

Grindleford Primary School
Full Governing Body Meeting
Thursday 10th October 2019 6.45pm

Meeting open 6.45pm

2180 Present

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

2181 Apologies

Becky Harby (Associate) – work commitments
Paul Hayes (Parent) – work commitments

2182 Declaration of interest in any agenda items for this meeting

No interest declared.

2183 Return of signed declaration of interest forms

LBo, CDo returned their completed forms – **Action HII, CNe, HFu, POb, TSh, BHa, PHa**

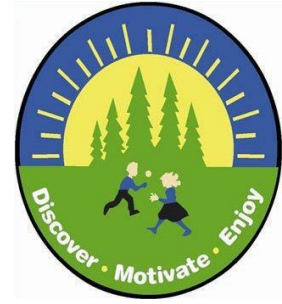
All Staff Declaration of pecuniary and personal interest forms completed and returned –
Actioned

All Staff Suitability Declaration forms completed and returned - Actioned

2184 Return of self-evaluation forms

LBo, CDo returned their completed forms – **Action HII, CNe, HFu, POb, TSh, BHa, PHa**

2185 Governor Structure – Nomination / election of Chair and Vice Chair



Hll informed the governors that she was stepping down as Chair as she has been in the position for a year and we now have a rotating chair on a yearly basis. The governors thanked her for her time and commitment to the governing body over the last year and are pleased she is continuing to be on the board as a parent governor.

Election of Chair – Blb confirmed no expression of interest has been received from those that were unable to attend the meeting. HFu expressed an interest in the role of chair. Nobody else expressed an interest. HFu left the room at 6.55pm. The governors discussed the appointment of HFu to the role of Chair and unanimously voted in favour. HFu was invited back into the meeting – **Action Blb to inform Governor Support**

Election of Vice Chair - CDo initially felt that she didn't have the experience but asked for more information on the role. A discussion was had regarding the expectations of the vice chair. Nobody expressed an interest in the role. Election of this role to be carried over to the next meeting – **Action ongoing**

LBo informed the governors that due to work and family commitments PHa maybe tendering his resignation. This will leave a vacancy on the governing body as a parent governor. She confirmed that we also have a co-opted vacancy following the resignation of JCa.

Once PHa has confirmed his decision Blb will start the process of advertising to the parents for interested parties – **Action ongoing**

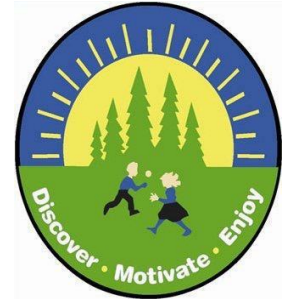
TSh expressed an interest in becoming a Co-opted governor and explained the reasons for his decision. He has been a valuable member of the governing body as an Associate. TSh was asked to leave the room. The governors discussed the strengths that TSh would bring to the governing body and unanimously voted in favour of this appointment – **Action Blb to inform Governor Support and arrange DBS check.**

2186 Committee Structure – The Circle Model

The document was circulated to the governors prior to the meeting. No comments were made by the governors and it was agreed that the structure follows this format.

2187 Minutes of the previous meeting held on 4th July 2019 and matters arising

2168 (2155 2137 2127 2115 2093 2079 2066 2044 38 29) Safeguarding Assessment from pupil's perspective to be produced – HT spoke to every child in the school apart from



Reception and each child was asked if there was anywhere they felt unsafe or worried about going. The majority said no. There were no responses of bullying or any issues with staff. Ultimately the review showed that the children of GPS feel safe. Details of the survey were shown to governors - Actioned

2168 (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 – Governors felt happy that the handbook had been reviewed - Actioned

2168 (2155 2137 2127 2115 2016) HT to write a report recording the reasons behind the results that have been recorded – This is an ongoing process which changes every year - Actioned

2168 (2155 2138) PTA to set up Gift Aid – this was more complicated than first thought and is not going to proceed – Action closed

2168 (2155 2150) TSh offered to come in to discuss the music coverage in school – TSh has visited and his visit report was made available to the governors prior to the meeting
Actioned

2168 (2158) SIP - Page 8 - point 6 - to be updated as the field has been missed – Actioned

2168 (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 – To be taken to Strategic Briefings -
Action ongoing

