

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on
Thursday 21 January 2016 at 7.00pm in School

Governors Present:

Mrs B Davis (Chair), Mrs E Broomhead MBE (Vice Chair), Mrs T Blackwell (Head teacher), Mrs J Flower, Mr R Gregory, Mr J Dean, Mrs S Bruce & Mr B Wager.

Associate Members Present:

Mrs C Parsons & Mrs K Webley

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
Procedural Matters		
	Prayers and Apologies for Absence Mrs Davis began with a prayer. Apologies were received, and accepted, from Mrs Clayton and Mrs Gardner.	
1/1.16	Declarations of interest <u>in any items on this agenda</u> No declarations of interest were received from any of the Governors present.	
1a/1.16	Any other urgent business No urgent business was raised.	
2a/1.16	Minutes of the previous meeting on 12 November and 14 December 2015 The minutes dated 12 November and 14 December 2015 were approved as a true record, proposed by Mrs Bruce and seconded by Mr Dean.	
2b/1.16	Matters Arising/Action Plan from the minutes (relating to the minutes dated 12 November 2015) 4.2/11.15 Mr Dean confirmed that all the money from the sponsored swim has been received. 22/11.15 Mr Dean confirmed that he is now available to attend meetings on Thursday evenings. (relating to the minutes dated 14 December 2015) 4/12.15 Mrs Davis reminded Governors that a decision was taken to remove teachers' pay from the terms of reference for the Finance and Premises Committee. Mrs Davis informed Governors	

	<p>that she now felt it should have remained with the Finance and Premises Committee. Governors discussed the staff appraisal process, and associated financial implications, at length. Mrs Davis proposed that the Pay Policy returns to the Finance and Premises committee, this was seconded by Mrs Broomhead.</p> <p>All seven Governors who were eligible to vote were in favour. (Mr Wager was not in attendance at this point and was unable to vote)</p>	
3/1.16	<p>Governors' Business Interests Mr Smith reminded Governors that they should update their business interest form if their circumstances change.</p>	
4/1.16	<p>Governor resignation/vacancies Mr Smith confirmed that Janet Galloway-Booth has resigned as an Associate Governor.</p> <p>Governors felt that the skills they offer are well balanced at the present time and there is no urgent need to secure a replacement. Governors' skills will be considered during the policy reviews to see if any particular gaps can be identified.</p>	
5/1.16	<p>Safeguarding Mrs Blackwell reminded Governors that there are documents in school that they need to read.</p> <p>Mrs Blackwell informed Governors that Steve Boyd, Anti-bullying Co-ordinator at DCC, has sent through guidelines for schools and parents about sexting. This links in with the talk given by the NSPCC to children (and parents/carers) and information has been published on the school website. Information will also be sent home to parents on 22 January. Governors were happy to support the circulation of this guidance.</p> <p>Mrs Blackwell and Mrs Gardner will both attend a Prevent training session on 12 February 2016.</p> <p>Mrs Broomhead requested clarification about safeguarding training for Governors as a range of courses appear to be available. Governors understood that training is required every three years but Mr Smith will seek clarification about what is compulsory from the Governor Support Service.</p> <p>Mrs Blackwell confirmed that she has met with Mrs Davis to discuss a review of all safeguarding policies. Mrs Bruce, Mrs Webley and Mrs Clayton will be invited to join the Safeguarding Committee due to the amount of policies to be clarified.</p>	<p>PS</p> <p>TB</p>

	<p>Mrs Blackwell made Governors aware that she attended a meeting at St Oswald's Infant School and it was discussed how school staff with a particular specialism could help advise/support other local schools. The possibility of using Governor skills has also previously been discussed but is not yet an option and Mrs Blackwell explained that a charge would be made to schools who request this service. Governors were in support of sharing information and skills but Mrs Broomhead felt that it may be more beneficial for the school to trade and share skills rather than raise income.</p> <p><i>(Mr B Wager joined the meeting at 7.40pm)</i></p>	
<p>6a/1.16</p> <p>6b/1.16</p>	<p>Finance – School Financial Value Standard (SFVS) Mrs Blackwell confirmed that this has not yet been fully completed and information still needs to be collated. This will be submitted to Governors for the FGB meeting in March 2016.</p> <p>Financial Procedures/Regulations/Roles & Responsibilities Mr Gregory informed Governors that the Financial Policies have been consolidated into one document and he, Mrs Blackwell and Mrs Parsons had reviewed this in detail.</p> <p>Section 19 (page 8) specifies that 'three signatories on the (imprest) account will be approved by the Governing Body'. Governors confirmed that these will be Mrs Blackwell, Mrs Parsons and Mrs Flower.</p> <p>The Finance and Premises Committee met prior to the FGB meeting and recommend that the revised policy is adopted. Proposed by Mr Gregory, seconded by Mrs Davis.</p> <p>All eight Governors who were eligible to vote were in favour.</p>	
<p>7/1.16</p> <p>7a/1.16</p>	<p>Head teacher's Report A copy of the report had been circulated to Governors prior to the meeting.</p> <p>Staffing Mrs Blackwell confirmed that R Mellor is due back at work on a phased return for her mid-day supervisor duties on 25 January 2016. Mrs Fenton from Biggin Primary School has been covering the caretaking duties.</p> <p>A Stubbs has now returned to work.</p>	

Mrs Gardner will remain on 0.7 hours – these are her contracted hours.

