



Grindleford Primary School
Full Governing Body Meeting
Thursday 30th April 2020 6.45pm

Meeting open 6.45pm

Meeting held remotely due to the COVID-19 pandemic

2221 Present

Leonie Boulton (Head Teacher)

Helen Illingworth (Parent) – joined meeting at 7.05pm

Helen Fulson (Co opted)

Carolyn Downes (Co opted)

Julia Fidler (Parent)

Peter O'Brien (Co opted)

Tim Shephard (Co opted)

Richard Petts (Staff)

Beccy Ibbotson (Clerk)

2222 Apologies

Cynthia Nettell (LA) – technical issues

2223 Declaration of interest in any agenda items for this meeting

No interest declared.

2224 Minutes of the previous meeting held on 16th January 2020 and matters arising

2216 JFi DBS to be completed – Actioned

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

2219 2200 BIb to consolidate self-evaluation forms so that any gaps can be identified – Actioned – summary available prior to the meeting on the drive.

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**

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**



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**

2219 2202 Travel plan - as a matter of courtesy LBo to approach the playing field committee for their permission – Actioned

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**

2219 2212 Staff wellbeing survey to be developed – On agenda

2220 Inventory – three whiteboards to be removed from SAP inventory – Actioned

2220 – School Fund – the audit has been completed and the report was made available to the governors – Actioned

2220 - SFVS – HFu to sign document and Bib to send completed report to DCC – Actioned

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

2224 The Buckingham Group have replaced the fencing in the reception area and pressure washed the playground and area outside of the kitchen. The governors and staff expressed their thanks to the company – Actioned

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

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.**

2225 HFu to summarise the responses once she has met with the two parents who wanted to discuss their comments – on agenda

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**



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**

2227 HFu and Hll booked onto the strategic briefing on the 18/3/20 (briefing cancelled due to COVID-19) Blb to send out to dates to JFi – Actioned

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

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

2225 Policy Review (5th March 2020)

a. School Dinner Policy

The document was made available to the governors prior to the meeting and discussed via email.

Governors questioned if management of debts was an issue. It was confirmed that there has been one case in the last 4 years and this was for a small sum. The business assistant regularly chases any overdue monies to minimise the risk of any debts building up.

Governors asked if we had any children eligible for free school meals. It was confirmed that we now have one [REDACTED] child who is eligible.

Governors noted that the link address to the Derbyshire site was not working. This was corrected. They also suggested that the telephone contact number should also be included. This was agreed and the number was added to the document.

The policy was reviewed and unanimously approved with these changes.

b. Teacher Appraisal Policy

The document was made available to the governors prior to the meeting and discussed via email. No comments were made.

The policy was reviewed and unanimously approved.

c. Staff Handbook

The document was made available to the governors prior to the meeting and discussed via email.



Governors questioned if Section 3 'The School Day' (page 17) should include the after-school club. It was agreed that this should be added.

Pages 29 & 30 – governors questioned that there is no mention of Mrs Scott. It was confirmed that Mrs Scott is currently not head of a subject but this will be reviewed in the coming year.

Cleaner in charge – to be updated to read Helen Weston – this was agreed.

The policy was reviewed and unanimously approved with these changes.

d. Staff Development

The document was made available to the governors prior to the meeting and discussed via email.

Governors challenged that the line 'To increase the school's capacity to understand and cope with change effectively' had been duplicated. It was agreed to remove one of the lines.

The policy was reviewed and unanimously approved with this change.

e. Support Staff Development

The document was made available to the governors prior to the meeting and discussed via email.

Governors questioned how many objectives a support member of staff would have that were specific to them. HT confirmed that there would be one specific to them.

Governors challenged the number of staff the HT is expected to review. HT confirmed that the number is 9. This is due to the increase in staffing numbers due to children needing 1-1 support and the job share that has been created in Class 1. This will be reviewed next year.

The governors questioned if the written report on the operation of the policy is included in the Head Teacher Report. The HT confirmed that it is.

The policy was reviewed and unanimously approved.

f. Budget Setting Procedure

The document was made available to the governors prior to the meeting and discussed via email.



CNe discussed the document at length with the HT by telephone on the 2/3/20.

