

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on
Thursday 25 May 2017 at 7.00pm in School

Governors Present:

Mrs B Davis (Chair), Mrs E Broomhead MBE (Vice Chair), Mrs T Blackwell (Head Teacher), Mr J Dean, Mrs K Webley, Mrs S Bruce and Mrs C Clayton.

Associate Members Present: None

In Attendance - Mrs C Miller- School Business Manager

Apologies- Mrs J Flower, Mrs R Gardner, Mr B Wager

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence This was conducted by Mrs Davis and included a moment of reflection on the Manchester Attack</p>	
1/5/17	<p>Finance- Presentation of the Budget- This was Presented by Ms C Miller.</p> <p>Ms Miller had previously circulated the Finance Report from DCC for all Governors reference. Ms Miller proceeded to talk through the report, with items of note being:</p> <p>1.1- Until July 2016, we have been monitoring our budget through a spreadsheet purchased from DCC. Ms Miller proposed that from now on, we switch to using a DCC Finance Patch Officer to meet with us twice a year to both set the budget and review expenditure. They will also prepare reports for Governors. It was agreed to change to this process.</p> <p>1.2- Ms Miller explained that when this budget report was produced, Dawn Wilson from DCC had visited the school and met with both herself and Mrs Blackwell and every single cost line was discussed. All staffing hours were checked and agreed. For 2017/2018, the expenditure of the school is planned to be 77% on employment costs and 23% on other costs ie electricity etc.</p> <p>1.3- 2016/17 figures reflect an underspend of £67,797, this will be retained in the budget and not clawed back by DCC. Ms Miller stressed the point that Ofsted will criticise NOT spending money; it is given to us to spend on those children we have at the time and we should not be carrying over large amounts of money each year. If we carry on with the</p>	

	<p>same costs we are currently, by 2019/2020 we dip into a projected deficit of £13,518.</p> <p>1.4- Projected numbers 17/18- 16 staying consistent until 2020 =13.</p> <p>1.5- It has been suggested that from now on, children who attract Pupil Premium should be referred to as Disadvantaged.</p> <p>1.6- A question was tabled regarding match funding for EYF</p> <p>1.7- A discussion took place regarding the recording of Governors' names in minutes – Proposal - Governor names can be recorded in the minutes- carried unanimously.</p> <p>1.8- Head requested investment in Tablets (i-pads and apps) for all children. She has obtained 3 quotations for the equipment we would need – the iPads, cases and charging cabinet- IT Just Done-£14,010; MercuryAVS- £6940; NS Optimum-£6540- following discussion it was agreed to return and negotiate with the companies involved to get the lowest possible price. Governors agreed to spend £7000 and the project was approved</p> <p>1.9- Audit- Key action still to be completed is the formulation of the Private School Fund accounts for 2015/2016. This is due to a number of factors, Ms Miller committed to completing this by the end of the summer term.</p>	
2/5/17	<p>Declarations of interest in any items on this Agenda</p> <p>NONE</p>	
3/5/17	<p>Minutes of the previous meetings-</p> <p>These had been circulated prior to the meeting</p> <p>19.1.17- Proposed Mrs Davis – Seconded-Mrs T Blackwell</p> <p>23.2.17 - Proposed Mrs Davis – Seconded-Mrs T Blackwell</p> <p>16.3.17 - Proposed Mrs Davis – Seconded-Mrs T Blackwell</p>	
4/5/17	<p>Head Teachers Report-</p> <p>This report had been sent out prior to the meeting, asking for questions to be submitted. The following 4 questions were submitted by Mrs Broomhead</p> <ol style="list-style-type: none"> 1. Business Manager to finish in July. Has a JD been produced ready for the advertisement? Does the Head teacher require any help from a Governor to support this process- It is a top priority. 2. Please clarify Small Schools Contingency Fund and “over spend” This was completed 3. Definition of LIO- Local Inclusion Officer- This was Sam Nason. However there is no longer a LIO it is a team and our contact is Nick Turner. This information was supplied by Cathie Keeley. 4. Premises report please add Kick boards in playground- require repair. <p>4.1 Attendance figures- 95.69%</p>	