Mrs Flower will continue on the same hours plus the additional 5 hours per week for SEND and administration work. M Teeboon may not be able to cover all of her flexible hours next term and Mrs Blackwell will discuss this with her before the end of this term.

Mrs Blackwell informed Governors that Clever Cloggers have been into school and this was observed by Mr Dean and Mrs Davis. The KS2 children responded very positively to the session but there has not been the same impact for the KS1 children because of differentiation of content. It was noted that Clever Cloggers normally aim sessions at KS2 children and for secondary aged students. The sessions cost £200 for a full day and £150 for half a day and Mrs Blackwell explained that school needs to consider whether or not this is cost effective. The option to share the resource with another school was discussed but is not viable at the present time. Mrs Blackwell explained that it is important for the children to be provided with the opportunity of additional challenges, and variety and it may be the right time to look at other options. Mrs Blackwell also confirmed that literacy remains a key area this year.

Mrs Blackwell explained that the Clever Cloggers sessions also have helped the children to develop their ability to use and apply their knowledge. The school at present has a third year student for six weeks up to Friday 11th March and she will be used to vary the delivery of lessons to the children particularly on Friday afternoons, to support Mrs Blackwell's or Mrs Gardener's class.

Mr Dean asked Mrs Blackwell for clarification about breakfast club arrangements and when Mrs Mellor will return to work to cover Breakfast Club. Mrs Blackwell explained that this has to be delivered by a level 3 trained staff member as it is part of 'wrap around' care. School must provide evidence of the impact it has for children. Mrs Mellor is qualified in food hygiene and will provide breakfasts and Mrs Blackwell will cover other duties. The breakfast club action plan will be reviewed and children, including the school council, will be asked what they want out of it as part of this. Mrs Blackwell confirmed that the breakfast club will continue to be provided.

Mrs Blackwell was made aware of an error on the Head Teacher's Report and in the attendance section on page 3, it will be amended to read 'The rate of authorised pupil attendance was 96.74%'.

<p>7b/1.16</p>	<p>Mrs Blackwell clarified that Rachel Wilkes from the Music Partnership will be in school for 15 sessions rather than 15 weeks.</p> <p>Inventory for IT Mrs Blackwell confirmed that this was on-going. Mrs Flower has been thoroughly checking all hardware and software and is identifying any items that are missing. It was acknowledged that school was a little behind with this but would get on top of it shortly. Some PCs need to be discarded and wiped clean. Derbyshire County Council's service desk has directed the school to the company Stone Group who recycle PCs and send them to Africa. Mrs Flower has negotiated for them to remove the PCs free of charge. Mrs Davis asked for evidence that that they have been recycled.</p>	<p>JF</p>
<p>7c/1.16</p>	<p>Governor Visits/Training Mrs Davis asked Governors to record all visits as evidence that they have been into school. Mrs Davis read out two reports she produced following her observation of Clever Cloggers and Fitness Club.</p> <p>Governors discussed how visits can be linked to the SIP and Mrs Webley informed Governors of a template form that was available at another school. Mrs Webley will circulate a copy of this by e-mail. Governors agreed that this should be an agenda item at future FGB meetings so reports could be presented and recorded in the minutes.</p> <p>Mrs Blackwell reminded Governors that they are welcome to visit school on 24 February to meet Peter Hughes, Link Advisor.</p> <p>Mr Dean asked for clarification as to how often school arranges visits to the church as congregation numbers are falling. Governors discussed links that have been made such as the visit by Lowfield School from Sheffield and visits for the Harvest Festival and community lunches. Mrs Blackwell confirmed that Sophie Etchells (Ministry Assistant) visits school every other week. Governors agreed that parents need to be encouraged to take children to church and the PTFA may be able to help encourage this.</p>	<p>KW PS ALL</p>
<p>7d/1.16</p>	<p>Inset Days The next inset day will be on 15 February but Mrs Blackwell confirmed that Abacus and SEND training will be covered in twilight sessions so staff will not be in school on this day.</p>	

