

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on
Thursday 28 April 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:

None

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence Mrs Davis began with a prayer.</p> <p>Apologies were received, and accepted, from Mr Wager, Mrs Webley and Mrs Gardner.</p>	
1/4.16	<p>Declarations of interest <u>in any items on this agenda</u> No declarations of interest were received from any of the Governors present.</p>	
1a/4.16	<p>Any other urgent business Mrs Davis informed Governors that Mr Gregory will resign from the Governing Body at the end of the summer term 2016. Mr Gregory explained that he would like more time to pursue other interests and that he is not willing to be part of the Government's plans to convert all schools to academy status by 2020.</p>	
2a/4.16	<p>Minutes of the previous meeting on 10th March 2016 The minutes dated 10th March 2016 were approved as a true record. Proposed by Mrs Bruce and seconded by Mrs Clayton.</p>	
2b/4.16	<p>Matters Arising/Action Plan from the minutes 6/3.16 page 6 – Mr Gregory confirmed that the annual cost of a 0.1 teacher, equivalent to Mrs Gardner, would be £4,260. This includes on-costs.</p>	
3/4.16	<p>Safeguarding Mrs Blackwell stated that some Governors still need to sign off the school's Safeguarding policies. These are available to view in the</p>	ALL GOVS

	<p>office.</p> <p>Mrs Flower confirmed that DBS checks are not transferrable but it was clarified that checks by Derbyshire County Council for work undertaken at other schools are acceptable. Mrs Bruce and Mr Smith need to send their DBS reference number to Mrs Blackwell.</p>	<p>CC/ PS</p>
<p>4/4.16</p>	<p>Finance</p> <p>All Governors were provided with a copy of Annex 1, Annex 5, the four year budget forecast and a copy of the Hartington Primary School Fund income and expenditure statement.</p> <p>Annex 5 – Mr Gregory explained that this shows the staffing allocation at school and confirmed that for 2016-17, the teaching hours will be unchanged. This is the Head Teacher plus a 0.7 teacher. Administrative hours will also remain the same at 21.25 per week.</p> <p>The general teaching assistant hours will stay at 53.50 per week until July 2016 but from September 2016 will reduce to 30.08. Mrs Blackwell stated that this is the minimum number of hours the school can manage with (until the end of the financial year, 31 March 2017) if it is to deliver the SIP.</p> <p>Annex 1 – Mr Gregory confirmed that the figure for staffing is based on data submitted by Mrs Parsons. The NET expenditure for the 2016-17 financial year is forecast at £208,575, and the budget allocated is £187,606. This will leave the school with a deficit of £20,969. Mr Gregory informed Governors that the school has a surplus of £51,235 and the Finance and Premises Committee recommend that Governors approve the budget as the deficit can be covered.</p> <p>Mr Gregory made it clear to Governors that this is not sustainable in the long term as there is only enough surplus to last for two years. Governors were referred to the four year budget forecast.</p> <p>Mrs Blackwell made Governors aware that GRIPS funding is not included in the budget figures and confirmed that an application has been submitted for one child. A second application will be made shortly for another.</p> <p>Mr Gregory referred Governors to the Income and Expenditure Statement for the school fund, which was produced by Peter Hesham. Governors were made aware that funds are available in this account for travel (Woodroffe Benton Travel Fund) and</p>	

	<p>agreed that this could be used to offset the cost of swimming transport. The cost of this, as shown in Appendix 1, is £975 per annum.</p> <p>Mrs Blackwell informed Governors that school receives £500 for each University student and £1,000 will be received shortly. This is not reflected in the budget. Mr Dean clarified that the worst case scenario is that there will be a deficit of £20,969 but this could be less as other income is expected.</p> <p>Mrs Blackwell informed Governors that a revised quote for kitchen repairs has been received and this has reduced from £3,000 to £1,925. The school believes that some repairs should be the responsibility of the Catering Service and Mrs Parsons is making enquiries about the money allocated to provide meals for Biggin Primary School. Mrs Blackwell confirmed that details of repairs are included in the Head Teacher's report.</p> <p>Mr Gregory proposed that Governors accept the budget as presented. Mr Dean seconded. All Governors present were in favour.</p>	
5/4.16	<p>Audit Inspection</p> <p>Mrs Blackwell explained that the electronic version of the Audit report was password protected and paper copies were circulated to Governors. Mrs Blackwell asked Governors to read through the report and submit any questions to her by e-mail so she can prepare answers for the next meeting. Mrs Blackwell informed Governors that it is considered to be a good report.</p> <p>Mrs Davis and Mrs Blackwell will review the progress of all issues raised in the report.</p>	<p>ALL GOVS</p> <p>TB BD</p>
6/4.16	<p>Head Teacher's Report</p> <p>Mrs Blackwell apologised that the report was not made available earlier but a copy had been e-mailed and a paper version was circulated.</p> <p>It was clarified that the rate of authorised pupil attendance is 96.26%; this is above the national average and Mrs Blackwell is pleased with the figure.</p> <p>Mrs Blackwell referred Governors to the Ofsted section on page 5 and confirmed that she attended training with Mrs Davis on the 27th April 2016. All Governors will need to maintain an Ofsted readiness folder and should include a copy of the SIRR. Governors need to</p>	<p>ALL GOVS</p>

