

**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Wednesday 16th November 2022 3.30pm**

**Meeting open 3.40pm**

**2516 Present**

Kate Gemmell (Head Teacher)  
Neil Roden (Co opted)  
Cynthia Nettell (LA)  
Carolyn Downes (Co opted)  
Peter O'Brien (Co opted)  
Ed Allaway (parent)  
Beccy Ibbotson (Clerk)

**2517 Apologies**

Elizabeth Coe (Co opted)  
Vicky Amos (Parent)  
Holly Moore (Staff)

**2518 Declaration of interest in any agenda items for this meeting**

No interests were declared.

**2519 Minutes of the previous meeting held on 12th October 2022 and matters arising**

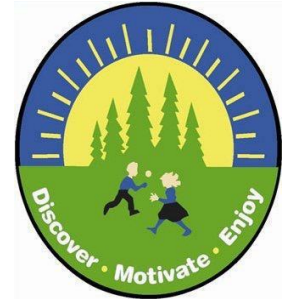
2501 Results of Governor Skills Audit to be reviewed - on agenda

2503 / 2484 / 2470 / 2457 / 2446 Survey has been completed and the results were reviewed at the last meeting.

2503 / 2484 / 2470 / 2458 POB to arrange to come into school to review Maths in the school alongside HMo - booked for Thursday 17/11/22

2503 VMo volunteered to speak to Grindleford PreSchool to gauge intake numbers - Blb has spoken to pre-school and they have confirmed that we have 5 children from their setting plus we have a sibling from outside the village and another child in the village who does not attend the preschool. A good estimate is an intake of 7 in reception 2023.





[REDACTED]

2504

Page 13

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

Ed Allaway details to be added - Actioned

Page 34 /35

SEND Governor to be renamed Vulnerable Pupils Governor - Actioned

VAm agreed to take on this role. Details to be added to Handbook - Actioned

VAm agreed to be the Vulnerable Pupils Governor named governor - Actioned

SEND Governor to read Vulnerable Pupil Governor - VAm - Actioned

New governor role to be included of Website Governor - Ed Allaway agreed to undertake this role - Actioned

School Council Governor - NRo agreed to take on this role - Actioned

2504 Subject Leader to be given a 15 minute slot at the beginning of a meeting **Action ongoing - Rachel Slack to be invite to the next meeting in January**

2504 School Uniform Policy to be uploaded onto the website - Actioned

2504 Changes to GDPR Documents - website documents to be updated - Actioned

2504 Child Protection / Safeguarding Policy - On agenda

2504 Behaviour Policy - on agenda

2506 VAm to arrange a visit into school to discuss and review Attendance with KGe - Actioned

2508 It was agreed to delete point 2 in this section and change point 3 to read 'future working with the cluster and formal end' - Actioned

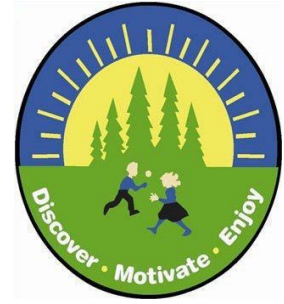
The Full Governing body accepted the minutes as a true record.

## **2520 Policy Review**

### **Teachers Pay Policy / letter / Advice and Guidance**

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

*Review Performance of teachers with the assistance of other senior staff who hold the role of Appraiser and forward recommendations to the Governing Board or Pay Committee*



A governor questioned if this would include 360 degree appraisal by other teachers as well  
Reply - Other teachers would not form part of the appraisal process unless they are on the SLT. Teachers do observe each other's lessons.

KG explained that the pay scales have altered the starting pay grade has increased for new teachers but that senior leaders haven't seen the same increase. These increases are not supported and have to be funded from the budget.

The policy was unanimously agreed by all governors.

### **EYFS Policy / Foundation Policy**

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

No comments were made.

The policy was unanimously agreed by all governors.

### **Audit Review**

The Audit Review document was circulated to the governors prior to the meeting. With updates as applicable.

No comments were made.

The document was unanimously agreed by all governors.

### **Travel Plan**

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

A governor asked if this policy has had any impact.

KG replied that we are compliant and we engage in the schemes that DCC runs. The messages are covered in our curriculum and learning in school.

