

Minutes of a meeting held on Wednesday 19th October 2022 – 4:30pm

Associate Members Present: MT (Associate)

Apologies-: GD (Associate), AI (Chair + Parent),

Minutes taken by Judith Flower - Temporary Clerk to Governors

[illegible]

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	<p>to the purchasing of oil. This was agreed by the FGB.</p> <p>The Published Admission Number (PAN), had been discussed many years ago and agreed to be reduced to 8. Following contact from the LA it has come to our attention that the County was never informed of this proposed decrease. A document has been received, from the local authority with projections of children intake for the school over the next few years and due to the numbers it is proposed that we keep the PAN at 10, which was the recommendation by the LA via email. Following discussion this was agreed. TB/JF is to inform the LA.</p> <p>Two Holiday Requests have been received (these were emailed to governors for their thoughts). One request was for a day to visit London with extended family, the other was for five extra days to be added onto the Christmas break for a family holiday. This holiday was authorised last year for this family due to the exceptional circumstance being the Covid pandemic and the inability to take a vacation. Following the guidelines provided by the LA it was agreed by the FBG that this time the reason for the absence was not an exceptional circumstance so was declined. The child in question also had below average attendance. Following further discussion, it was again agreed that the request for the one day family break in London did not meet the criteria of an exceptional circumstance so again was declined. These absences will be recorded as unauthorised. TB is to complete the appropriate letters to the families in question. Unfortunately, these unauthorised attendances will impact the overall attendance data within the school, but it will be recorded in the letters sent to parents that any missed work will be caught up.</p> <p>A family moving into the area with two children have requested the possibility of flex-learning for one of the children who has previously presented with anxiety issues, which impacted his ability to attend his previous schools in a full time capacity. The children are Y1 & Y2 and would both be taught in class 1. They are due to attend the school for a taster afternoon on Friday 21st October. The Y2 child is the pupil that parents are requesting the Flexi-learning for. It has been proposed by the parents that this child would undertake 3 full days at school and 2 at home completing work set by school but being delivered by Mum who is herself a key stage 3 teacher. Parents have already visited other schools but would like their children to attend Hartington due to the links with the community and Peak Park. It was agreed in principal, but a time scale would be required and an agreement between home and school formulated and the home school agreement adjusted to reflect this part time learning was only in a temporary capacity and required monitoring and an end date. This type of provision raised concerns that other parents may request flexi-learning, therefore TP suggested we call it 'Transitional learning' due to the individual needs of a specific pupil. TP suggested that the arrangement be reviewed termly and that this should also be included in the agreement. Following the discussion the FGB agreed to the family's request for their year 2 child to undertake a transitional learning program.</p> <p>HTPM dates were arranged with the Link Advisor and governors then cancelled by the Link Advisor. At present we are waiting for PH to contact school with some possible new dates. JD & TP had agreed to be a part of this process. JF is to email PH again for dates.</p> <p>TB has updated the curriculum review, for the key stage 1/2 curriculum for the web site with the intent, implementation and impact. A copy is to be emailed to governors.</p> <p>Action List:</p> <p>(2B-14/7/21) Health and Safety Audit – This is a still ongoing and will require updating.</p> <p>12-14/7/21 – Chair profile and Governor page statement – JF has emailed AI again to ask her to complete this task due to the imminent visit of Ofsted.</p> <p>2C-20/10/21 & 27/1/21 – Photographs of EYFS area and Quiet garden – This is still waiting to be completed as funding has been applied for to complete the areas. A request for funding has been made to Altrad Belle (formally Belle Engineering) via letter. We have received £500 from the Local Project Fund (Dave Chapman, DCC), which</p>	<p>TB/JF</p> <p>TB</p> <p>TB/JF</p> <p>JF</p> <p>JF</p>
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	<p>will buy us one chair as it is made from recyclable products. We are hoping to get a further grant in order to purchase another and complete the Quiet Garden and Early Years area.</p> <p>2-1/12/21 Vertas hours – These continue to be monitored and forwarded to Vertas for a credit note.</p> <p>12-1/12/21 – JF continues to inform DH of posts on the school web site that can be linked to the community web site to help raise the schools profile.</p> <p>5C-2/2/22 – The KCSIE will require re-signing once governors and staff have read the new KCSIE that was distributed in September 2022.</p> <p>3B-4/5/22 – 2021/22 HTPM – this was completed and a minute number forwarded to Shared Services and the adjustment forms.</p> <p>4A-4/5/22 – KW to present Safeguarding certificates for JF to view.</p> <p>4B-4/5/22 – GDPR training link to be sent to governors and staff who require the update.</p> <p>4C-4/5/22 – Safeguarding training is to be sought for school volunteer JG</p> <p>5-4/5/22 – Face to face Ofsted training is to be sourced. Biggin have undertaken a level 8 Ofsted inspection recently and the Head Teacher has agreed to come into school and talk to staff and governors regarding the process once the Ofsted report for Biggin school has been made official.</p> <p>5-4/5/22 – AI to disseminate Derby Uni. Ofsted training. This action is to be removed, as AI didn't undertake the training due to illness.</p> <p>10-4/5/22 – Newsletter – Agenda Item</p> <p>12-4/5/22 – Contact Phillip Neal re web site support – JF is unsure as to what PN can do as many of the articles and posts are compiled by JF or TB and are personal to the school, but she will contact him.</p>	
<p>3-19/10/22</p> <p>(4-A)</p>	<p>Finance / Budget 2022 -2023</p> <p>Summer term 5/6 Governor Budget report was forwarded to the finance committee; no issues were raised. Autumn term 1/2 report was forwarded to governors for their input at the next meeting. TB reported that the current budget stated that the school would remain in the black until 2025/26 and would only be in the Red by approximately £4500, but this will be determined by future pupil numbers. Due to the school being cautious in budgeting pupil numbers we had only budgeted for 2 EYFS pupils when in fact we had 5 EYFS pupils which has had a big impact on the incoming finances.</p> <p>Staffing</p> <p>Due to the EYFS pupils being taught predominantly in the Hall, the EYFS facilitator is being paid as a HLTA. This is due to the size of the cohort and the style of curriculum they undertake, which due to it being predominantly practical and an increased noise level, this results in this being disruptive to the Y1, 2 & 3 pupils learning and accessibility to their curriculum. JF reduced her TA hours from 1st September and these have been given to the two supply TA's making them both full time (27.5 hrs). Following the transition of the two pupils with TA support funding (EHCP & GRIPS) to year 3, TB & Tara Donnelly (TA) are now the teacher and TA supporting these pupils. Miss Robinson (TA) is at present supporting an EYFS pupil who requires 1-1 support which was not cascaded to the school prior to the first transitional visit by MT at the end of the summer term. TB managed to secure transitional support from SSEN, in the format of observation and assessment for three hours over a period of three weeks to support an application for further funding and a possible application for an EHCP. At present we are unable to apply for TAPS or GRIPS funding due to school having to fund the first £6000 for all new SEND children, which will be exhausted by the end of the autumn term due to the high level of support required by this child.</p> <p>TB informed the governors that JF has been working many additional hours since returning in September to support the school and HT due to the numerous issues that had arisen since the start of the term. TB stated that she had discussed this with the</p>	

