

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on
Thursday 10 March 2016 at 7.00pm 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, Mrs S Bruce and Mrs C Clayton.

Associate Members Present:

Mrs K Webley and R Gardner.

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence Mrs Gardner began with a prayer.</p> <p>Apologies were received, and accepted, from Mr Wager.</p>	
1/3.16	<p>Declarations of interest in any items on this agenda Mrs Blackwell declared an interest in items 6/3.16 and 13/3.16, which related to the Headteacher’s performance review.</p>	
1a/3.16	<p>Any other urgent business No urgent business was raised.</p>	
2a/3.16	<p>Minutes of the previous meeting on 21 January and 23 February 2016 The minutes dated 21 January were approved as a true record. Proposed by Mrs Bruce and seconded by Mrs Blackwell.</p> <p>The minutes dated 23 February (including the Finance and Premises Committee minutes) were approved as a true record. Proposed by Mr Gregory and seconded by Mrs Davis.</p>	
2b/3.16	<p>Matters Arising/Action Plan from the minutes (relating to the minutes dated 21 January) 7a/1.16, page 4 – A spelling error was reported; the minutes should state Mrs Gardner, not Gardener.</p> <p>7c/1.16 - Mr Dean informed Governors that no children from Hartington Primary School attended the Mother’s Day Church service. Mrs Blackwell explained that the school is closely involved</p>	

	<p>with the Church and felt there was little more they could do as attendance at weekend services is a parental decision and responsibility.</p> <p>(relating to the minutes dated 23 February 2016) 4/2.16 Mr Gregory offered to help Mrs Blackwell to produce the SIP and this was gratefully received.</p>	
3/3.16	<p>Safeguarding Mrs Blackwell informed Governors that she attended a Headteacher’s briefing session on 10th March 2016 and was made aware that all Governors must have an enhanced DBS check. Mrs Bruce, Mrs Webley, Mrs Clayton and Mr Wager may all require a new check but Mrs Flower will establish if the DBS clearances that some Governors have for other roles are transferrable.</p> <p>Mrs Blackwell asked Governors to read through the ‘Keeping Children Safe’ information, which is kept in the school office.</p> <p>Mrs Blackwell and Mrs Gardner have attended a Prevent Training session and notes from the meeting are available in school.</p> <p>Mr Smith made Governors aware that he had sought advice from the County Council about Governor Safeguarding training. It has been confirmed that Governors who have regular contact with children should update training yearly. If there is no regular contact, it is good practice to update training every three years. Mr Dean, Mr Gregory and Mrs Webley are all due for refresher training and Mr Smith will contact the cluster schools to see if any sessions are available.</p> <p>Mrs Blackwell requested that a central training record is kept at school and asked Governors to provide copy certificates from any previous sessions they have attended.</p>	<p>JF/CP</p> <p>ALL GOVS</p> <p>PS</p> <p>PS/ ALL GOVS</p>
4/3.16	<p>Finance Mrs Davis explained that the School Financial Value Standard (SFVS) had been discussed at the extraordinary Governors’ meeting on 23rd February. Mrs Davis confirmed that the SFVS has to be completed every year to ensure that the school is fully compliant with regulations. As part of this, staff in school, Mrs Davis, Mr Gregory and Mr Wager have all completed a skills matrix but audit inspectors advise all Governors to complete one as they have a responsibility for financial decisions. Mrs Davis will send a copy to Mr Smith so it can be circulated to all Governors. Mrs Davis confirmed that the SFVS was submitted ahead of the</p>	<p>BD/PS</p>

	deadline.	
5/3.16	<p>Headteacher's Report Mrs Blackwell circulated a copy of the report and apologised to Governors that it was not ready to circulate electronically earlier in the week.</p>	PS
5a/3.16	<p>Staffing Mrs Blackwell went through the report and confirmed that audit now require her to report staff costs in addition to what is allocated (these were stated on page one of the report).</p> <p>Mrs Mellor has returned to work on a phased return, which allows her to work up to five hours per week. Mrs Mellor is undertaking mid-day supervisor and kitchen assistant duties. Mrs Blackwell has contacted Property Services and arranged for two cleaners from other schools to cover these duties.</p> <p>Beatrice Horridge (BA Yr3 student) will complete her teaching practice in the KS1 classroom on Friday 11th March. Mrs Blackwell informed Governors that Beatrice was an outstanding student and an asset to the school. Mr Smith will draft a letter of thanks from the Governing Body.</p> <p>Tim Blackwell is working in a voluntary capacity in the KS2 classroom with year 6 pupils. Mr Blackwell has an enhanced DBS check.</p> <p>Emily Robinson (BA2 student from Sheffield Hallam) will commence a five week placement from 25th April 2016 and will work in the KS1 classroom.</p> <p>Mrs Blackwell confirmed that the school will reapply for GRIPS funding for two children following advice from Cathie Keeley, Local Inclusion Officer.</p> <p>Mr Gregory asked for clarification about what EHCP means. Mrs Blackwell confirmed that this the Education Health Care Plan, which replaces Statements.</p> <p>Mrs Parsons, Mrs Blackwell and Mrs Flower attended RM Integris training on 3rd March. This is the new tracking system that is being introduced by DCC. Mrs Blackwell confirmed that some work needs to be undertaken before it can be presented to Governors.</p>	

