



**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Thursday 11<sup>th</sup> June 2020 6.45pm**

**Meeting open 6.48pm**

**Meeting held remotely due to the COVID-19 pandemic**

**2242 Present**

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

**2243 Apologies**

Helen Illingworth (Parent) – work commitments  
Tim Shephard (Co opted) – work commitments

**2244 Declaration of interest in any agenda items for this meeting**

No interest declared.

Governors asked for an update from school. LBo updated the governors that it was going well and a few things have already been 'tweaked'. Break time is being taken at the same time for everyone but children remain in their designated spaces. Governors asked how many children we have had in school. It was confirmed that the number varies depending on keyworker children but approximately 20 children a day. LBo also confirmed that due to ongoing work to extend the spaces available we are able to welcome a further reception pupil back on Friday 12<sup>th</sup> June and another Year 1 pupil has asked about returning in the next few weeks.

The governors enquired about the tents in the playground. LBo confirmed that they were better in the dry weather! They are working out well and the children are enjoying them. The children with complex needs are coping really well. Governors felt that the stress for the children had been kept to minimum. They passed on their thanks to all the staff for all the work that had been done. LBo confirmed that the feedback from the children and parents has been very positive.



One of the parent governors stated that from all the conversations she was having our school is being very proactive and incredibly welcoming, which was polar opposite to what they had heard (and indeed is the experience of some of our own staff) about other school experiences.

## **2245 Minutes of the previous meeting held on 30<sup>th</sup> April 2020, 20<sup>th</sup> May 2020 and matters arising**

### **30<sup>th</sup> April 2020**

Minutes reviewed by Governors prior to meeting.

2224 2216 Declaration of interest form and Skill matrix to be completed – **Action JFi**

2224 (2219 2201 2187 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**

2224 (2219 2201 2187 2172) A 'grab file' to be created for both the Head and Chair to be used in the event of an Ofsted visit – **Action ongoing**

2224 (2219 2201 2188) TSh knew of some schools that are running a successful scheme taking music into other subject areas - TSh updated the governors that he had sent an email and is awaiting a response – no further update - **Action ongoing TSh**

2224 (2219 2207) SES Evaluation – Document to be altered to read the date of the last exclusion and to say there have been no more since this date – **Action ongoing LBo**

2224 (2221) Ofsted Curriculum Plan Review -The next subject to be reviewed is Art – **Action ongoing**

2224 (2225) JFi offered to do some research on language that can be used at home when discussing inclusion of children with SEN – **Action JFi**

2224 (2225) Governors challenged that the feedback shows that parents are wanting more information about curriculum content in advance. It was discussed about the curriculum map being extended and an email being sent out to parents with the document linked and a website link. The HT agreed this should be actioned. **Action ongoing.**

2224 (2226) It was discussed that each governor could do an informal write up about themselves and their involvement in the governing body. JFi suggested that she could start this process introducing herself – **Action JFi**



2224 (2226) January Update from Chair – governors should be involved in the writing of the vision of the school. Vision is about what you want to achieve whereas ethos / values is more about the qualities you want to show in your efforts to achieve it. This was picked up in the last strategic meeting. HFu to research further – **Action HFu**

2224 (2228) Safeguarding - The policy will be amended to reflect changes – **Action ongoing**

2228 JFi confirmed that the match funding should be available from Benevity for The Gallop. Action Bib to write letter - Actioned

2228 The Annex 1 and 5 document were unanimously approved. HFu to sign document and Blb to send to patch officer – Actioned

2235 Education Child Protection / Safeguarding Policy template addendum: Summary of any key COVID-19 Mitigation Planning, safeguarding and child protection. Governors were asked to review the policy and send email approval by Monday 4/5/20 so that the policy could be place on the school website – Actioned

2235 HFu to write a letter for the other governors to review before being sent out to parents – Actioned

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

### **20<sup>th</sup> May 2020**

No Comments were made.

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

### **2246 Policy Review**

#### **Fire Safety and Evacuation**

The document was made available to the governors prior to the meeting.

Governors challenged if we are up to date with PAT testing and the date that it is next due. They also asked for confirmation that the weekly fire alarm test is still being conducted. It was confirmed that the PAT testing is up to date with the last test being completed on the 2/7/19 so is due for renewal on the 3/7/20.

