

Grindleford Primary School
Full Governing Body Meeting
Tuesday 3rd December 2019 6.45pm

Meeting open 6.50pm

2196 Present

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

LBo introduced Julia Fidler to the governing body. JFi has a child in the school and asked to attend the meeting to gain some knowledge of the subjects discussed at a governors meeting. The governors agreed she could stay.

2197 Apologies

Becky Harby (Associate)
Peter O'Brien (Co opted)

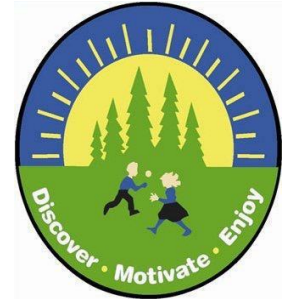
2198 Declaration of interest in any agenda items for this meeting

No interest declared.

2199 Return of signed declaration of interest forms

LBo, CDo, CNe, PHa, HIl, POB, HFu forms already returned.
TSh returned his form and BHa has tended her notice. Actioned.

LBo informed the governors that BHa had tended her resignation. BHa has been invaluable during her time as an Associate but due to work pressures is unable to commit to the governing body going forward. The governors expressed their gratitude to BHa.



2200 Return of self-evaluation forms

LBo, CDo, CNe, POB, HFu, TSh and PHa have returned their completed forms – **Action H11**

2201 Minutes of the previous meeting held on 10th October 2019 and matters arising

2185 Governor support in be informed of new Chair - Actioned

2185 Election of Vice Chair – A discussion was had about the role and the importance of having someone fill the position and support the Chair. It was agreed that taking on the position would not mean that the person would then become the next chair. CDo put herself forward for the position of vice chair. The governors voted on the position and were unanimously in favour – **Action B1b to update Governor Handbook**

2185 PHa confirmed that this was his last meeting and he was tending his resignation due to a change in circumstances. B1b will start the process of advertising to the parents for interested parties – Governors expressed their thanks to PHa for all his help and support through the years - **Action B1b**

2185 Action B1b to inform Governor Support and arrange DBS check for TSh - Actioned

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**

2187 2169 BHa has completed the EYFS report that will be taken to the meeting -Actioned on the drive for governors to view

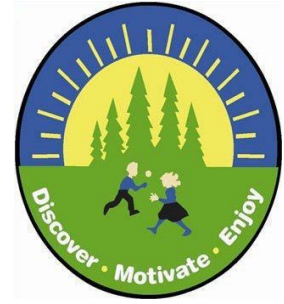
2187 2172 A 'grab file' to be created for both the Head and Chair to be used in the event of an Ofsted visit – **Action ongoing**

2187 2175 - Additional hours payments and rates. This item to be added to the agenda of all finance meetings going forward. On agenda.

2187 2177 SES will be drawn up. SES to be taken by HT to the Cluster meeting on 22nd October – On agenda

2187 The governors discussed the Audit visit on the 17th September – on agenda

2188 Grindleford School Governor handbook agreement on Governor membership, roles, configuration of sub committees and named Governors



Page 33 - Named Governors –SEND governor needs to be allocated. HFu agreed that she would be the named governor for this area. Governor handbook to be updated – **Action B1b**

Page 34 - Named Governors Role - SEND governor needs to be allocated. HFu agreed that she would be the named governor for this area. Governor handbook to be updated – **Action B1b**

2188 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 - TSh updated the governors that he had sent an email and is awaiting a response - **Action ongoing TSh**

2188 – British Values statement to be written and placed on school website – Actioned this is now on the website.

2191 SIP Evaluation – On agenda

2192 OFSTED Curriculum Plan - Named governors to be placed by subject areas at the next meeting – First two subjects on agenda

2193 School Visits – Hll and CNe to visit to look at high achievers – Hll and CNe visited school on 18th October 2019 – Visit report available on the drive for governors to read - Actioned

2193 Hfu and POb visiting on Friday 8th November to speak to children about Math Mastery – HFu visited on 8/11/19 visit report on the drive for governors to read - Actioned

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

2202 Policy Review

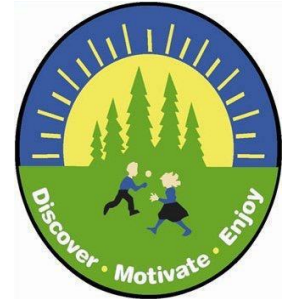
Travel Plan – The policy was made available to the Governors prior to the meeting.

Governors challenged the line that reads ‘and especially those who live less than ½ mile from school and currently travel by car.’ It felt this was quite specific and an unnecessary addition to the policy.

Reply - the HT stated that it is only a suggestion which is encouraged and is not enforced. It fits in with our ethos.

It was agreed that this section of the line would be removed.

