

Grindleford Primary School
Full Governing Body Meeting
Thursday 14th July 2022 6.45pm

Meeting held at CNe House

Meeting open 6.45pm

2481 Present

Neil Roden (Co opted)
Laura Gascoyne (Parent)
Cythnia Nettell (LA Governor)
Carolyn Downes (Co opted)
Holly Moore (Staff)
Beccy Ibbotson (Clerk)
Kate Gemmell (Guest - HT from 1st September 2022)

The governors welcomed KGe to the meeting.

2482 Apologies

Peter O'Brien (Co opted) - clash with Parish Council Meeting (may be attending but will be late)
Elizabeth Coe (co opted) - clash with Parish Council Meeting
Leonie Boulton (Head Teacher) - sickness
Vicky Amos (Parent) - other engagement

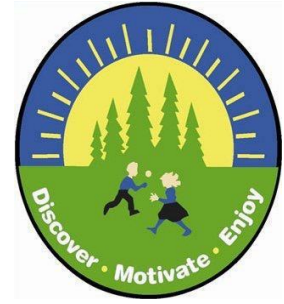
2483 Declaration of interest in any agenda items for this meeting

No interests were declared in the agenda.

2484 Minutes of the previous meeting held on 9th June 2022 and matters arising

2470 / 2457 / 2443 / 2429 Banner on outside railings to be replaced. The proof has been accessed, parents have given their permission, we are waiting for the new proof - **Action ongoing**

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 KGe / Blb**

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 - **Action POb / HMo**

2470 / 2461 Placement of advert - Governors discussed timings and agreed if an advert was to be placed it should be in October / November to target new reception starters. Advert to be placed in Sheffield Area - **Action ongoing**

2473 Adjustment form to be submitted for [Kate Garland-Taylor](#) - Actioned

2473 Adjustment form to be submitted for Ria Costello - Actioned

[REDACTED]

[REDACTED]

[REDACTED]

2473 2 x general TA positions on Grade 5, 15 hours to be advertised internally - Actioned

2473 TA position for current Reception children to be advertised internally - Actioned

2473 Breakfast Club leader position to be advertised internally - Actioned

2473 ASC position to be advertised internally - Actioned

2474 Head Teacher Report to be added to the next agenda - Actioned



2475 SIP evaluation to be added to the next agenda - Actioned

2477 DBS update Service - Blb informed the governors that any DBS that is on the updated service can be checked and a report shows any update and when the check was made. This information will be recorded on the SCR.

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

2485 Policy Review

Management of Sickness absence letter and procedures May 2022

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



The policy was unanimously approved by governors.

Management of Sickness Management Procedures - Advice guidance

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



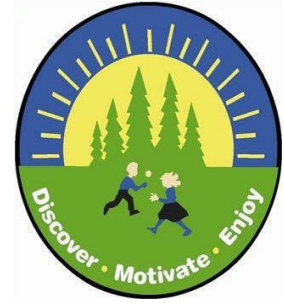
The policy was unanimously approved by governors.

GDPR

Blb requested the permission of the governors to purchase the GDPRis system for DCC. The service is delivered by experienced and specially trained information governance specialists. They would become our DPO and would support us in any GDPR issue.

It takes the responsibility and liability off of an individual in school. Model policies and procedures are supplied and they are altered every year in line with any changes in the law.

The package includes all staff training.



Bib confirmed that a three year deal had been negotiated for £957.00 per year - the governors unanimously approved the spend.

GDPR

DP framework

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

No comments were made.

The framework was unanimously approved by governors.

1 DP Policy for Schools

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

No comments were made.

The policy was unanimously approved by governors.

2 Privacy Notice for Schools

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

No comments were made.

The policy was unanimously approved by governors.

3 Privacy Notice Workforce

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

No comments were made.

The policy was unanimously approved by governors.

4 Record Retention

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

No comments were made.

The policy was unanimously approved by governors.

5 Social Media Policy

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

No comments were made.

