

Grindleford Primary School
Full Governing Body Meeting
Wednesday 18th January 2023 3.30pm

Meeting open 3.45pm

2531 Present

Kate Gemmell (Head Teacher)
Neil Roden (Co opted)
Cynthia Nettell (LA)
Carolyn Downes (Co opted)
Peter O'Brien (Co opted)
Vicky Amos (Parent)
Holly Moore (Staff) - Acting as Co Clerk with KG
Rachel Slack (Staff)

2532 Apologies

Beccy Ibbotson (Clerk)
Ed Allaway (parent)
Elizabeth Coe (Co opted)

2533 Declaration of interest in any agenda items for this meeting

No interests were declared.

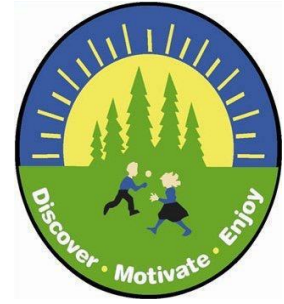
2534 Subject Leadership Overview - Rachel Slack - Phonics / Reading

Writing/spelling identified as a whole school area for development. Focused on since September. New Phonics scheme from September - Little Wandle. Class 1 has 4 groups that followed assessment at the start of the year. This scheme also allows for reading groups to follow a broader and more consistent approach to early reading. Class 1 is seeing an improvement in phonics within independent writing.

Class 2 children were assessed which proved 2 rapid catch up groups were needed, one including EAL and SEN children. Reading books are now in class 2. All children have access (in line with government requirements). Books are phased phonics that are 7+, so appropriate for their age.

This scheme was researched by Rachel Slack and put in place following observations in other schools. Assessment is done using tools within the scheme.

Accelerated Reader has also been brought in to support reading higher up the school. This allows teachers to monitor and track reading progress, as well as provide an additional assessment tool to use throughout the year.



Jane Considine scheme is being used for the second academic year. This is still proving positive and class teachers are continuing to see an improvement in the content of children's writing as well as their attitude towards writing.

POb asked if we will see these impact results at the end of the year for Class 3.

KGe explained that Bridget Hanley is working alongside GGr in Class 3 to improve and maintain writing with the expectation that we will be moderated in this area. RSI noted that spelling in Class 3 has shown an improvement. KGe explained that time is needed as well as stability to implement these new schemes and do them consistently.

The whole school does Phonics and spelling at 11.30am, utilising every adult to put in targeted teaching.

HMo is attending a Jane Considine training day in March and will give feedback to all staff.

RSI - talked through data within reading/writing/spelling. Across school, spelling is the area that is holding children back within their writing so the focus has therefore been on the spelling and phonics.

KGe - explained that class 3 are on track with maths and reading, so the focus is on writing while also maintaining children's mental health and ensuring they are having a positive primary school experience.

RSI left the meeting at 4.10pm.

KGe asked if the session reflected and met governors expectations of updating governors on curriculum content and progress. The governors confirmed that it did.

2535 Minutes of the previous meeting held on 16th November 2022 and Joint Committee meeting minutes 8th December 2022

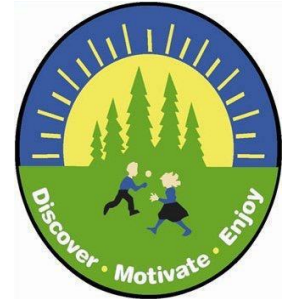
No Additional comments needed.

16th November 2022

2519 2504 Subject Leader to be given a 15 minute slot at the beginning of a meeting
Actioned on agenda

2520 - Behaviour Policy to be shared with parents / carers and published on the school website - Actioned

2520 - Safeguarding and Child Protection Policy Action Blb to upload to website - Actioned



2523 KG to review TA Hours and provide a review to the governors - TA hours have been reviewed and a new timetable is in place.

2524 SIP / School Context (SEF) - School Context is being worked on and should be completed within the next week - On agenda

2525 - 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 - Actioned - quote has been revised to only include the corridor - work completed.

