

# Hartington School – Board of Governors

Minutes of a meeting held on  
Thursday 17 September 2015 at 7.00 pm in School

Governors Present:

Mrs E Broomhead MBE (Acting Chair), Mrs T Blackwell, Mrs J Flower, Mrs C Clayton, Mrs B Davis, Mr B Wager, Mrs S Bruce, Mr Gregory & Mr Dean.

Associate Members Present:

Mrs C Parsons, Mrs K Webley, Mrs R Gardner,

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
<b>Procedural Matters</b>		
1/9.15	<b>Prayers and Apologies for Absence</b> Mrs Broomhead began with a prayer. No apologies for absence were received.	
2/9.15	<b>Introductions</b> The Clerk to the Governing Body, Mr Smith, was introduced to the Governors.	
3/9.15	<b>Election of Chair and Vice Chair and appointment of Governors</b> Mr Smith invited Governors to nominate a candidate for the role of Chair. Mrs Davis was nominated by Mrs Blackwell and seconded by Mrs Flower. No other Governors were nominated. Mrs Davis left the room and Governors voted unanimously to elect her.  Mr Smith invited Governors to nominate a candidate for the role of Vice Chair. Mrs Broomhead was nominated by Mr Dean and seconded by Mrs Bruce. No other Governors were nominated. Mrs Broomhead left the room and Governors voted unanimously to elect her.  Governors accepted the nomination by the Parochial Church Council for John Dean to become a Foundation Governor.  Governors accepted the nomination by Cllr Simon Spencer for Mrs Bruce to be reappointed as the Local Authority Governor. This appointment is subject to formal nomination by the Local Authority at a Cabinet meeting on 13 October 2015.	
4/9.15	<b>Declarations of interest in any items on this agenda</b> There were no declarations of interest in any items on this agenda.	
5/9.15	<b>Any other Urgent Business</b> There were no matters of urgent business since the agenda had	

	been produced.	
6/9.15	<p><b>Minutes of the previous meeting held on 9 July 2015</b> The minutes were approved as a true record, proposed by Mrs Broomhead and seconded by Mrs Bruce.</p> <p>6.1 As above. 6.2 Matters Arising/Action Plan from the Minutes. The Action Plan will be circulated to Governors by Mrs Blackwell.</p>	TB
7/9.15	<p><b>Completion of business interest forms by all Governors</b> Completed forms were given to Mr Smith by all Governors present at the meeting.</p>	
8/9.15	<p><b>Safeguarding</b> Mrs Blackwell informed Governors that there have been lots of changes and she will attend a training session on 8 October. Mrs Gardner attended training on 11 September and informed Governors about e-safety awareness. All Governors, staff and volunteers are advised to google their name as we cannot control what others say about us. Schools are now required to be aware of radicalisation.</p> <p>On 9 October 2015, Jim Adams from the NSPCC will visit school and talk to year 5 and 6 children. Mrs Flowers reminded Governors that Jim Adams had been in to school previously and children found his presentation very engaging. Children in rural areas are not always as street wise as others and need to be aware of dangers.</p>	
9/9.15	<p><b>Finance</b> There was nothing to report to Governors but the school is in a good position. Mr Gregory and Mr Wager will present details at the next meeting.</p>	RG/ BW
10/9.15	<p><b>Head Teacher's Report</b> The report had been circulated to governors prior to the meeting. Mrs Broomhead asked for minor corrections to be made. These were: Funds raised at Hartington Wakes was £293.00 Harvest Boxes – they will be presented at the Harvest Supper</p> <p>Mrs Broomhead confirmed that all Governors are invited to the Harvest Festival supper but will need to contact Helen Harrison to book a place. The cost of the supper will be covered by the raffle. Funds have been raised from local businesses for the harvest boxes but donations will be gratefully received on the Thursday, Friday and Saturday prior to the service. These should be left at the church, where boxes will be packed.</p>	

	<p>The school well is now up in the village and Mrs Blackwell informed Governors that it had taken a lot of hard work to complete. Help was received from Mrs Janet Oliver and Mrs Pat Ellis and a letter of thanks will be sent to them from the Chair. Governors agreed that help will be required from the village in future years and a number of ideas were put forward including writing to parents in the summer term to remind them.</p> <p>Mrs Blackwell informed Governors that Staffing arrangements will have to be reviewed. Additional funding (GRIPS – Graduated Response for Individual Pupils) will be applied for as some children need additional support. The request will be submitted to a panel and a decision should be known within 10 days of the meeting. The school has already used additional staffing time this term.</p>	BD/ PS
11/9.15	<p><b>School Improvement Plan (SIP)</b> Mrs Blackwell reported that the school would be focusing on writing and raising levels. Previous targets for numeracy had been met. Children are all at different levels and it will be challenging but the SIP will be presented at the next meeting. The SES (Self Evaluation) is under way.</p>	
12/9.15	<p><b>EYFS</b> Mrs Blackwell explained that the only change is to the base line for children in the foundation stage when data is collected. Early excellence data will be submitted on line in October. The results will be sent to the County Council and the school will receive these in November when they will be presented to Governors. It was explained that Ofsted really look at the Foundation stage when they visit. The curriculum will be tailored to individual children and Governors need to be aware of the teaching methods used. They are invited into school to observe and ask any questions.</p>	
13/9.15	<p><b>Assessment</b> This has been left in the hands of schools and itrack is a system being considered but Derbyshire County Council is putting forward RM Integris, which most schools are likely to use.</p> <p>Mrs Blackwell explained that the school will have to raise standards even though key stage targets are being met so it does not appear to be a coasting school. The school will look at the delivery of the curriculum and teaching. School will collate evidence to show how children learn for planning. Mrs Gardner showed Governors an example of the learning log in a pupil's book.</p> <p>An approved assessment pack for PE has been ordered and this will cost £64.99. This will be paid for from the pupil premium.</p>	
14/9.15	<p><b>PE and Sports Premium Funding</b></p>	