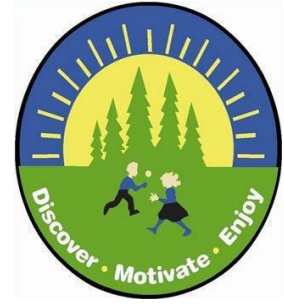
The policy was unanimously approved by governors.

6 BYOD policy

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

No comments were made.

The policy was unanimously approved by governors.



7 IT Security and Acceptable Use Policy

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

No comments were made.

The policy was unanimously approved by governors.

8 Privacy Notice Governors

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

A governor questioned the visibility of governors in school and should photos be placed on the website or in school reception.

A discussion was held and it was felt that the visibility of the governors was quite high. Email addresses were available for all the members on the website. The reception area does not have an obvious place where these could be located and due to teachers being outside at the beginning and end of day parents are rarely in the reception area.

The policy was unanimously approved by governors.

9 Special Category Data Policy

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

No comments were made.

The policy was unanimously approved by governors.

Consent and Guidance

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

No comments were made.

Bib informed governors that this would be issued to all parents / carers in school in September and then will be issued as part of the new starter pack.

KGe suggested that this document should be printed on coloured paper so it is easily identifiable as a confidential document.

The policy was unanimously approved by governors.

Updated GDPR documents to be uploaded onto the school website - **Action Bib**

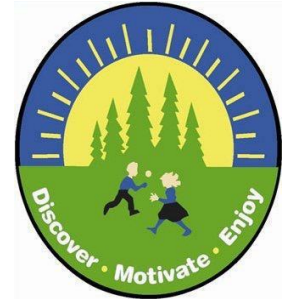
Consent and Guidance forms to be sent out to all families in September - **Action Bib**

2486 Review Governor Body Membership

Bib confirmed that there are no terms of office expiring in the coming year.

We do not have any Associate Governors on the board.

Bib informed the full board that LGa had applied for one of the Grade 5 TA positions. She was successful and has accepted the position. She will start in Class 2 on the 1st September 2022.



Bib confirmed that LGa can continue for the full term of her appointment as a Parent Governor. Due to being employed for more than 500 hours a year she would not be able to stand again.

2487 Finance overview

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

The document was reviewed.

KGe had reviewed the document and gave her thoughts.

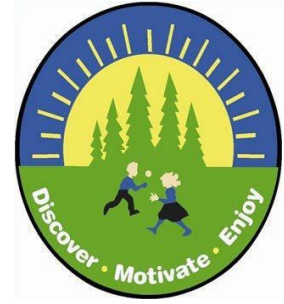
- The spend on gas and electricity is a lot lower than the spend at Bamford.
- She commented that the grounds maintenance was lower than Bamford
- Noted that there is a sizable surplus, which is similar to Bamford
- She commented that looking to the future and the reduction in pupil numbers thought needs to be given to the class structure of the school. Low numbers would make it questionable if the school should / can continue to run as a 3 class school. If any changes of this were to happen then decisions would need to be made a year before to allow time for the redundancy procedure. Bamford had faced the same problem and had reduced from a 4 class school to 3 classes.
- She noted that the ratio of TA hours against teachers and pupils was very high.
- She commented that the TA hours were high compared to those of Bamford (196 hours at GF compared to 112 hours at Bamford).

Governors said that they are aware that pupil numbers are paramount. Conservative, realistic numbers were always placed in future years so that the figures showed the worst case scenario.



The governors discussed that they were aware of the high ratio. This was always noted during the benchmarking exercise. The extra fixed term TA positions have been approved to help with catch up and enable more interventions.

KGe confirmed that she has back filled her role at Bamford, there is an associated cost to this.



A governor questioned where the cost of the HT recruitment process is featured in the budget report.

Bib to contact our Patch Officer to get this cost added in to our budget - Action Bib

POb joined the meeting at 7.41pm.

2488 Head Teacher Report

The Head teachers report was not available due to the demands on the HT and being off poorly. HT report to be added to the next agenda - **Action Bib**

2489 SES Evaluation

The SES evaluation was not available due to the demands on the HT and being off poorly.