2525 - The Model 3 budget was agreed and approved and this needs to be communicated to the Patch Officer - Virtual meeting with KGe, Blb and Patch Officer on the 10/1/23 - Actioned

2525 Gifts and Hospitality Register Review - NRo to sign the register - Actioned

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

8th December 2022

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

2536 Policy Review

Foundation stage policy

Circulated to governors as flagged by KGe as out of date. Updated by RSI. No changes made and approved.

The policy was unanimously agreed by all governors.

Benchmarking

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

KGe explained TA hours to pupil numbers are high, mainly due to the level of need in the school.

NRo asked what the benchmarking is used for. KGe explained it is to be used by governors to monitor how we compare spend against other schools.

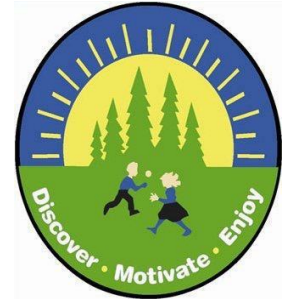
The policy was unanimously agreed by all governors.

School Fund Audit

The School fund Audit will be completed by Carol the SBO at Bamford - **Action ongoing**

SEN 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.

School Dinner Policy

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

POb asked about the zero tolerance approach.

KGe explained that debts are monitored and she is made aware by Blb of any bad debtors, but children are never not allowed a meal.

Action Blb to confirm that there are no serious debtors.

The policy was reviewed and unanimously agreed by all governors.

Pupil Premium Document

The document was circulated to governors by email for approval.

The governors unanimously approved the document which has been published on the internet.

Computer Policy / Curriculum

The documents were circulated to governors by email for approval.

The governors unanimously approved the documents which have been published on the internet.

Security 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.

Whole School Curriculum and planning

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

KGe explained that maths, Literacy, computing, french, PSHE have been updated in line with the new schemes being put in place.

The policy was reviewed and unanimously agreed by all governors.

Document to be uploaded onto the website - **Action Blb**

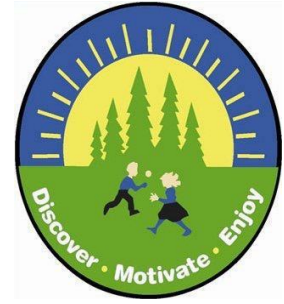
Phonics and Early Reader Policy

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

POb asked if the reading for pleasure was being communicated to parents.

KGe explained that all the information on the policy had been made available to parents, we can't force parents to listen to their children read. These children are often identified as priority readers in school.

The policy was reviewed and unanimously agreed by all governors.



Policies approved by email (amendment to minutes)

Marking and Feedback Policy

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

A governor asked what was the purpose of marking codes.

KG replied to reduce teacher time in marking and have known responses. Children understand the marking process.

A governor commented that it wasn't clear if there was any criteria and asked if the policy should say how it is moderated.

KG highlighted that it states that it should be used most of the time and the subjects are moderated and scrutiny would capture this.

The policy was reviewed and unanimously agreed by all governors.

Modern Foreign Languages (french)

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

A governor questioned which SOW is currently being used.

KG confirmed that it is the one outlined in the policy.

A governor asked if the change will make things problematic to the children.

KG replied no due to this being in place already.

A governor questioned what the proposals were for teaching French in KS1.

KG informed them that it is not required in KS1. KG confirmed that the lessons would be taught by Amanda Bacon in PPA time and that KG was the subject leader.

The policy was reviewed and unanimously agreed by all governors.

2537 Finance Overview

Report Scrutiny

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

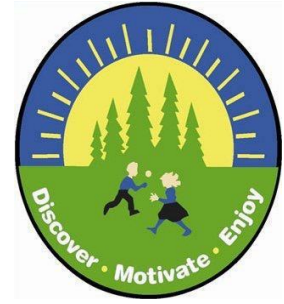
POb asked whether it would be possible for more tracking to be done on the budget at regular points.

