

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on
Thursday 19 January 2017 at 7.00pm in School

Governors Present:

Mrs B Davis-BD (Chair), Mrs E Broomhead-LB MBE (Vice Chair), Mrs T Blackwell-TB (Head Teacher), Mrs S Bruce-SB, Mrs C Clayton-CC, Mrs K Webley- KW,

Associate Members Present:

Mr B Wager (arrived 7.45 pm).

Apologies:

Mrs R Gardner, Mrs J Flower, Mr J Dean

Start of Meeting: 7.10 pm

Introduction to Link Advisor- Mr Paul Hunter

Welcome and Prayers Mrs Davis invited Mr Paul Hunter who led the prayers

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

Minute No	Details	Action
Procedural Matters		
1/1.17	<p>Explanation & review of the SIRR</p> <p>The following items were discussed in depth-</p> <ul style="list-style-type: none"> - Governors to support TB to access opportunities to visit other schools in the cluster to learn from good practice - Governors need to be fully aware of the marking policy and how the children’s work is marked. The children are required to know how to move their learning forward via two stars and a wish. - Pupil Premium children- Governors must be aware of the progress these children are making and how Pupil Premium money is spent. Small schools hold the information regarding Pupil Premium in the office but reference to this is made on the web site this is due to small cohorts and identification. - Outside provision for EYFS is a priority and should be accessible to all children in the KS1 classroom during the curriculum time. - Clarification provided on the results for Reading, Writing, Maths - Governors to be aware of how talented children are being challenged - Areas where Governors need to improve- Governor Newsletter to parents outlining what we have done; what we want to do; and how parents can help - Governors to be present during Parents evenings and social events in school. - Establish Governor Network for Small Schools - Inset with other schools to promote networking and shared costs. 	<p>TB provide Numbers in each year</p> <p>BD/TB/JF</p> <p>BD/TB/JF ALL Paul Hunter TB</p>
2/1.17	Declaration of Interest	

	All Governors present at the time were asked if they had any declaration of interest on any items on this agenda. There were no declarations made by any governor.	
3/1.17 3a/1.17 3b/1.17	<p>Minutes of the previous meeting on 17 November 2016</p> <p>Corrections- Page 3- spelling of Woodruff; Page 9- 14/11/16 not 14/9/16; Page 11- spelling Lacey</p> <p>With these corrections the minutes dated 17 November 2016 were approved, agreed and accepted as a true record. They were proposed by Mrs Broomhead and seconded by Mrs Bruce.</p> <p>Matters arising not on the agenda</p>	
3c/1.17	<p>3/11.16- On line training-the following Governors have completed- LB, BD, SB, KW, CC. To confirm at next meeting- JF, JD, RG</p> <p>4/11.16 – We have been refused the Small School Contingency Funding at the present time due to the school’s carry forward, but this will be reviewed again in February. TB explained how we had needed to use next years’ budget to fund a T.A. to support in KS1. TB identified further reasons why the school considered itself eligible for this funding: High proportion of children on the SEN register requiring support and dedicated programmes, a child entering the school the day after census who is accessing the curriculum two years below her peers, the KS2 teacher is at present on long term sick leave and the school is reimbursed for only 80% of her pay not 100%. We have a supply teacher at the top of her pay scale covering this sick leave (0.7 days per week)</p> <p>5/11.16 – Audit Action plan- R6- Private School Fund has been located- signatories to be altered with J Flower to be added</p> <p>R7- Critical Incident Management Plan- up to date- deferred to next Agenda</p> <p>R9 and R25- Deferred to next meeting</p> <p>R 20- receipt book purchased</p> <p>R21- Key box to be purchased</p> <p>R26- Windows 7 update- advised to stay with old system</p>	<p>JF,JD,RG</p> <p>TB</p> <p>TB</p> <p>BD to add R7,9, 25</p>
4/1. 17	Staff Induction Package- Deferred till next meeting	BD to put on next Agenda
5/1.17	School Gate- This was discussed at the Governor Strategy meeting 8.12.16 It was decided that it was not required at this time as the present gates are is being consistently closed ensuring the safety of the children	TB
6/1.17 6a/1. 17	<p>Head Teachers Report-</p> <p>Gifted and Talented- a year 4 child has been identified as ready to be extended with her work in literacy- she has joined Mrs Wildgoose class and is making good progress – once confidence is realised this will be extended to Maths. Parents are pleased with the situation</p>	
6b/1.17	It was agreed that TB needs to provide governors with more information on how the funding for Pupil Premium is spent. Currently this is done by providing extra booster classes with Mrs Teeboon and Mrs Flower as well as bringing in outside support for Behaviour management. Once staffing levels are back to normal Mrs Teeboon will access further	

