

Grindleford Primary School
Full Governing Body Meeting
Thursday 12th October 2022 3.30pm

Meeting open 3.40pm

2497 Present

Kate Gemmell (Head Teacher)
Neil Roden (Co opted)
Cynthia Nettell (LA)
Elizabeth Coe (Co opted)
Carolyn Downes (Co opted)
Vicky Amos (Parent)
Peter O'Brien (Co opted)
Ed Allaway (parent) joined the meeting at 3.57pm
Holly Moore (Staff)
Beccy Ibbotson (Clerk)

The governors were made aware that Laura Gascoyne had resigned from the Parent Governor position on 9th September 2022. The governors thanked Laura for all the work she had done whilst on the board.

The process for recruiting a new Parent Governor was commenced with the closing date for applications being Friday 30th September 2022. Edward Allaway was the only parent to apply for the position so has been appointed the new parent governor. His term of office commenced on Monday 3rd October and he has completed his induction paperwork and his DBS is being processed. He is attending this meeting but will be arriving a little late.

2498 Apologies

No apologies received.

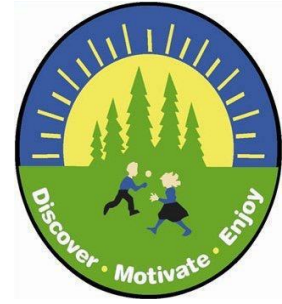
2499 Declaration of interest in any agenda items for this meeting

VAm declared an interest in agenda item 12 - Tree Survey. A quote is being supplied for the works that have been identified by the company that she works for. A second quote is being sourced from DCC.

No other interests were declared.

2500 Return of signed declaration of interest forms

Foms returned by POB, NRo, CDo, CNE, ECo, VAm, EAI



Forms outstanding - none

All staff forms completed and returned.

2501 Completion of self-evaluation Audit

All governors completed the Audit.

Results to be reviewed at the next meeting - **Action on going**

2502 Governor Structure - Nomination / election of Chair and Vice Chair

Election of Chair – Blb confirmed no expression of interests have been received from any other governor. Blb asked if any of the attending governors would like to put themselves forward for the role. NRo was the only governor to express an interest.

NRo left the meeting. The governors discussed the appointment of NRo to continue the role of Chair and unanimously voted in favour. NRo was invited back into the meeting.

Election of Vice Chair - Blb confirmed no expression of interests have been received from any other governor. Blb asked if any of the attending governors would like to put themselves forward for the role. CDo was the only governor to express an interest.

CDo left the meeting. 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.

2503 Minutes of the previous meeting held on 17th July 2022 and matters arising

2484 2470 / 2457 / 2446 Pupil Survey - a discussion was held regarding the timing that the survey should be sent out. It was agreed that a survey should be sent out early in the academic year so that the results can be considered when writing the SIP. KGe offered to share the form that Bamford had used. The form will be adapted and reviewed by Governors before being issued to parents - **Action on going KGe / Blb**

2484 / 2470 / 2458 POB to arrange to come into school to review Maths in the school alongside HMo - POB and HMo have spoken and are in the process of setting a date KGe suggested booking supply / or herself to cover HMo - **Action POB / HMo / Blb**

2484 / 2470 / 2461 Placement of advert - A discussion was had about the viability of placing an advert as Sheffield schools have been expanded and a new school has been built so there is no overflow. It was agreed that it was hard to gauge the impact on intake figures through past advertising activities. Leaflets had been printed and distributed in some cafes



and leisure centres but again the impact of this activity was unclear. It was also noted that all the primary schools in the cluster have spaces.

Ed Allaway joined the meeting at 3.57pm.

KGe commented that she would be guided by the governing board on this point. If this was something the governing board wanted to explore then she suggested they form a sub committee.

A discussion was had regarding the expected figure for Reception 2023 intake. It was felt that this should be explored before any decision was made on what / if any advertising should happen.

VMo volunteered to speak to Grindleford PreSchool to gauge intake numbers - **Action VAm**

2485 Updated GDPR documents to be uploaded onto the school website - Actioned

2485 Consent and Guidance forms to be sent out to all families in September - Actioned

2487 Cost of the HT recruitment process is featured in the budget report - Actioned

2488 Head teachers report to be added to the next agenda - Actioned

2489 Bamford SES document to be shared with governors - Actioned

2490 KGe to share the Bamford HT Report - Actioned

2491 Tracking Target Summary to be added to the next agenda - Actioned

2493 Eric Millington to be informed - Actioned

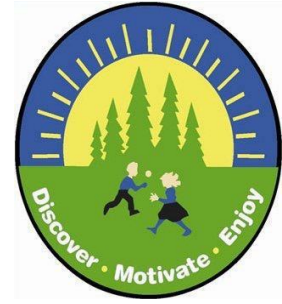
2494 Car park ownership and access. The email trail was forwarded to governors - Actioned

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

Minutes from the meeting on the 3rd October 2022.

