

2178 What have we done for the children of Grindleford School at this meeting?

Discussed the next governor body make up and membership for next year.

Streamlined the governing body meeting structure and agreed a structure going forward.

Reviewed and approved the Safeguarding portfolio.

Decided to look at safeguarding at all governor meetings.

Improved our systems and systematic feelings moving forward.

Agreed increasing the pupil number if a child applies within catchment.



2179 Date of the next meeting

3rd October 2019

Meeting closed at 8.45pm

Chair.....

Date.....