	<p>Mrs Broomhead circulated a report to Governors and explained the contents. It was confirmed that Queen Elizabeth's Grammar School has now made an offer and the PLT meeting will be rescheduled. £1,000 from Premium Funding will be used to provide sports provision at QEGS and this will be shared with Biggin Primary School.</p> <p>Martin Mansell has contacted school and will arrange to come in and observe the delivery of PE. Mrs Broomhead suggested that it would be better for him to support the lesson delivered by Derby County and Alan Greensitt.</p>	
15/9.15	<p><b>The impact of Pupil Premium &amp; other funding sources</b> Grips funding was discussed earlier in the meeting (see 10/9.15 Head Teacher's Report). Pupil Premium will be spent on teaching assistants to help children independently access the curriculum. Mrs Blackwell will show how all funding has been spent and publish this on the school's website.</p>	TB
16/9.15	<p><b>Policy Review</b> Mrs Broomhead explained the policy review form to Governors and confirmed the colour coding. Governors attached to committees are responsible for reviewing policies. Membership of each committee was confirmed. This is: Finance &amp; Premises: Mrs Parsons, Mr Gregory &amp; Mr Wager (Chair) Safeguarding &amp; HR: Mr Dean, Mrs Davis (Chair), Mrs Flower, Mrs Blackwell &amp; Mrs Webley. Curriculum, Assessment &amp; Health &amp; Safety: Mrs Broomhead (Chair), Mrs Bruce, Mrs Clayton, Mrs Gardner, Mrs Galloway-Booth.</p> <p>Governors were reminded that all policies are available in school.</p>	All Govs
17/9.15	<p><b>Staffing</b> There was nothing else to report.</p>	
18/9.15	<p><b>Governors Visits</b> Governors were reminded that they can visit school anytime.</p> <p>On 15 October at 1.00pm, Peter Hughes (Link Advisor) will be in to do a learning walk around school and will look at children's books, marking and assessments. Governors are welcome to join him.</p> <p>All visits and comments can be recorded in the book.</p>	All Govs
19/9.15	<p><b>Governor Training</b> Mr Smith made Governors aware that a programme was available and will circulate an electronic copy. Governors were also made aware of Chair, Headteacher and Clerk briefing sessions.</p> <p>Mr Smith will book places for Mrs Broomhead and Mrs Davis on the</p>	PS

	<p>'preparing for Ofsted workshop' on 14 October at County Hall. Governors felt that they would all benefit from this and Mr Smith will find out the cost of arranging a bespoke session at school.</p> <p>Mr Smith will book a place for Mr Gregory on the Finance training session on 11 November at Buxton Community School.</p>	
20/9.15	<p><b>Communication</b></p> <p>Mrs Flower confirmed that the new school website has gone live. Small amendments have been made to the content and there are still things to add. If Governors feel that there is anything that needs to be added – including policies – they should let her know.</p> <p>Mr Smith will check with the Governor Support service about publishing minutes on the website.</p> <p>The school is trying to promote its image and Governors should complete the profile questionnaire and submit a photograph.</p> <p>Children will draw some pictures for inclusion on the website.</p> <p>Mrs Flower confirmed that links are available on the school site to the community website.</p>	<p>All Govs</p> <p>PS</p>
21/9.15	<p><b>Inset Days</b></p> <p>The first inset day of the school year was on 7 September 2015. Some staff attended abacus training but it was felt that additional sessions will be required as there was a lot to take in. These are planned in twilight sessions and may be shared with Fitzherbert Primary School.</p> <p>Mrs Blackwell and Mrs Mellor attended paediatric and first aid training. Mrs Blackwell will e-mail actions from the training, which include application of medicines, lockable first aid cupboard, and for older children to have greater knowledge of first aid.</p> <p>Mrs Blackwell also discussed improving fire drills so children and staff are familiar with different possible scenarios. The number of drills will also be increased. Checks will be undertaken to see if a mobile signal is available in the school playground.</p> <p>The remaining four inset days are still to be confirmed but will be set this term. Mrs Blackwell is considering twilight sessions and using two days on Monday 25 and Tuesday 26 July 2016; the last days of the school year. This will be beneficial to staff and avoid the possibility that some children will be absent from school as families</p>	<p>TB</p>

	<p>book their summer break.</p> <p>Mrs Blackwell informed Governors that the delivery of IT is a big issue for KS2. The school is looking to bring somebody in to help train and support staff but a suitable person still has to be identified.</p>	
22/9.15	<p><b>Dates for Governor Meetings for the year</b>  The following dates were confirmed:  12 November 2015  21 January 2016  17 March 2016  5 May 2016  7 July 2016</p> <p>All meetings will start at 7.00pm.</p>	
23/9.15	<p><b>What have we achieved tonight that will make a difference?</b>  A new Governor has been appointed and a Chair and Vice Chair elected. Training for Governors has been arranged to help ensure that the Governing Body is fully equipped to support the school.</p>	
24/7.15	<p><b>Any other business</b>  Mr Dean informed Governors that the British Heart Foundation's broken hearts appeal has organised a sponsored swim at Ark Leisure, Matlock on 10 October 2015 between 4.00pm and 7.00pm. All are welcome to take part.</p> <p>Mrs Broomhead confirmed that the next community lunch is on 25 September and Governors and invited to attend.</p> <p>Mrs Webley asked about introducing a 20mph speed limit outside school. Governors confirmed that this had been explored previously but without success.</p>	

Signed ..... Dated .....