Governors asked if the Playing Fields Committee had been approached about the ‘encourage park and stride from Pavilion car park’. The HT informed the governors that we



do pay rent to the committee for use of the field but will as a matter of courtesy approach the committee for their permission – **Action LBo**

A question was raised about the 'daily play with bicycles' and if this is in place.

Reply – The HT informed the governors that 'daily' play with bikes is aimed at reception. It is currently built into their timetable for twice a week.

It was agreed to take out word 'investigate' and 'daily' and replace with 'regular play with bikes.'

Once these alternations are actioned the policy was unanimously agreed by all governors.

Pay Policy - The policy was made available to the Governors prior to the meeting.

A challenged was raised questioning if the 2.75% increase had been implemented in September 2019.

Reply - It was confirmed that this had been paid since the October payroll. Schools budgeted for 2% as recommended. The 0.75% was promised by the Educational Secretary in July. A Teachers pay Grant was awarded to school since September 2018 to support the costs of the 2018/2019 pay increase, this funding is set to continue.

A question was posed by governors regards paragraph 3 on page 20 regarding pay progression.

Reply – teachers start on main scale point 1 and progress through the range to M6. This is determined by suitable performance reviews / management. The governing body are always referred to for approval before progression is made.

When a member of staff reaches the upper threshold they can apply for the progression to the upper thresholds. This request would come to governors for review.

A question was posed 'what is the burgundy book?

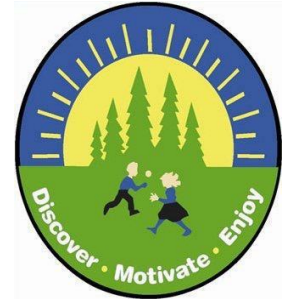
Reply – term of phrase for the pay and conditions folder of the past.

The policy was unanimously agreed by all governors.

Social Media - The policy was made available to the Governors prior to the meeting.

The challenged was made by the governors that at the strategic briefing Roblox and Tik-Tok where picked out as chatrooms. Should they be mentioned in the policy by name also as a safeguarding issue?

Reply – the ones that are mentioned are just examples. It was agreed that the policy should remain unchanged as if all were mentioned the list would be endless.



Governors challenged the line 'parents/carers are actively encouraged to find creative ways to use social media'. Is it really schools place to tell parents they should be using social media?

A discussion was had that it was important for parents / carers to be knowledgeable about social media so that they are able to guide and support. It was felt that the line in the policy was unnecessary.

The HT confirmed that third parties come into school (NSPCC come in every 2 years 'Speak out, Stay Safe') that RPe has hosted parent workshops and blogs are posted on the website about the subject

It was agreed to remove this line completely.

Governors challenged the twice a week check on the social media site and suggested that it should be daily.

Reply – HT and RPe informed the governors that any questions are directed to admin. All comments are monitored and RPe will investigate turning off the commenting function completely on the Facebook site. Only the blog feeds are shown on Facebook no other posts are made. Governors felt that twice weekly was adequate.

Investigate turning off commenting on Facebook posts – **Action RPe**

A question was raised regarding the overall responsibility. It was confirmed that this is the shared responsibility of the HT and RPe.

Governors unanimously approved the policy with the removal of the line above.

Spelling and Phonics – The policy was made available to the Governors prior to the meeting.

A spelling mistake was noted and amended.

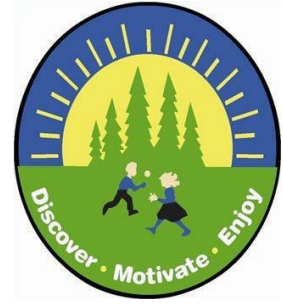
Governors unanimously approved the policy.

2203 Chairs Report

This was made available to the governors prior to the meeting. Updates had come from the strategic briefing.

2204 Ofsted focus - ICT

A subject overview for ICT was provided to the governors prior to the meeting for review. RPe discussed the idea with the governors and that all the subjects are being reviewed to ensure that in the event of an Ofsted visit that these documents can be used as evidence. The overview looks at the National Curriculum and how we are addressing different areas.



LBo confirm that the school's curriculum plan is the 'intent' and 'implementation' is covered in the overview.

This format will be used for all other subjects.

Governors felt that the format provided them with a really good understanding of how the subject is taught in school. The ICT plan was particularly impressive. RPe confirmed that this has evolved over a period of time.

2205 Ofsted focus - Music

A subject overview for music was provided to the governors prior to the meeting for review.

A discussion was had about the subject overview and how it has been used in lesson planning and building progression. The subject has dramatically developed this term due to utilising teacher knowledge and specialist knowledge from TSh.

These documents will continue to evolve and will form part of the grab file to be used in the event of an Ofsted visit.

Governors asked if there are any subjects that the senior management team feel are a weakness.

