

# Hartington CE Primary School – Board of Governors

Minutes of a meeting held on  
Thursday 12 November 2015 at 7.00 pm in School

Governors Present:

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

Associate Members Present:

Mrs C Parsons & Mrs R Gardner

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
<b>Procedural Matters</b>		
1/11.15	<b>Prayers and Apologies for Absence</b> Mrs Broomhead chaired the meeting in the absence of Mrs Davis and began with a prayer. Apologies were received from Mrs Davis and Mrs Webley; both absences were accepted by Governors.	
2/11.15	<b>Declarations of interest in any items on this agenda</b> No declarations of interest were received from any of the Governors present.	
3/11.15	<b>Any other Urgent Business</b> There were no matters of urgent business to discuss.	
4/11.15	<b>Minutes of the previous meeting held on 17 September 2015</b> These had been circulated to all Governors by e-mail one week prior to the meeting.	
4.1/11.15	<b>Amendment and Acceptance of Minutes</b> The minutes were approved as a true record, proposed by Mr Dean and seconded by Mrs Bruce.	
4.2/11.15	<b>Matters Arising/Action Plan from the Minutes</b> Mrs Flower confirmed that some policies are not yet on the school's website.  Mr Smith confirmed that thank you letters have been sent to Pat Ellis and Janet Oliver following their help with the Well.  Mrs Blackwell confirmed that the visit by Peter Hughes (Link Advisor) had to be rearranged and he visited school on 12	

	<p>November 2015.</p> <p>Arrangements for the 'Preparing for Ofsted' training course were changed and this was undertaken at school for all Governors. Other local schools also attended and contributed towards the cost of the training.</p> <p>Mr Smith confirmed that the Governor Support Service is happy for school to publish their minutes on the website although confidential items must be removed. This will be discussed by Governors at the next meeting.</p> <p>Mr Dean confirmed that there was still some money outstanding following the sponsored swim on 10 October 2015. Mrs Blackwell will ask parents to pay by 20 November 2015. The sponsored swim will be held again next year on Saturday 15 October (2016).</p> <p>Mr Gregory confirmed that he attended the Finance Training Course.</p>	<p>PS</p> <p>TB</p>
5/11.15	<p><b>Completion of business interest forms by all Governors</b> Mr Smith confirmed that all Governors have completed a business interest form.</p>	
6/11.15	<p><b>Governor resignation/vacancies</b> Mr Smith confirmed that Janet Galloway Booth has resigned as an Associate Governor and a letter thanking her for her contributions to the school has been sent.</p> <p>Mr Smith informed Governors that the County Council has confirmed that Susan Bruce has been formally appointed as the Local Authority Governor. Governors had accepted her nomination, and appointment subject to Cabinet approval, at the meeting on 17 September 2015.</p> <p>Mrs Blackwell informed Governors that she is aware of somebody who may be interested in joining the Governing Body. Governors were happy to explore this further but made it clear that any prospective Governors must have appropriate skills and knowledge to help benefit the management of the school.</p>	
7/11.15	<p><b>Safeguarding</b> Mrs Blackwell attended training on 8 October and Mrs Gardner attended the same course previously. The Safeguarding Audit will be submitted to the County Council shortly and Governors should</p>	



	<p>formally approved. A committee meeting will follow so policies can be formally reviewed. The terms of reference for the other two committees will also need to be reviewed.</p> <p>Mr Gregory reminded Governors that there will be an audit after Christmas.</p> <p>Mrs Blackwell informed Governors that Peter Hughes (Link Advisor) had suggested that the Ofsted inspection may not take place until the summer of 2016 but school will prepare for the spring.</p>	
9/11.15	<p><b>Headteacher's Report</b></p> <p><i>(Mr Wager joined the meeting)</i></p> <p>Mrs Blackwell confirmed that Mrs Gardner's hours have had to be reduced to 0.7 as there are insufficient funds available for staff costs. Gripes funding has not been approved as children who require support are at a 'too higher level'.</p> <p>The 7 hours per week support that Mrs Mellor provides might also have to end unless another source of funding can be accessed.</p> <p>Mrs Parsons' hours have been reduced in the office. These were temporary hours. Mrs Flower is currently working for five hours each week in the office to help with SEN administration.</p> <p>Mrs Broomhead encouraged Governors to identify any other pockets of funding that are available. Mrs Blackwell explained that the PTFA may be able to fund a percentage of the cost of Clever Cloggers who provide a very creative method of teaching in the numeracy and computing curriculums to ensure targets are met.</p> <p>Governors discussed whether funds provided from local industry or the church could be used to help pay for things at school to help free up money for staffing costs. Mr Gregory confirmed that following his finance training, it was his understanding that external financial contributions can be used to help with school running costs, including staffing.</p> <p>Mrs Blackwell also made Governors aware that the 25 hours allocated to Mrs Flower and Mrs Teeboon in the support of a child with a statement will finish next year when the child she supports transfers to secondary school. The school will have to look at redundancy procedures although it is hoped that Mrs Flower and</p>	All Govs