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	<p>chair and that JF would be paid the extra hours. The two supply teachers that are currently covering class 2, (2 days each) and who job share at Earl Sterndale school, are both on a higher pay scale (UP1 & UP2) than the previous class 2 teacher and this had not been accounted for in the budget projections.</p> <p>At present one of the supply teachers (JP) is covering an extra day (Monday) to deliver the swimming curriculum to the pupils who no longer swim in the teaching pool. DCC could only allocate one swimming coach for the delivery of the lessons and were unable to offer us another hour slot during the autumn term and provide two coaches.</p> <p>Therefore, they have agreed to refund us the cost of one coach and this money will be used to help pay JP plus money from the sports funding. (JP) is a trained swimming coach. Due to the additional needs of the children, their age and their ability and confidence in water, it is requiring five members of staff to accompany the pupils to the ARC. Two members of staff are required in the pool to support individual children, which then provides difficulties when getting changed following the swim as the staff require time to change. JP & TB are supporting the pupils in the large pool and MT, LR & TD the teaching pool.</p> <p>The two teachers that are on supply till the end of the autumn term will be contacted to ask them if they would like to apply for the 1yr fixed term contract to the end of the academic year. This will be advertised in house and if they apply they will be formally interviewed. KW reported that she was very happy with the two teachers and that they worked well together and she felt her child was happy and learning. This liaison was helping to forge links with Earl Sterndale.</p> <p>(4-B) School have received an email from DCC regarding a proposed date to start the replacement of the class 2 roof, rotten bargeboards and guttering. It was thought this work would be undertaken during the summer vacation, but due to nesting birds and bats the work will have to be completed before the birds start nesting again in March. Therefore, a site meeting was convened to discuss the devastating impact the work would have on some of the children and if there was any way around the birds and bats. We were informed that it would be breaking the law if we were to commence the work during the time when birds were nesting. Bat reports and a Bat license have been applied for and agreed by the LA. It was proposed in the meeting that the builders could start work early morning removing tiles etc so as to minimise the noise during the school day. Scaffolding would be required with walkways and mesh to prevent any debris falling off. The EYFS area would be adversely affected as this is at the back of class 2. It was suggested that maybe the children who are on the SEND register and find high level of noise stressful, could meet the builders, with parents to be shown what work was to be carried out. TB thought this would be a good idea. The welfare centre for the workers and skips would be situated down the side of the hall therefore a screen would be erected to prevent the children who work in the hall from being able to see the workers, therefore distracting them from completing their lessons. It was felt that if we didn't commence the work now, the job could get pushed down the queue and we have already been waiting for 3/4 years. This has resulted in areas of the roof being in a dilapidated state, causing rain water to flow over the gutters. KW asked if school could access the Village Hall for children to undertake their lessons and if it would affect parents when collecting their children from school. TP asked if the Youth Hostel would be able to help with the provision of class room areas. TB explained that if they had to move to work off site this would also cause disruption and some of the children to be anxious, it would also require the moving of resources etc and the possible cost of hiring the venue.</p>	TB
4-19/10/22 (4-A)	Curriculum The DfE are expecting all schools to adopt a rigorous phonic scheme and that since our reading books are becoming out dated and stereo typical, we have signed up to the phonic scheme created by 'Little Wandle' following advice received from the LA literacy	

