

**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Thursday 28th April 2022 6.45pm**

**Meeting open 6.46pm**

**2454 Present**

Leonie Boulton (Head Teacher)  
Peter O'Brien (Co opted)  
Neil Roden (Co opted)  
Laura Gascoyne (Parent)  
Cythnia Nettell (LA Governor)  
Elizabeth Coe (co opted)  
Carolyn Downes (Co opted)  
Holly Moore (Staff)  
Beccy Ibbotson (Clerk)

**2455 Apologies**

Christine Poulson (Associate)  
Vicky Amos (Parent)

**2456 Declaration of interest in any agenda items for this meeting**

HMO declared an interest in the finance section and the staff pay award.

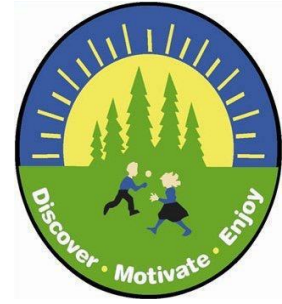
No other interests were declared in the agenda.

**2457 Minutes of the previous meeting held on 17th March 2022 and matters arising**

2443 A small token gift to be purchased to say thank you to Paul Hayes - Actioned

2443 / 2429 POb mentioned renewing our banner outside. It is looking a little worse for wear. All agreed to this action. The proof has been accessed and we are waiting for permissions from parents to use a photo - **Action ongoing**

2446 HT confirmed the the pupil surveys should have gone out this will be done as soon as possible - **Action ongoing**



2451 POb and NRo to liaise with the organiser in the village in regards in the school welcoming Ukraine children - NRo met with the organiser on 18th March and discussed the position of the school - no further action at this point

The governors had a discussion that it had been mentioned on a social media site that an Ukrainian family was moving into the area. They have two children of 3 and 6 years of age. There is a possibility that they will apply to join. They would apply through the normal admission procedure through Admissions at DCC. Our new reception year is full at 10 pupils but there may be special dispensations for refugees.

[REDACTED]

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

## **2458 Policy Review**

### **Photography and video recording**

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

No comments were made.

The policy was unanimously agreed by all governors.

### **Attendance and truancy**

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

No comments were made.

The policy was unanimously agreed by all governors.

### **Computing (ICT)**

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

Governors questioned the list at the end of the policy, it was challenged why Microsoft wasn't included.

HT responded that Microsoft is not used by the children. The only microsoft packages in school were used by the HT and the clerk.

Governors challenged how word processing was completed in class.

HT confirmed that Google is used by the children and these skills would be transferable to any other platform they may use in the future.

The policy was unanimously agreed by all governors.

### **Disciplinary procedures for teachers**

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



A governor questioned section 5.3 which refers to a Professional Conduct Panel which would include a "lay panelist". Is that likely to be a Governor and if so is there any specific training?

HT replied that the lay panelist could be any of the appointed governors who has never worked as a teacher.

No specific training for the panel roles could be found at this time but we pay into the DCC Human Resources support scheme which would be able to offer any advice and support needed if we had to follow this policy.

The policy was unanimously agreed by all governors.

### **Maths**

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

A governor asked if we have any parents come in and help with Maths lessons.

HT confirmed that Helen Fulson comes in every Tuesday morning and supports Class 3's Maths lesson.

POb to arrange to come into school to review Maths in the school alongside HMo - **Action POB HMo**

The policy was unanimously agreed by all governors.

### **Science**

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

No comments were made.

The policy was unanimously agreed by all governors.

### **Spelling and phonics**

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

No comments were made.

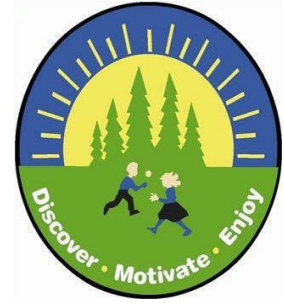
The policy was unanimously agreed by all governors.

### **Financial Competencies of staff**

Competency forms completed by Blb and LBo.

The forms were reviewed and showed that the financial knowledge of the school staff was of a high level.

### **2458 Finance - Annex 1 and Annex 5 approval**



A quotation had been received from DCC to replace the flooring in Class 3, the Music Room (ICT Suite) and the stairs leading to Class 3. The governors had reviewed the quotations and unanimously agreed to the spend of £3083.10 to replace the flooring. It was agreed that it was a health and safety issue and needed to be completed as a priority.

Only one quote was requested due to the nature of the work on the stairwell and insurance implications.

See emails. Blb to arrange for work to be completed - **Action Blb**

A quotation had been received from DCC to replace the air conditioning in the Music Room. The existing unit is beyond repair. The governors have reviewed the quotation and unanimously agreed to the spend of £2254.00.

