

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 2nd February 2022 – 4:30pm via Microsoft Teams –

Meeting of 26th January postponed due to Covid outbreak in school.

Governors Present: TP (Vice Chair), TB (Head Teacher), JF (Staff + Clerk), LB MBE (Foundation), DH (Co-Opted) and JD (Foundation) governor

Associate Members Present: GD (associate)

Apologies-: KW (Parent) and AI (Chair + Parent) – (phone call 4:55pm)

Minutes taken by JF - Clerk to Governors,

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence TP (vice Chair) chaired the meeting as AI had a last minute safeguarding issue at work. TP welcomed everyone to the meeting and presented a prayer for guidance.</p>	
<p>1-2/2/2022 (1-A) (1-B)</p>	<p>Declarations of interest in any items on this Agenda: None A poster advertising for an LA governor was placed in the local post office. Unfortunately, we have had no response. JF is to forward the poster to DH for her to place on the community web site.</p>	JF
<p>2-2/2/2022 (2-A) (2-B)</p>	<p>Minutes of previous meeting These were circulated prior to the meeting.</p> <p>Amendments and acceptance of Minutes: 1st December 2021 They were accepted and proposed as a true record by TP and seconded by DH. There were no amendments. The confidential minutes from the finance meeting on 10/11/2021 were read by JF. Should any governor wish to read the full transcript they must access it in school. They were accepted and proposed as a true record by TP and seconded by DH. There were no amendments.</p> <p>Matters Arising not on the Agenda: Approval for the purchase of fuel is required as the invoice for 1700 litres will be over £1000 – FGB agreed for this purchase to be actioned and a minute number applied. JF explained to the FGB that she had been contacted by finance that Option 1 required topping up with £2500 of funding. This money can be taken from the DVC and transferred to Option 1. JF is to email a minute number and confirm the transfer of funding following the FGB approval. The Vertas invoice for October to March is still being withheld. The school are keeping a track of the hours owed from November 15th to the end of January. The Christmas break is causing an issue due to the number of hours not been undertaken. Vertas stated that a cleaner only undertakes 38 weeks a year. We have a caretaker contract which is for 3 hours a day, not a cleaner contract, also a deep clean was promised during the break. We have also been told that it depends on what holiday the previous caretaker had undertaken. The cleaner that had been covering till 12th January had been completing 2 hours and a record has been kept. Then we had another relief cleaner who initially completed 2 hours then reduced to 1.5 hours. At present the cleaner is only completing 1 ¾ hours due to having to cover another site. Following a conversation with Indy Modare – Vertas - Area Manager he has asked us to put all our queries and the hours to be credited into an email which the SBO will undertake. TP asked if we were going to carry on ‘limping’ along for the present time. TB stated that she had spoken to other schools who had terminated their contract with Vertas and now employ a private company. Based on these conversations it is evident that an issue is expense, sick cover plus they may cover more than one school, therefore</p>	<p>JF</p> <p>JF</p> <p>JF</p>