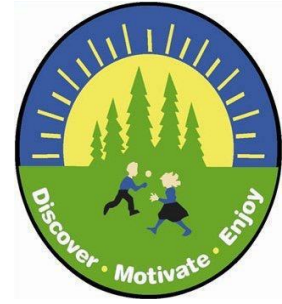
2169 Blb to issue out a final version to confirm dates of all 9 meetings – Actioned

2169 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 Blb to inform governor support of governor changes – Actioned

2170 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 – Actioned

2172 A discussion was had about the recent training that Hll and HT 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 - Actioned



2173 There seems to be some conflicting information when a DBS is required. This need to be looked into further – On agenda

2173 - Hll to visit to review the Single Central Register – Hll visited on 17th July 2019 and met with Bib she reviewed the SCR and details that are being held. She took two names at random and did web searches against their name - Actioned

2173 - Safeguarding to be a standing item on the Governors agenda going forward - Actioned

2174 HT to update SIP once SAT results have been released and place in the google drive – On agenda

2175 - 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 ongoing**

2177 SES will be drawn up – a pro forma had been drawn up. HT updated the Governors that Derbyshire have sent out their template which is 25 pages long. It was felt by HT and the governors that this was too long for a document which is supposed to be an evaluation. SES to be taken by HT to the Cluster meeting on 22nd October - **Action ongoing**

2177 HFu to check if Twinkl have got a SES template – no template available - Actioned

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

The governors discussed the Audit visit on the 17th September. The audit went very well. We are waiting for the report to come through from audit but no major points were raised. Once the document is received it will be added to the next agenda – **Action ongoing**

2188 Policy review

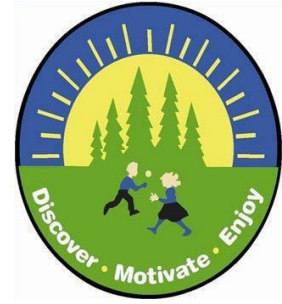
Grindleford School Governor handbook agreement on Governor membership, roles, configuration of sub committees and named Governors

The Governor Handbook was circulated prior to the meeting

Page 5 Induction Programme for new governors – reviewed and approved

Page 7 Mission statement – reviewed and approved

Page 9 Meeting schedule. The dates for the meetings were circulated prior to the meeting – reviewed and approved



Page 11 – Instrument of Government – reviewed and approved

Page 12 - Governing Body Membership - all governors checked details – TSh to be altered to Co-opted – reviewed and approved following these changes.

Page 13 Governing Body Committee Structure and Membership – Chair of Governors to read Helen Fulson, Vice Chair to read TBC, PHa to be removed from Performance Management of Head teacher, HFu agreed to be part of this committee. All other governors agreed their roles – approved following these changes

Page 14 Governing Body Structure and Routines – Reviewed and Approved

Page 15 Terms of Reference of GPS Governing Body – Reviewed and Approved

Page 16 Full Governing Body Terms of Reference – Reviewed and Approved

Page 19 - ASLT Terms of Reference – Reviewed and Approved

Page 20 - F&P Terms of Reference – Reviewed and Approved – [The governors challenged the staffing structure should be included in L&M. The HT confirmed that this is also considered under the L&M terms of reference on a different focus.](#)

Page 22 - L&M Terms of Reference – Reviewed and approved

Page 23 - Performance Management of Headteacher Committee – Reviewed and Approved

Page 33 - Named Governors – Hll agreed to continue as Safeguarding governor, CNe agreed to take on the Health and Safety governor roll, BHa to be asked if she will continue being the SEND governor, all other governors accepted and agreed their roles. **Action ongoing**

Page 34 - Named Governors Role - Governors accepted and agreed their roles. HFu to be the named governor for performance management, BHa to confirm if she is happy to continue to be the SEND governor, School Council to be altered to School Captains and TSh to be the named governor. All other governors agreed their roles – **Action ongoing**

RPe informed the governors that the School Captains organise sports events and have done several write ups that have gone on the blog. They are the pupil voice, arrange assembly rotas and run Change4Life.

Page 38 - Focused governor visits to school - reviewed and approved

Page 42 – Grindleford Primary School Policies – reviewed and approved

Page 53 - Governors’ Allowance (Expenses) - Reviewed and approved

Page 56 - Staffing List – has been updated - Reviewed and approved

The Governors handbook was approved by the full governing body.