Reply – HT and RPe informed the governors that music was their main concern hence why the subject overview was high priority. The input from TSh and one of our TAs has made a massive impact.

It was discussed that currently the school can choose which subjects Ofsted deep dive. At the end of this academic year Ofsted will make the decision.

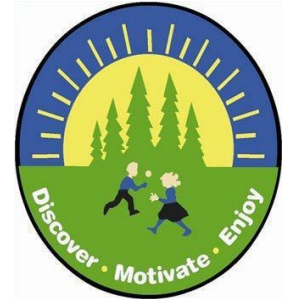
Governors can see whether these documents are working by performing work scrutiny pupil interviews, looking at work books, observing lessons and talking with staff. Governors questioned if the documents would be made available to parents. A discussion was had about the feasibility of this being exposed to parents. It was decided that currently the documents were too new and it would not be appropriate to share them at this point of time.

2206 SIP Evaluation

The governors questioned how the figures in the document are reached / set.

HT Replied – They are taken from National and Derbyshire averages. Some of the areas we won't meet and some we will exceed. The aim of the school is to work above National and Derbyshire data. It is also beneficial for staff to know what they should be aiming for.

These are the figures we are held accountable to.



Governors unanimously agreed to adopt the plan. The document will cease to be a draft and will continue to be evaluated.

LBo reiterated that it is a working document.

2207 SES Evaluation

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

LBo confirmed she has had three meetings with the rest of the cluster head teachers. They are working through the SES document applying the Ofsted handbook to the document. Different sections are being worked at each meeting.

Meetings held on 12th November, Bradwell Junior, 20th November, Grindleford Primary School, 4th December, Bamford.

Governors challenged the section on off rolling which reads there have been no incidents of exclusion in the last three years. It was suggested that this be altered to read the date of the last exclusion and to say there have been no more since this date. It was felt that this demonstrated that in the event of an issue then it is addressed.

The HT agreed to this amendment – Action LBo

2208 Tracking summary / targets

This action to be carried over to the January meeting.

2209 Audit Report

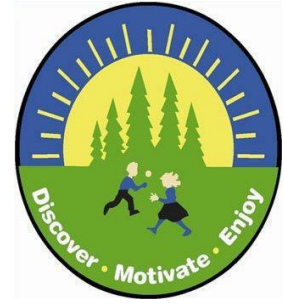
The completed report was made available to the governors prior to the meeting.

A challenge was raised that a combined matrix from all individual returns should be maintained to identify gaps in skills – B1b confirmed that this is completed once all the forms are returned.

HT thanked B1b for all her help with the Audit which progressed well.

The audit report has been completed and returned to audit. All actions that are due have been actioned.

To be included on the rolling program yearly to review. Action to be placed on the schedule – **Action B1b**



2210 Finance Report

Report Scrutiny – the report was made available to the governors prior to the meeting. The report was discussed and the figures reviewed. The governing body discussed that the figures are looking very pleasing but due diligence is still required.

The governors discussed our position compared to the cluster schools. HT confirmed that we are in a good position but our Y5 and Y6 numbers are high so this will have an impact when they leave.

It was discussed that the improvement has been achieved by increasing numbers, a more strategic approach being taken and Blb being able to give advice and feedback to the governors.

A question was raised to what happens to any surplus funds at the end of the financial year. It was confirmed that this money is not lost but carried over into the following year.

It was discussed that we are now in a situation where we can look at the surplus and take a strategic overview to use this money to meet targets.

HT updated the governors following the interviews for the new Class 1 teacher. Following the interview process, a candidate had been offered the position and she was pleased to confirm that she had accepted so is due to start on Monday 6th January 2020.

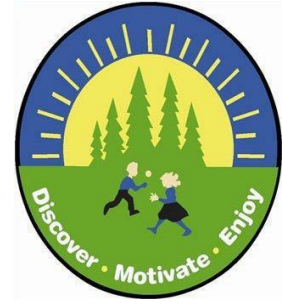
HT put to the governors the possibility of extending the new class teachers' contract to be 2.5 days instead of 2 days. This will mean that the teachers can have a joint PPA on a Wednesday afternoon. This would obviously be very beneficial to the teaching of the class especially considering the cohort. Governors felt this was fundamentally a sound idea. Governors asked for clarification on the costs before a decision is made - **Action LBo / Blb**

HT confirmed that the after school club will be covered by both of the Class 1 teachers meaning that she, from the start of next half term, will be doing two nights.

Additional hours – payments and rates report review – the report was made available prior to the meeting – the report was reviewed and approved by all governors.

Gifts and Hospitality Register review – the register was shown to the governors. No gifts or hospitality have been offered to the staff. The register was signed by the Chair.