KGe advised the governors that she does not have a full SES in place for Bamford. This was the case when they had their Ofsted inspection. The document is not a legal requirement. She felt that the detail on the SIP document gave sufficient detail. She advised that she does have a document of a simpler format that she was happy to share to see if the governors wanted to adapt this format at Grindleford. The governors were in agreement that they would like visibility of this document.

Document to be shared with governors - **Action KGe**

2490 SIP Evaluation

The SIP evaluation was not available due to the demands on the HT and being off poorly.

KGe commented that she had seen the SIP and there are some common areas across the two schools.

She informed the governors that she had met with staff and discussed some plans for the new term.

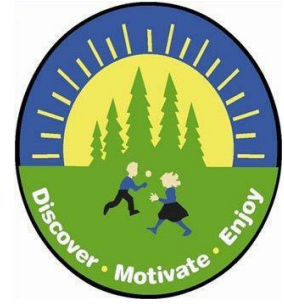
She noted that the Phonics training was scheduled for the first Inset Day in September.

She commented that Math Mastery will continue to be embedded and this process does take time.

A governor commented that embedding Math Mastery had been on the SIP for a period of time. How can the extent of this be measured?

KGe replied that success would be shown in attainment measured by external and internal validation.

A governor asked why was this the case if the methodology was in place?



KGe replied that the methodology is 'Math Mastery' but embedding was an ongoing process. Her interpretation is that embedding is about tweaking and refining the delivering of the subject. Ensuring that it is working well and reviewing the process. She confirmed that data for Grindleford was mixed and there is some explanation for some of the results.

HT report to be added to the next agenda - **Action Blb**

KGe asked the governors what format they would like the HT report to be. She offered to share the HT report template that she uses for Bamford for the governors to review. If they deemed this acceptable she would use the same template for future HT Reports. KGe to share the Bamford HT Report with governors, governors were reminded that this was a confidential document - **Action KGe**

2491 Tracking Target Summary

The tracking information was not available due to the demands on the HT and being off poorly. Tracking Target Summary to be added to the next agenda - **Action Blb**

2492 Training update / Governors Visits

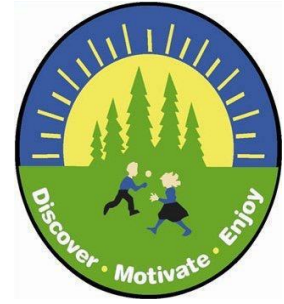
CNe & ECo visited school to complete a Literary scrutiny on 16/6/22
NRO completed the Safer Recruitment training on 20/6/22
CDO, LGa, VAm and ECo completed Governor GDPR training 22/6/22
LGa visited school on Tuesday to listen to readers
NRO, CDo, CNe meeting in school to discuss HT advert 21/6/22
CDo and CNe to met with HT 22/6/22
NRO to meet with staff regarding HT recruitment 22/6/22
LGa to discuss job applications with LBo 5/7/22
CNe to discuss job applications with LBo 5/7/22

POb and CNe completing the Safer Recruitment training on 20/7/22
NRO completing GDPR training on 28/9/22

2493 Safeguarding Update

[REDACTED]

[REDACTED]



No other safeguarding considerations for the governors at this meeting.

2494 Any other business

POb raised a question about the car park and the relationship with the Sir William. Due to the uncertainty of what will happen with the building there is some concern about access to the school and car parking.

Bib informed the governors that LBo had sent an email to our 'landlord' on the 2nd Dec 2021 regarding this issue.

This will be chased to see if any resolution has been reached - **Action Bib**

2495 What have we done for the children of Grindleford School at this meeting?

Reviewed the finances of the school and ensured a sound financial future

Ensured the school is secure in regards to GDPR and organised training for all staff

Reviewed the Governor body membership for the coming academic year

Discussed the safeguarding of a child

Shared common views and found common ground between two schools

2496 Date of the next meeting

Wednesday 12th October - 3.30pm / 6pm (time to be confirmed)

In person

The meeting will incorporate the Governors Handbook, Declaration of Interest and Skill Audit.

KGa offered to share their Skill Audit Form which had been adapted from the NGA form -

Action KGe

Meeting closed at 8.14pm

Chair Neil Roden

Date 14th July 2022