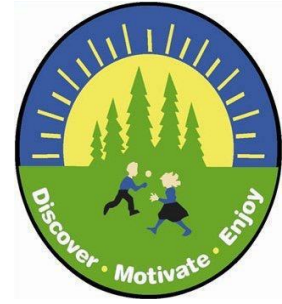
Financial Regulations, procedures and roles and responsibilities document

The policy was circulated to the governors prior to the meeting.

The policy was unanimously agreed by all governors.

Critical Incident Plan

The policy was circulated to the governors prior to the meeting.



The governors challenged that in the event of a critical incident it would be unrealistic that staff would be able to recall the entire document. The HT responded that the critical incident plan has to include all the sections which detail the procedure to deal with many events. The policy would be retrieved and referred to either from the red box or through the Google Drive.

The policy was unanimously agreed by all governors.

Acceptable Use of IT

The policy was circulated to the governors prior to the meeting.

Governors challenged point 2.5 and asked what equipment was issued to staff and what went home. HT confirmed that laptops are issued to the teachers and TA's but they do not leave the building therefore this is not applicable.

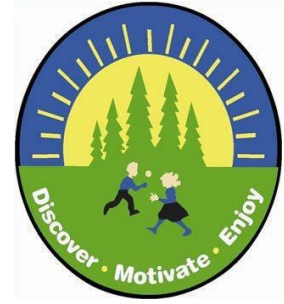
Governors challenged point 5.2 asking what timing was perceived as being an expected response time. The HT confirmed that it would depend on the content of the email. We would always endeavor to reply as quickly as possible even if an acknowledgment email is sent first when a detailed message is required. It was agreed that 24 hours was an acceptable length of time.

Governors challenged point 6.2 / 6.7. Was this realistic when staff had children in school and the school is within a small community. The HT and RPe confirmed that social media and Whats App was not used to communicate to anybody linked to the school. Any communication is done through messenger. Personal mobile numbers are not given out. If a member of staff was in a position that they were friends with a member of the school community prior to working within the school, they would be expected to inform the HT.

Governors challenged that they were not covered anywhere in the policy. The HT confirmed that this was a DCC policy. A discussion was had and it was felt that all governors should adhere to paragraph 6.7. All governors agreed to this.

A discussion was had about the use of apps and access to the internet in regards to the children. RPe confirmed that within school any inappropriate content is blocked and the children can only access age appropriate content. No devices of their own are brought into school and if any devices are in school they are kept in the school office for the duration of the day.

The concern is the access available outside of school. It was agreed that there was a fine balance between parenting and teaching. Regular blog posts are shared regarding safety online, parental controls and viewing on an age appropriate basis. This will continue.



The policy was unanimously agreed by all governors.

Bib informed the governors that all staff members have read the document and signed agreement.

Debit Card Policy

The policy was circulated to the governors prior to the meeting.

The policy was reviewed and unanimously agreed by all governors.

Keeping Children Safe in Education

The policy was circulated to the governors prior to the meeting.

The governors confirmed that they had read and understood the document with focus on Chapter 2.

Bib confirmed that the policy had been circulated to all staff and that they had all signed to say they had read and agreed to the policy with focus on chapter 1.

The policy was unanimously agreed by all governors.

Curriculum Map

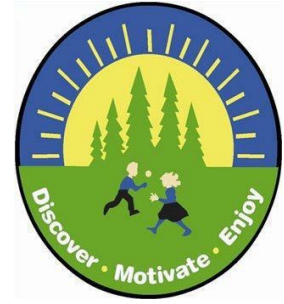
The policy was circulated to the governors prior to the meeting.

Governors challenged that the music entry for 1 and 2 in Autumn 1 (Class 1) under music was identical, whereas all other subject varied. RPe confirmed that this was a typing error and should read Sounds Interesting Part 1 and Sounds Interesting Part 2.

Governors challenged that in the map 3A and 3B Wider Opportunities is assumed to replace curriculum music entirely. This was not the intention of the program. The HT informed that governors that the majority of what Wider opps teaches is part of the curriculum. The type of teaching during sessions ticks off the curriculum in KS2.