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	<p>advisor. This is in unison with the phonic scheme 'All Aboard'. We have purchased phonic books which cover the 5 phases plus reading for pleasure (guided reading books) to promote and support the development of reading in EYFS and key stage 1. An intervention program (7+) has also been purchased for pupils in key stage 2 who are not at age expected levels. TB & MT are going through the old reading books to locate and include additional books to support the reading development throughout the school. MT has already started using these new phonic books with the EYFS pupils to support the delivery of phase 2 phonics.</p> <p>Additional books will be required to be purchased to support the development and recall of HFW (high frequency words) by the pupils.</p> <p>Governors and members of the community are again attending school 4 out of 5 days to listen to readers and to try to promote and develop the children's love of reading which they seem to have lost since the pandemic. Children are still reading books linked to the Accelerator reader and then undertaking tasks to determine their ZPD levels. These additional helpers will be reading the Accelerator reader book and provide support for the younger pupils in class 1 when quizzing, ie: making sure they read the questions and answers accurately by using their knowledge of phonemes and graphemes, but the adult not reading it for them. TB has contacted the literacy Hub for support with the sorting of books. TB suggested that the PTA may help with the cost of purchasing further books to support the new reading scheme. A community member JG has supported the school with re-classifying the library books; she is now listening to readers and undertakes story time with the EYFS on a Wednesday afternoon. Training for staff continues to be accessed to promote knowledge and understanding of the delivery of phonics.</p>	TB / MT
(4-B)	<p>Freckle – maths intervention.</p> <p>Freckle is part of the Renaissance group linked to the Accelerator reader. Staff have undertaken a series of trainings and will attend further training on the 7th & 14th November regarding how to interpret the data created following pupils accessing the program and initial assessment. The program is being used by the key stage 1 and key stage 2 children to provide the opportunity to embed the content of units taught and practice skills required to access the maths curriculum eg: number bonds, multiplication. It is also being used as an intervention and monitoring tool for children who are not at age expected levels. TB suggested the Governors might like to attend the training! The EYFS pupils access spelling and maths games on their I-Pads through the apps Squiggle.</p>	
(4-C)	<p>IT – IT is a key area on the SIP. The IT Hub attended the school to discuss the IT delivery and development of a scheme of work in the school with JP. They are to help us devise a 2-year rolling program for the whole school. There is a possibility of the allocation of some free training which would be undertaken in unison with Earl Sterndale School. The school has recognised that IT is a priority and Ofsted will look favourably on the fact that we are addressing this issue. JP is happy to be responsible for the delivery of this curriculum subject in key stage 1 and 2. The EYFS follow a Bare Foot Computing curriculum that looks at 'Things that help you do something easier' ie: cheese grater, pencil sharpener etc. The EYFS IT curriculum changed in September 2021 and now looks at what is technology and how we use it. It is expected that children, from an early age, know what a computer is and how to switch it on these days.</p> <p>All teaching staff will still deliver E-Safety to their respected classes and the Community Police Officer is due to attend in November on their cyclic visit to deliver On-Line Safety training to the whole school. She is also booked to deliver this training to parents, governors and staff.</p> <p>The I-Vengers initiative that we signed up for last year, and were unable to deliver, will be introduced and delivered as part of the IT curriculum this academic year by JP.</p>	
(4-D)	<p>Community Projects – A meeting was held to discuss community projects. TB, MT, LB, Phillip Neal and Rose Clark (National Park Ranger) were present. There are now 9 Wild</p>	

