

Hartington CE Primary School – Board of Governors

**Minutes of a meeting held on
Thursday 29 September 2016 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 S Bruce and Mrs C Clayton.

Associate Members Present:

Katherine Webley, Rachel Gardner

Welcome and Prayers Mrs Davis

The minutes were taken this evening by R.Gardner due to having no Clerk to Governors at the present time.

Minute No	Details	Action
Procedural Matters		
1/9.16	<p>Clerk To Governors and Minute Taking There have been no applications to fill the post of Clerk at present. Mrs Broomhead asked if Governor Support could supply someone in the interim to cover the post. Mrs Blackwell said she had asked them but although they have a bank of clerks, no one was available to fill the post at present. Mrs Broomhead has asked that a letter be sent to DCC to point out that we are very stretched at the moment and Ofsted is due and we need the help now. Mr Dean said it wouldn't be a good idea to highlight our difficulties to the Local Authority. Mrs Davis asked that the post be re-advertised again.</p>	TB
2/9.16	<p>Apologies for Absence Apologies were received and accepted from Judith Flower and Barry Wager. We heard today that Judith's father had died so we are going to send flowers and a card from Governors and the school.</p>	TB
3/9.16	<p>Declaration of Interest (including forms) All Governors and Associate Governors present completed the declaration of interest forms immediately, forms will be sent to Mrs Flower and Mr Wager to complete as soon as possible.</p>	BD
4a/9.16	<p>Minutes of the previous meeting on 14 July 2016 The minutes dated 14 July 2016 were approved, agreed and accepted as a true record. Proposed by Sue Bruce and seconded by Carol Clayton There were also confidential minutes dated 14th July 2016 which were there for people who were present at that meeting to view. These were</p>	

4b/9.16	<p>approved and accepted as a true record.</p> <p>Matters Arising/Action Plan from the minutes</p> <p>There were no matters arising.</p>	
5/9.16	<p>Governing Body Changes</p> <p>A new chair and vice chair were approved for the new school year. Mr Dean proposed Mrs Davis as Chair and Mrs Broomhead as Vice Chair. This was seconded by Mrs Bruce. All others present were also in favour of this.</p> <p>The governing body was spoken about by Mrs Davis with regards to rearranging some of the roles as there were now vacancies within the governing body. Mrs Blackwell had, prior to this meeting, spoken to Mr Wager who could no longer be a parent governor but was willing to stay on as a governor. Mr Wager was moved to Community Governor. Katherine Webley was moved from associate governor to Parent Governor. This however still leaves governor vacancies which could be advertised.</p> <p>Mrs Blackwell informed the Governing Body that Mrs Teeboon's partner is an accountant and might be interested in joining the Governing Body, which would be an asset on the Finance Committee. Mrs Blackwell has asked Mr Wager to lead the Finance Committee for this year.</p>	<p>BD</p> <p>TB</p>
6/9.16	<p>Terms Of Reference for Committees</p> <p>Mrs Davis wants to alter the structure of the committees so everyone is on all committees to get a broad knowledge of all aspects of Governor roles.</p> <p>Terms of Reference for all the committees are the same because they were only reviewed and updated in February 2016. Everyone agreed to accept them and Mrs Davis is going to put a copy in individual Governor files for everyone.</p>	<p>BD</p> <p>BD</p>
7/9.16	<p>Safeguarding</p> <p>DCC have sent updated copies of Child Protection and Safeguarding policies which also affect what website content is statutory. The changes are supposed to be completed by the end of September but Mrs Blackwell knows other schools within the cluster are still working on these updates. She wants to thoroughly review the policies before we are asked to adopt them.</p> <p>Mrs Blackwell stated that all Governors and Staff need to update their Safeguarding training this school year and she is looking into possible training.</p> <p>The Governors also need training on Safer Recruitment because of the</p>	<p>TB</p> <p>TB</p>