Only one quotation was requested due to the work being completed by a DCC approved company.

See emails. Blb to arrange for work to be completed - **Action Blb**



Governors unanimously agreed following the HT staff proposal at the last meeting to change



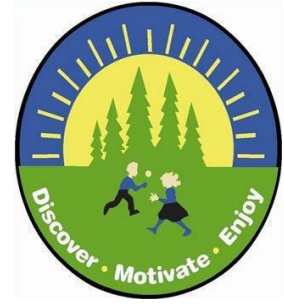
HT commented that this means that we will have a permanent Reception TA. We have 10 new starters confirmed for September 2022 so this will be invaluable.

#### Annex 1 and 5

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

The patch officer budget setting meeting took place on Wednesday 6th April. LBo, NRo and Blb attended the meeting.

Governors commented that there had been no spend on window cleaning.



Bib confirmed that there had been delays having the work done due to COVID infections but they should be completed this half term.

Governors commented that the drive to minimise costs and increasing fundraising was showing an improvement on the budget figures.

Nro informed the governors that the patch officer was very competent during the finance meeting. He explained that she had commented that the finances were in good order. The HT and Business Assistant displayed a good knowledge of expenditure and budgeted figures.

Governors challenged why there was an underspend of £25691. How did this come about? HT explained that there were several savings in different areas. We received credit in our electricity budget due to changing suppliers and the printing budget came in as an under spend. The main contributing factor was due to two Grindleford Gallops running in the same year. Resulting in a contribution from the PTA of £20000.

Governors queried why the budget share figures had increased.

HT explained that this was due to the extra funding that we have received. This is the funding that will be used to finance the additional TAs that she had outlined in the Staff Proposal at the previous meeting.

The reports were reviewed and discussed by the full governing body and unanimously approved.

Annex 1 and 5 documents to be signed by the Chair and submitted to the patch officer - **Action Bib and NRo**

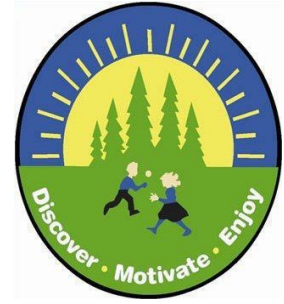
Budget to be uploaded onto the SAP system - **Action Bib**

### **2459 Attendance Review**

The documents detailing the staff attendance were made available to the governors prior to the meeting. It was noted that the vast majority of absences were due to COVID.

The details of pupil attendance was made available to the governors prior to the meeting.

A governor commented that they were pleased to see an individual plan has been put in place for child A. They asked who is supervising the individual learning and the retreat zone? How much impact is this having on their other roles and responsibilities within the school ?



HT responded that the individual learning is following a non-confrontational plan, which means the child can access the class work being set if they want to or not. The back up work in order to get some educational opportunities is differentiated and has been put together by the HT. A whole set of maths workbooks have been purchased covering Y3 up to Y6, so that the child can access work to a level that they feels comfortable with, on a subject that they feels robust enough to cope with. Maths is a real trigger point and the 'choice' element has to be highly emphasised for access to take place. The biggest hurdle at the moment is getting the child across the threshold into school, then we will work on transitioning from their retreat zone into the class etc. If they are not feeling robust enough to leave their retreat zone, then they have the choices of class work, differentiated work or doing something else to reduce their anxiety levels.

The retreat zone is in the HT's office, due to the lack of areas for retreat zones to be in school! Therefore, they are either being supervised by the HT or sitting by themselves if the Head is not in the office. The impact is fairly minimal, to be honest, as the child is still struggling to come into school regularly. They also understand that they will be on their own a lot of the time and accept that. When the HT is working in the office, the only interaction happens if the child is stuck or needs to download anxieties. The retreat zone is a place where the child can leave some of their equipment e.g. fidget toys, squishies etc that they can use to self-regulate, therefore don't need supervision. The impact of the retreat zone has been very positive as it has freed up staff members from standing at the front door waiting for the child to transition into school or not, spend time sitting with them until they are robust enough to come into class etc. A lot of working time has actually been saved.

Governors questioned if there had been any COVID incidents in school.

HT confirmed that we had one child that had been off for the first three days of term. No testing is needed so it is hard to gauge, new guidance says that ideally children should avoid contact with others for 3 days and staff should be off for 5 days after testing positive. This is people's personal choice though.

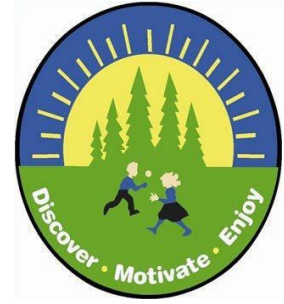
## **2460 Tracking Summary**

The tracking summary was made available to the governors prior to the meeting.

