

Grindleford Primary School
Full Governing Body Meeting
Tuesday 10th October 2023 3.30pm

Meeting opened at 3.35pm

2603 Present

Kate Gemmell (Head Teacher)
Neil Roden (Co opted)
Ed Allaway (parent)
Elizabeth Coe (Co opted) (arrived 3.55pm)
Carolyn Downes (Co opted)
Cynthia Nettell (LA)
Holly Moore (Staff)
Beccy Ibbotson (Clerk)

2604 Apologies

Peter O'Brien (Co opted) Work commitments

2605 Declaration of interest in any agenda items for this meeting

No declarations were received.

2606 Return of signed declaration of interest

CD, CN, EA, NR EC returned
POb outstanding - **Action POB**

2607 Completion of self-evaluation form & analysis

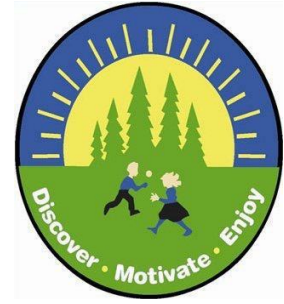
CD, CN, EA, NR, POB completed
EC outstanding - **Action EC**

The analysis of the results were shared with the governors prior to the meeting. They show a good range of skills and level of expertise. There were no areas of concern or areas where a training need was identified.

All governors present expressed an interest in being considered for the federated board forming on the 1/1/24. Skills Audits to be shared with the Joint Committee.

2608 Governor Structure - Nomination / election of Chair and Vice Chair

NR informed the governing board that Vicky Amos had tendered her resignation from the board on the 25th September 2023. The board thanked her for all her work and input during her time on the board.



BI confirmed that the parental governor process for the federated board was complete with two nominations being received. As this is equal to the number of places Ben Carter and Tom Hodgson will start their terms on 1/1/24.

Due to Vicky's resignation we currently have one parent governor vacancy. Ben Carter has agreed to take this role if nobody else declares an interest within 10 days. BI contacted Governor Support to ensure the process followed guidance. The notice went out to all parents on the 4th October 2023 with a deadline of 18th October 2023.

Election of Chair – BIb confirmed no expression of interest had been received. BIb 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 - BIb confirmed no expression of interests have been received. BIb 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.

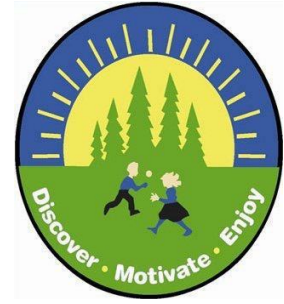
All other governors agreed to continue in their existing named roles until the board dissolves on the 31/12/23.

2607 Minutes of the previous meeting 4th July 2023 and matters arising.

2592 2579 2570 It was suggested that an article was placed in the Grindleford News. VAm offered to write something - A local photographer has offered to come in to take photos which can be used for publicity and for the website. This action was not completed prior to Vicky's departure. Website to be renewed and is planned to be actioned early 2024. BIb offered to put together an article to be put in the Grindleford News whose deadline is Friday - **Action BIb**

2593 Sports Premium to post on website - Actioned

2594 Governing Board Diversity Indicators - Governor support has advised due to the small board number the data should not be published on the website - Actioned.



2596 Action to form a sub committee to review marketing and a strategy for the future / promoting the school. PO and NR met and shared the following ideas with the full board. Focus on increasing pupil numbers, driving the marketing and promotion of the school.

1. Better use of social media promoting what the schools successes are, what it is doing etc.

Governors discussed the use of social media and ways forward. The use of blogs was something that used to be done but it takes a lot of time for staff and there is a GDPR issue. A discussion was held that some parents have shown concern about posts on social media and this is the reason we have moved to the secure Class Dojo platform. It was agreed that for the foreseeable future articles will be placed in the Grindleford News to promote the school within our local community.

2. Having an Open Day to invite parents and carers to the school to promote it. The governors agreed that this was a good idea.

It was agreed that we would have an open session on Monday 23rd October at 10am and 2pm. A chance for people to look around and a chance to talk to the head teacher and governors. This will be advertised in the Grindleford News and through preschool - **Action Bib**

3. At the Gallop demonstrate an obvious link between the school and the event. The Gallop committee has been contacted and they are actively mentioning the link to school and funding on Facebook. This is something that can be expanded on for the March 2024 event.

4. Have discussions with the PTA to seek their ideas for promoting the school. Look at attending the next meeting and contacting the chair of the PTA.

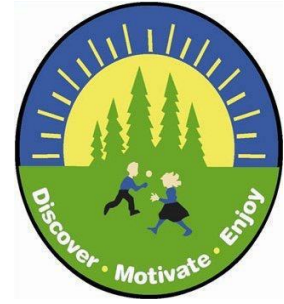
5. Have discussions with the Playgroup to see how things are there on the basis their young people should be feeding into Grindleford and Eyam Junior Schools. NR is meeting with preschool on the 13th October.