Bikeability for Year 6 continues to run yearly and is deemed very important due to the school's rural setting.

The policy was reviewed and unanimously agreed by all governors.

### **DPIA - Nussy**

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

No comments were made.

The DPIA was reviewed and unanimously agreed by all governors.

### **DPIA - Renaissance**

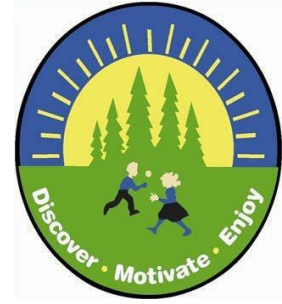
The DPIA was circulated to the governors prior to the meeting.

No comments were made.

A governor asked what Nearpod was.

KG replied it is real time insights into students' understanding through interactive lessons.

The DPIA was reviewed and unanimously agreed by all governors.



### **DPIA - Dojo**

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

No comments were made.

The DPIA was reviewed and unanimously agreed by all governors.

### **Behaviour Policy**

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

KG informed the governors that we were in a position where we could not evidence behaviour and we couldn't show consistency through school. It is good practice to have a common set of school rules.

The teachers worked with the children to agree the rules which are set out in the policy.

Any behaviour issues are recorded on our Integris system, all staff have access to input onto this system. KG explained how the systems are working in school. It's about promoting positive behaviour and recognising signs of underlying problems.

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

Policy to be shared with parents / carers and published on the school website - **Action Blb**

The policy was reviewed and unanimously agreed by all governors.

### **Safeguarding and Child Protection Policy**

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.

The policy was reviewed and unanimously agreed by all governors.

Action Blb to upload to website - **Action Blb**

### **2521 Evaluation of Governor Skills Audit**

The evaluation of the results were made available to the governors and the report was reviewed.

KG explained how the headteacher's appraisal panel worked. She confirmed that at the moment her appraisal is being completed by Bamford.

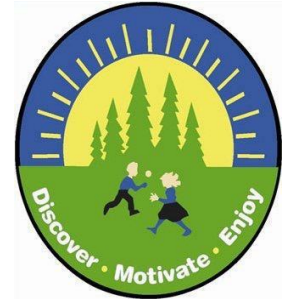
A discussion was held that there were no concerns of skills gaps on the current board.

A discussion was had regarding governor membership and vacancies. It was decided that the Associate Governors recruitment should be driven by the board. It was agreed that any appointment that is made should be made on a need for a skill and for a specific project.

### **2522 Chairs Report**

The report was made to governors prior to the meeting.

NRo talked through the report with the governors.



### 2523 Head teacher Verbal Update

KG informed the governors that the first section of the SIP had been updated. Progress had been made to ensure website compliance and Safeguarding procedure and documentation in school.

KG confirmed the recruitment of a Class 3 teacher. The existing supply teacher, Georgia Grant, has been recruited. CDo and CNe had been involved in the process.

The decision was made on the skills of the candidates and the stability for the children. KG explained that she does not have the capacity to support an ECT teacher.

Bridget Hadley, an ex head teacher, has agreed to be the day to day mentor for Georgia through her ECT process. Bridget will be employed on a supply basis. The payment will be made from the half a day supply that has been built into the budget. ECT process will start in January.

[REDACTED]

[REDACTED]

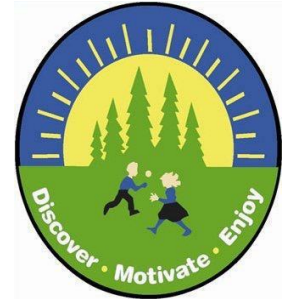
Bib informed the governors that we have 5 Ukrainian children in school who came onto role after the census so we are currently not receiving any funding. We have applied for the Homes for Ukrainian scheme to see if there is any other funding that we might be eligible for.

It was agreed this was the opportunity to complete a strategic review of the TA hours and distribution - KG to review and provide a review to the governors - **Action KG**

KG informed the governors that in response to the parents survey we have launched a new communication platform in the form of Dojo. So far we have received some great feedback.

Staff absence remains an issue in school. As well as the long term absences we have had short term absences due to sickness and child / personal issues. [REDACTED]

[REDACTED]



#### **2524 SIP / School Context (SEF)**

KGe talked through the SIP document that was made available to the governors prior to the meeting. This had been discussed as part of the HT verbal update.

