



Grindleford Primary School
Full Governing Body Meeting
Wednesday 7th October 2020 6.45pm

Meeting open 6.45pm

Meeting held remotely due to the COVID-19 pandemic

2269 Present

Leonie Boulton (Head Teacher)

Helen Illingworth (Parent)

Cynthia Nettell (LA)

Helen Fulson (Co opted)

Carolyn Downes (Co opted)

Peter O'Brien (Co opted)

Richard Petts (Staff)

Beccy Ibbotson (Clerk)

2270 Apologies

Julia Fidler (Parent) – work commitments

2271 Declaration of interest in any agenda items for this meeting

No interest declared.

2272 Return of signed declaration of interest forms

CNe, HFu, HIl, POB, CDo returned their completed forms, JFi outstanding – **Action JFi**

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

All Staff Suitability Declaration forms completed and returned - Actioned

2273 Return of self-evaluation forms

LBo, RPe, CNe, POB, CDo returned their completed forms or online survey, JFi outstanding –
Action JFi

2274 Governor Structure – Nomination / election of Chair and Vice Chair



Election of Chair – Blb confirmed no expression of interest has been received from those that were unable to attend the meeting. Blb asked the attending governors if anyone would like to put themselves forward for the role. HFu was the only governor to express an interest.

HFu confirmed that she would like to continue as Chair. The training she signed up for 10 months ago starts next week, it would be a bit of a waste to train for the role if she is no longer in the position. It would also put us in a good position in terms of being able to hand the role over with a little more knowledge of exactly what it entails (it's a 6 day course over the year with lots of activity in between).

The governors previously agreed that the Chair should only remain in position on a yearly term but due to the current COVID-19 situation and the fact that HFu has committed to complete the course she would like to remain in the position for a further year.

The governors were asked if anyone had any objections to HFu remaining in the role for a further period. A discussion was had that the term of office should be extended to two years. This was unanimously agreed.

HFu left the meeting 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 confirmed that she would like to remain in the position for a further year. Nobody else expressed an interest in the role.

CDo left the meeting at 7pm. The governors discussed the appointment of CDo to the role of Vice Chair and unanimously voted in favour. CDo was invited back into the meeting –
Action Blb to inform Governor Support

Blb informed the governors that due to work and family commitments TSh had tendered his resignation. This will leave a vacancy on the governing body as a Co-opted governor.

The governors passed on their thanks to TSh in regards to the contributions he has made to the board especially his work focusing on music taught in school.

RPe to remove TSh google account and Blb to confirm with TSh that all documentation has been destroyed in line with Data Protection. Blb to inform Governor Support – **Action RPE & Blb**



A discussion was held for the best way to advertise the vacancy on the board. It was decided that an advert should be placed in the Grindleford News
- **Actioned CDo /Blb**

2275 Minutes of the previous meeting held on 7th July 2020 and matters arising

2256 (2245 2224 2216) JFi Declaration of interest form and Skill matrix to be completed – on agenda

2256 (2245 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 – Strategic briefings have been suspended. To be raised once they restart.

2256 (2245 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**

2256 (2245 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 closed due to TSh leaving the governing body.

2256 (2245 2224 2221) Ofsted Curriculum Plan Review -The next subject to be reviewed is Art – curriculum plan on agenda

2256 (2245 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**

2256 (2245 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 – on agenda

2256 (2245 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 – This item was discussed and it was decided all governors should write a small write up about themselves – Hfu to consolidate – **Action All Governors**

2256 (2245 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 – This is part of HFu training that she is about to start. Item to be raised when covered by training.

2257 PSHCE The document is still being worked on. Due to changes in curriculum this will be carried over to the next meeting – on agenda

2261 The governors bought up the area behind the kitchen and that it is looking a bit untidy. Work has been completed - actioned

2268 A discussion was had about the meetings moving forward. It was suggested that we have a mix of virtual and meetings in school. It was requested that the virtual meetings be moved away from a Thursday. Blb to review the schedule and email governors with suggested dates – Actioned

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

2276 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 – reviewed and approved. [Remove Hli landline from the governor contact details – Actioned.](#)

Page 13 Governing Body Committee Structure and Membership – Chair of Governors to read Helen Fulson, Vice Chair to read Carolyn Downes. All other governors agreed their roles – approved following these changes - Actioned

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

[Governors questioned the Handbook and that it is still worded in such a way that it reads as if we have committee meeting to discuss key areas i.e. Finance & Premises, Leadership & Management. We discuss these topics at the full governor meetings. Do we need to tweak](#)



the Handbook slightly to reflect this now that we have permanently adopted this style of meeting?

