

**Grindleford Primary School**  
**Full Governing Body Meeting**  
**Tuesday 28th February 2023 3.30pm**

**Meeting open 3.35pm**

**2550 Present**

Kate Gemmell (Head Teacher)  
Neil Roden (Co opted)  
Carolyn Downes (Co opted)  
Vicky Amos (Parent)  
Ed Allaway (parent)  
Elizabeth Coe (Co opted)  
Holly Moore (Staff)  
Beccy Ibbotson (Clerk)

**2551 Apologies**

Cynthia Nettell (LA)  
Peter O'Brien (Co opted)

**2552 Declaration of interest in any agenda items for this meeting**

KGe declared an interest in Agenda item 4, joint committee report.

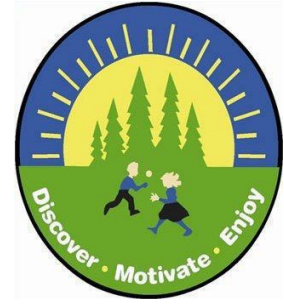
**2553 Subject Leadership Overview - Holly Moore - Writing**

HMo explained that the Jane Considine scheme is in place across all three classes, this has been in place for 18 months. HMO is attending a course on Monday 6th March with Jane Considine herself. It is a full day planning course that goes through a whole section. The outcome will be feedback to the rest of the staff including Bamford.

The Jane Considine spelling scheme is used across KS2 and there is a Year 2 book. The focus needs to be on spelling to get on track for writing. Once there is a firm grounding of spelling then we will see improvements in the writing.

As a comparison there wasn't a scheme in place prior to using this scheme. It was teacher led using the curriculum.

HMo confirmed that using this scheme has provided a lot of structure and reduced planning time. The TA's are able to lead a group and the structure of the exercises keeps the children engaged and interested.



The governors were shown the Jane Considine spelling books and how the exercises are more interesting and engaging.

Governors asked how the children are assessed. HMo confirmed this is done by scheduled spelling tests but also can be monitored in their written work.

There is a set time slot in the timetable to ensure that the spelling is completed.

HT explained that there might not be enough evidence for Y2 and Y6 pupils of independent writing for SATs as this is supported and scaffolded writing. This was raised at the County Moderation meeting. Staff are working on a schedule to ensure there is evidence of independent writing.

#### **2554 Minutes of the previous meeting held 18th January 2023 and Joint Committee meeting minutes 11th January 2023 and 15th February 2023.**

##### **18th January 2023**

2536 The School fund Audit to be completed by Carol the SBO at Bamford - On agenda

2536 Whole School Curriculum and planning - Document to be uploaded onto the website - Actioned

2537 Class 1 Interactive board - Actioned and installed on 19th January 2023

2537 Computer Network Update - A quote has been provided for renewing the WiFi technology within the school. We are checking with DCC that they will be able to support us if we proceed with this model, a third quote needs to be gained - **Action ongoing**

2539 GDPR team are due to complete an Audit check on Tuesday 7th March NRo and Blb to schedule meeting after this date - **Action ongoing**

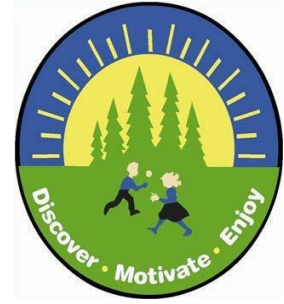
2540 SFVS - Action Blb to change the wording to make it clear that our finance committee is the full governing body - Actioned

2540 NRo to sign the document and SFVS to be submitted to County - Actioned

2543 School Context Document (replaces SES) - Blb to fix and send out to governors once this has been resolved. Actioned on agenda

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

##### **11th January 2023 - Joint Committee Meeting**



The Full Governing body reviewed and received the minutes.

### **15th February 2023 - Joint Committee Meeting**

The Full Governing body reviewed and received the minutes.

**2555** To discuss the short report from the Joint committee to cover the benefits of federation and the consequences should it not go ahead.

The 'Report on the Proposal: Should Grindleford and Bamford Primary School's enter a federation?' was shared with the governors prior to the meeting.

NRo thanked CDo and EAI for all their work. It is agreed that it was a really good document and easy to read. It is a very informative and detailed document. EAI and CDo informed the governors that the discussions moved forward very constructively within the joint committee.

A discussion was held regarding the FGB approving the four points at the end of the document.

It was suggested that there should be a change in the wording to read 'subject to consultation' on point 1 to be approved and removal of asking children to vote on the name of the federation. This was unanimously agreed and will be put to Bamford FGM.

A governor suggested that evidence needs to be presented within the document to explain why this structure could be beneficial for the child.