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	<p>you may not be able to get the coverage of hours at the schools convenience. Absence request: A copy of the request was forwarded to governors prior to the meeting and the request criteria from the LA. TB outlined the background of this request and that the holiday had already been undertaken. The child had been off ill before school then returned for one day before contracting Covid, which also affected the whole family. Since Covid 19 the guidelines regarding term time holiday absence have slightly altered, but each request is assessed on its own merit. The family are also in the hospitality business so they are currently unable to take holiday during the school holidays. TB stated that she would not be issuing a penalty notice to the family based on previous attendance and specific year group. Also it was important to maintain a positive relationship between the school and family due to the size of the school and pupil numbers being affected. TB proposed that the holiday be authorised due to the mental health and well-being of the whole family. The FGB agreed to the authorisation of the holiday and in the current times these were exceptional circumstances. TB to complete the approval letter.</p> <p>JF has collated the Specific skills and financial skills self-evaluation forms that were completed at the start of the academic year. She will forward governors a copy of this information for them to see where we have gaps.</p> <p>(2-C) Action List: 2B-14/7/21 - Health & Safety Audit – This is still to be completed but due to Covid had taken a back seat. TB to contact Dave Newbury – Health & Safety Consultant for advice. 12-14/7/21 - Governor Page Chair statement & profile for Web page – AI was absent from the meeting so unable to comment. 1C-20/10/21 - LA Gov - Poster that was placed in the post office is to be forwarded to DH for her to put on the community web site to see if we can get any interest. 2c-27/1/21 – LB is to organise a photographic session of the EYFS on a lovely sunny day to promote prospective parents interest. Still waiting for a sunny day. 3-20/10/21 – The letters of thanks to donators of funds towards the wind break are still waiting completion of the work. 2-1/12/21 – Vertas hours are being recorded and a credit note has been applied for the period 15th November to 31st January 2022. 3-1/12/21 – JF is to contact the DPO re LB’s GDPR certificates as she thought she had achieved it. 4-1/12/21, 7-1/12/21 – These items were all to do with building bridges between the governing body, staff and the head teacher and are to be removed. TB had spoken to staff about the issues raised at the FGB and they were happy that TB had spoken to the governors about them and they unanimously agreed that no further action was to be taken. 5-1/12/21 – Governor training, safeguarding and GDPR training are being sourced by JF, but due to the ongoing Covid pandemic trainings remain on line. 12-1/12/21 – JF continues to inform DH of items on the web site that will be of interest to the community.</p>	<p>TB</p> <p>JF</p>
<p>3-2/2/2022 (3-A)</p>	<p>Head Teachers Report: SIP – Autumn Term 2021 updated and Spring term 2022 reports were sent out prior to the meeting – no questions were raised. TB stated that she had almost completed her Head teacher report and that it would be sent out by the end of the week. All questions are to be emailed to the Head. TB reported that the average attendance for 2021/22 academic year had been 97.36%, SEND 97.31% and Pupil Premium 94.79%. The national average is 96%. There had been no unauthorised absence and the average absence was 8.5 days per child. This was rather high due to an outbreak of sickness and diarrhoea (norovirus). The average attendance for September 2021 to December 2021 was 93.94%, which is below the national average. SEND 95.65% and Pupil Premium 95.17%. There had been</p>	<p>TB/JF</p>

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	<p>no unauthorised absence and the average absence was 8.4 days per child. TB reported that the attendance average would be even lower in the spring term due to an outbreak of Covid 19 affecting both staff and children since December and the school having to follow the government guidelines regarding isolation. If children are well enough work packs have been sent home, emailed or delivered (due to the size of the school online teaching has not proven very successful as internet is not always good and parents prefer paper copies). Unfortunately, the work doesn't seem to get completed and ends up being returned to school. This then means the pupils are having to play catch up as well as completing the work set in class. This impacts their playtimes and staff's preparation time. In some cases, an entire unit of work has been missed, which is recorded on the pupil's records. Due to having mixed key stages these units will be revisited later during the academic year. Staff have undertaken training in various programmes to support catch up teaching and mental health and wellbeing.</p>	
<p>4-2/2/2022 (4-A)</p> <p>(4-B)</p>	<p>Finance / Budget 2021 -2022</p> <p>Staffing</p> <p>The Spring terms 3/4 governor report was sent to the finance committee in January. The estimated year-end balance is slightly higher than expected. The projection for 2023-24 shows that the school will go into the red by a small amount but this amount will increase significantly the following year 2024/2025. As the end of year will be below £25,000 in 2022/23 the school should be able to apply for 'Small School Contingency Funding' although Phil Burrows had informed school that there possibly wouldn't be any budget left as many schools were accessing this funding pot. The current budget forecast is based on two EYFS pupils joining the school in September 2022 plus costings for the existing staff allocation of hours. The preliminary entry forecast for 2022/23 states we may have 5 EYFS pupils with only one pupil transferring to secondary school in 2022 and one in 2023. This will have a positive impact on the budget for 2022-23, by increasing the projected carry forward. A list of budget projections has been received from Andy walker (School Support Finance) outlining the increases that will affect the budget that is: pay awards, national insurance, gas cost increases plus pupil costs, Government Covid grants, PP etc. These will also be incorporated into the budget going forward.</p> <p>The two pupils that joined the school in November are eligible for Pupil Premium funding, but unfortunately the school will not be able to use this funding to supplement these pupils as it has already been allocated to their previous school, so will be part of their budget. We will not be able to draw upon this funding until these pupils are registered on the October census in 2022.</p> <p>TB brought to the attention of the governors that the class 2 teaching position would require advertising in the spring. They would need to decide on the hours, areas of expertise etc. At present Mrs McGuinness works 0.8 over five days, this allows her to finish at 2:30pm on her three full days, and the remaining hours are used as planning and preparation time. TB stated that this current arrangement has not proven to be very successful due to her being unavailable for trainings, meetings etc. after school due to her child care commitments. At present Mrs Stubbs is absent on sick leave, but the position is being covered by a relief cook. DCC have cut the kitchen hours again, which is making the position untenable for Mrs Stubbs as she is struggling to complete the work load in the new designated hours which are based on pupil numbers.</p> <p>SFVS</p> <p>The format of this document has been altered again. The SFVS requires completing, approving and submitting to the LA before March 31st. JF has transferred the information from the 2021 document in readiness for completion. JF stated that the document requires Governor input and TP offered to help. A copy of the document is to be forwarded to him.</p>	<p>TB/JF</p> <p>JF</p>