	<p>Mrs Teeboon can be redeployed into new roles.</p> <p>Mr Dean asked Mrs Blackwell about Mrs Stubbs and when she would be returning to work. Mrs Blackwell confirmed that Mrs Stubbs is feeling better and has begun a phased return back to work at Taddington Primary School.</p> <p>Mr Gregory challenged Mrs Blackwell about the procedure for staff changes as these should be approved by them. Mrs Blackwell explained that she had already spoken to the Chair and Vice Chair of Governors to make them aware of the position and the staffing review was discussed at the Full Governors Meeting on 17<sup>th</sup> September 2015.</p> <p>Governors resolved to identify any external funding opportunities that may be available.</p> <p>Mrs Blackwell confirmed that asbestos has been removed from the school. Mrs Broomhead requested that a premises audit takes place - this will be undertaken by Mrs Davis and Mrs Broomhead.</p> <p>Mrs Blackwell recorded her thanks to the PTFA for their fundraising throughout the year and confirmed that the school has been able to purchase the Computing and Abacus Schemes of Work (Maths). A letter of thanks will be sent to Linda Wright.</p>	<p>All Govs</p> <p>LB/BD</p> <p>PS</p>
10/11.15	<p><b>School Improvement Plan (SIP)</b></p> <p>Mrs Blackwell was asked by Governors to clarify that the SIP is the same as the School Action Plan. Mrs Blackwell confirmed that it was and that it is linked to the School Improvement Review Record (SIRR). All action plans and teacher appraisals are also linked.</p> <p>Governors discussed whether the action plans should be published on the website but it was agreed that school needs to show what it has achieved rather than what it plans to do. The action plans will be clearly displayed in school for everybody to see. It was explained that all plans are working documents and changes may be made. Governors asked Mrs Blackwell to make sure they are made aware of all changes.</p> <p>Mrs Blackwell confirmed that children will be visiting a Mosque in Sheffield with some of the children from Lowfield and that this was a return visit as children from this multi faith school had already been to Hartington in the summer term.</p> <p>Referring to the First Aid actions, Mr Dean offered to arrange for</p>	

	the British Heart Foundation to help demonstrate CPR to children.	
11/11.15	<p><b>EYFS</b> Mr Blackwell informed Governors that one child at school undertook the new base line assessment. This is the early excellence system that is commonly used by schools in Derbyshire. There were some anomalies in the results throughout Derbyshire and training has been offered for Early Year Practitioners to support the understanding behind these.</p> <p>Mrs Blackwell explained that early years' children learn through play and school needs to develop its outdoor provision. Mrs Blackwell explained that ideas could include an area for reflection and a sensory garden with a greenhouse which link to the SIAMS targets. Children from the breakfast club and each Key Stage would be able to make use of the outdoor space in good weather. This could also be linked with the Parish Council and Hartington in Bloom.</p> <p>Mrs Blackwell informed Governors that the link advisor, Peter Hughes, is very impressed with how well school works with the wider community.</p> <p>Mrs Blackwell made Governors aware that Peter Hughes will be visiting school to present the SIRR to Governors and will go through the data dashboard, and explain raise on line. All Governors are encouraged to attend this. The provisional date for the visit is 3 December 2016 at 1.00pm.</p> <p>Governors discussed that they should ask challenging questions of teachers and Mrs Blackwell.</p>	<p>All Govs</p> <p>All Govs</p>
12/11.15	<p><b>Assessment</b> Mrs Gardener attended a 'Life after Levels' training course on 21 October 2015 at Queen Elizabeth's Grammar School and circulated a copy of her notes along with a conversion wheel. Mrs Gardner explained that children start at 'emerging' and move along the wheel but rather than progress above their target, should now develop a broader knowledge.</p> <p>Mrs Blackwell encouraged Governors to challenge teachers if children are not achieving and to also look at how work is marked. Mrs Broomhead stated that Governors need to know what to look for in areas such as literacy and how important it is for them to attend sessions with Peter Hughes and Mrs Blackwell to help develop this understanding.</p>	<p>All Govs</p>

