



**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Thursday 16<sup>th</sup> January 2020 6.45pm**

**Meeting open 6.50pm**

**2216 Present**

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

The governors welcomed Julia Fidler to the governing body as a parent governor. The parent election process ended at noon on Friday 10<sup>th</sup> January, 2020. Votes were counted by LBo and HFu at 3pm.

Governor support have been informed and JFi has been set up on the system so she can access the documents and Governor Handbook.

DBS to be completed – **Action Blb / JFi**

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

**2217 Apologies**

Peter O'Brien (Co opted)  
Tim Shephard (Co opted)

**2218 Declaration of interest in any agenda items for this meeting**

No interest declared.

**2219 Minutes of the previous meeting held on 16<sup>th</sup> January 2020 and matters arising**

2200 Return of self-evaluation forms. All forms have now been returned. Blb to consolidate the information – **Action Blb**



2201 2185 Election of Vice Chair – Action Blb to update Governor Handbook - Actioned

2201 2185 Parent election process to be actioned - Actioned

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**

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**

2201 2188 Grindleford School Governor handbook  
Page 33 & 34 - Named Governors –SEND governor. HFu agreed that she would be the named governor for this area. Governor handbook to be updated – Actioned

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

2202 Travel plan - as a matter of courtesy LBo to approach the playing field committee for their permission – **Action ongoing LBo**

2202 Social Media - Investigate turning off commenting on Facebook posts – Actioned

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**

2209 Audit Report - To be included on the rolling program yearly to review - Actioned

2210 Finance Report – Costs for the increasing Class 1 teacher to 2.5 days was communicated by email. The governors unanimously agreed to the proposal - Actioned

2211 Health and Safety to be on the agenda for the next meeting – Actioned

2211 Blb to resend the training schedule to governors to look at dates for the strategic briefing – Actioned

2212 Parent's survey and Staff wellbeing survey parent survey to be emailed - Actioned  
Staff wellbeing survey to be developed – **Action ongoing**



2213 Safeguarding – on agenda

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

## 2220 Policy Review

**Benchmarking** – the information was made available to the Governors prior to the meeting. Governors commented that this is historical data and demonstrates the trends that they are aware of. These are a high spend on teachers and teaching assistants' versus the 'average'. The governors wish to continue to run the school with three classes so it is expected that this will always come out above average when benchmarking.

The governors challenged that there was no spend on supply teachers, was this correct? HT replied that this is correct. All supply is covered by existing staff members.

It was noted that although our support staff are above average we are not the highest level shown. The spend in this area is due to the SEN level in school and the need to have extra staff in.

The governors ran through the rest of the report and no further areas were seen to be a concern.

**Inventory** – the spreadsheet of information was made available to the Governors prior to the meeting. The inventory was checked by Blb and RPe on the 10/1/20.

The three whiteboards / Smartboards are now obsolete due to age and technology. The governors were asked if these items could be written off and removed from the inventory listing.

The governors unanimously agreed – items to be removed from the inventory listing on SAP – **Action Blb**

**School Fund** – Neil Roden has agreed to do the auditing again free of charge. He collected the paperwork and the spreadsheet was sent to him on Friday 10/1/20. It has been agreed that we will formalise the auditing period to a calendar year. The period that will be audited is 1/1/19 – 31/12/19. Blb made Neil aware of the requirements set out by audit in the recent audit report. Neil was happy to provide the information requested - **Action ongoing**

**SFVS** – the information was made available to the governors prior to the meeting. This is a new format for this year. The document needs to be discussed and agreed by governors and signed by the chair before being sent off by the deadline 31/3/20.



The governors reviewed the dashboard and the areas that are showing as high risk. A discussion was had regarding the levels and the reasons behind some areas being at high risk. The governor acknowledged that this is due to the decision to run as a three class school and being realistic with intake figures.

The results of the dashboard were carefully considered. Governors agreed to monitor potential intake figures and the impact on teacher / pupil ratio.

The governors unanimously agreed the SFVS. HFu to sign document and Blb to send completed report to DCC – **Action HFu / Blb**

**Charging policy** – the policy was made available to the governors prior to the meeting.

The policy was reviewed and unanimously approved.

**Avoidance of Disability Discrimination** - the policy was made available to the governors prior to the meeting.

The policy was reviewed and unanimously approved.

**A Guide for School Governors about Children in Care** – the document was made available to the governors prior to the meeting.

The policy was reviewed and unanimously approved.

**Promoting the education of LAC and previously LAC** - the document was made available to the governors prior to the meeting.

The policy was reviewed and unanimously approved.