The redacted minutes were reviewed and approved.

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



2504 Policy Review

Grindleford School Governor handbook agreement on Government membership, roles, configuration of meetings and Named Governors

The Governor Handbook was circulated prior to the meeting

Page 6

Induction Programme for new governors – reviewed and approved

Page 8

Mission statement – reviewed and approved

Page 10

Meeting schedule. The dates for the meetings were circulated prior to the meeting – reviewed and approved and no objections were made.

Page 12

Instrument of Government – reviewed and approved

Page 13

Governing Body Membership - all governors checked details – reviewed and approved.

Ed Allaway details to be added - **Action B1b**

Page 14

Governing Body Committee Structure and Membership – reviewed and approved

Page 15

Governing Body Structure and Routines – Reviewed and Approved

Page 18

Full Governing Body Terms of Reference – Reviewed and Approved

Page 21

Achievements & Standards, learning and teaching Terms of Reference – Reviewed and Approved

Page 22

Finance & Premises Terms of Reference – Reviewed and Approved

Page 24

Leadership & Management Terms of Reference – Reviewed and Approved with this addition.

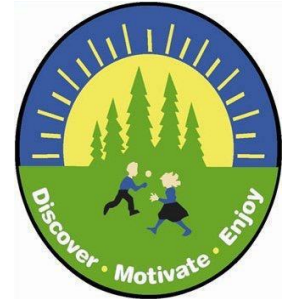
Page 25

Performance Management of Headteacher Committee – Reviewed and Approved

Page 34 /35

SEND Governor to be renamed Vulnerable Pupils Governor - **Action B1b**

KGe explained that the role would be to hold KG and the SLT to account to ensure statutory compliance, SEN reports are completed and monitored, and that SEND was actively being managed. The governor should meet with the SENCO / DSL once a term to check and monitor progress and ensure things are in place for these children and that they are doing well in school. KGe confirmed that we currently [REDACTED].



VAm agreed to take on this role. Details to be added to Handbook - **Action Blb**

Named Governors –

VAm agreed to continue to be the Safeguarding named governor

CNe agreed to continue as the Health and Safety named governor

VAm agreed to be the Vulnerable Pupils Governor named governor - **Action to update Blb**

All other governors accepted and agreed their roles

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Named Governors Role -

Child protection / safeguarding governor - VAm

HT Performance Management governors - CNe, NRo, ECo (this will not apply until a new HT is in place)

SEND Governor to read Vulnerable Pupil Governor - VAm - **Action to update Blb**

Literacy governor - CNe and ECo agreed to continue this role

CNe explained that this does expand into other subjects as other subject books are scrutinised.

Numeracy governors - POB and HMo agreed to continue this role

EYFS governors - CDo and ECo agreed to continue this role

New governor role to be included of Website Governor - Ed Allaway agreed to undertake this role - **Action to update Blb**

School Council Governor - KG explained that Mrs Slack has started up a School Council that will consist of one pupil from each year group and two pupils from year 5 and 6. She explained that it is critical to have a pupil voice. NRo agreed to take on this role - **Action to update Blb**

Anti bullying governor -VAm agreed to continue with this role.

All the governors accepted and agreed on their roles.

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Focused governor visits to school - reviewed and approved

Page 44

Grindleford Primary School Policies - Reviewed and approved

Page 57

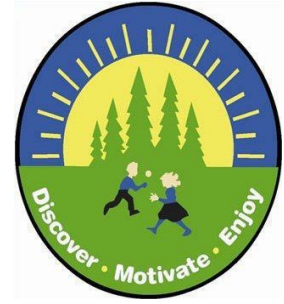
Governors' Allowance (Expenses) - Reviewed and approved

Page 60

Staffing List - Reviewed and approved

A discussion was had whether the governors had enough visibility of the curriculum teaching and learning in school. It was agreed that a Subject Leader should be invited to FG meetings. Subject Leader to be given a 15 minute slot at the beginning of a meeting, schedule to be put in place - **Action Blb / KGe**

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.