<p>6c/1.17</p> <p>6d/1.17</p> <p>6e/1.17</p>	<p>training.</p> <p>Last term it was 100%, this term a parent has applied for an absence under Exceptional Circumstances, which does not meet the criteria. After consideration the Head teacher feels this will be of benefit to all concerned and recommends to Governors that it should be authorised. Agreed unanimously</p> <p>International Award- The work initially undertaken is now outdated and the school will need to re-do before we are able to re-apply, however we have started a project with a school in Uganda through contacts of Mrs Broomhead- the children have begun to write letter telling the children in Uganda about the village, school and their lives, this will include photographs</p> <p>Premises report- the kitchen will need to be repainted- Mrs Blackwell spoke to Mark Rushworth from Property Services and said she felt that this should be done at no cost to the school as the paint was not at the standard necessary for the kitchen.</p>	
<p>7/1.17</p>	<p>PE & SSPF- The Report from Mrs Broomhead, Governor responsible for PE&SSPF, was tabled – this will be on the school website with these minutes. She also explained the impact document 2015/16 - which clearly outlines how the funding has made a difference to the children who have attended this school over the past 8 years primarily in the area of leadership.</p>	
<p>8/1.17</p>	<p>EYFS-An audit of the whole school provision regarding Health and Wellbeing has been undertaken as part of the Healthy Schools Award. Areas of development have been identified which include those within the present Early Years Provision. Mrs K Webley (Governor with responsibility for EYFS) has been involved in the preparation of an action plan which include the following targets</p> <ul style="list-style-type: none"> ➤ Children’s wellbeing in the playground ➤ Embedded E-Safety understanding ➤ Development of outside provision <p>The action plan will be sent to Governors and Governors to reply with ideas by 2.2.17</p> <p>A suggested-buddy system for outside playtimes has been discussed with staff and pupils and an outside and indoor rota is being collated for equipment and zones to play in. This is having a positive impact on the children’s behaviour during these periods and providing an opportunity for the development of leadership skills.</p> <p>Healthy Schools Project/ Breakfast Club is having a tangible impact on the children’s performance within the curriculum. Mrs Blackwell provided example to illustrate this</p> <p>A working group was confirmed- Mrs Blackwell, Mrs Davis and Mrs Webley</p>	<p>ALL</p>
<p>9/1.17</p>	<p>Assessment- this was deferred and will be the focus topic of a Governor Strategy meeting on February 23rd</p>	
<p>10/1.17</p>	<p>Safeguarding-Governors who have completed the on line Safeguarding Training Course have been asked–to place their certificates in their governor files as evidence. All governors present have completed the award except Mrs Blackwell and Mr Wager.</p>	

11/1.17	<p>Policy Review and approval- the 6 policies named below were circulated prior to the meeting; all governors reported that they had read them and approved for signing off by the Chair</p> <ol style="list-style-type: none"> 1. Numeracy Homework Policy 2. Marking Policy 3. International Policy 4. Inclusion Policy 5. Exclusion Policy and Procedures 6. Policy on Teaching and Learning – Policy linked to Safeguarding(E-Safety) Inclusion, Behaviour, Marking and Homework Policies 	
12/1.17	<p>Governor visits/reports/recruitment- Mrs Davis provided an example of a report she had written, following a visit. During the classroom observation she was able to confirm the impact that the Pupil Premium Funding was having. Mrs Broomhead confirmed that her visits when she held Gardening Club activities; the children demonstrated learning and understanding from previous sessions as well as showing how the buddy system was having a positive impact.</p> <p>It was agreed that the advert which had been prepared for a Parent and associate Governor should be placed in the Parish Magazine School display area and at the Post Office.</p>	EB/SB
13/1/17	<p>What have we achieved?-</p> <ul style="list-style-type: none"> ➤ An in depth review of the SIRR led by the link advisor had challenged governors to be more pro-active in their communications and profile with Parents ➤ The governors want to be more aware of the impact of Pupil Premium; the Head teacher will support this ➤ Establishment of an EYFS working Group to progress this important aspect and bring recommendations to the next Governors meeting 	
14/1/17	<p>Confirmation of next meeting dates</p> <ul style="list-style-type: none"> ➤ Governors Strategy meeting 6pm- February 23rd ➤ FGBM- March 9th 7pm 	

Signed Dated