**Assessment for Learning** – the document was made available to the governors prior to the meeting.

The governors challenged the wording in section 1 under Characteristics of Assessment of Learning. They questioned if this is consistent across all classes and if it was only 'sometimes' then better to leave this out of the policy. HT confirmed that classes do use different methods therefore agreed to this alteration.

The policy was reviewed and unanimously approved following this alteration



**Cross Phrase Transfer** - the document was made available to the governors prior to the meeting.

The policy was reviewed and unanimously approved.

### **2221 Ofsted Curriculum Plan Review**

LBo informed the governors that work is continuing on music and the objectives that were set previously.

RCo and HMo are attending Music Education Hubs conference on Friday 28<sup>th</sup> February.

They are also attending a free course which focuses on music and deep diving the subject.

The next subject to be reviewed is Art. LBo suggested that this should be postponed slightly due to the changes in Class 1. This would give some time for the job share to settled down. Mrs Slack to then be approached to look at the subject. Governors agreed. – **Action ongoing**

The governors asked how Jane Scott was settling in. LBo confirmed that she is getting on really well. She has settled well into the team. The children in Class 1 are enjoying her teaching and she has got a really good grasp on child in the class with SEN. The overlap with PPA is proving very successful.

### **2222 Tracking Summary / Targets**

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

RPe discussed the document with the governors.

Writing is an area that we are working to improve. There are some individual reasons behind the figures. RPe informed the governors that a creative writing club is now running on a Monday evening which is open to all KS2 children. This is proving very popular.

KS1 – due to the low cohort size the percentage impact is large. This was taken into consideration were reviewing the figures.

EYFS – it was agreed that the figures were looking very promising. LBo confirmed this will be monitored so that this is level maintained.

Governors asked for clarification on what 'writing' involves. RPe informed them that it takes into consideration the content, spelling, handwriting, grammar and verb usage. It is a very wide ranging topic.



Governors asked what the data was based on. RPe confirmed that the data is based on a SAT test paper and this sometimes doesn't reflect class room practice.

The governors agreed that there was no year group that the figures highlighted as a concern (apart from Y2 as previously discussed).

RPe confirmed that the process is completed three times a year, this is optional. We choose to do as a school and it is proving very useful.

### **2223 Health and Safety**

CNe and JNe visited on Monday 11<sup>th</sup> November 2019 and completed a Health and Safety Review of the school (report available to all governors on the drive).

CNe ran through the report with the governors and the recommendations that were highlighted.

A discussion was held about the front office having a panic button that sounds an alarm. Walkie talkies are used between the office and Class 3 so in the event of an incident then these would be used.

The governors challenged the provision of a fire escape in Class 3. Has the window fire escape ever been used? HT confirmed that the air conditioning man does access the unit through the fire escape. Although the fire escape is not ideal a previous governor had a fire assessment completed and the only other solution would be to have fire hoods for the children. These would need to be stored somewhere. Following this assessment county did a fire survey and the conclusion was that the chances of a fire starting at the bottom of stairs was very low risk. Therefore, they deemed that the hoods were not needed.

A discussion was had about gritting the car park. Due to the land not being owned by us if we gritted the area we could be in a position that in the event of an accident we may be liable. RPe confirmed that we always grit the playground but cannot grit the footpath as this is the responsibility of the Highway Agency. It was confirmed that we have plenty of grit. Texts are sent out to pre warn parents if the car park is treacherous.

Governors asked if it would be beneficial to the children if the fire service came in to do a talk. LBo confirmed that they do come out every other year.

### **2224 Finance Overview**

The finance report was made available to the governors prior to the meeting.

The report was analysed and discussed.



Bib informed the governors that the Patch Officer is booked to come in on Wednesday 18/3/20 at 10am to prepare the Annex 1 and 5 documents. All governors were invited.

#### **Confirmation of spend on Class 3 interactive board –**

The governors had authorised the spend with CBC of £1455.00 plus VAT through email – the governors unanimously approved the spend at the meeting. Three quotes weren't gained due to having just obtained quotes for the Class 2 interactive board.

This spend will be taken from devolved capital.

#### **Authorisation of increase of hours or Class 1 teacher**

Costs for the increasing Class 1 teacher to 2.5 days were communicated by email. The additional cost is £235.00 per month. The governors unanimously agreed to the proposal.

#### **Cleaner**

LBo updated the governors that Emma our cleaner and cook had handed her notice in with her last day being 21<sup>st</sup> February 2020. Emma is moving to a full time job in a completely different field.

We pay for the catering service so the job will be advertised by DCC and cover will be provided until a permanent person is appointed.

We employ the cleaner directly so the position has been advertised through DCC. The closing date for applicants is 9<sup>th</sup> February with the provisional interview date of 12<sup>th</sup> February. The job has been advertised as a temporary position until March 2021. This will bring it in line with finance setting.