	<p>Authorised Absence- 4.14% Un- authorised- 0.16% (1-1-17 to date)</p> <p>4.2 Premises- The roof repairs will take at least 6 weeks –therefore T.B proposed to John Cooper and Byron Parry that the work will take place in the summer holidays 2018.</p> <p>4.3 During the 150th School Anniversary Celebration there was an over spend of £150- this was covered by Hartington Community Group. A letter of thanks has been sent.</p> <p>4.4 Woodruffe Benton Foundation- has donated £600 which is ring fenced to be used for Transport needs. A letter of thanks has been sent.</p> <p>4.5 The outcomes of Parental Views that Ofsted look at are now available as enough parents have completed and submitted the forms.</p> <p>4.6 Results of the Parents and Extended Services questionnaires have been collated and are available to view in the Governor file.</p> <p>4.7 Extended Services 4.7.1- Breakfast Club- attendance good – 1 Pupil Premium child. The remainder pay £2 per day or £8 per week (one day free) KW asked is Pupil Premium children had to pay to use this service. TB said they had done in the past but she would consult CM to find out about this. It was thought that this was a good question. 4.7.2- Library development- funding for this was discussed. JD and LB to contact Hartington Charities for a grant. TB/JF to provide costings</p> <p>4.8 Governor Newsletter- The first edition was co-ordinated by KW- who will continue in this role. The next edition –June- items- Gardening Club, School Council, Governor support of reading etc.</p> <p>4.9 JD raised the concerns regarding the “gap” in provision for the children since the departure of the Ministry Assistant- Sophie Etchells. It was recorded that of the 6 Church schools in the Benefice, Hartington was the only one who received no support. The Head teacher will produce an action plan in time for the SIAMS inspection in November. JD read out a letter he had sent to the Bishop to inform him of this information.</p> <p>4.9 TA overtime costs – Jan 2017 £655.62, Feb 2017 £958.52, Mar 2017 £730.90, Apr 2017 £1232.53. All costs are a month in arrears ie: Jan £ is for hours worked in December.</p>	
5/5/17	<p>SES/SIP- these were circulated prior to the meeting</p> <p>Spring Term- actions highlighted in green had been completed Summer Term- many actions already completed The RE Action Plan- this is behind schedule due to staff absence. It has been deferred until September.</p> <p>The current focus is on Raising Teaching Standards throughout all key stages and demonstrate evidence of outstanding practice alongside good practice, Raising pupil attainment to demonstrate at least expected progress is made by all pupils based on their previous attainment. SATS in KS1 and KS2 – booster classes have been undertaken by the temporary KS2 teacher and her hours have been temporarily increased from 0.7 to full time during</p>	

	the term leading up to the SAT's. Monitoring is undertaken by the Head teacher.	
6/5/17	<p>Curriculum & Assessment.</p> <p>The support by governors for the conduct of the SATS was acknowledged</p> <p>The assessment of KS1 children- Year 2 completed by 2 children- one child was dis applied with the full knowledge and agreement of the parents</p> <p>The scheme of work "Cornerstones" to be adopted- governors to attend an after school session to explain the impact the cost will be £1800 plus £250 annually for assessment. Training is to be scheduled for all teaching staff next term.</p>	
7/5/17	<p>PE & SSPF</p> <p>A full report was tabled which included the planning meeting with Richard Mansfield DCCT for 2017/18 and presented for governors to read and comment on after the meeting.</p> <p>Funding- 2016/17- Income £6875 – Spend- £4283 as at May 30th 2017</p>	
8/5/17	<p>EYFS-Planning Party this comprises- KW, MT, TB, JF and the pupils voice through Years 5 & 6. There will be a meeting on 26/5/17 at 11am with Paul Hunter to consider the outside provision and ideas to be added to the Action Plan. T.B. is to identify potential companies for resources and contact property services re the garden and the gate to enclose the small area outside the KS1 classroom.</p>	
9/5/17	<p>School Council- A report from Mrs Sue Bruce was tabled- see attached</p>	
10/5/17	<p>Safeguarding- this has all been completed along with the Prevent training on line and certificates have been placed on file in the office.</p>	
11/5/17	<p>Policy Review and approval - Rachel Gardner has read and reviewed all policies in the red, green and yellow folders. Notes have been made in readiness for updating prior to approval</p>	
12/5/17	<p>Governor visits/reports/recruitment - Following an interview for the Clerk to Governors the appointment was not made. This position has been re-advertised</p> <p>School Business Officer- Mrs C Miller has resigned. An advert has been produced and will be sent to DCC for advertising.</p> <p>Mrs R Gardner has resigned as from 31/5/17 (early release was negotiated with Governor approval) HR have received the letter and the LA have been informed</p> <p>Mrs Wildgoose will continue until the end of term. The advert for this position- KS2 teacher will be a temporary contract –September 2017- July 2018- 0.7 hours per week. The PPA time will be ½ day fortnightly; the spread of time will be all mornings and 2 afternoons. On Line Safer Recruitment Training has been identified for Head teacher and Chair of Governors to undertake ready for the</p>	

	<p>interview. Two more governors will be requested to undertake this training in case of sickness or absence during recruitment by Head Teacher or Chair of Governors.</p> <p>Caretaker position still not filled- a late applicant has been received and will be interviewed in June.</p>	
13/5/17	Audit- items already covered	
14/5/17	<p>Performance Management - 1/12/16</p> <p>Mrs Blackwell left the meeting as she had declared an interest in this item.</p> <p>Mrs Davis confirmed that Mrs Blackwell's review had been carried out by herself and Mr Dean on 1 December 2016. Mrs Davis explained the key objectives within the review.</p> <p>Mrs Davis confirmed that new objectives have been set for the coming year and that Mrs Blackwell is happy with them.</p> <p>Governors agreed to approve Mrs Blackwell's pay progression.</p> <p>This review was carried out in accordance with statutory requirements.</p> <p>Proposed by Barbara Davis Seconded by John Dean</p>	
15/5/17	Term Dates: Term dates for 2017/18 were presented and the final inset day 30/6/17. These were approved by the Governors	
16/5/17	<p>What have we achieved tonight that will make a difference?</p> <ul style="list-style-type: none"> ➤ Progress with EYFS project ➤ IT ➤ Funding ➤ Positive action regarding the lack of support from Diocese since the departure of the Ministry Assistant 	

Meeting closed: 9:45 pm

Next meeting Thursday 13th July 2017, 7pm

Signed

Date

Chair of Governors