KGe noted that the finances are reviewed 6 times a year. She talked through the view of spending money that we have available on the children that are here now. The current model is allowing us to maintain three classes and purchase resources that are needed for the children and their learning. This is being done whilst being careful and purchases are being justified.

Finance Staff Self Evaluation

Bib and KGe have completed the Staff Self Evaluation forms. Good knowledge and understanding is displayed in all areas.

Disposal of Assets



Ten old computers that were no longer fit for use have been disposed of and the certificate of destruction was reviewed by the governors. The governors unanimously agreed for them to be written off and removed from the asset list.

Class 1 - Interactive Board Approval

The governors were supplied with three quotations for the removal and disposal of the interactive board in Class 1 and the supply and installation of a new board. The existing board is dated and the bulb has gone. It is not viable to repair the existing board due to it being old technology.

The governors reviewed the three quotations and unanimously approved the spend of £1920.00 plus VAT for the quotation from CBC Computers to proceed - **Action Blb to place order**



Computer Network Update

A quotation has been received from DCC for the kit. The quotation is massively over the expected expenditure and doesn't include install costs or cabling.

A discussion was held and it was agreed other quotations need to be explored before any decision can be made. **Action KGe**

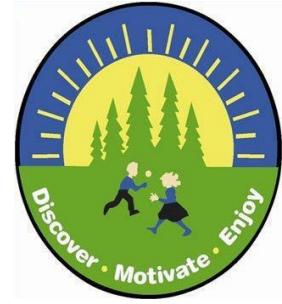
2538 Science in school

CNe and ECo visited school on Thursday 24th November 2022 to complete a Science work scrutiny.

KGe explained the science curriculum is set out and covered for each year group.

CNe commented that resources are all organised but there isn't a huge amount of space. Suggested reorganising spaces in school to help with storage.

2539 GDPR Audit



The GDPR Audit was completed on Wednesday 2nd November. The report was made available to the governors prior to the meeting.

A School Update document was also included for the governors to review. This has been updated to show the progress and actions taken since the audit.

NRo questioned who within the school is the lead on GDPR and asked what governors can do to help. VAm commented from her GDPR training that GDPR should be on every governor agenda for us to discuss.

KGe advised that we need to keep funding the advice from DCC to help us as a school and give advice with GDPR.

Action NRo to meet with Bib about what governors can do to help and talk through the Audit

2540 School Financial Value Standard (SFVS)

The School Financial Value Standard document was made available to the governors prior to the meeting. KGe explained that this document helps keep track on spending and that the correct procedures are in place. The only concern recently was After school care not featuring in the budget. This has since been rectified.

POb asked about having a Finance committee. Discussion that for us our full governors form the finance committee. **Action Bib to change the wording to make it clear that our finance committee is the full governing body.**

KGe suggested a possible option is to have selected governors that are solely responsible for this area only and then they bring these recommendations to full governors. NRo suggested this is something for future discussion to reintroduce smaller committees. CDo explained that it used to be the case of having smaller committees, but in the past this caused more meeting hours as committee meetings happened and this was discussed again during whole governors.

KGe put forward the options of HR, Finance and Teaching and Learning or remain as we are as full governors.

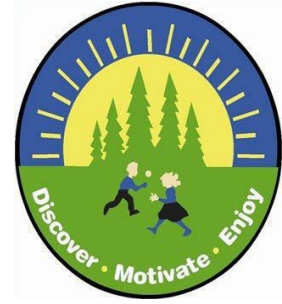
CDo suggested that now may not be the best time to make a change to how we organise the governing body.

The document was reviewed and unanimously approved with the above alteration.

NRo to sign the document and SFVS to be submitted to County - **Action NRo and Bib**

2541 Head Teachers Report (including Safeguarding)

The Head Teachers report was made available to the governors prior to the meeting. KGe explained the report and ran through the content.



VAm reported a very detailed knowledge of any children that are not attending to the required percentage after reviewing this with Blb. Monitoring is being done to a high standard and was well evidenced.

KGe explained that there is a new system in place for funding for children with need. The backlog of GRIP applications have all been approved at 83%. No new GRIP's are being accepted.