A governor questioned if we have something to cover us as we no longer have a Finance Committee and how does this delegation happen.

Reply - The finances are reviewed by the FGB six times a year.

A discussion was had whether a separate committee should be in place so that decisions can be made quickly. The governors expressed that this was the previous model which led to a lot of repetition. The structure of the existing board was discussed. It was decided that this was not the time to review the structure and if any members felt a restructure was needed that it could be revisited at any time during the year.

A governor questioned if this would be reported at the next governors meeting. Page 5 'Recovery of debt should be pursued where it is practicable and economical to do so, taking into account any reputational damage that may be caused to the School. The Headteacher shall have the discretion to write off bad debts up to and including £1,000. The Headteacher may delegate this to the authority as detailed in the delegation document.'

Reply - Confirmation that it would be reported and minuted at the next meeting.

The policy was unanimously agreed by all governors.

Critical Incident Plan

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

A governor questioned if this was needed for breakfast club and ASC provision under appendix 10 'Consider whether it is necessary to add extra points to the action checklists in the main body of the plan to ensure that these procedures are integrated into the school's emergency response.'

Reply - Staff run the provision at the beginning and end of the day so would follow the procedures outlined in the document. Extra action checklists would be needed if an external company were running the provision.

The policy was unanimously agreed by all governors.

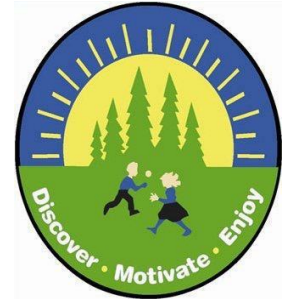
Internal Lockdown Procedure

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

A governor asked if this procedure will be practised.

KGe replied that a partial lockdown procedure is practised annually and fire alarm testing on a termly basis. A full lockdown would not be practised with the children in the building as it was deemed unnecessary and could cause distress.

The policy was unanimously agreed by all governors.



Debit Card Policy

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

No comments were made.

The policy was reviewed and unanimously agreed by all governors.

Curriculum Map

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

No comments were made.

The policy was reviewed and unanimously agreed by all governors.

Action Blb to uploaded onto the website

Intimate and Personal Care Policy for Children in Foundation Stage

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

The governors were informed that all staff have signed as confirmation of reading and understanding the policy.

This policy will be part of the Safeguarding Portfolio.

The policy was reviewed and unanimously agreed by all governors.

KCSIE September 2022

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

Governors and Staff have all signed as confirmation of reading and understanding the policy.

The policy was reviewed and unanimously agreed by all governors.

School Uniform Policy (new policy)

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

A typing error was noted to be changed from 'school hand uniform' to 'second hand uniform'. Actioned

The policy was reviewed and unanimously agreed by all governors.

B1b to upload the policy onto the website - **Action Blb**

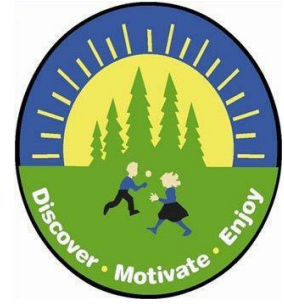
Music Policy (new policy)

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

The policy was reviewed and unanimously agreed by all governors.

KGe informed the governors that she had observed RCo teaching music and was very impressed. The previous investment in instruments was making a huge difference.

[A governor asked if the children can take the instruments home to practise.](#)



KGe replied that the parents sign a disclaimer and the children are able to take the instruments home to practise. She noted that a child would not still be able to take an instrument home if the parents didn't sign the form. We would not discriminate against the child.

Changes to GDPR Documents

Amendments to the Workforce Privacy Notice, Governor Privacy Notice and Social Media Policy following the new KCSIE 2022. Amendments advised by GDPR for Schools.

Updates were made available to the governors prior to the meeting.

The amendments were reviewed and unanimously agreed by all the governors. **Action Blb to update policies on the website.**

Blb advised the governors that a GDPR Audit is booked on Wednesday 2nd November 2022.

Grievance Procedure and letter

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

No comments were made.

The policy was reviewed and unanimously agreed by all governors.

Child Protection / Safeguarding Policy

The policy has been rewritten in a different format and is still under review - **Action ongoing**

Behaviour Policy

The policy is under review and is being worked on by all teachers. The policy will go to the new School Council before coming to the governors at the next meeting - **Action ongoing**

GPS All Risks Assessment

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

All staff have viewed the risk assessment and signed confirmation.

The risk assessment was reviewed and unanimously agreed by all governors.

