

# Hartington CE Primary School – Board of Governors

Minutes of a meeting held on  
Thursday 14 July 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 and Mrs C Clayton.

Associate Members Present:

Mrs K Webley

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p><b>Prayers and Apologies for Absence</b> Mrs Davis began with a prayer.</p> <p>Apologies were received, and accepted, from Mr Wager, Mrs Parsons and Mrs Gardner.</p>	
1/7.16	<p><b>Declarations of interest <u>in any items on this agenda</u></b> No declarations of interest were received from any of the Governors present.</p>	
1a/7.16	<p><b>Any other urgent business</b> All items that needed to be discussed were included on the agenda.</p>	
2a/7.16	<p><b>Minutes of the previous meeting on 28<sup>th</sup> April 2016</b> The minutes dated 28<sup>th</sup> April 2016 were approved as a true record. Proposed by Mr Gregory and seconded by Mr Dean.</p>	
2b/7.16	<p><b>Matters Arising/Action Plan from the minutes</b> Mr Gregory referred to the request for questions about the audit report. Mrs Blackwell informed Governors that the only questions received were from Mr Gregory but she had not been able to deal with these because of other work pressures.</p>	<b>TB</b>
3/7.16	<p><b>Safeguarding</b> Mrs Blackwell made Governors aware that some minor amendments have been made by Derbyshire County Council to policies but there is nothing to be concerned about.</p>	

	<p>Community Officers from the Police are due to visit school on Friday 15<sup>th</sup> July to talk to Year 5 and 6 children about sexting. Mrs Blackwell confirmed that letters had been sent to parents of Year 5 children to seek permission. Governors were informed that the session will be followed with a talk about stranger danger, water danger and road safety and this will be delivered to the whole school.</p> <p>Mrs Davis explained that she is aware of the problem with sexting through her work and welcomed the visit by the Police.</p> <p>Mrs Blackwell advised Governors that school always reminds children about e-safety when they introduce a new topic.</p> <p>Governors were reminded that the Safeguarding policies will need to be reviewed in the Autumn. Training for Mr Dean will have to be re-scheduled as the course he was due to attend was postponed.</p> <p><i>(Mrs Broomhead joined the meeting)</i></p>	
4/7.16	<p><b>Finance</b></p> <p>Mrs Blackwell was disappointed that the school has been turned down for Grip findings especially as she received help from a County Council officer to complete the application. Mrs Blackwell informed Governors that she will not be applying for an Education Health Care Plan for the child as they made expected progress.</p> <p>Mrs Blackwell has been advised to apply to the ‘Small School Contingency Fund’ but the budget surplus can affect the amount school may be entitled to receive. Phil Burrows (School’s Finance at DCC) recognised the challenges at Hartington CE Primary School and will support Mrs Blackwell to complete the application form.</p> <p>Mr Gregory informed Governors that the terms of reference for the finance committee, the teachers’ pay policy and financial management documents will all need to be updated in September. Although Mr Gregory will no longer be a Governor at this time, he has prepared updates and will forward these to Governors.</p>	RG
5/7.16	<p><b>Audit Inspection/Report</b></p> <p>Mrs Blackwell informed Governors that she still has to deal with this but an action plan will be in place by the 26<sup>th</sup> July. Work pressures, including the 150<sup>th</sup> anniversary and staff absence, have delayed progress. Mrs Blackwell has informed Audit Department of the delay.</p>	

	<p>The Finance Committee – and any other interested Governors – will meet to form an action party to complete and then agree the action plan. It was proposed that details will be emailed to all Governors for comment and approval. Governors accepted the tight deadline and were supportive of the action suggested.</p> <p>Proposed by Mrs Broomhead, seconded by Mrs Bruce.</p>	<p><b>TB/ ALL GOVS</b></p>
<p>6/7.16</p>	<p><b>Head Teacher’s Report</b></p> <p>Mrs Blackwell apologised for the late circulation of her report and stated that the biggest issue related to staffing (this was dealt with later in the meeting as a confidential item).</p> <p>Mrs Blackwell reported that two children from the school are included in the 53% nationally who achieved ‘expected’ in all areas. The Senior Link Advisor has been informed and is very impressed. Governors were advised that there is a dip nationally in reading but Hartington CE Primary School did well in this area.</p> <p>Mrs Blackwell requested that thank you letters are sent to the following:</p> <ul style="list-style-type: none"> <li>• Tim Blackwell for his support with Maths and SATS</li> <li>• Emily Robson, BA2 student who was outstanding (a copy of the letter will be sent to the University)</li> <li>• Liz Broomhead and Richard Gregory for their contributions and support with the 150<sup>th</sup> anniversary celebration</li> <li>• The Duke of Devonshire for attending and supporting the celebrations</li> </ul> <p><b>Premises Report</b></p> <p>The report was circulated to Governors and Mrs Blackwell confirmed that work on the flat roof and fascia boards is in hand. All of the jobs that were outstanding from previous work have been completed – this includes repairing the broken window and fitting the expel air in the toilets. The locks to the doors now have the same mechanism and only one key is required.</p> <p>Work in the kitchen has been scheduled for the summer holiday but the Catering services have now agreed to fund stainless steel shelves. An asbestos report is required before work can be undertaken and the original work, which included redecoration, has been put on hold. Mrs Blackwell informed Governors that work could be undertaken in term time but if this is the case, she has requested a portacabin so equipment can be stored to avoid</p>	