School Context is being worked on and should be completed within the next week - **Action KG**

#### **2525 Finance Overview Report Scrutiny**

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

Governors were informed that the Human Resources support has been increased. This is inline with the increased support we have been receiving. The spend was in the approval limit of the HT.

Governors unanimously agreed the spend of £2158.71 excluding VAT for the replacement of the flooring in the main corridor and staff room. The quote has been supplied from DCC and the spend will be made from the DFC budget.

The governors unanimously approved the spend by email and confirmed this by vote in the meeting.

KG informed the governors that she wanted to delay the replacement of the flooring in the staff room due to the space possibly being repurposed - **Action B1b**

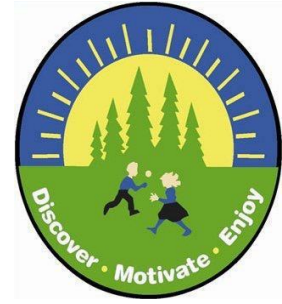
A discussion was had that the figures did not reflect the changes agreed at the meeting on the 2nd November 2022.

[Governors questioned why on model 3 why the ECT was taken out after 2 years.](#)

[KG explained that the FT non teaching lead in school would take on that teaching role. It is a safe option due to the reduction in pupil numbers.](#)

The Model 3 budget was agreed and approved and this need to be communicated to the Patch Officer - **Action B1b**

A governor asked about the funding of PTA and how the spend can be focused.



It was suggested that a possible spend would be a shelter for parents outside when waiting to collect children.

#### **Additional Hours - payments and rates report review**

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

The report was reviewed.

No comments were made.

KGe gave an update on the After School Provision. We have signed up to the Government payment scheme and several companies so parents are able to take advantage of the tax saving. The food provided is being altered to 'a substantial snack' from the 1st December and price increases will be effective from the 1st January. This will mean we will be able to introduce clubs until 4.30pm.

#### **Gifts and Hospitality Register Review**

The Gift and Hospitality register was reviewed. One gift was given to the school as a whole which was the free training on Twinkl provided by Helen Fulson.

NRo to sign the register - **Action NRo**

#### **2526 Website Audit Review**

EAI completed the website audit review and highlighted the areas that need to be reviewed and altered.

It was a very valuable document and has been worked on and improvements have been made.

The document has been colour coded so that we can clearly see where we are at and what actions are outstanding.

#### **2527 Governors Visits**

See Head Teachers Report for Training Updates

17/10/22 VAm to meet with KGe to discuss Safeguarding and attendance - see report

17/10/22 EAI to meet with Blb general overview

19/10/22 NRo attend the Patch Officer meeting with KGe and Blb

31/10/22 CDo shortlisting for Class 3 teacher role with KGe

2/11/22 CNe, CDo, NRo, EAI, POb Staffing Meeting

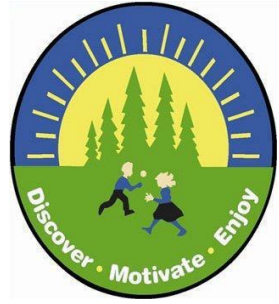
7/11/22 NRo meet with staff

9/11/22 CNe, CDo Class 3 teacher interview

11/11/22 CNe, CDo Class 3 teacher interview

14/11/22 CNe, CDo, NRo met with HT re Class 3 teacher appointment

#### **2528 Safeguarding / Attendance / Child Protection / Child in Need**



[REDACTED]

KG confirmed that the attendance figures are a concern and are being monitored closely. Where a child is not attending school regular contact is being made and being recorded.

[REDACTED]

[REDACTED]

**2529 What have we done for the children of Grindleford School at this meeting?**

- Reviewed staffing within school and instigated a review of TA provision
- Ensured that that sickness is being managed in school
- Agreed a sub committee to overview and monitor staff long term sickness
- Approved a new be policy to ensure the monitoring and positive approach to safeguarding and behaviour
- Reviewed the website to ensure compliance
- Stabilised the Class 3 teaching position

**2530 Date of the next meeting**

Wednesday 18th January 2023

Meeting closed at 5.44pm

Chair Neil Roden

Date