	<p>future advertisement for the post of School Business Officer It may be possible to access the DCC online course that is hopefully free. Mrs Miller/Governor Support will be asked for the correct link, and Governors will be informed.</p> <p>Mrs Davis has a safeguarding link, from the NSPCC, about the Pokémon mobile game currently popular. Mrs Blackwell is going to forward the details to all Governors and add to the school website.</p> <p>Traffic Control outside School Mrs Blackwell wants to raise the issue for child safety outside the school gates and link it to the School Improvement Plan (12.) She is suggesting a 20mph speed limit and/or bollards/sleeping policemen to calm passing traffic and improvements to the existing barrier. Mrs Broomhead and Mrs Bruce agreed to take a letter about the issue to the Parish Council meeting next week from Mrs Davis and Mrs Blackwell. Mrs Webley suggested closing the driveway gates once cars are parked so children cannot get onto the road that way either. Everyone agreed that was a good starting point. We wait to hear what the Parish Council decide.</p>	<p>TB</p> <p>TB</p> <p>LB/SB</p>
8/9.16	<p>Finance The school has spent over last year's budget to cover additional hours provided by Mrs Flower and Mrs Teeboon. Governors had already agreed to the increase so Mrs Blackwell thanked them for their support.</p> <p>Mrs Charlie Miller is working in the office doing scale 7 duties for 10 hours a week only, she is not doing any duties from lower scales. Her wages are equal to those paid to Mrs Parsons for 15 hours scale 5 previously.</p> <p>Mrs Blackwell has previously contacted Phil Burrows regarding the Small School Contingency Fund. Mr Burrows believes we are eligible for additional funding due to the school's circumstances of having approximately 50% of children on the SEND Register – we are waiting to hear more from them.</p> <p>This year we have budgeted for 15 pupils but there is the possibility of another child joining us next week. Mrs Broomhead agreed to search for more funding sources but warned that they can't be seen as sustainable sources only 1 offs. She is also going to check whether sources that do not want any publicity are not contravening any financial laws.</p> <p>The school PTFA are happy to support the funding for improving the small playground/curriculum for Early Years Provision and building school numbers. Mrs Broomhead has information on a 50% match-funding scheme of between £5000 and £15000. Everyone agreed we need a working party set up to start the process and get the preliminary work undertaken this school year.</p> <p>Mrs Broomhead and Mrs Bruce agreed to approach the Parish Council</p>	<p>TB</p> <p>TB</p> <p>LB</p> <p>LB</p> <p>LB/SB</p>

	for financial support because of the value it would add to the community for holiday/village use.	
9/9.16	<p>Audit including Audit Matters Mrs Davis has a newsletter from Derbyshire Audit Services a copy of which will be placed in each Governors file.</p> <p>Mrs Broomhead asked for the Governor Files to be added to next terms agenda.</p> <p>Mrs Davis thanked Mrs Blackwell and Mrs Flower for completing the extensive action plan.</p>	<p>BD</p> <p>BD/JF</p>
10/9.16	<p>Head Teacher's Report – see attached</p> <p>In addition, Mrs Gardner heard today that she has an appointment for an operation on 8th November that will need supply cover.</p> <p>Page 5 of the Report covers the procedure for Confidential Minutes that we will now follow.</p> <p>Mrs Blackwell recommends that all Staff, Governors and Link Advisors undertake Raise Online training, which will be useful in preparation for an Ofsted visit. It costs £400 approximately. Governors were happy for Mrs Blackwell to find out more details.</p> <p>Mrs Blackwell asked if any members of the Governing body would join our school council for approximately 1 hour per half term. There were no volunteers from the meeting but Mrs Davis stated that she would attend these meetings if no-other Governor came forward.</p> <p>The website is to be updated when Mrs Flower returns in November, but she will be on a phased return.</p>	<p>TB</p> <p>BD</p> <p>JF</p>
11/9.16	Inset Days – in Head Teachers report	
12/9.16	SIP – in Head Teachers report	
13/9.16	Assessment – see Head Teachers report.	
14/9.16	PE & School Sport Premium – see attached report from Mrs Broomhead. Mrs Broomhead recommended that the report also be added to the individual Governor files ready for Ofsted. Mrs Davis to put in Governor files.	BD
15/9.16	<p>Any Other Business</p> <p>Dates for this year – Full Governor meetings 17th November 2016 12th January 2017 9th March 2017</p>	

	25 th May 2017 13 th July 2017	
16/9.16	<p>What have we achieved tonight that will make a difference?</p> <p>All governors are aware that there are changes and updates to the Safeguarding criteria. Relevant on-line training is to be arranged to ensure all stakeholders have received updated training in line with new Ofsted requirements during the Autumn Term 2016.</p> <p>The meeting closed at 9.00 pm</p>	TB/BD

Signed Dated