Governors continued the challenge by asking 'in what way does this give a child an idea of a broad range of music?'. A discussion was had about how music can be integrated into other areas and how this could be demonstrated. RPe confirmed this is on the action plan to bring music into different areas. It was agreed that there is a need to document what is happening.

The HT informed that the music provision had improved in the school with the addition of a TA whose background is music. The Wider Opps sessions are being taught with Miss Moore. This is giving her the skills to teach music as a separate subject. The issue is time, to double the music subject would mean dropping another subject.



Governors showed understanding that it comes down to a scheduling problem.

A discussion was held that Wider Opps was designed to sit in Year 4 but due to having mixed classes the subject is taught when the children are in Class 3 - Years 5 and 6.

TSh knew of some schools that are running a successful scheme taking music into other areas - TSh offered to research and feedback to the governors - **Action TSh**

Governors challenged if British Values are evident in all areas of the curriculum. The HT confirmed that this is the case and work was in progress to place a statement on the website - **Action Blb**

The policy was unanimously agreed by all governors.

2189 Head teacher report.

Please see attached Head Teachers Report,
The document was made available to the governors prior to the meeting.
The HT ran through the document.
The governors discussed the results shown within the report.

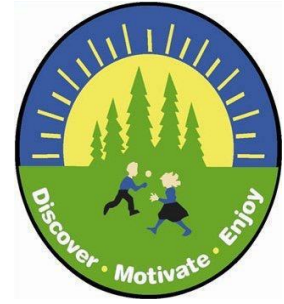
The governors recognised that the areas of focus are writing and EYFS as highlighted by the results.

HT advised the governors that the GRIP funding hours had come through as 25 hours and the hours of the TA associated with that named child had been increased to 25 hours.

[REDACTED]

[REDACTED]

A discussion was held about the possibility of recruiting a teacher to cover two days a week. The governors and HT ran through the advantages and possible problems this could cause in light of the cohort within the class, the dynamics of the working partnership and the workload balance.



EYFS was a focus area due to the disappointing results.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

2190 Safeguarding

LBo attend the Designated Safeguarding Leader training on Thursday 3rd October.
All staff plus two governors, Hll and BHa, attended Safeguarding training at Bamford on Monday 7th October.

2191 SIP Evaluation

Due to time constraints it was agreed that this would be reviewed at the next meeting -
Action ongoing

2192 OFSTED Curriculum Plan

This document outlines the priorities and was agreed by all staff. It is a working document that will continue to evolve.

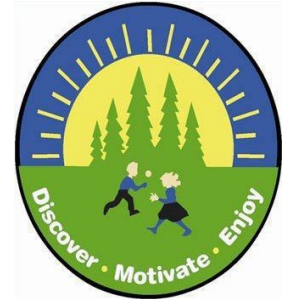
Named governors to be placed by subject areas at the next meeting - **Action ongoing**

2193 School Visits

CNe informed the governors of her intent to visit the school to look at high achievers but across the board not just focusing on literacy. A group discussion to be had with a selection from each class. The aim is to establish how they feel they are doing and give them a chance to voice their opinions

CNe and Hll to be involved in this visit - a date to be confirmed for next week - **Action ongoing**

Pupils to be asked about Maths Mastery and how they feel about the program and lessons. This is one of the points on the SIP. It was suggested that the governors also talk to Y4 who



did not follow the program last year to get their views – Hfu and POb to arrange a visit -
Action ongoing

TSh came in on the 27th September 2019 the visit report was available to the governors prior to this meeting.

LBo informed the governors that the Patch Officer was visiting next Wednesday 16th October at 10am if any Governors would like to join the meeting. Hll confirmed she would attend although she could only stay until 11am.

2194 What have we done for the children of Grindleford School at this meeting?

- Elected a new Chair to the governing body.
- Discussed the role of the Vice Chair to the governing body.
- Recognised that school is a safe place through the eyes of the children.
- Elected and appointed a co opted governor to the governing body.
- Agreed the Governor Handbook and allocated roles and responsibilities.
- Agreed the new governor structure fits the circle model.
- Put in place a plan to ensure the continuation of education in Class 1.
- Discussed mental health and agreed actions to alleviate pressures in the workplace.
- Planned governor visits into school.
- Built on the existing best practice of the Governing body.

2195 Date of the next meeting

7th November 2019

Meeting closed at 9.06pm

Chair.....

Date.....