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<p>5-2/2/2022</p> <p>(5-A)</p> <p>(5-B)</p> <p>(5-C)</p>	<p>Safeguarding</p> <p>S175 Safeguarding Audit – This document will require completion, approval and submitting to the LA in May. JF is sourcing updated safeguarding training that all staff and governors will be required to attend</p> <p>GDPR Training – The data protection officer has been in touch to notify the school that governors and staff are required to undertake GDPR training again. This is mandatory training and a certificate has to be achieved. The training will be two hours (4 till 6 – virtually) on a Monday. JF is sourcing dates. JF has been awarded by the LA’s GDPR team the Data Protection Champion award for dedication to helping the school achieve data protection compliance. This certificate has been awarded to only fifty individuals in the county so is a huge accolade and achievement for JF and in turn the school.</p> <p>KCSIE – Keeping Children Safe in Education</p> <p>The new Keeping Children Safe in Education (KCSIE) updated in September 2021 and the KCSIE part one Statutory guidance & information for schools and colleges, also updated September 2021, have been sent out to all governors and staff. These documents require reading and a register signed to verify this action.</p>	<p>TB/JF</p> <p>JF</p> <p>JF</p> <p>JF</p>
<p>6-2/2/2022</p> <p>(6-A)</p>	<p>Curriculum</p> <p>Reports were sent out prior to the meeting: RE, Literacy, Numeracy and EYFS – no questions were raised. TB informed the governors that Renaissance (who we access Accelerator Reader through) have produced a maths program similar to AR which allows you to deliver differentiated practice aligned to ELA and math standards. This will allow pupils to work at their own pace once they have undertaken the star assessments, access teacher directed tasks, prescribed consolidatory tasks with opportunities for mastery and challenge, which promotes ‘sticky learning’ to take place. Having accessed a meeting with Renaissance to discuss the program TB would like approval from the governors to sign up for a three-year contract. This longer contract will ensure that the school accesses a significant discount and is better value for money. AR is due to be re-contracted in September 2023 and a deal has also been renegotiated to ensure a three-year contract with discount. JF is to forward the quotes and further information to all governors for them to look at and email their approval or questions by the end of Monday 7th Feb. ‘Freckles’ would be payable from 2021/22 budget and Accelerator Reader from 2022/23 budget. TB informed the Governors that Dr T Blackwell continued to look at the maths scheme and incorporate ‘White Rose’, ‘Twinkl’, Collins and resources to help support teaching. Ofsted will do a ‘Deep Dive’ into numeracy at the next inspection.</p> <p>Assessment – Tracking and monitoring</p> <p>This is being updated by TB & MT and it has been decided that the assessment ‘best fit’, which links to the Cornerstones scheme of work, and makes links to the assessment system implemented in class 2 is the one that Twinkl has developed. This assessment is a visual document, which is very similar to a previous tracking and assessment document produced by the LA. All areas of the curriculum are required to be assessed and once this system is in place will be presented to the governors.</p>	<p>JF</p>
<p>7-2/2/2022</p>	<p>PE</p> <p>TB is now the PE co-ordinator with support from MT. The school is still buying into the package ‘Real PE’ which provides provision which supports delivery and monitoring of all units of work. MT assists with delivery. Pupils seem to be enjoying the PE lessons and are beginning to become more confident at setting their own challenge and performance. ‘Real PE’ allows the pupils to be assessed and monitored 6 times a year and produces a concise report. LB and MT kindly liaised with the Youth Hostel regarding the Orienteering course and how it can be used with the community, families and schools which visit the village. Currently the YH are waiting for an</p>	