GPS Walkie Talkie Policy

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

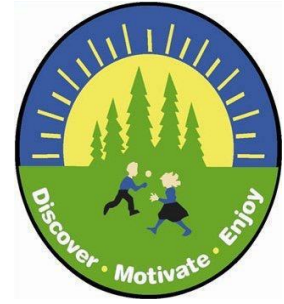
All staff have viewed the policy and signed confirmation.

KG informed the governors about the walkie talkies and that we have a 5 year licence. They were purchased due to the lack of mobile signal in school. Staff are using the walkie talkies to communicate between different areas of the school.

This policy will be on a 5 yearly cycle review.

The policy was reviewed and unanimously agreed by all governors.

GPS Dojo DPIA



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

KG asked if the DPIA can be approved. She explained that this didn't mean that the app would necessarily be used but would give the authorisation for us to move forward researching if it meets the schools needs.

A discussion was had that communication needs to be thought about as it is an area that needs improving as highlighted in the recent parent survey.

KGe informed the governors that Class 1 are using Class Dojo but this is only within the classroom.

A governor questioned if there were any costs involved.

KGe confirmed that there is no cost to the school or parents.

A governor questioned whether the pupils would use the app.

KGe confirmed that it is not being suggested for a way to communicate with pupils.

A governor questioned what would happen if a parent / carer is unable or unwilling to use the app.

KGe replied that communication would be made to these individuals by a different medium. She confirmed that no medical or personal information would be communicated via the app.

KGe confirmed that a consultation process would need to be undertaken with parents and staff.

The policy was reviewed and unanimously agreed by all governors and full permission was granted to proceed.

2505 SAT Results / Tracking Information

The KS2 outcomes were shared with the governors prior to the meeting.

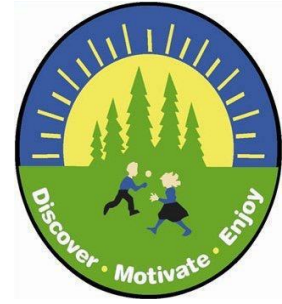
A discussion was had that the class did experience disruption before the SAT exams and due to COVID / lockdown but ultimately the results were not good. Focus needs to be placed on what we are not doing right and what we are doing to correct this. This links into the SIP document.

A governor stated that previous tracking and processes were put in place and questioned if these had worked.

KG replied that based on these results they have not worked.

A discussion was had regarding the high level of SEN in the class which can be demanding on the teachers time also that there has not been much consistency.

KGe explained there is a lack of knowledge regarding Subject Leadership in the school.



A structure for Subject Leadership is needed within school and the priorities are detailed in the SIP. KG confirmed that it is a high priority. She also stated that the school is in a vulnerable position if there was an OFSTED visit.

KGe confirmed that there is a need to focus on performance management. This focus needs to be consistent and evidenced.

KG confirmed she is caretaking Subject Leadership in areas that are currently not being covered due to staff sickness.

2506 Head teacher Report

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

KGe confirmed that staff meeting time is prioritised to focus on SEN, writing within school and a phased change to the White Rose maths scheme. She advised the governors that the EY team were currently completing a Maths training course. The White Rose maths scheme is being trialled in Class 3. A move to this scheme has been highlighted due to the current scheme, Math No Problem, having no extension or challenge tasks. Teachers are currently having to use the White Rose scheme to find extension tasks.

The scheme costs approximately £250 per year and provides a wide range of resources, provides white board slides, homework, catch up and extension tasks. Reduces the planning time for teachers.

Governors asked if there is a way of tracking the data to see the impact of changing the maths scheme to White Rose.

KG replied that last year's data would be used and can be compared but the impact would not be immediate.

Actions within the document -

Sheffield English Teaching Hub

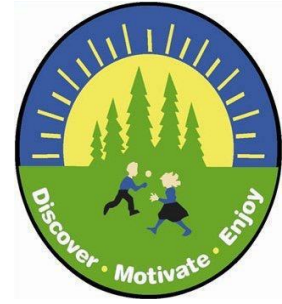
Approval of the ring fenced £9000.00 from the Sheffield English Teaching Hub to the on phonics (a formality as this is ring fenced)

KGe informed the governors that Rachel Slack was researching a scheme that we would invest in.

The governors unanimously approved the spend on the phonics scheme and resources.

Accelerated Reader Subscription

The two year subscription is £1200.00. KGe explained it is a very good programme for reading in KS2 and is Education Endowment Foundation approved. It allows the teachers to



track and manage reading, identify areas of weakness and ensure books in school are appropriate for the individual child. It will save teacher / TA time and is evidence formed. The governors unanimously approved the spend.