DCC have outsourced the cleaning contract and are going to be offering bespoke packages designed for each school. We can then review the situation in March 2021 with the flexibility to go back into the package.

The Cleaner will be employed on the same Grade but there will be some saving as they will start at the bottom of the grade level. The job has been advertised as 44 weeks of the year versus 52 weeks which we currently pay.

Bib informed the governors that the Buckingham Group who are completing work at Grindleford Train Station have offered to do some work for free at the school. We have asked if they could replace the fencing and gate around the reception outside area. We are waiting to see if this is possible – **Action ongoing**



## 2225 Parents survey and Staff wellbeing survey

The summary of responses was made available to the governors prior to the meeting.

The governors discussed the results of the survey and agreed that it gives a lot of insight into the feelings of the parents.

Very positive from a safeguarding position with child being happy and concerns being dealt with.

Behaviour - It was discussed that some of the issues raised are due to the nature of the classroom and the cohort.

Governors challenged how parents are supported who have children in classes with children with SEN. HT confirmed there is nothing official in place but a lot of conversations are had with the children. The school has an ethos of inclusion.

Governors asked if there is anything the school can do to support parents discussing this with their children? This could help develop children tolerances and development. Perhaps in response to this survey something could be put together about appropriate language that can be used and help with discussing the subject at home with children. HT thought this would be very helpful.

JFi offered to do some research and put together something that could go out to parents –

### **Action JFi**

A discussion was had that the recent uplift in pupil numbers is due to a high level of children joining who have previously been home schooled or have been out of the schooling system. This does take up more of the teacher and TA time. This is obviously a concern to some parents. The governors discussed that this demonstrates the change in schools. Schools should be all inclusive.

TSH had forwarded some points prior to the meeting (see attached email).

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.**

There was some debate regarding the responses to 'letting me know how my child is doing'. The school operates an open door policy, there are two parent evenings a year plus a yearly report. It was agreed that this was adequate.



A discussion was had about the responses that involve the free after school clubs and whether a 'free' provision should even be provided. LBo informed the governors that a free club offering fits with the ethos of the school but it is evolving into a babysitting service. It was discussed that perhaps a minimal charge should be made. It was noted that it would be a shame to charge those who genuinely want to take part and contribute to the session. It was suggested that the clubs are adapted to be more educational / academic. It was agreed this would be discussed at staff level.

Homework – it was agreed that this was a controversial subject and had been discussed in the previous full governors meeting.

The survey shows that parents do not have an understanding of what the governors are doing. This will be covered on the next agenda point.

Comment box underneath the question – to be done on the next survey.

HFu to summarise the responses once she has met with the two parents who wanted to discuss their comments. **Action HFu**

Overall the governors felt happy with the results. Nothing was highlighted that they were not aware of. There were some fantastic responses and a very high response rate.

## **2226 Governors Visibility in School / Chair Update**

Governors felt they didn't communicate with the parents or children as much as needed. This was reflected in the responses from the survey. Some governors are more visible due to visiting the school for observations or parent governors.

A discussion was had about the possible solution - linking a governor to a class, holding a governor day, holding a governor forum.

It was suggested that there should be more communication to parents directly from the governors. A newsletter could be produced from the governors to communicate with the parents. It was discussed that the parents should have a clear understanding of who the governors are and what they are trying to achieve.

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**



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**

**2227 Training Update / Governor Visits**

HFu, Hll, TSh attended the school carol service Friday 20/12/19

HFu attended the village carol service and did the reading on behalf of the school Sunday 22/12/19

HFu visited on 10/1/20 to count Parent Governor voting forms.

HFu and Hll booked onto the strategic briefing on the 18/3/20 **Action- Bib to send out to dates to JFi**

CNe and JNe to perform a fire drill Thursday 23/1/20

**2228 Safeguarding**

Bib gave an update on the DBS application process. The proposed risk assessment was made available to the governors prior to the meeting. The governor unanimously approved the risk assessment with no alteration.

The policy will be amended to reflect this change – **Action ongoing**

**2229 What have we done for the children of Grindleford School at this meeting?**

Reviewed and discussed the action points from the survey.

Welcomed a new parent Governor to the governing body.

Agreed policies and procedures to keep the school process current.

Reviewed the health and safety of the school.

Planned in fire alarm test.

Agreed to meet parents to discuss their comments from the survey.

Agree to the spend for equipment upgrade.

Increased communication between governors and parents.

Looked at the benchmarking of the school and appropriate spending levels.

Reviewed the Safeguarding procedure for DBS checking of people coming into school.

**2220 Date of the next meeting**

5<sup>th</sup> March 2020

Meeting closed at 9.03pm

Chair.....



Date.....