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	<p>orienteering pack from the school to support this delivery but also to help determine what costs they will pay for the use of it. Further sporting and CPD opportunities are accessed through the affiliation with RDSSP and Primary Stars. Unfortunately, due to the recent Covid outbreak in school this term we have had to withdraw from Tag Rugby and the Disney Festival that we were due to take part in. A taster session of Karate has been arranged through Chris Bethell RDSSP – Anthony Gell for this term. TB asked LB to reaffirm the terms inter & Intra. Inter is external competition and intra is internal competitions. Swimming for this year has been completed in the autumn term. The school has made enquiries regarding the possibility to access further swimming for KS2 pupils that can't swim, during this academic year. At present there are 6 out of 9 pupils in KS2 that can't swim and if they continue to make the progress they are currently will not reach the year 6 standards, by the end of the academic year when they are year six pupils. TB asked LB if there was anything further she would like to add to this agenda item. LB had nothing more to add.</p>	
<p>8-2/2/2022</p> <p>(8-A)</p>	<p>SEND A SEND report was sent out prior to the meeting – TB recorded in the report that there were 5 pupils on the SEND register when it should have read 6.</p> <p>NELI – Nuffield Early Language Intervention Both MT & LR have completed the NELI training. Parents' have given their permission for the identified pupils to participate. The baseline assessments have been completed. 6 pupils will undertake individual targets and group work. The program is for 10 weeks followed by a further 10 weeks, and is a government funded initiative. The programme is to support the delivery of expressive and reciprocal language. The NELI program is underpinning the work undertaken in conjunction with the ELSA and Shape Coding programs that are also been delivered within school. The NFER year 3 assessment was deferred from the autumn term to spring term, this has not been confirmed yet.</p>	
<p>9-2/2/2022</p>	<p>Policies The Adverse Weather Policy, Confidential reporting code whistleblowing policy, Dinner Money Policy, Extended School Services Dept Policy and the Menopause Policy were all sent out to the FGB prior to the meeting for approval. Questions were raised by DH & LB – see below - <u>Whistleblower policy</u> - See quote in red, question in black, answers in blue. <i>If you make a disclosure in good faith that you reasonably believe is in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, your allegation is frivolous, malicious or for personal gain, you may be subject to disciplinary action. Who makes this decision whether it is good faith – frivolous?</i> <i>I am not sure but think it will be the panel investigating the disclosure ie Senior leadership of the school or if it is against the school it would go to the LA.</i> <i>School meal policy changes to current practice – this will be fine for new parents who will not have known another system – however I think it needs careful and sensitive explanation to current parents and for them to understand that this is County policy and out of the schools control – always believe in answering the question before it is asked</i> <i>To ensure that the school's budget is not adversely affected by the cost of School meal debt, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. However, the school is prepared to allow regular agreed payments for any family who finds themselves in a temporary financial dilemma to help prevent a substantial debt occurring. Each case is considered by 'its own merit' and treated with the strictest of confidence. Although the 'Zero Tolerance' approach may seem harsh to some parents it is important that the school budget is spent for the benefit of all our pupils and not a small number. It is intended that this would be implemented over the summer as parents would pay for the July lunches at the end of the term and then would be invoiced at the start of the academic year in September for the autumn term 1 lunches. A letter will be sent out to prepare parents for this change and an explanation of the reasons. It is important that the school functions in line with LA's protocols.</i></p>	