The weekly alarm testing has been sporadic during the lockdown period but will now resume. It is completed weekly, on a Tuesday morning. It was confirmed that a fire alarm / drill was done on Wednesday 10<sup>th</sup> June 2020 and was completed within one minute.



The policy was reviewed and unanimously approved.

#### **Inset**

The document was made available to the governors prior to the meeting. No comments were made.

The policy was reviewed and unanimously approved.

#### **Smoke free school**

The document was made available to the governors prior to the meeting.

Governors asked if no smoking notices are clearly displayed on all exterior gates. Also, who in school was responsible for enforcing this policy (including if the enforcer smokes/vapes). They were informed that there is clear no smoking signs on both the front and back entrance doors. A discussion was had and it was felt that this was adequate as visitors would come through these entrances. All staff are responsible for enforcing this policy. No members of staff are smokers / vapers, the policy applies to staff.

The HT would enforce the policy if a member of staff smoked / vaped on the premises.

The policy was reviewed and unanimously approved.

#### **Display**

The document was made available to the governors prior to the meeting.

The governors questioned if the policy should / could include that preferably each child should have at least one piece of their work on display each term.

This line will be added into the policy.

The policy was reviewed and unanimously approved with these alterations.

#### **Assessment, reporting, recording, records of achievement**

The document was made available to the governors prior to the meeting.

No comments were made.

The policy was reviewed and unanimously approved.

#### **PSHCE**

The document is still being worked on. Policy to be carried over to the next meeting –

**Action ongoing**



### **Dealing with sick children**

The document was made available to the governors prior to the meeting.

Governors challenged that the policy should say that if it is felt necessary, staff should not hesitate to call 999, without the need to consult with parents/carers first. It was agreed that this line should be added to the policy under point 3.

The policy was reviewed and unanimously approved with this alteration.

### **Homework**

The document was made available to the governors prior to the meeting.

Governors challenged that 'tasks such as' for Class 3, seems a bit wooly. How many tasks are set regularly? Is there a minimum number of tasks set a week?

Presumably the 20 to 30 minutes per task is only a minimum. Some children would wish to work on something they are enjoying for an hour or more.

Any mention of any procedure for children who do not comply, taking into account circumstances?

HT and RPe replied that the setting of homework is very fluid depending on many factors within a small school. The wording is purposely nonspecific. The schedule within school, sporting events, residential trips, changes in topics, loss of teachers PPA time can mean that levels can vary.

There is no limit on how long children can work on tasks. Only the expectation is set out in the policy.

We are unable to enforce that homework is completed. We certainly encourage and welcome any work that is done at home but this can vary greatly for each child and depends on the support network available at home. The Home School Agreement which was reviewed in the last meeting tries to secure some commitment from parents.

Governors asked if the policy should say that parents/carers should be encouraged to contact the school at an early stage if pupils regularly have difficulties with homework. It was agreed that this should be added into the policy.

It was agreed that the following line should be added to the policy at the end of the 'Parents/Carers' section 'If your child regularly has difficulties completing their homework then please do not hesitate to contact the class teacher or office.'

The policy was reviewed and unanimously approved with this alteration.

### **GDPR**

The documents were made available to the governors prior to the meeting.



1. Privacy Notice – School Workforce
2. Privacy Notice – Pupils
3. Access to personal Information
4. Access to pupils information held by schools in England ICO
5. Data Protection Policy
6. GDPR training records
7. GDPR information audit spreadsheet
8. Google G Suite Policy
9. School Data Breach Protection
10. School Privacy Impact Assessment Procedures

#### 5. Data Protection Policy

Governors challenged that the link on our policy for Data Retention takes you to a document which states 'do not use after May 2020'.

It was confirmed that there is a new policy that has just been issued by DCC the link will be altered and the new policy is part of the Safeguarding Portfolio due to be reviewed at the next meeting.

#### 6. GDPR training records.

Governors challenged if the training has to be renewed / refreshed and how regularly?

It was confirmed that staff are asked to read the policy on a yearly basis. If refresher training becomes available, then we look at one or all members of staff completing it. Currently, all training has been cancelled by DCC.

Governors challenged if the SCR is up to date and if there have been any staff changes. Also, if all the DBS checks are up to date.

It was confirmed that the SCR is up to date with current staff and DBS checks have continued to be updated during lockdown. Two of the teachers have completed new DBS checks in the last month. The SCR is due to be reviewed by the Governors at the next meeting as part of the Safeguarding portfolio.