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	<p>Flower areas in Hartington and this has become quite a large project which school would like to continue to be part of. Therefore, further work regarding the Ambassador Project with Rose Clark is to be deferred to next term. The next step of the Wild Flower project is to look at the historical features of the sites. The school is to be guided by Phillip Neal regarding this work.</p> <p>The Walk of Words is linked to Christmas Carols and as previously undertaken we will create 2 A3 designs. DH is to contact Liz Hitch to find out what the carols are or if we can choose our own and feedback.</p> <p>Next year is the 10th anniversary of the Village Trail and it is proposed to update the leaflet with the help of the school children ready for the re launch in 2023. The school has been asked to create an advertising poster. A community meeting is planned for the 11th November and KW will feed back following this. School are due to have a further meeting on the 23-11-22.</p>	
5-19/10/22 (5-A)	<p>Safeguarding</p> <p>GDPR training –</p> <p>Governors who haven't undertaken GDPR catch up training on the Monday evening between 4 & 6pm are still required to attend this as it is a mandatory training and a pass certificate must be achieved. JF is to chase up certificates of governors who have completed the training but to date have not received their certificate. The two supply teachers working in class 2 are required to attend this training to ensure compliancy. JF will contact Clare Wilson (GDPR) for possible dates. Updated GDPR policies have been placed on web site.</p> <p>KCSIE – Keeping Children Safe in Education</p> <p>The new KCSIE documentation which was updated in September 2022 and the KCSIE part one Statutory guidance & information for schools and colleges was also updated in September 2022, and the relevant documents have been sent out to all governors and staff. A log verifying the reading of these documents is to be signed by all staff & governors once completed.</p> <p>The following constitutes a list of training to be attended:</p> <p>TP is still to undertake the Prevent training, JF is to resend the link.</p> <p>AI & TP are still to undertake the GDPR training and KW the safeguarding.</p> <p>JG (a community member that listens to readers) will need to undertake the GDPR and Safeguarding trainings. JF is to source.</p> <p>Sarah Dufton – Community Police officer – is to visit school again to deliver a comprehensive safeguarding session including E-Safety training to the children and at a later date the governors and parents – These have been confirmed.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
6-19/10/22	<p>SIAMS / OFSTED</p> <p>Following a Head Teacher Briefing we have been informed that the 2 main criteria prior to a SIAMS inspection is that the central inspectors will look at the web site then contact Derby Diocese to determine what training the staff and governors have accessed. The school follows the 'Understanding Christianity' file and LA RE syllabus. Staff have accessed training on looking at RE and Why we do Collective Worship. Everyone throughout the school is required to have a secure knowledge of the Christian Values and how they link across the curriculum. We have signed up to Picture News which provide Collective Worship power points, to support the delivery, of subjects linked to Courage, Faith, Religion, British Values etc. These provide a spring board into other topics and help the pupils to make relevant links. TB invited the governors to attend Collective Worships on any day, except Wednesday, at 1pm. She suggested this could be linked to the governors that attend school to listen to readers to promote the schools reading priority.</p> <p>TB stated that Hartington School's name was not on the SIAMS inspection list for this academic year but that this list was not finite.</p> <p>Ofsted – TB is to ask the Chair of Governors of a local cluster school who have</p>	<p>TB</p>