Confirmation of spend on Class 2 interactive board –



Three quotes had been gained for a new interactive board for Class 2. The quotes had been circulated to governors via email. The governors had authorised the spend with CBC of £1425.00 plus VAT through email – the governors unanimously approved the spend at the meeting.

The spend will be taken from devolved capital. The account has a balance of £9900.00 of which we plan to use to purchase IT equipment.

Sign off for spend for Tai Chi -

The governors discussed the provision of Tai Chi by Little Dragons on a Friday to the whole school. Each session is £60.00 and if there is a session every week (39 weeks) the spend is £2340.00 over the year. This spend is from our Sports Premium Fund.

Due to this provision having been provided to the school for over 10 years and Little Dragons being our preferred supplier the governors felt that it would not be beneficial to source further quotations.

The governors unanimously approved the continued spend of £60.00 each week / £2340.00 per year from Sports Premium for this provision.

2211 Training Update / Governor Visits

Hll attended Patch Officer meeting on Wednesday 16th November 2019.

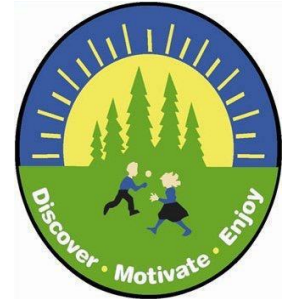
Hll and CNe visited Friday 18th October 2019 to speak to high achievers.

HFu visited on Friday 8th November 2019 to speak to review Math's Mastery.

Governors challenged that in the report the word easy and repetition was used a lot but that it was understood that this was the perception of the children.

Reply - RPe felt that this comment has come from the fact there is a smaller level of progression from one day to the next. All lessons being taught this year are new so none are being repeated. Maths Mastery is all about slowing the pace down so that children can properly master the subject. The teaching has changed but the maths hasn't. It is a big shift in the way that the subject is taught. A discussion was had about the language that was used and that the overall feeling of the children is that they are really enjoying the subject.

Governors questioned that there were comments that homework was not set. They felt that it was needed for Year 6 pupils so that they became familiar and more prepared for receiving the level of homework set by secondary schools.



Reply – HT and RPe responded informing the governors that all children have reading and spelling homework. Teachers are trying to cover as much as possible in the classroom. Homework is sent home to Class 3 children but not on a regular basis. It was agreed that homework will be issued to Year 6 to help consolidate learning and help them prepare for secondary school.

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

Governors acknowledged that the observation regarding the sloped entrance warranted consideration. Should a salt box be purchased?

Reply – salt boxes have been stolen from non-secure areas in the past. The salt is stored in the boiler room and distributed when necessary.

Health and Safety to be on the agenda for the next meeting – **Action Blb**

HFu met with John Harvey who is the Chair of Governors at Dronfield Junior School and a NGA lead governor on 19th November 2019.

Hll, CNe and HFu visited Friday 22/11/19 for shortlisting of candidates for the position of Class 1 teacher.

HFu visited Tuesday 26/11/19 to discuss agenda items with Blb.

Hll and CNe visited Friday 29/11/19 to interview candidates for Class 1 teacher position.

Blb to resend the training schedule to governors to look at dates for the strategic briefing – **Action Blb**

2212 Parent's survey and Staff wellbeing survey

The survey had been communicated to all governors by email. The content of the survey was approved by all.

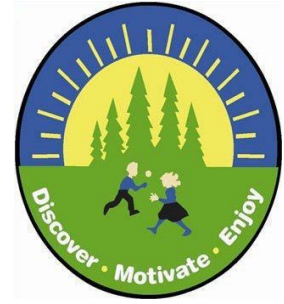
A discussion was had on how and when the survey should be sent out. HT felt it would be a good time before Christmas. The feedback will give the governors an idea of the parental voice.

It was agreed that this was a good time. Action to email out to parents – **Action Blb**

Staff wellbeing survey to be developed – **Action ongoing**

2213 Safeguarding

Blb gave an update on the DBS application process and that a risk assessment was being developed to assess if a DBS check needs to be completed.



Once completed this will come to governors for approval and sign off.
The policy will then be amended to reflect this change – **Action ongoing**

2214 What have we done for the children of Grindleford School at this meeting?

- Agreed a new Vice Chair to the board.
- Agreed and approved a new Spelling and Phonics Policy.
- Reviewed the financial situation of the school and ways that the budget could be spent to elevate the pressure on the senior management team.
- Discussed the possibility of increasing the job share in Class 1 to 2.5 days.
- Discussed homework provision.
- Agreed the SIP
- Talked about how robust the finances are for the next 4 years and looked at strategic planning.
- Focused on all aspects of the school as a full governing body as part of the new circle model.
- Health and Safety inspection completed of the school.
- Initiated robust progressive of curriculum subject overviews.

2215 Date of the next meeting

16th January 2020

Meeting closed at 9.15pm

Chair.....

Date.....