	<p>Premises Report - An inspection was undertaken on 14 January by Mrs Clayton, Mrs Bruce and Mrs Broomhead and a risk assessment was completed. The relevant documents have been completed. It was confirmed by Mrs Parsons that the removal of Moss was part of the DCC contract and will be completed by the Easter break. The PTFA will be requested to re-paint the 2 seats. The completion of the relevant documentation with the Head Teacher will be completed with the Governors - Mrs Bruce, Mrs Clayton and Mrs Broomhead on Thursday 28th January at 2.30pm.</p> <p>Mrs Blackwell confirmed that during the half term holiday, DCC will replace some windows and look at some of the external doors. This is part of the joint matched funding scheme. Replacing windows in the boys' and girls' toilets will be one of the final jobs. As the school does not have a caretaker at the present time, DCC has agreed to tidy up after the work and property services will come into school to do a deep clean on the inset day.</p> <p>Mrs Blackwell made Governors aware that there was a hygiene inspection on 4 January 2016, which coincided with Mrs Stubbs return to work. The school scored 4 out of 5 (5 is the best score available). The areas for improvement are detailed in the report and were discussed by Governors.</p>	
8/1.16	<p>Head Teachers Performance Review Mrs Davis confirmed that Mrs Blackwell's review has been completed and had been carried out in accordance with statutory requirements.</p>	
9/1.16	<p>SIP Mrs Blackwell confirmed that this is on target but the outside area needs some support. The school is looking to share good practice with Hilltop Infant School (an outstanding school). M Teeboon will take a lead role as part of her continued professional development.</p>	
10/1.16	<p>EYFS Mrs Blackwell confirmed that the EYFS policy is ready for approval and this will be circulated to Governors.</p>	TB
11/1.16	<p>Assessment Mrs Blackwell confirmed the three assessment areas; emerging, expected and exceeding. Mrs Gardner is taking a lead with this and on 27 February will meet with staff from Hulland Primary School and Fitzherbert Primary School to benchmark. This will help all three schools understand what each area should look like.</p> <p>Mrs Blackwell will attend a Headteacher Briefing on 9th February to understand the changes to assessment for KS1 and KS2.</p>	RGa

12/1.16	<p>PE & School Sport Premium Information was produced by Mrs Broomhead and circulated to Governors prior to the meeting. Governors confirmed that they were happy for the impact document for 2014/15 to be published on the website.</p> <p>Mrs Blackwell will forward both documents to Peter Hughes, Link Advisor, to check that they are appropriate for Ofsted inspection.</p>	<p>JF</p> <p>TB</p>
13/1.16	<p>The impact of Pupil Premium and other funding sources Mrs Blackwell informed Governors that the Local Inclusion Officer will visit school to help support staff understanding of GRIP funding. The school intends to reapply for funding.</p> <p>Mrs Blackwell confirmed that Pupil Premium funding is used on staffing, support in classrooms and agency support. Mrs Blackwell informed Governors that children who were entitled to funding are making good progress.</p>	
14/1.16	<p>Policy review and approval Mr Gregory informed Governors that the Finance & Premises Committee met on 14 December to review six policies and recommend that they are adopted. The policies are:</p> <p>Charging & Remissions Policy Computer Disaster Recovery Plan Policy Data Protection Policy Dinner Money Debt Policy Governor Allowances Policy Lettings Policy</p> <p>Proposed by Mr Gregory, Seconded by Mrs Davis.</p> <p>All eight Governors who were entitled to vote were in support of this.</p> <p>Mrs Davis discussed whether the school should have a uniform policy to support the guidance that is issued. Governors were supportive of this and a draft policy will be produced by Mrs Davis and Mrs Blackwell.</p> <p><i>(Mr Wager left the meeting)</i></p>	<p>BD/TB</p>
15/1.16	<p>Communication – website Mrs Flower confirmed that some policies still need to be added. Mrs Flower also informed Governors that she was looking to update photographs on the front page. Governors were invited to</p>	<p>ALL</p>

	<p>look at the site and provide feedback to Mrs Flower.</p> <p>Governors discussed whether minutes of the FGB meetings should be published on the website. Mrs Broomhead proposed that non confidential minutes, that have been signed-off, are published. This was seconded by Mr Gregory.</p>	JF
16/1.16	<p>What have we achieved tonight that will make a difference?</p> <p>Governors adopted policies which will help give the school clear direction. Agreeing a process for recording Governor visits and observations will help evidence the active involvement Governors have at school. Sharing this at FGB meetings will help to further encourage and engage Governors for the benefit of the school community.</p>	
17/1.16	<p>Any other business</p> <p>Mrs Blackwell and Mrs Parsons circulated copies of the financial benchmarking to Governors to demonstrate how school compares to other similar size schools.</p> <p>Governors discussed how this information could be used and possible reasons for variances. Governors also discussed how more children could be attracted to the school.</p> <p>The meeting closed at 9.35pm.</p>	

Signed Dated