<p>6a/7.16</p> <p>6b/7.16</p> <p>6c/7.16</p>	<p>disruption in classrooms. Governors accepted that there could be disruption to preparing school meals and the breakfast club.</p> <p>Mrs Blackwell informed Governors that maintenance work had been undertaken outside and a really good team effort helped to make the area look nice.</p> <p><b>Staffing</b> This was a confidential item and separate minutes have been produced.</p> <p><b>Inventory for IT</b> Mrs Flower and Mrs Blackwell stated that there was nothing new to report. Mrs Parsons is continuing to update SAP</p> <p><b>Inset Days</b> Two inset days are planned and these will be used to get the school tidied up and ready for the new school year. Staff will also plan the curriculum and assessment to make sure they are rigorous.</p> <p>An inset day is planned for the 5<sup>th</sup> September and this will be used to prepare the well for the wakes week. The theme for the well will be the 150<sup>th</sup> tree.</p>	
<p>7/7.16</p>	<p><b>SIP</b> Mrs Blackwell had circulated the 'School Improvement Actions Target Report' prior to the meeting.</p> <p>Mrs Blackwell reiterated that Early Years is a key target and the outside area needs to be developed to support learning outside of the classroom. Funding opportunities were discussed by Governors and it is hoped that a £500 donation will be made by Dave Chapman. It was also agreed to contact Tarmac (Dave Hodgkinson) to see if any sponsorship is available. Governors were made aware that there could be four EY children in the near future. Governors agreed to identify all funding opportunities.</p> <p>Mrs Blackwell confirmed that Mrs Gardner will take the lead with the Anti-Bullying award.</p> <p>The breakfast club is going well and 10 children attended on 14<sup>th</sup> July. On 20<sup>th</sup> July, children will be served an English breakfast and Governors are welcome to attend.</p> <p>Mrs Blackwell stated that the school will develop spiritualism but no</p>	<p><b>TB/BD /LB</b></p>

	<p>one was available to attend a three day course regarding the delivery of R.E. which also included 'How to develop Spiritualism'. Mrs Blackwell informed Governors that this training is expensive at £420.00.</p>	
8/7.16	<p><b>EYFS</b> The Early Years Report was circulated to Governors prior to the meeting.</p> <p>Mrs Blackwell confirmed that there is only one EY child and she has made excellent progress, and achieved 'expected'. Mrs Blackwell explained that it is important to manage progress and targets for the future. There will not be any EY children from September but the school has signed up to EExBA. There will be no charge as the registration fee can be reclaimed.</p> <p>Governors discussed a number of options and initiatives for the school which included a mother and toddler group and a holiday club. Governors acknowledged that provision is available in neighbouring towns but would like it to be provided in the community. Governors also recognised that if someone was employed they would have to be dynamic. Options include approaching Sophie Etchells, the Rainbows leader and Derby County.</p> <p>K Webley agreed to make enquiries and report back to Governors.</p>	<b>KW</b>
9/7.16	<p><b>Assessment</b> Mrs Blackwell informed Governors that 'expected' progress was made in Early Years. In Year 1, children achieved scores higher than the expected levels in the phonics tests. All children passed including the Year2 child who re-sat the test . In KS1 SATS, 3 children achieved 'expected' levels but one child only achieved 'expected' levels in reading with 'Emerging' levels in numeracy and writing. This child is significantly behind and requires their own programme in the new academic year.</p> <p>In Year 3, one child is working 'well below' expected levels in numeracy but has made some progress in literacy but has not yet achieved the expected progress and significant support is required to ensure they are where they need to be.</p> <p>The rest of the item related to staffing and was a confidential item.</p>	
10/7.16	<b>PE &amp; School Sport Premium</b>	

	The report from Mrs Broomhead was circulated to Governors prior to the meeting and a paper copy was made available.	
11/7.16	<b>The impact of Pupil Premium and other funding sources</b> This had been covered in the meeting and there was nothing extra to report.	
12/7.16	<b>Governor Visits/Reports</b> Mr Smith confirmed that Mrs Broomhead had been appointed as a Foundation Governor for a further four years. Mr Wager's term of office will expire in September and the school will need to look for a new Parent Governor.  Mr Gregory was thanked for all his hard work and contributions to the Governing Body.	
13/7.16	<b>Policy Review and Approval</b> Mrs Flower asked Governors to approve the following: <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Behaviour Policy and Procedures</li> <li>• Sex and Relationships Policy</li> <li>• Fire Safety Policy</li> <li>• Acceptable use of ICT Policy for Pupils</li> <li>• Acceptable use of ICT for School Staff Policy</li> <li>• Preventing and Tackling Bullying Policy</li> </ul> <p>All Governors who were eligible to vote were in favour.</p>	
14/7.16	<b>150<sup>th</sup> Anniversary</b> This item was deferred until the next FGB meeting.	
15/7.16	<b>Communication – Website</b> There was nothing to report.	
16/7.16	<b>What have we achieved tonight that will make a difference?</b> Governors were given a clear understanding of the challenges that the school will face in the short and medium term and were able to offer clear direction for Mrs Blackwell to pursue to ensure that teaching and learning is of the highest standard.	
18/7.16	<b>Any Other Business</b> Mrs Davis informed Governors that it is her intention for dates to be set for committee meetings so more business could be done at that level and prior to the FGB meetings.  The date of the next meeting will be the 29 <sup>th</sup> September 2016 at 7.00pm.	

	The meeting closed at 9.40pm	
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Signed ..... Dated .....