Governors asked who we currently have coming in to school to provide the catering and what evidence do we have of any checks being carried out?

The governors were informed that we currently have a lady called Sue, who is doing the catering. She is employed by DCC catering service who complete all the relevant checks.

The policies were reviewed and unanimously approved with these alterations.

#### **2247 Finance Review**

The documents were made available to governors prior to the meeting.



HT ran through the document. The only real spend has been on cleaning products / PPE equipment that wasn't budgeted for.

Governors made the observation of the pupils numbers going forward. It was acknowledged in the present climate it was hardly the right time for recruiting ideas but this would need to be revisited in the new year.

Governors asked if the Annex 1 & 5 2020/21 budget could be filed somewhere easily accessible, so that Governors can easily reference it anytime. Action Bib to put original Annex 1 and 5 at the front of the folder - Actioned

LBo said that thinking to the future, that it would be a good idea for a governor to take responsibility for getting the school into the local papers etc and also that we have a plan of action for the future (the ideas generated by the strategic working group). JFi said she would be happy to be part of this. LBo did comment that HI has always done this so would probably be happy to do this jointly. It was discussed that the costs of the advert need to be balanced against the results. It was confirmed that we had a lot of leaflets in school - **Action ongoing**

Governors asked if there was going to be any changes in the budget due to the COVID-19 situation. LBo responded that there has been no information received. The only thing we have seen is that you can claim for any additional spending, this is for large expenditure like additional teachers / premises etc. We have not spent any money that can be claimed.

#### **2248 Parents survey and Staff wellbeing survey**

The summary of responses was made available to the governors prior to the meeting. It was decided that it wasn't the right time to discuss this item. Item to be carried to the next meeting – **Action ongoing**

#### **2249 Training update / Governors Visits**

HFu visited school on Monday 4/5/20 to return the Annex 1 and 5 signed documents. POb visited school on 10/6/20 at the gate on the bottom playground to discuss the situation.

CNe phoned LBo on 10/6/20 to discuss the situation in school and the finance documents. Hll visited school on 11/06/20 to discuss the situation.

Governors have been communicating regularly via email with support and feedback on the risk assessments.

Governors asked if any of the DCC governor training was being offered virtually. It was confirmed that they had not announced this and currently all training is cancelled.



JFi mentioned Accessibility training which is about 2.5 hours long. This is being offered free from Microsoft. JFi to share to the link to Blb who will circulate it to the staff and governors  
– **Action JFi & Blb**

## **2250 Safeguarding Update**

Governors asked if school offer any funding for respite. LBo confirmed that we don't as this comes under social care. LBo confirmed this would be written into the EHCP plan. We do however, utilise our school fund for parents struggling for school trips.

Governors had the discussion about how as a school we envisage all the children returning in September.

HT confirmed that the Government have stated that we are not allowed to have a rota system and they have changed the definition of a key worker. If all the eligible children returned we would not be able to accommodate them. The only way we can invite the majority of the pupils back is if the 2m rule is reduced.

Governors asked who the next potential group would be to be invited back. LBo said there are all sorts of scenarios that could be used to prioritise who returns. The government may dictate the next year groups to be invited in.

Governors raised the social issues for single children. LBo suggested that this concern is raised with the local MP to see if it has been thought about.

LBo informed the governors that limited after school care and breakfast club is being offered to keyworker children. Not all schools are offering this and it has limited which members of our staff can cover this as they are unable to drop their children off early or collect late.

LBo and RPe confirmed that the aim is to get as many children back into school as soon as possible. In order to do this the social distancing rule will have to be relaxed or a rota system would need to be introduced.

Governors asked about the summer provision. The government have stated today that schools will not be open to key worker children over the summer but they are talking about 'summer catch up provision'. There is no clarification of what this means.

## **2251 What have we done for the children of Grindleford School at this meeting?**

Discussed the well-being of our pupils



Ways forward to be able to invite more children into the setting  
Reviewed actions being taken to ensure a smooth and stress free return for the children  
Reviewed the homework policy  
Agreed the GDPR documentation so we are compliant  
Reviewed the financial situation of the school  
Governors have offered their support to staff and the well-being of the children

**2252 Date of the next meeting**

9<sup>th</sup> July 2020

Meeting closed at 7.47pm

Chair.....

Date.....