	<p>Mrs Blackwell confirmed that Peter Hughes visited school on 25th February to undertake a book scrutiny in Literacy and Numeracy. Some Governors were in attendance and monitored books under Peter Hughes' guidance. A further visit is scheduled for 24th March to undertake a learning walk with Governors. The marking system will also be looked at. Mrs Blackwell confirmed that she had amended the marking policy to incorporate Correction, Consolidation and Challenge.</p> <p>Mrs Blackwell apologised that the figure for unauthorised pupil absence was not available at the meeting.</p> <p>Mrs Blackwell made Governors aware that there will be a celebration assembly on 22nd April where children will deliver the achievements of their work with the Peak Ranger Service to parents and guests. Children will be presented with certificates.</p> <p>Governors were made aware that children had visited Buxton Library to learn about Vera Brittain - a nurse based in Buxton during World War 1 - and women's roles in the war. Mrs Blackwell reported that children really enjoyed the visit and were made very welcome.</p> <p>The First Aid training session that was delivered by St John's Ambulance on 4th March was outstanding and children were very engaged by the trainer (Katie).</p> <p>Mrs Blackwell informed Governors that the Open Centre from Derby visited school on 9th March and children learnt about Sikhism. Children were again very engaged and enjoyed the Sikh wedding role-play. This visit will be paid for by the PTFA.</p> <p>Mrs Blackwell reported that the Audit inspection went well and Mrs Parsons took the lead, and answered the questions asked. A number of small issues were picked up but the full report will be made within 15 days of the inspection. A copy will be circulated to Governors.</p> <p>Premises Report</p> <p>Mrs Blackwell confirmed that double glazing work was undertaken during the February half term holiday. There are still a small number of jobs outstanding and these are detailed in the premises report but include painting and fitting the expel air in the girls/boys toilets. A 'ramp' will be fitted at the front door and concrete repaired.</p> <p>Mrs Blackwell reported that the letterbox is too small and whilst</p>	<p>TB</p>
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5b/3.16	<p>school can manage for now, it will need to be sorted by the summer.</p> <p>Mrs Blackwell informed Governors that she does not like the option of a metal framed notice board and thinks it is not in-keeping with the school. Different options for funding sources were discussed and Mrs Webley suggested asking the staff/students from Queen Elizabeth's Grammar School to make a wooden framed notice board for Hartington Primary School. Mr Dean suggested that the Duke Of Devonshire could be asked to pay for, and provide, the notice board and that he could formally present it to school at the 150th anniversary garden party. Governors welcomed this suggestion and it will be pursued by Mrs Blackwell.</p> <p>A quote of £3,000 has been received for repair work in the kitchen. Mrs Blackwell has informed Byron that this is too high and asked them to review it.</p> <p>DCC will arrange for the school chimneys to be sealed with mesh to prevent Jackdaws from nesting and causing damage.</p> <p>The landscaping and gardening contract with DCC will expire on 31st March 2016. The charge to renew the contract for a further 12 months will be £374.00. Governors asked Mrs Blackwell to confirm what is included in the contract and it was felt that the school has not received the full services listed. Mrs Broomhead felt that a local gardener might be able to offer a better service and discussed the option of using the community group and gardening club to help. Mrs Webley suggested asking the PTFA to help for a couple of hours and suggested setting up a working party. Mrs Blackwell will challenge DCC about the service received and ask for dates when work has been undertaken. Mrs Broomhead will pursue options with the community group.</p> <p>Inventory and IT</p> <p>Mrs Blackwell confirmed that the inventory has not yet been added to SAP and confirmed that the audit inspector asked about this. Governors agreed that this should be completed as soon as possible. Mrs Blackwell will liaise with Mrs Parsons.</p> <p>Mrs Blackwell informed Governors that three quotes have been received for licence renewal and broadband. These were £1,440, £3,800 and £6,182. Governors discussed what was included in the charges and Mrs Parsons will be asked to check if it covers fibre optic. Mr Gregory confirmed that the Finance and Premises Committee can approve this expenditure and report to the next Full</p>	<p>TB</p> <p>TB/ LB</p> <p>TB/CP</p> <p>CP</p>
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5c/3.16	<p>Governors' Meeting.</p> <p>Inset Days Mrs Blackwell confirmed that curriculum planning and assessment were undertaken on 15th February. Two twilight sessions have also been undertaken (on 4th and 24th February) and these focused on Attachment training. Mrs Davis informed Governors that she attended the second session. Two further inset days are planned for later in the summer.</p>	
6/3.16	<p>Headteacher's Performance Review Mrs Blackwell left the meeting as she had declared an interest in this item.</p> <p>Mrs Davis informed Governors that she had met with Peter Hughes to discuss how well Mrs Blackwell is managing the school. Mrs Davis read through the objectives that had been set for Mrs Blackwell and confirmed that children were making better than expected progress, and that procedures had been put in place for the new curriculum. Governors agreed that Mrs Blackwell was doing everything that was expected of her.</p> <p>Mrs Davis confirmed that new objectives have been set for the coming year and Mrs Blackwell is happy with these. Governors acknowledged that Mrs Blackwell requires some support with non-contact time because of teaching commitments. Mr Gregory reminded Governors that they have a responsibility to ensure that Mrs Blackwell has sufficient time to undertake other 'office based' tasks. Mr Dean stated that budget pressures are likely to make it difficult to provide the support required and Mrs Broomhead suggested that external funding sources are identified. Mr Gregory will confirm how much it would cost for an additional part time teacher and Mrs Broomhead will pursue funding options.</p> <p>Governors agreed to approve Mrs Blackwell's pay progression.</p> <p>Proposed by Mr Gregory, seconded by Mr Dean.</p> <p>Mrs Blackwell returned to the meeting.</p>	RG/ LB
7/3.16	<p>SIP Mrs Blackwell informed Governors that she feels that the school should concentrate on Early Years and presented a copy prospectus that had been produced by a commercial company for other schools. The cost for 100 copies would be £464.00 but this would not include a gloss finish. The booklet can also be uploaded</p>	