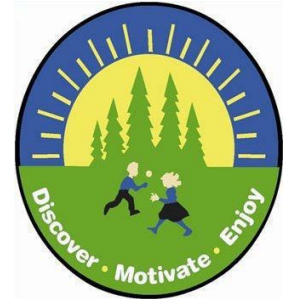
HT suggested a joint presentation to parents and then the document should be sent out to the parents. Plus a follow up meeting in the following weeks. This will give a chance for all stakeholders to be consulted.

It was felt that stakeholders need a clear message that there is no intention of federating with any further schools.

There are possible concerns in the parental body about the thought of having a HT part time. The consultation needs to address these concerns.

The document was discussed. The document was proposed by Edward Allaway  
Seconded by Carolyn Downes.

The governing board voted on the document  
For - 7



Against - 0

The majority of 7 carried the decision of approval.

Based on the timescale the consultation states that it starts in June but it was agreed that this should be pulled forward if possible to provide stability to parents, children and staff. FG will put the request to the JC for consideration.

## **2556 Policy Review**

### **School Fund Audit**

The school fund audit has been completed and the document was shared with the governors. The accounts were all in order.

Thank you to Carol, Bamford SBO, for completing the audit.

### **Charging 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.

### **Computer and Disaster Recovery Plan**

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

Governors asked about the security of data.

KGe replied that it was a standard policy but Blb agreed to investigate further.

The policy was reviewed and unanimously agreed by all governors.

### **Disciplinary Procedure for teachers / Code of conduct School Staff**

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.

### **Staff Handbook**

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

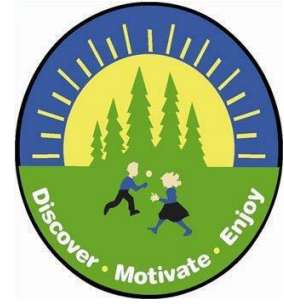
A governor commented on some of the wording in the document and how it was quite explicit about certain areas.

KGe confirmed that these comments need to be included to ensure we are providing proper guidance to staff.

The policy was reviewed and unanimously agreed by all governors.

### **INSET DAYS**

Governors were consulted on proposed Inset Days after consultation with all staff.



Both GPS and BPS to set exactly the same inset days

Monday 4<sup>th</sup> September 2023 - all staff in

- Joint INSET am (08:30 - 12:00) - Safeguarding Updates / CPD etc
- PM - individual schools to undertake own INSET - identifying own priorities amongst staff
- Suggest we flip a coin as to which school to host at for the Am - and do the opposite the following year if Kate still at both schools

All other INSET days to be set on a FRIDAY the day before a holiday. TO BE WORKED as additional hours during the year for all (extended CPD sessions and joint / Separate training) - which allows time back for official DCC CPD such as SAFEGUARDING, GDPR, First Aid, Phonics etc.

- Fri 27<sup>th</sup> October 2023
- Fri 22 December 2023
- Friday 16<sup>th</sup> Feb 2024
- Friday 24<sup>th</sup> May 2024

This will be counted as 26 hours of CPD time to be utilised (pro rata down for PT staff) - anyone who doesn't normally work Friday - will get the equivalent pro-rata time off to be agreed.

Review and approved by all governors.

### **Home School Agreement**

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.

### **Inclusion**

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.

### **Homework**

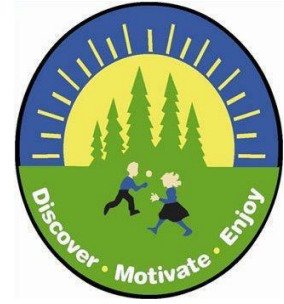
The policy was circulated to the governors prior to the meeting.

No comments were made.

It was noted that the date on end of policy read 2022 - **Action B1b**

The policy was reviewed and unanimously agreed by all governors.

### **Inventory**



The waste transfer document for the old interactive board and projector that was removed from Class 1 was shared with the governors - permission was sought to remove the item from the inventory listing. Full governor permission was granted.

To be carried over to next meeting - Action ongoing

### **Performance Management, Competency and Salaries / Teachers Appraisal 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.

### **Maths 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.

### **Science 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.

## **2557 Finance Overview**

### **Report Scrutiny**

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

KGe consulted with governors by email for permission to advertise for a Midday Supervisor due to the needs in school.

It was confirmed that costs to the school for a midday supervisor for 5.83 hours per week (1hr and 10 minutes per day at 5 days per week) at Grade 3 (pay point 2) would be £3,422 including on costs. However, if the person appointed has more than one contract with DCC the post may become liable for employers NI contributions (not included in this calculation as it is under the NI threshold limit).