[REDACTED]. Advice is that if a child is in need, EHCP is the only route. No emergency funding is currently available to apply for. KGe explained that this will make it much harder in future to get funding and support in place for children that need it.

[REDACTED]

2542 SIP Evaluation

Updates to the RAG Rating were made prior to circulation.
Approved and agreed by all governors.

2543 School Context Document (replaces SES)

It was noted that DCC have now provided a template SES for schools to use if they choose.
Action KGe/NRo the document could not be opened and viewed. KGe to fix and send out to governors once this has been resolved.

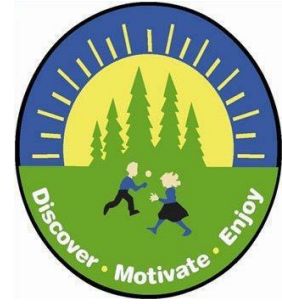
2544 Tracking Summary / Targets

Tracking information and SATs data was made available to the governors prior to the previous meeting. Updated student data will be included in February FGB.
Governors were happy with how this document is used and that it does not need to be reviewed every meeting.

2545 Educational Endowment Foundation - SEND Advice for governors - the information was made available prior to the meeting and all governors were asked to read as part of their ongoing training to support.

KGe SEND is going to be a big part of Ofsted's visit. KGe talked through how governors can use this document to understand how SEND is monitored in school and what they need to be scrutinising. Governors primary focus to monitor that day to day teaching is being inclusive and adapted to meet the needs of all SEND pupils. Page 3 is the main summary to focus on.

POb asked if we should all be prepared to answer all the questions on this document. KGe reassured governors and advised to read through the document and come to her with any



queries and further advice. Primary focus is that governors are discussing SEND and are aware of what is being done in school.

2546 Governors Visits

POb review of Maths in school - 17/11/22. POB raised the complexity of the mastery approach. KGe explained the approach stems from Asian teaching within maths with a high level of expectation. A focus of doing same day and quick interventions looks different in a small school and that this approach is not a single method and must be adapted for small schools and mixed year groups. CDo asked if this was part of the reasoning behind using White Rose. KGe explained that this scheme primarily saves on teacher workload and is evidence backed.

CNe & ECo Science Scrutiny - 24/11/22 - See Governor visit report.

ECo did a reading representing the school at the Candlelit Carol Service at St Helen's Church - 11/12/22

VAm completed a Safeguarding, Attendance and Single Central Register Audit with Blb - 15/12/22

EAI 23/11/23 visit and review of computing in school alongside KGe to review the new computing scheme.

KGe checked in with governors whether they had found their visits useful. The general consensus was yes and overall positive.

2547 Safeguarding / Attendance / Child Protection / Child in Need

Covered in depth within the KGe headteacher report. VAm reported that there was evidence in every case of bad attendance, once intervention had been done there was improvement in attendance.

S175 Audit

The S175 Audit was provided to the governors prior to the meeting for review.

The Audit was reviewed and unanimously approved.

DDSCP Briefing Note Professional Visitors to Schools shared with Governors and Staff

DDSCP Letter to all schools FGM shared with Governors and staff.

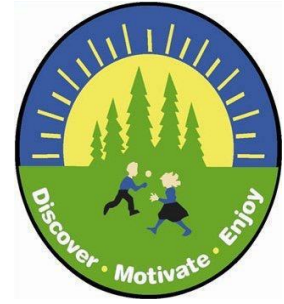
2548 What have we done for the children of Grindleford School at this meeting?

Approved new curriculum policies to ensure consistent teaching throughout the school
Review and approved the School Financial Value Standard evidencing procedures followed.

Updated knowledge and support for SEND.

Ensured SIP is on track and moving forwards.

Reviewed and approved the S175 Safeguarding document



Evidenced the monitoring of attendance levels
Audited and Single Central Register

2549 Date of the next meeting
Tuesday 28th February 2023 3:30pm

Meeting closed at 6:02pm

Chair Neil Roden

Date