HT replied that the Governor Handbook needs to set out the terms of reference as separate areas. The schedule of meetings then details when the different areas are focused on at the nine meetings through the year. Ensuring that we cover all areas.

Page 19 - ASLT Terms of Reference – Additional line to be added under Meetings heading reading ‘The Full Governing body will focus on this area in three meetings in the yearly cycle’. Reviewed and Approved with this addition. **Action B1b to update handbook**

Page 20 - F&P Terms of Reference – Additional line to be added under Meetings heading reading ‘The Full Governing body will focus on this area in three meetings in the yearly cycle. Financial figures shall be reviewed six times a year’. Reviewed and Approved with this addition. **Action B1b to update handbook**

Page 22 - L&M Terms of Reference – Additional line to be added under Meetings heading reading ‘The Full Governing body will focus on this area in three meetings in the yearly cycle’. Reviewed and Approved with this addition. **Action B1b to update handbook**

Page 23 - Performance Management of Headteacher Committee – Reviewed and Approved
Page 33 - Named Governors – Hll agreed to continue as Safeguarding governor, CNe agreed to continue as the Health and Safety governor, HFu agreed to continue as the SEND governor, all other governors accepted and agreed their roles.

Governors questioned - School Captains – the title is followed by lots of question marks. It was asked if we were hoping to fill this role or if we need to discuss whether we wish to retain it?

HT replied that the School Captains needs a named governor. We need to keep School Captains as they organise sports events and complete write ups that go on the blog. They are the pupil voice, arrange assembly rotas and run Change4Life

Page 34 - Named Governors Role - Governors accepted and agreed their roles.
School Captains position vacant and needs a named governor – POb agreed to fill this role – **Action B1b to update handbook**

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.

RSI home number to be removed. - Actioned

The policy was unanimously agreed by all governors.

Debit Card Policy

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

The policy was reviewed and unanimously agreed by all governors.

Curriculum Map

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

Governors questioned the phrase 'Develop non-sexist and non-racist attitudes'. It was agreed to alter this to 'Develop a balanced and factual approach exploring race, healthy relationships, consent, reproduction, pregnancy and child-birth in an age-appropriate manner'

POb asked about the relevance of the curriculum map and if it is all being taught. LBo confirmed that almost all is being taught. There are some adaptations to the way that sporting activities are being taught so we are in line with RA's

Action to publish this plan on the internet – **Action B1b**

Governors questioned why a focus week was titled 'Black History'. RPe explained that this was a National initiative to balance the teaching of subjects.

The policy was unanimously agreed by all governors with this change.

RSHE Policy

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



Governors questioned if there is any mention of transgender during the teaching of RSHE? Has this been deliberately missed off or just not mentioned in the policy but it is covered?

The HT replied that the subject of transgender would be discussed at Class 3 level (years 5 and 6) Different sexual preferences would be explored and discussed. It would also be covered if it arose in any discussions in the other year groups and would be handled in a sensitive manner. The word has not been deliberately omitted and is covered.

HFu forwarded the following to all governors – ‘When reviewing the RSHE Policy to have mind of the recent guidance from the DfE on planning this curriculum area: <https://www.gov.uk/guidance/plan-your-relationships-sex-and-health-curriculum>. It has been quite a hot topic in the media and on social media recently, and there has been a template letter shared by various anti LGBT+ organisations being sent from parents to many schools, mainly around the subject of transgender children and adults and what is being taught in schools. It's worth knowing what our policy is on this and how we line up with the (vague) guidance issued by the DfE. I thought it was probably worth a consideration of how it is covered in our curriculum and whole school planning map as well.’

The policy was unanimously agreed by all governors.

Keeping Children Safe in Education 2020 – Part 2

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.

Blb 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.

2277 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.

Governors questioned if long term we would like a class room where the tents currently are, can we name this as our major fundraising initiative as it's always better to be fundraising for 'something' rather than just for funds? We'd need an idea of how much it would cost and then we may be able to research other funding initiatives, match funding etc. Would we



use it for a dedicated classroom or for something more specific i.e. an art room, music room, quiet reading room?

HT responded that we would very much like to explore the idea of having a class room located in the playground but before we name this as a fundraising initiative we need to do some research into the viability of the idea. The idea would need to be positioned with both DCC and Peak Park to ensure that we would get permission for a permanent structure. There are also considerations such as how we provide electricity to the unit and how the structure would be installed on a sloping playground that need to be addressed.