Governors expressed reservations about the policy as it comes across as an arithmetic exercise, with the Governor's only involvement being the approval of the final annexes for submission to DCC. Governors felt that their responsibilities were not only to ensure that the school finances are managed so that expenditure balances income, but to ensure that funding is effectively supporting the SIP, and other priorities which may be identified. To discharge these responsibilities, the Governors need to have the opportunity either late in the Autumn term or early in the Spring term to undertake what I would call a 'strategic financial overview'. This is where we have the opportunity to look at the expenditure and income projections for future years, as well as the year for which the budget is being prepared, highlight any corrective actions which may be required now or in the future, conversely look at the potential for future investment, and generally to look to see how our priorities are being reflected in the expenditure proposals.

It was also noted that the length of time between Governors receiving the draft budget for consideration, and the date by which it has to be submitted to DCC is too short and that in practice there is no genuine opportunity for any amendments to be considered. It was suggested that there should be an opportunity earlier in the process for Governors to have a sight of the draft budget, and submit any comments for consideration before the budget setting meeting.

The governors commented that in principle it would be good to have more notice but as this is totally dependent on pupil numbers there would seem little to gain. With the present climate and the normal fluctuations of birth spikes and drops, there would seem to be no opportunity to do anything about this.

The governors discussed their experience of involvement in the Patch Officer visit and how they act as the opportunity for governors to be involved and fully understand the budget. Every element of the budget is reviewed and discussed.

It was agreed that the two critical areas are the number of pupils and the fact that we operate three classes when financially we should only have two. Governors have previously agreed to maintain three classes and a strategic meeting was held last year on this subject.

The HT confirmed that we have benefited from some recent government investment, at an enhanced level compared to our pupil numbers, but the uncertainty going forward will make strategic and investment planning difficult as the budget is still very tight.

Following this discussion the policy was reviewed and unanimously approved with no changes.



g. Food

The document was made available to the governors prior to the meeting and discussed via email.

A challenge was made questioning if the Change4Life champions are external advisors. It was confirmed that every year five, Year 5, children attend the Change4Life training and then run activities at lunchtime.

Governors questioned if parents should be encouraged to label the food contained in cakes bought in for birthdays. It was agreed that a sentence should be added 'Parents are encouraged to provide an ingredients list.'

Governors challenged that there was not enough reference to the cultural diversity that the school encourages through food. It was felt that the Curriculum section of the policy covered this. The addition of 'a variety of cultures' at the end of the sentence in the third paragraph was agreed.

The policy was reviewed and unanimously approved with these amendments.

h. Inclusion

The document was made available to the governors prior to the meeting and discussed via email.

The governors questioned whether it would be relevant to place hyperlinks in the document to policies that are referred to. It was agreed that this would be useful and is something the clerk could look into. The policies would need to have a permanent location so that the link would work. Bib to look into standardising the policy labelling to make this possible.

Governors questioned if the list on 2.1 should include 'Children with emotional and behavioural difficulties'. It was agreed that this should be included within the document.

The governors challenged the origin of the policy. The HT confirmed that it had been tailored specifically to the school. The governors agreed that there was nothing that they felt needed to be amended and the policy should be looked at before the next review.

The policy was reviewed and unanimously approved with this change.

i. Presentation

The document was made available to the governors prior to the meeting and discussed via email.



The governors questioned 'by the end of Y6, children will be writing in pen, using a school handwriting pen'. Was this a standard policy for all work, all children using the same pen in the same colour? Was this to uphold a consistent standard? Are the rules more relaxed in specific examples?

RPe confirmed most work is completed using school-provided black pens. There are some occasions, such as in topic work, where pens from home are used to enhance the overall presentation e.g. use of colour. The policy was update to reflect this statement.

The policy was reviewed and unanimously approved with this change.

j. SEN

The document was made available to the governors prior to the meeting and discussed via email.

Governors felt that a direct link to the contact Governor page would be useful under point 9. This addition was agreed and approved and actioned.

Governors questioned the specific names that are mentioned in section 5 and if they remain current. It was agreed that this was a very valid point. Due to circumstances, staff and system changes and having several contacts in certain areas it was felt that individual names should be removed and the section made more generic. The clerk confirmed that names are not needed.

The policy was reviewed and unanimously approved with these alterations.

2226 Policy Review - 26th March 2020

k. Security Procedures

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

The policy was reviewed and unanimously approved.

l. Gifted and Talented

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

Governors questioned if this policy was still valid as gifted and talented was something that was no longer focused on in schools. The governors discussed the value of the policy and how other policies and procedures are in place that are more relevant.



It was decided that the policy should be removed from the policy review process. This was unanimously approved.

m. Physical Activity

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

Governors questioned that the Bikeability program and Wheelie Wednesday were not mentioned in the policy.