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	<p><u>Extended School provision – approve as it stands</u> – however believing this opportunity for all children is invaluable and to increase access to all families not only those who can afford - mindful of need to be fair to all---- could the community provide some financial support to all (in other words to the school to allow the amount to be cut) we can definitely afford as well as Hartington Charities haven't mentioned anywhere else yet but do feel strongly about this – especially if we Community/Church can find the money to pay for the provider – so it is not coming from school budget – what do you think? At present we do not have any parents who have incurred an extended services dept, but do you not think that contribution made by Hartington Charities would be better used for larger projects. In the past, as you know, it paid for a member of staff and they had also agreed to cover the travelling costs for two pupils, both these examples would have incurred a significant contribution from the charity if they had both been taken up. In the past when families have found these payments difficult the cost has been covered by PP funding due to the child/children being in receipt of this funding thereby it being re allocated. Also, not all children require the services of this club so the contribution made by the charity would not benefit the whole school, just a few, which could upset parents. Is there a reason why you do not suggest bank transfers as a form of payment? (At least as an option). I can't remember when I last paid anything by cheque!</p> <p><i>In answer to your query: All money is paid into a DCC bank account, which would raise the issue of tracking it, as we have to complete all payments on a system called SAP. The only way round this would be to either BACS into the private school fund account and transfer every term, which would mean more work when auditing and it would require me to be constantly checking the account. The other way would be to set up a system called Parent Pay which seems a large undertaking for a small set of families.</i></p> <p>All policies were approved by the FGB meeting and will be uploaded to the web site ASAP by JF. A copy of the questions/queries to be sent to all governors.</p> <p>The ‘Code of Conduct for Governors’, is still awaiting approval. It was suggested that the following statement be added as point 12: Access to Head teacher and staff. An individual Governor, when necessary can access the Head teacher and staff by making an appointment with the School. For a meeting or a telephone call. Approaching the School without an appointment in teaching time and speaking to Head teacher and Staff in classrooms is not acceptable behavior. The time and duration of any such meetings must be agreed and managed by all parties to support the best use of time in the School. It was requested that a copy of this point be sent to all governors for them to read, JF to complete. JF asked LB is she had any further points to raise regarding the statements she had bullet pointed for the last meeting. LB stated she hadn't. This policy will be part of the agenda for the next meeting.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
<p>10-2/2/2022</p>	<p>SIAMS / Ofsted</p> <p>TB has received an email stating SIAMS inspection are planning to re-commence on 27th February. Schools will be inspected over the 7 areas of the SIAMS document, but are now being asked to complete an additional A4 summary of where the staff and governors feel the school is regarding provisions and the schools vision statement. Schools will get 1 weeks' notice and the inspection will be from 8am to 6pm. A list of school that are to be inspected, during this academic year, has been produced but at present Hartington are not on the next inspection cycle. All schools on the inspection list are now asked to contact the Diocese and answer questions. This will be undertaken via phone call, but the results will work towards determining the content of the SIAMS inspection. TB stated that she felt it is probable the school will be inspected by the end of this year.</p> <p>At present Ofsted are still targeting schools that should have been inspected during the last two years but due to Covid were postponed. Within this cycle schools that have safeguarding issues are also being visited. It is felt that this inspection could also fall sometime later in the year, but highly probable before the end of the academic 2022/23. TP, JF, AI and TP have undertaken some Ofsted training in readiness for this.</p>	

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11-2/2/2022	<p>Governor Initiatives</p> <p>LB reported that the objective of the governor initiatives was to increase pupil number and that she felt this had been achieved if we get the 5 pupils on role to start in September 2022. She felt that the ‘Friday Club’ being held in the Village Hall had been a contributing factor, allowing parents time to talk, engage and the children to play together. She reported that she was still looking into the possibility of transport and funding from Hartington Charities.</p> <p>The Child and Parent session on a Friday afternoon was instigated by KT and is supported by LB and DH as well as other members of the community. TB offered her thanks and appreciation for the work undertaken. She stated that the children love the club and that it has supported relationships between current pupils within the school and having a positive impact.</p>	
12-2/2/2022	<p>Correspondence</p> <p>A list of all the correspondence since December 2021 to February 2022 were placed on file. A copy was sent out prior to the meeting but an updated one will be sent out to governors.</p>	JF
13-2/2/2022	<p>Web Site</p> <p>JF continually adds post regarding events within school, and notifies DH of their existence so she can make links on the village web site. She is also continuing to update pages when she is not either working in the office or classroom in readiness for SIAMS & Ofsted. The web site being update is important for both current and potential parents to access the latest information.</p>	
	<p>What we have achieved tonight that will make a difference</p> <ul style="list-style-type: none"> • Securing more children for the school, which in turn will impact the budget. • Accessing training and initiatives that will support catch up learning, gaps, progress and pupil’s mental health and wellbeing. • The possible purchase of ‘Freckles’ to support numeracy progress and attainment. 	
	<p>Queens Jubilee</p> <p>Governors wished it to be recorded that the village community would be undertaking activities to mark the Queen’s Jubilee. The school is already undertaking work linked to the Walk or Words, Church display, River of Hope project and other activities that are being arranged for the Jubilee holiday.</p>	

Meeting closed: 18:20pm

TB thanked everyone for joining the meeting on Microsoft Teams

Next meeting: Wednesday 16th March 2022 – 4:30m

Signed Date

Vice - Chair of Governors – Tim Polkinghorne