HT discussed the document with the governors. The figures are where we stand now.

The reception numbers have changed due to changes within the cohort with children leaving and joining.

Governors commented that it is an improving picture but it isn't brilliant. The children in emerging need lifting.



The HT responded that the additional TA hours will offer the opportunities for interventions and support.

Governors asked if catch up / intervention were still occurring in all years.  
HT confirmed that these were still happening in school.

HT discussed the year 6 cohort and the needs of the children and the reasons why due to history and SEN it was unrealistic that they will meet expected outcomes.

Governors questioned if these targets were in house targets.  
HT confirmed that the measures are National targets. HT reiterated that there is a sound explanation behind our numbers, we are a small school with a high proportion of SEN.

Governors asked, if you take out the children on the SEN register if the remaining children are at meeting or exceeding expectations.  
HT replied that she did have concerns that we have so many children that are not at expected in writing, not all those children are on the SEN register. There are some of that number that should reach the expected level. The issue is unfortunately due to lockdown, home schooling and the fact that reaching expected has high levels.  
HT is confident that the Jane Constantine program and the additional TA hours will have a positive impact in attainment.

It was discussed that governors were visiting w/c 9th May 2022 to oversee the Year 6 SAT exams.

HT explained the process of receiving and storing the SAT papers and the timetable of exams.

HT explained that DCC does monitoring visits to check that the papers are sealed up and filed securely.

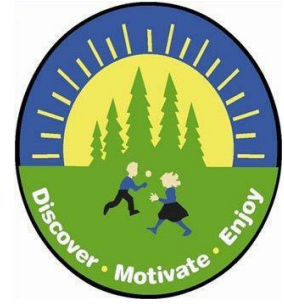
## **2461 Scrutiny questions**

A governor asked the HT that during the HTPM the SIO was due to set objectives, had these been set?

HT confirmed that the date for the meeting to set targets had been postponed due to COVID hitting both Grindleford and at the SIO's school. A new date was being confirmed.

Governors discussed promoting the school, possibly in the Sheffield area.

HT confirmed that we have done an advert in the Peak Advertiser in November and that when we had run adverts in the Westside and Dore magazines previously we didn't get any interest. People seem to come and apply through word of mouth. A lot of the children in



the new reception cohort are first children with younger siblings, which gives us some long gevery.

It was discussed that an advert could be place in the magazine at Totley to target in year transfers - **Action ongoing**

### **2462 Training update / Governors Visits**

LGa attended on Monday mornings to listen to Class 1 readers

NRo sign paperwork and met with staff - 24/3/22

CPo attend Governor SEND course - 29/3/22

CPo was due to meet with LBo on Tuesday 26/4/22 - meeting postponed due to illness

NRo visited with HT and attended Patch Officer meeting - 6/4/22

NRo attended to sign paperwork - 27/4/22

NRo & CNe completing the Safer Recruitment training on 20/6/22

LGa completing the Safer Recruitment training on 24/5/22

NRo attending to oversee Y6 SATs 9/5/22

CNe attending to oversee Y6 SATs 10/5/22

LGa attending to oversee Y6 SATs 11/5/22

LGa attending to overss Y6 SATs 12/5/22

### **2463 Safeguarding Update**

No new safeguarding considerations for the governors at this meeting.

### **2464 What have we done for the children of Grindleford School at this meeting?**

Agreed the financial plan for the school for the following academic year

Scrutinised the financies over the next 4 years and ensured the school is in a robust position

Discussed the process of SATs within the school

Governors supported the robust system of external assessment within the school and have agreed to be part of that

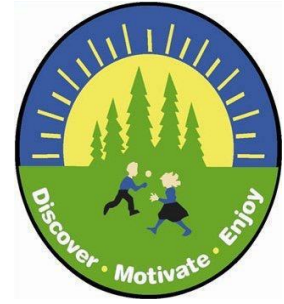
Challenged the tracking results and discussed the measures for improvement

### **2465 Any other business**

HT confirmed that she will be handing on her resignation as of this evening. She had discussed this with the Chair of Governors prior to Easter. If the governors accepted her resignation then she would be leaving at the end of the academic year.

See letter of resignation attached.





Governors expressed their thanks to the HT and felt that they were losing a fantastic HT who would be very hard to replace.

Governors felt that they should have acted sooner to relieve the stress. HT confirmed that she has always felt supported by the governing body

Governors discussed the need for a meeting in light of this news. Meeting set for Thursday 5th May 2022 at 6.30pm.

**2466 Date of the next meeting**

26th May 2022 (virtual)

Meeting closed at 8.16pm

Chair Neil Roden

Date