

Hartington CE Primary School – Extraordinary Board of Governors’ Meeting

Minutes of a meeting held on
Tuesday 23 February 2016 at 5.30pm in School

Governors Present:

Mrs B Davis (Chair), Mrs E Broomhead MBE (Vice Chair), Mrs T Blackwell (Head teacher), Mrs J Flower, Mr R Gregory & Mr J Dean.

Associate Members Present:

Mrs K Webley

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
Procedural Matters		
1/2.16	<p>Welcome and Prayers Mrs Davis welcomed Governors to the meeting. Mrs Broomhead began with a prayer.</p>	
2/2.16	<p>Terms of Reference (ToR) Mrs Davis confirmed that the Terms of Reference for the following had been circulated but paper copies were available to Governors.</p> <p>Health & Safety (H&S) Curriculum Complaints Human Resources (HR) Safeguarding</p> <p>Mrs Broomhead confirmed that she had taken advice about the ToR for H&S and had removed a section that was covered by the Finance and Premises ToR.</p> <p>Mr Gregory noted that there was some cross over with responsibility for accessibility planning and securing of premises but Governors acknowledged that this was inevitable for a number of areas.</p> <p>Mrs Davis informed Governors that she was aware of a simpler system which was in use at another school and Governors agreed to look at this for September 2017.</p>	BD

	<p>All Governors present who were entitled to vote (6) were in favour of adopting the Terms of Reference listed.</p>	
3/2.16	<p>Adoption of Policies Mrs Davis confirmed that a number of Governors had helped to update and review policies and these were recommended for adoption. The policies are:</p> <ul style="list-style-type: none"> Record Management Pay Policy Management of Sickness Code of Conduct for Governors Confidential Reporting Code Maternity/Paternity/Parental and Adoption Leave Confidentiality Access & Inclusion Accessible Schools Checklist Separated Parents Policy Private Fostering Policy Special Educational Needs and Disabilities (SEND) Early Years Foundation Stage (EYFS) Tackling Extremism and Radicalisation Preventing and Tacking Bullying Anti-cyber Bullying Child Friendly Anti-Bullying Breakfast Club Governor Induction Pack <p>All Governors present who were entitled to vote (6) were in favour of adopting all of the policies listed.</p>	
4/2.16	<p>School Financial Value Standard (SFVS) Mrs Davis confirmed that schools have to complete and submit the SFVS every year and reference to it was made in a recent edition of the Audit Matters Publication. A link to this was recently circulated to all Governors.</p> <p>Mrs Davis confirmed that all questions on the assessment form have been answered and evidence provided. Mr Gregory, Mr Dean, Mrs Blackwell and Mrs Davis had all contributed to its completion.</p> <p>Governors asked for clarification that all issues from previous audit reports had been addressed. The school still needs to appoint an auditor for the Private School Fund and Mrs Blackwell will contact Peter Hesham who has audited previous records.</p>	TB

	<p>Mrs Blackwell informed Governors that she still needs to complete the three year SIP (covering finance) as it has recently expired. Mrs Blackwell explained that this is challenging as a three year projection has to be made and there are outstanding issues to be resolved such as work on the outside space.</p> <p>Mrs Davis confirmed that the skills matrix for Governors has been completed and it will be circulated electronically to all Governors.</p> <p>Governors were satisfied that the SFVS had been completed and that it was ready to be submitted.</p>	TB
5/2.16	<p>Audit Mrs Davis confirmed that Auditors will visit school on Monday 29th February 2016. Mrs Blackwell will stay in school all day and Mr Gregory will be available to contact if required.</p>	
6/2.16	<p>Confidential Item – Personnel The minutes relating to this item are recorded separately.</p>	
7/2.16	<p>AOB Nothing was raised and the meeting closed at 7.30pm</p>	

Signed Dated