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	undertaken Ofsted lately if they would come and talk to governors of their experience of the inspection. JF is to contact the Executive Head of Fitzherbert school to see if he will undertake a training session for governors and staff. This training was arranged pre Covid, but cancelled due to the pandemic. MT informed the governors that the inspectors do not expect you to have all the answers, but expect you to know where to find them.	JF
7-19/10/22 (7-A) (7-B)	SEND Training – Mental Health Lead - Mental Health has become an important subject following the pandemic and schools are expected to have a trained Mental Health Lead within school. A grant has been made available for this and received from the government. TB has signed up to undertake this training. Schools are also advised to have an Autism lead and TD is interested in undertaking this role within the school. KW offered her help and support with this due to her experience and training within adult autism. Nurture – This term the Nurture facilitators are working on transition and friendship groups within class 2. They have two sessions of the six left. Prior to each session TB cascades any issues which have arisen from the previous week to the facilitators for them to address and feedback at the end of the afternoon. The Nurture team will return again in the summer term to work with class 1 regarding the transition of pupils to class 2 and include any issues that have arisen where successful outcomes have not been achieved. Individual work for a targeted pupil is also being undertaken and permission has been given by parents. To promote positive behaviour, the reward system has been changed, and Golden Time has been re-introduced. House points will be awarded for positive behaviour and the children's ability to demonstrate the Christian Values. This is what determines the house points given not academic achievement which continues to be awarded through the sticker and prize system.	TB
8-19/10/22 (8-A)	PE / inter competitions Inter competitions have recommenced with cluster schools and held at Parwich school. These sessions are run by the company 'Primary Stars'. To date, every child has taken part in at least one session, which also includes coaching and provides them with opportunity to mix with children from other schools. Due to the school not accessing face to face inter competition sport over the pandemic era and following months the Schools Games Award was not applied for. The target is to submit an application at the end of the academic year. Swimming The ten week sessions will end on the 5th December (5 in Autumn term 1 & 2). As reported above JP (class 2 supply teacher) has been supporting the swimming coach with the delivery of this curriculum area.	TB/JF
9-19/10/22	Policies The Governing Body Terms of Reference were all updated for the 2022/23 academic year – Children & Learning/Community Links Complaint Committee, Health & Safety, Human Resources Committee Personnel, Safeguarding Committee, Teaching & Learning / community Links Curriculum, Finance & Premises Committee – constitution and the Model Protocol for Governors' visits to classroom and sent out prior to the meeting. No issues were raised and all were approved. JF will upload them to the web site. Amendments have been added to the Workforce Privacy Notice, Governors Privacy Notice and Social Media GDPR policies. These adjustments are following the issue of the new KSCIE 2022 and are surrounding social media checks that can now be undertaken on staff and governors prior to a school appointment. The alterations were forwarded to governors and staff but no questions were raised. All changes were	JF

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	completed and the policies re uploaded to the web site and GDPRiS.	JF
10-19/10/22	Governor Newsletter It was agreed that a new Governor Newsletter should be produced to advertise to prospective parents for the new intake in September 2023 as places need to be applied for by mid-January 2023. KW is to send out headings for reports. Possible subjects for articles include, The Ambassador Award, School involvement with outside agencies eg: Peak Park Rangers, Community, Village Trail, Walk of Words, Macmillan, Nurture, Church displays, May Pole, EYFS and PTA.	KW
11-19/10/22	Correspondence A list of all the correspondence since September 2022 to October 19 th were placed on file. A copy was sent out prior to the meeting.	
12-19/10/22	Web Site JF continues to add posts and updated policies. She is aware that some pages and photographs need updating including the Governor Page. The SIAMS guidance for the school web site will be consulted and help to prioritise the reviewing of the web site. JF is to contact Phillip Neal to see if he can support.	JF
	What we have achieved tonight that will make a difference <ul style="list-style-type: none"> • Staff having a positive feedback regarding the class 2 supply teachers. • Agreement on the roofing schedule • SIAMS & Ofsted training 	
	Christmas lunch – This has been arranged for Friday 16 th December and all governors are to be invited + Rev Adele, LB, CC and JG.	

Meeting closed: 19:00

TB & TP thanked all the governors for attended the meeting.

Next meeting: Thursday 8th December 2022

Signed Date

Vice Chair of Governors – Tim Polkinghorne