2597 Recruitment program to recruit a Senior Lead Teacher -Actioned

KG informed the governors that staff got to observe the lessons of the candidates which proved useful. KG thanked the governors for all their help and support.

KG informed governors that we had a very useful shared inset day with Bamford to focus on shared curriculum and planning.

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



2608 Policy Review

Grindleford School Governor handbook agreement on Governor membership, roles, configuration of meetings and named Governors (updated)

The handbook was circulated prior to the meeting.

Induction Programme for new governors – reviewed and approved

Mission statement – reviewed and approved

Meeting schedule - the only date that has been set is the 28/11/23 due to federation

Instrument of Government – reviewed and approved

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

Governing Body Committee Structure and Membership – reviewed and approved

Governing Body Structure and Routines – Reviewed and Approved

Full Governing Body Terms of Reference – Reviewed and Approved

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

Finance & Premises Terms of Reference – Reviewed and Approved

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

Performance Management of Headteacher Committee – Reviewed and Approved

Named Governors –

EC to be the Safeguarding named governor

EC agreed to be the Vulnerable Pupils Governor named governor

All other governors accepted and agreed their roles

Named Governors Role -

Child protection / safeguarding governor - EC

HT Performance Management governors - NR

Vulnerable Pupil Governor - EC

Literacy governor - CNe and ECo agreed to continue this role

Numeracy governors - POB and HMo agreed to continue this role

EYFS governors - CDo and ECo agreed to continue this role

Website Governor - EA agreed to continue with this role

School Council Governor -NRo agreed to continue with this role

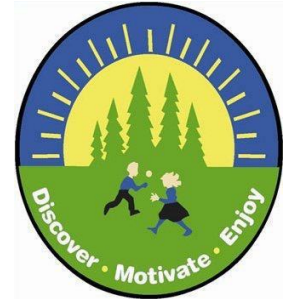
Anti bullying governor - EC

All the governors accepted and agreed on their roles.

Focused governor visits to school - reviewed and approved

Grindleford Primary School Policies - Reviewed and approved

Governors' Allowance (Expenses) - Reviewed and approved



The handbook was reviewed and unanimously agreed by all governors.

Financial Regulations, procedures & roles & responsibilities document (revised)

The policy was reviewed and unanimously agreed by all governors.

Critical Incident Plan (revised)

The policy was reviewed and unanimously agreed by all governors.

Debit Card Policy (no change)

The policy was reviewed and unanimously agreed by all governors.

Curriculum Map (revised)

KG informed the governors that some changes have been made due to curriculum maps being updated.

The policy was reviewed and unanimously agreed by all governors.

KCSIE September 2023 - (please ensure you have read Part 2 of the new guidance) (revised)

The policy was reviewed and unanimously agreed by all governors.

Staff have all read Part 1 and acknowledge understanding. All staff attended safeguarding training on the 13/9/23. NR, CD, CN have completed the training.

Addendum-to-child-protection-policy-for-records-management

The policy was reviewed and unanimously agreed by all governors.

Behaviour Policy

The policy has been reviewed by the staff and staff meetings have focused on the area.

The policy will continue to be reviewed.

The policy was reviewed and unanimously agreed by all governors.

GPS All Risk Assessment (only change additional comments in travel section)

The RA was reviewed and unanimously agreed by all governors.

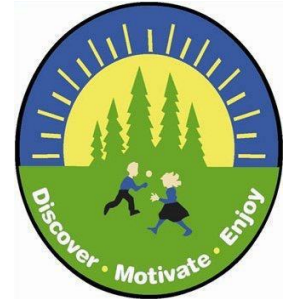
Health and Safety Audit

The audit was reviewed and unanimously agreed by all governors.

DPIA Eduspot Text 2 Parents

The policy was reviewed and unanimously agreed by all governors.

DPIA Jane Stapleton



The policy was reviewed and unanimously agreed by all governors.

DPIA Wonde Asset for Schools

The policy was reviewed and unanimously agreed by all governors.

DPIA Evolve (Edufocus)

The policy was reviewed and unanimously agreed by all governors.

DPIA SISRA Analytics (Otrack)

The policy was reviewed and unanimously agreed by all governors.

KG advised that data inputted in any system is kept to a minimum.

2609 SAT Results / Tracking Information

The documents were made available to the governors prior to the meeting.

KG advised that this is the official data. This is the last year that the KS1 SATs will be recorded. These are now non compulsory. At GPS we will continue to ask the KS1 children to complete the papers as a benchmark but it will not be reported.

It was agreed that the results are very good. The results were analysed and discussed. The areas that are shown below average are swayed by the cohort numbers. Booster sessions were put in place and solid investment was put into the children. The discussion focused on progress. The governors agreed that the progress was easy to see.