	<p>Mrs Gardner confirmed that Ofsted do not mind which assessment process is used as long as schools know where they are heading.</p> <p>Governors are welcome to visit school to look at children's work. Mr Dean and Mrs Davis have already done this on a number of occasions. Governors agreed that they need to evidence these visits and will record them in the visitors' book rather than have a separate book.</p>	All Govs
13/11.15	<p><b>PE and Sports Premium Funding</b></p> <p>Mrs Broomhead presented her report to Governors and confirmed that funding was received on 28 October 2015. Mrs Broomhead clarified that there are five secondary schools and a number of feeder primary schools that make up the Rural Derbyshire School Sport Partnership (RDSSP).</p> <p>The school has again achieved the Sainsbury School Games Kite Mark - Bronze Award.</p> <p>Mrs Broomhead confirmed that she has been working with external partners who help deliver lessons in her capacity as a PE specialist rather than her role as a Governor. Mrs Blackwell thanked Mrs Broomhead for all of her hard work and liaison with partners. This work has been recognised by Peter Hughes (Link Advisor).</p>	
14/11.15	<p><b>The impact of Pupil Premium &amp; other funding sources</b></p> <p>Mrs Blackwell explained that Pupil Premium and Pupil Premium+ is used for three children in total; two of these are looked-after. This funding helps with TA support outside agency input and to develop resources to enhance and enrich the curriculum.</p> <p>Funding is also used to help pay for professionals who need to come into school. Mrs Blackwell informed Governors that the cost of an Educational Psychologist full assessment and report is £150 and for the Behaviour Support Team to provide 5 hours of support would cost £400.</p> <p>A grid has been produced to show how this funding has been used and details are available in the children's folder.</p>	
15/11.15	<p><b>Policy Review, Responsibility and Clarification</b></p> <p>There are three committees (Finance &amp; Premises, Safeguarding &amp; HR and Curriculum, Assessment &amp; Health and Safety) and</p>	

	<p>Governors discussed earlier in the meeting about the need to review and approve the terms of reference for these (minute number 8/11.15).</p> <p>Mrs Clayton reminded Governors that they are all responsible for Safeguarding and it is not just the responsibility of a committee but of the full Governing Body.</p> <p>Governors confirmed that Committees should review policies and recommend any changes but they must be formally approved at a Full Governors' Meeting.</p>	
16/11.15	<p><b>Staffing</b> This had been covered earlier in the meeting and there was nothing else to add.</p>	
17/11.15	<p><b>School's 150<sup>th</sup> Anniversary</b> Mrs Broomhead circulated a draft report to Governors. Mr Gregory has made an appointment on 16 December 2015 to view the archives at Chatsworth to see the letters by the 7<sup>th</sup> Duke of Devonshire that refer to the school. The current Duke of Devonshire has been sent an invitation to the Garden Party next year.</p> <p>Working in partnership with the community, children will help produce a mural for the school. This will be of a tree and the leaves will bear family names.</p> <p>A tree, with a time capsule, will also be planted.</p>	
18/11.15	<p><b>Governors Visits</b> Mrs Blackwell referred to the meeting with Peter Hughes on 2 December 2015 (discussed in item 11/11.15).</p> <p>Mrs Bruce was very disappointed that Governors were not made aware of the children's visit to the war memorial. Mrs Blackwell explained that this had only been arranged a few days before and she apologised for not mentioning it.</p>	All Govs
19/11.15	<p><b>Governor Training</b> Mr Smith explained that a new training programme for the spring term has been published. This will be sent to Governors electronically.</p> <p>Mrs Davis and Mrs Blackwell will attend Special Educational</p>	PS

	Needs and Disabilities (SEND) training at County Hall on 18 November 2015.	
20/11.15	<p><b>Communication – Website</b></p> <p>Mrs Flower explained that this is an on-going project and she is working through it. A blog for children has been set up with the help of Sean Knott (CleverCloggers) and this can be published on the Website. Governors asked for clarification about the content of the blog and internet safety. Mrs Blackwell confirmed that only school staff can upload information onto the website and they will check content before anything is uploaded. Parents will also be able to access the blog. Letters have been sent to parents about eSafety and that children are to design their own blog page.</p>	
21/11.15	<p><b>Inset Days</b></p> <p>Mrs Blackwell confirmed that an inset day will be held on 15 February 2016 for Abacus training. The school will inform parents now Governors are aware.</p>	TB
22/11.15	<p><b>Dates for Governor Meetings for the year</b></p> <p>The next scheduled Full Governor’s meeting will be on 21 January 2016 at 7.00pm although an extra meeting will be arranged to formally approve the terms of reference for the Finance &amp; Premises Committee.</p> <p>Mr Dean explained that he may struggle to make some meetings because of other commitments but he is normally free on the second Thursday in each month. Governors agreed to consider this when confirming future dates.</p>	
23/11.15	<p><b>What have we achieved tonight that will make a difference?</b></p> <p>Governors resolved to review the terms of reference which will then allow them to proceed with the review and approval of policies.</p> <p>Progress has also been made with anti-bullying and early years.</p>	
24/11.15	<p><b>Any other business</b></p> <p>There was no other business to discuss and the meeting closed at 9.30pm.</p>	

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