2. There is some chatter on the Governor's Facebook page about a whole primary school (small) being instructed by PHE to close, not just the bubble, as a teacher tested positive and he/she may have mixed with other teachers in the staff room. It's prompted a few comments about what's the point of bubbles etc but also other comments about what protocols are in place to minimise transmission between school staff at various other schools, together with a general acknowledgement that it is particularly difficult at small schools. Governors questions if we need to review anything on our RAs? Is there anything else we can put in place to try to minimise this potential scenario?

HT reply - The mixing of bubbles is something we are working very hard to control but we are hampered due to the size of the school and level of staffing available. We are following our RA and staff are continuing to bring in their own cups, cutlery and completing their own washing up. Access to the staff room is restricted to making drinks and access to the fridge and photocopier. Staff are not sitting in the area due to them having to always be with their bubble during break and lunch times. Blb is delivering meals to the three bubbles but remaining outside the rooms wherever possible and adhering to the metre plus rule. LBo is 'visiting' other bubbles but remains at a distance from both staff and children to ensure no cross contamination. The only person who is crossing between two bubbles on certain days is Mrs Bacon when she is delivering forest school or PPA.

In the event of a staff member testing positive we would have to take guidance from Public Health. We do have a strong contingency plan in place to deliver work to pupils remotely in the event that they had to isolate for 14 days.

Governors asking about the potential number intake. HT confirmed that it wouldn't be as high as 10. Informed the governors that two children had enquired but there was no space.

Pre school are coming up to use the trim trail every Monday so establishing links.

Leaflet to be scanned and emailed to pre school.



Advert to be placed by end of Autumn 1. To advertise the school for the intake September 2021. Governors agreed to do an advert in the Peak Advertiser in November. Advert in the Dore to Door magazine previously done but the advert are quite expensive. It was agreed that the cost would be beneficial. Advert to be placed – Action CDo to find out when

Governors asked when staff off do we get supply in. LBo confirmed that we can't get supply in at the moment due to circumstances.

CNe asked to visit school after hours. LBo said she is very welcome after 3.30pm.

2278 Safeguarding

All staff attended virtual Safeguarding training on Wednesday 16th September 2020.

A list of free safeguarding courses was emailed to the governors on the 1st October 2020. The governors were encouraged to complete as many as possible and forward details of completed course to Blb for recording.

Blb completed – Keep them Safe – Protecting Children from Child Sexual Exploitation – 07/10/20

2279 SIP

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

It is in a draft form. LBo explained we are unable to do cluster work, observations into other classrooms, but is a working document that can be added to. Governors invited to make comments or additions.

Governors questioned how the attainment targets in July 2021 and the National targets are worked. LBo confirmed that they are judged against data in previous years. The staff have been consulted and it is felt that they are attainable.

The SIP was reviewed and unanimously agreed by all governors.

2280 OFSTED Curriculum Plan

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

Cluster as a whole decided to focus on Art. Great for mindfulness and mental health. The first training session was very inspiring but a lot of things were not feasible currently ie visiting galleries inviting artists into school. Next training session Tuesday 13th October 2020.



The plan was discussed and unanimously agreed by all governors.

2281 Communication (expectations around frequency for checking and responding to emails)

HFu - whether there is a system that we can use to make sure everyone can access.

A suggestion that a What'sApp group is set up to give people a nudge to check their school emails – **Action to set up a group - Blb**

2282 School Visits / Training

No visits made by governors due to current circumstances.

HFu, HII, CDo, Blb due to attend virtual GDPR training Wednesday 14th October 2020.

2283 Admissions – Reception 2021

A discussion was had that other schools have set up a virtual tour of the school.

Governors asked how many people would normally look around school. LBo said that it varied greatly.

LBo agreed that we could do a video. RPe confirmed that it was possible and there are several options. A Open Day tour video. Possibly post it on the Facebook page. **Action LBo / RPe**

Governors felt there should be an emphasis on wrap around care. The breakfast club and after school club provision information to be placed in advert. Governors agreed that an advert should be placed in the Peak Advertiser - **Action LBo / Blb**

2284 What have we done for the children of Grindleford School at this meeting?

- Agreed to advertise for a new Co opted governor to join the board
- Set an advertising campaign in motion
- Voted for the re appointment of the Chair and Vice Chair
- Discussed ways to raise the profile of school to promote an intake of pupils
- Agreed the policy of actions to take in the event of a critical incident
- Agreed and reviewed the SIP document
- Reviewed the OFSTED curriculum plan and the areas of focus

2285 Date of the next meeting

4th November 2020

Meeting closed at 8.03pm.



Chair.....

Date.....