The governors confirmed by email their permission for the recruitment to proceed and unanimously agreed this at the meeting.

Bib confirmed to the governors that we have had confirmation that through the 'Homes for Ukraine' scheme we will be getting £4040.00 of funding. This is an initial

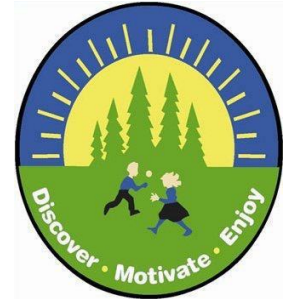


figure and a final figure will be confirmed in due course. Only 2 of our Ukrainian pupils are eligible.

DFC allocation for 2022 - 23 letter shared to all governors on 31/1/23

HT explained that the surplus gets carried over if there are any pooled amounts that have not been spent due to delays - i.e. the budget for computer software. The money does not get lost, it will be carried over.

### **2558 SIP Evaluation**

Updates to the RAG Rating were made prior to circulation.

HT explained that there is a Section of the SIP that is still needing some work. Due to time constraints this has not been completed. EYFS provision now needs to be a focus area. The curriculum areas are moving forward.

Governors in favour of the spending of finances from the School Account for EYFS provisions.

VAm volunteered to ask PTA if they will be able to organise some parent volunteer groups to come into school to help clear up / garden etc - **Action VAm**

Approved and agreed by all governors.

### **2559 School Context Document (replaces SES)**

The document was shared with the governors prior to the meeting following the technical issues at the last meeting. It was agreed that it was a very detailed and helpful report.

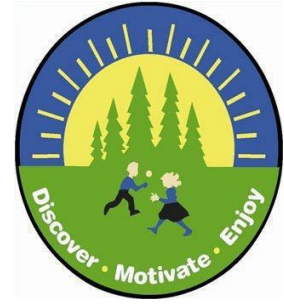
### **2560 Tracking Summary / Targets**

Tracking information and SATs data was made available to the governors prior to the previous meeting.

KGe explained the document and what it was showing. Year 6 - generally the patterns are improving, seeing improvement in spelling and progress in writing is moving in the right direction. Confident that the SAT results will be an improvement on last year.

Year 3 and 4 are at a lower level and we are investing money and time in these areas. HLTA is supporting this class as it has the most need. We are now teaching single year group maths in Class 2 which is already showing a slight improvement.

Reception and Year 1 show an improving picture.



KGe confident in data and assessments and staff.

### **2561 Governors Visits**

CDo attended Thursday Grindleford Parent forum on 2/2/23

CNe visited on Monday 6th February 2023 to complete a Health and Safety Inspection - report available to governors prior to the meeting.

CDo attending DCC Strategic Briefing for Governors - includes Relationship and Sex Education 1st March 2023

NRo attending Virtual Event - Networking for Chairs 16th March 2023

### **2562 Safeguarding / Attendance / Child Protection / Child in Need**

Single central record monitoring session completed on 1/2/23 with Carol Stoddard SBO from Bamford.

Governors were supplied a copy of the letter dated August 2016 from Alison Noble (DCC Early Help and Safeguarding). Currently we renew every member of staff's DBS on a three year basis. These checks cost £40 each. The governors were asked for authorisation to change this inline with the recommendation that re checks are not completed every three years.

All new staff members would be subject to a new DBS check or checked as part of the update service if they have paid for that service. All staff would continue to complete the Safeguarding form A declaration form on an annual basis.

Governors voted unanimously in favour of this change.

NRo and Blb have risk assessed KGe. References and qualifications have been viewed and advice sought from the county. A new DBS has been completed. We have followed due process.

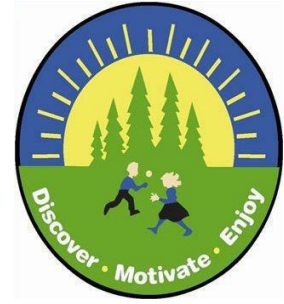
KGe confirmed that there were no new safeguarding concerns and all safeguarding processes were being followed.

### **2564 Any other business**

\*redacted information

### **2563 What have we done for the children of Grindleford School at this meeting?**





Agreed to review EYFS provision and resources and agreed to a spend to improve the offering.

Positive decision to explore and consultant on the possibility of a federation

Gained knowledge of the writing scheme in school and assessed the improvements of using the scheme

Secured the stability of staffing

Reviewed the tracking information for all pupils through school

**2564 Date of the next meeting**

Tuesday 25th April 2023

Meeting closed at 5.35pm

Chair Neil Roden

Date