Swimming - change of year groups attending moving forward

KGe explained that she had spoken to the year 5 and 6 children and almost all were meeting the criteria already. If Year 3 and 4 complete the lessons then there is a chance for any children who are yet to meet the criteria to attend in Year 5 and 6.

To reduce the impact on teaching time the children will get transport back to school for the majority of sessions.

The governors unanimously approved the change.

Approval for Ipad Spend

KGe explained that the ipads in school were very old and the software can no longer be updated. She asked for approval to purchase 12 x 10.2 inch ipads, 12 x shock proof cases and a charging unit.

Costing for the ipads had been sourced from three companies and the cheapest was from CBC Computers.

The total cost excluding VAT is £3714.40. The funding for this purchase would come from the School Account.

The governors unanimously approved the spend.

KGe highlighted the issue of attendance to the governors. Last year, attendance was low and was low for SEN and PP children. This is partially due to individual SEN, holidays being taken as unauthorised absences due to being rearranged due to lockdown and positive COVID cases (attendance marking guidelines altered so these absences were marked as illness).

VAm to arrange a visit into school to discuss and review Attendance with KGe - **Action VAm / Blb**

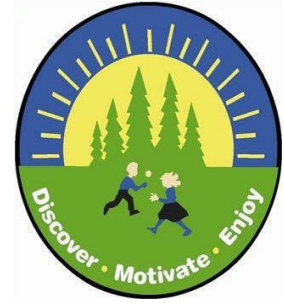
2507 Safeguarding Update

Please refer to the HT report.

All staff have reviewed the KCSIE September 2022 document and signed to confirm.

All staff completed the virtual safeguarding training on Wednesday 28/9/22 plus NRo and CNe. CDo and VAm have completed the training using the video link.

All staff have returned signed Form A's.



No other safeguarding considerations for the governors at this meeting.

2508 SIP / School Context (SEF)

KGe talked through the SIP document that was made available to the governors prior to the meeting.

KGe advised that the Senior Improvement Officer and her superior visited school and met with KGe on Monday 10th October 2022. They discussed what was going in the action plan and why. The SIO and her superior agree with the actions that had been prioritised in the SIP.



KGe advised the governors that the SIO will visit the school again in November to review progress.

KGe reminded the governors that this is a working document that can be added to at any time.

A discussion was held regarding section 6.16.

It was agreed to delete point 2 in this section and change point 3 to read 'future working with the cluster and formal end' - **Action B1b**

The governors unanimously agreed to the document.

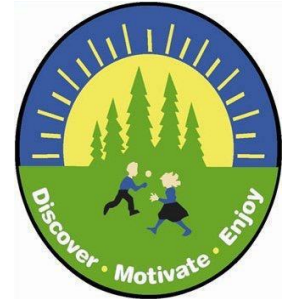
VAm left 5.39pm

2509 Tree Survey

The report was shared with the governors prior to the meeting.

There are two issues that have been identified that need to be resolved within a year. DCC and Arborist Tree Care Ltd are supplying a quote for the work - **Action ongoing**

2510 After School Care



Documents were made available to the governors prior to the meeting outlining the costing of the first half term and comparison of prices against local suppliers.

A discussion was had and it was agreed that changes need to be made to the provision to make it viable. A survey had been sent out to parents with various options but there was no clear favourite.

A governor questioned whether there was a risk that children might not get a cooked meal if the provision was altered to only offering a snack or packed tea.

Reply - the children continue to have the opportunity to have a cooked meal at lunch time.

A review is needed so that after school clubs can be reintroduced. The main issue restricting these starting up is staffing both the clubs and the ASC provision.

KGe asked for permission in principle to make a change to price, time and / or meal options once a review had been completed.

The governors unanimously agreed.

2511 Finance Overview

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

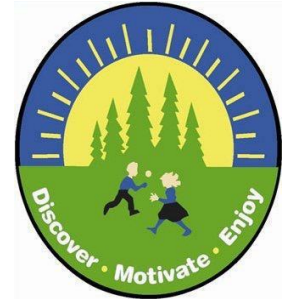
Questions that were asked by email prior to the meeting -

the back pay for Admin Assistant from Sept 2021. Should this have been included in the original 2022/23 budget we set, so is just an oversight/omission? Or is there another

[REDACTED]

** we have previously been advised, by the previous HT, not to include income and expenditure related to out of hours clubs in the budget. presumably this advice has now changed? Are the costs shown the full costs for the year, and what is the projected net income for the year? Are the same assumptions carried forward into future years?*

The income and expenditure is only in the budget until the end of this term. A full review needs to be completed of the ASC provision. There is a separate document in the folder showing the costs versus the expenditure for this half term.