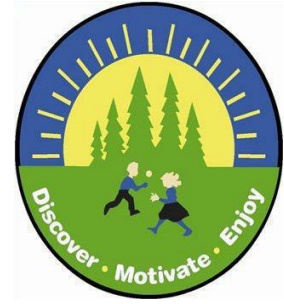
2610 Head Teacher Report

A discussion was had regarding the number of children in school. We have a mobility issue, due to parental choices and moving out of the area. We have also welcomed two new students in September from Sheffield schools as in year transfers

The report shows the number of children in school, new pupils joining the school and those leaving and reasons. This is a standard item. Numbers are incorporated into the finance documents.

A discussion was had about the level of SEN children in the school and the funding that has been received. Schools have to provide the first £6000 of any funding.

Staff changes were discussed with staff being utilised in focus areas. Staff training has focused on book scrutiny and pace and content of the lessons. Messages being conveyed to ensure that the children are being listened to and the children feel they can talk to a trusted adult.



See HT report for details.

2611 Safeguarding / Attendance / Child Protection / Child in Need

See HT report.



2612 SIP / School Context (SEF)

Documents to be finalised and we are continuing to embed the items on the document and continue to focus on a high level of teaching.

Action KG to complete

2613 Finance Overview

The finance documents were made available to the governors prior to the meeting.

BI confirmed that a grant had been approved by the County Councillor Alasdair Sutton for £550.00 which will finance two new storage cupboards for the hall. The PTA have very kindly offered to support the purchase for a third. The board thanked EC for informing BI of the opportunity.

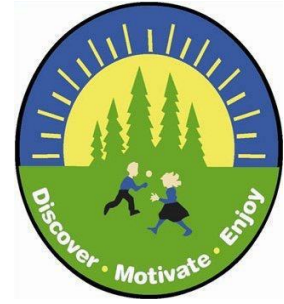
KG and BI met with the patch officer Nick Oddy on Wednesday 27th September 2023.

The Patch Officer reported that the finances were in good order and that we are in a good position compared to other schools. The governors need to bear in mind that the future incomes never include any assumptions for PP or additional needs funding which is always taken out.

Patch officer agreed that the spends have been focused on curriculum development and improvement for the education for the children.

In four years time (2026 - 2027) although a negative is shown by this time so many assumptions and estimates have been made and there are many strategies that can be put in place before this time is reached. The finances have improved considerably since the last report completed in July. The Patch Officer confirmed that the LA had no issues with the submitted budget.





[REDACTED]

Spend of £2064.40 approved by governors for emPSN for broadband and filtering (safeguarding requirement).

A discussion was had about sourcing two new interactive whiteboards. An additional whiteboard in Class 1 and a board in the hall. The spend would be approximately £6000.00. The governors agreed for quotes to be sourced for approval.

2614 Questions from parental body

NR had received communication from the parental body and wanted to bring the points to the full board for consideration.

What School Promotion is actively occurring?

This is an item that has been discussed at this and the last meeting with measures being put in place. Liaising with pre school and PTA, articles in the Grindleford Newsletter to communicate in the local community.

Governors agreed that further advertising is expensive and it is very hard to gauge the impact. Previously advertising was completed when schools in the surrounding areas were full this has changed.

Concern over the school numbers and the fluctuation and decline. Do governors monitor this and have a proactive plan?

Governors confirmed that pupil departures and reasons / trends are monitored and reported to the governors. This is a standard item in the HT reports and feeds directly into the budget figures.

Financial position of school and if the school is in a sound financial position.

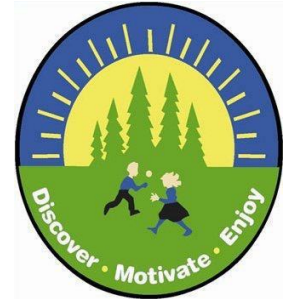
As reported in the finance section of the meeting the finances are in good order. This has been confirmed by the LA which is an independent external review.

The governors confirmed that this area is covered by the core function that they are required to fill

- Overseeing the financial performance of the organisation and making sure its money is well spent

The others are -

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient



performance management of staff;

It was agreed that the points raised sit within governor meetings themselves as part of fulfilling the core functions.

A discussion was had on confidential items in the minutes. The governing board agreed to exclude from public record any item, which names or gives reference to individual pupils, members of staff or governors, and any other item, which the governing board considers should remain confidential.

2615 Governors Visits

NR, CD, CN visited KG on 27/9/23 to discuss Safeguarding and Ofsted.

CD & EA Shortlisting Deputy Headteacher applications

CD & CN Deputy headteacher lesson observations 28/9/23, 29/9/23 and 3/10/23

CD, CN, EA Deputy Headteacher interviews

NR visited staff 2/10/23 and 4/10/23

2616 What have we done for the children of Grindleford School at this meeting?

Agreed the board members moving forward

Reviewed last years outcomes and identified how successful some of the things that were put in place were

Identified some spending areas that will result in more effective teaching

Improved the look of the school (new fence, tidying up, decorated hall).

Looked at marketing of the school and the future

Successfully recruited a Senior Leadership Teacher within budget and timescale

Reviewed finances and noted the improving trend

2617 Date of the next meeting

28th November 2023 3.30pm

Meeting closed at 5.02pm

Chair Neil Roden

Date