	<p>onto the school's website. Mrs Blackwell also discussed options to improve the outside space for children and specific training that is available for staff.</p> <p>Governors acknowledged that this is an important area and after some discussion about the option of holding a workshop to generate ideas, agreed to accept Mrs Blackwell's offer to produce a list of her priorities for the SIP with a budget plan.</p>	TB
8/3.16	<p>EYFS This was covered during discussion about the SIP and there was nothing to add.</p>	
9/3.16	<p>Assessment This had been discussed earlier in the meeting and there was nothing to add.</p>	
10/3.16	<p>PE & School Sport Premium Mrs Broomhead had circulated her report prior to the meeting and there was nothing to add.</p>	
11/3.16	<p>The impact of Pupil Premium and other funding sources Mrs Blackwell confirmed that Pupil Premium children are doing well and making good progress.</p> <p>Mrs Gardner confirmed that she is willing to hold maths and literacy booster sessions after school but she will need to check that parents are happy for children to stay for an extra hour.</p>	
12/3.16	<p>Governor Visits/Reports Mrs Broomhead confirmed that she attended a Prevent Workshop on 5th March. A report was circulated to Governors and Mrs Broomhead explained that schools have a responsibility to stop people becoming terrorists. It was explained that this does not just relate to religious groups as it can include anyone with extreme views/ideology.</p> <p>Mrs Webley had previously circulated a link to a Governor visit record and Governors were asked to complete these when they come into school. Governors agreed to sign the model visits protocol for classroom visits.</p>	
13/3.16	<p>Headteacher Performance Management Criteria This was covered in section 6/3.16.</p>	

14/3.16	<p>Policy Review and Approval</p> <p>The policies listed below were circulated to Governors prior to the meeting.</p> <ul style="list-style-type: none"> • Children and Young People in Care • Homework • Marking • Redundancy Procedure <p>Governors discussed all four policies in detail and asked for a number of amendments to be made. These were noted, and accepted, by Mrs Blackwell.</p> <p>Subject to the amendments, Governors were asked to adopt these policies.</p> <p>All Governors present who were entitled to vote were in favour.</p>	
15/3.16	<p>150th Anniversary</p> <p>Mrs Broomhead distributed invitations to Governors for the Garden Party on Saturday 9th July and praised the work of the project group.</p> <p>Mr Dean asked if the Archbishop would be invited but Mrs Broomhead explained that she would be talking to the Parochial Church Council to check protocols about who to invite.</p> <p>Mr Gregory asked for clarification about work for the time line. Mrs Blackwell confirmed that the school would be doing this based on information provided to them.</p>	
16/3.16	<p>Communication – Website</p> <p>Mrs Flower confirmed that information is still being added to the website and it is still necessary to update pictures. Governors agreed that the statutory Ofsted policies should be added to the website and all others can remain available to view in school.</p>	
17/3.16	<p>What have we achieved tonight that will make a difference?</p> <p>Governors were happy that they had given Mrs Blackwell clear direction with the development of the SIP and for it to focus on the EYFS.</p>	
18/3.16	<p>Any Other Business</p> <p>Mrs Blackwell reported that there was a confidential item to discuss and minutes relating to this item are recorded separately.</p>	

	The meeting closed at 10.25pm.	
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Signed Dated