It was agreed that these should be detailed.

The policy was reviewed and unanimously approved with these alterations.

n. Home School Agreement

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

Governors suggested the line which reads 'To help me do well at school, I will try my best to: if I am unhappy or need help, I will talk to my teacher or another member of staff.' Should be altered to 'To help me do well at school, I will try my best to: talk to my teacher or another member of staff if I am unhappy or need help.'

This was approved and the alteration made.

Governors questioned if this policy was applicable to home schooling in the current circumstances. The HT confirmed that this was not the case and that this is for all new starters to the school.

The policy was reviewed and unanimously approved with this alteration.

o. Photography and Video recording in school

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

The Governors questioned if there are many parents who do not tick box 3, whether any child/ren have been withdrawn from school performances etc?

It was confirmed that we have 5 pupils that do not have permission. We do not remove them from any of the performances. Photographs and videoing are not allowed by the parents during these events. RPe takes all the photos and shares them on the blog (if allowed) or directly to the parents. All the staff are aware of the children who do not have permission and the list is readily available in the office.

Governors questioned if the policy should be altered to clarify this point. After a discussion it was felt that the wording was adequate and it was felt that it needed to remain.



The policy was reviewed and unanimously approved.

2227 Policy Review – to be reviewed at next meeting (11th June 2020)

- a. Fire Safety and Evacuation
- b. Inset
- c. Smoke Free School
- d. Assessment, reporting, recording, records of achievement
- e. GDPR
- f. PSHCE

Due to time constraints and the current situation these policies will be reviewed at the next meeting.

2228 Finance – Annex 1 and Annex 5 Approval

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

The report was analysed and discussed.

Governors questioned the low intake figures featured in the report. The HT confirmed that we only include know siblings in the figure, so they are the worst case scenario. It was discussed that marketing to attract more numbers from Sheffield will need to be a focus.

Governors noted that expenditure was in line with income which had been one of the aims.

Governors questioned how realistic the income figure was in the budget. It was confirmed that the £10000 budget was an under estimate and this was a guaranteed amount from the PTA for The Gallop income. Any other fundraising activities or income would be in addition to this figure.

JFi confirmed that the match funding should be available from Benevity for The Gallop.

Action Bib to write letter.

The document was unanimously approved. HFu to sign document and BIb to send to patch officer. **Action HFu and BIb**

2229 Tracking Summary / Targets

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



RPe and the HT ran through the figures but due to circumstances they are no longer relevant.

Governors questioned if this was the latest data. It was confirmed that this data was correct and up to date at the time of school closure.

A discussion was had about the measures that may have to be taken once children return to school to 'bridge the gap'.

2230 Heads Report

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

The HT ran through the report with the governors. A discussion was had about the current running and opening of the school for key worker children. The HT confirmed that we will continue to be open, for childcare, for key worker / vulnerable children. Staff have been covering the days on a rota basis.

2231 SIP Evaluation

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

The HT ran through the report with the governors. A lot of the report is currently not relevant due to the circumstances. The HT confirmed that she is using this time to complete the safeguarding section.

The governors posed no questions.

2232 Health and Safety – to be reviewed at next meeting

2233 Parents survey and Staff wellbeing survey– to be reviewed at next meeting

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

2234 Training update / Governors Visits

HFu attended the patch officer meeting (which was held over the phone) on Wednesday 18th March 2020

2235 Safeguarding



The HT confirmed that DCC had issued an Education Child Protection / Safeguarding Policy template addendum: Summary of any key COVID-19 Mitigation Planning, safeguarding and child protection changes that morning.

The policy had been placed in the Governor drive earlier in the day. The policy was a standard policy. 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 – **Action All**

Governors challenged that more communication should go out to parents to inform them of the work that the HT and teachers were continuing to do during this time. The HT did not feel that it would be fitting for this to come from her.

It was suggested that the communication comes from the governing body. This was agreed. HFu to write a letter for the other governors to review before being sent out – **Action HFu**

2236 What have we done for the children of Grindleford School at this meeting?

- Agreed the Annex 1 and 5 documents setting out the budget allocations.
- Ensured the safeguarding of the children during this time by reviewing the new Safeguarding addendum.
- Recognised the support that is being made to all children and their parents.
- Improvements to the garden area and school property.

2237 Date of the next meeting

11th June 2020

Meeting closed at 7.54pm

Chair.....

Date.....