** does this report include the full costs of the additional teaching support we agreed on Monday evening, and is this carried through to the 2023/24 projection?*

It does not as the document was prepared before this was agreed by the governors.

** as I understand it, the budget we set each year does not include projected income related to the Gallop etc. Is this still the case, for this year and subsequent years? If so, has this income yet been added into the 2022/23 budget projection?*

No income has been included for the Gallop in the budget figures.

However one issue does concern me. In the (fairly recent) past, Governors themselves have taken on the responsibility of 'promoting' the school outside the immediate village area. Various techniques were used, including paid advertising, but drawing on individual Governor skills. This clearly had a positive impact on maintaining a healthy school roll. However it seems to have stopped, with a likely consequent negative effect. So can we address this issue?

If you would like to put together some ideas of how you feel this was achieved in the past then you as a governing body can work together to see if this can be addressed.

Tai Chi - Sports Premium spend

Blb discussed the spend of £60.00 per session to deliver Tai Chi to the whole school on a Friday. The annual spend is £2340.00. This spend is made from our Sports Premium budget. Governors were asked if they authorised the spend for a further year - Governors voted unanimously in favour.

KGe advised that this will be reviewed as it is unclear if there is any progress being made.

EMPSN - broadband spend

Governors agreed to this spend by email to ensure that the contract could be signed and returned before the 30th September 2022 deadline.

The contract is for 3 years, ending 31st October 2025, at an annual cost of £1695.00, this is a slight saving of £100.00 per year.

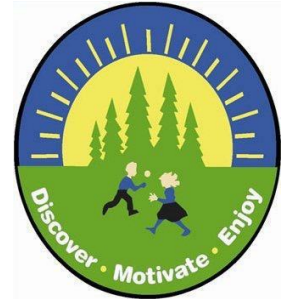
Governors were asked if they authorised the spend for a further year - Governors voted unanimously in favour.

Electricity spend

Governors agreed to this spend by email. Due to incorrect readings being passed from British Gas and EDF at the start of the contract the budgeted spend for 2021 - 2022 was not used. This has resulted in invoices coming through for 2021 - 2022 and to date in 2022 - 2023 this month. The total amount for authorisation is £7285.75 with a further budget being inputted for the remainder of the year for £5500 (please see detailed spreadsheet and analysis).

Governors unanimously agreed to the spend.

Zero hours relief teacher



KGe emailed the governors on the 9th September 2002 to request permission to appoint a zero hours relief teacher to cover Class 1 on Fridays. The person in question comes highly recommended and would be paid as a U1.

Governors unanimously agreed to this appointment.

It was suggested that any money donated by The Gallop should remain in the School Account. It was agreed that if the community is giving money then we need to ensure this is being used for 'extra' things for the school. It was suggested that purchases made with donations would be great things to advertise.

CNe / Eco left at 6.03pm

NRo discussed with the governors that we need to increase our HR level of support that we get from DCC. We are currently on level 1 but we are receiving level 2 support. In principle the governors agreed depending on price.

2512 Governor Questionnaire Outcome

Refer to the Head Teacher Report and previous discussions.

2513 Training update / Governors Visits

See Head Teachers Report for Training Updates

7/9/22 NRo Staff Meeting

8/9/22 NRo / CNe / CDo Shortlisting

3/10/22 NRo / CNe/ CDo / POb governor meeting

2514 What have we done for the children of Grindleford School at this meeting?

Agreed policies to ensure compliance and safeguarding practices are in place

Reviewed the new SIP document and the primary focus areas

Updated knowledge of the finances and ensured that robust financial management was in place

Reviewed the ASC provision

Raised questions about marketing to support recruitment

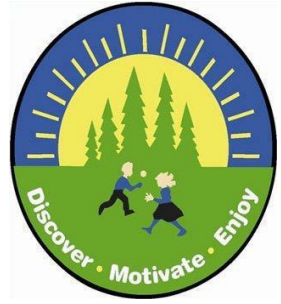
Reviewed roles for governors to ensure effective workload management

Welcomed a new parent governor to the board

2515 Date of the next meeting

Wednesday 16th November 2022

Meeting closed at 6.20pm



Chair Neil Roden

Date