	<p>be prepared for questions and Mrs Davis and Mrs Blackwell will arrange to brief Governors.</p> <p>Mrs Blackwell informed Governors that other Primary School Head Teachers are not in a rush to become part of an established Academy. The diocese will have a say about the school's future plans but Governors are not obliged to take any advice that is offered. Mrs Blackwell stated that the school's membership of the Dove Valley Alliance should give the school a cushion.</p> <p>Premises Report - Mrs Blackwell referred to work and repairs that are required in the kitchen and the reduced quote. Mr Dean suggested that the school should negotiate to include additional work as part of 'minor repairs and full internal decoration'. Mrs Blackwell will continue to liaise with Byron Parry.</p> <p>Mrs Broomhead confirmed that reference to The Rook in the report should be changed to Sculpture Club.</p> <p>Mr Gregory confirmed that he is willing to help with SATS moderation. Mrs Blackwell thanked Mr Gregory and Governors for their offers to help and confirmed that Sophie Etchells and Emily Robinson (student) have also offered to assist.</p>	
6a/4.16	<p>Staffing Mrs Blackwell confirmed that Mrs Gardner is undertaking additional hours to prepare for SATS.</p> <p>A letter has been sent to the SEN Teaching Assistant to confirm the end of the fixed term contract.</p>	
6b/4.16	<p>Inventory for IT Mrs Flower confirmed that this is on track and there are no concerns.</p>	
6c/4.16	<p>Inset Days Mrs Blackwell confirmed that there is still one day to plan and this is likely to be on the 21st June 2016. Two staff members will be out of school to attend archaeology training and Mrs Blackwell and Mrs Flower are also on the waiting list for the same course. Mrs Blackwell acknowledged that this is a Tuesday and may not be particularly convenient for parents.</p>	
7/4.16	<p>SIP Mrs Blackwell reminded Governors that they have all received a copy of the SIP and should be aware of the actions for the summer</p>	

	<p>2016.</p> <p>Mrs Blackwell stated that £1,500 will be required for the outside area and she would like to obtain funding from a source other than the PTFA.</p> <p>Mrs Blackwell confirmed that the safeguarding target will be deferred to the autumn - this relates to the anti-bullying award.</p> <p>Mrs Blackwell stated that computing is an area where the school needs to improve and a training course is available through the Dove Valley Partnership at a cost of £50.00 per person. Mrs Blackwell will send key people to this so they can cascade information to other staff.</p> <p>Mrs Blackwell reminded Governors that there is an onus on them to know what the school is doing and to check that things are being done.</p>	ALL GOVS
8/4.16	<p>EYFS</p> <p>Mrs Blackwell attended moderation training on the 20th April and this was described as excellent. Governors were informed that the EYFS baseline has been abandoned by the DfE as there is no data to compare.</p> <p>Although there will be no Foundation stage children at Hartington Primary School in September 2016 it is still seen as a key area. The school will not sign up to Early Years Excellence but DCC will produce their own version for 2017.</p>	
9/3.16	<p>Assessment</p> <p>Mrs Blackwell confirmed that she has not had the opportunity to look at RM Integris but informed Governors that the school is meeting targets in KS1 and KS2. Governors were reminded that children's progress is measured from where they started to where they are now. Mrs Blackwell provided Governors with an example of a child in her class and confirmed that there is documented evidence to show how she has progressed, which can be shown to a school inspector.</p>	
10/4.16	<p>PE & School Sport Premium</p> <p>Mrs Broomhead circulated a copy of her report to Governors. Mrs Blackwell informed Governors that she is very pleased with the new coach who appears to share the same values as the school. Mrs Broomhead will undertake an observation on 3rd May.</p> <p>Mrs Broomhead made Governors aware that she attended the</p>	

	Rural Derbyshire School Sports Programme meeting and stated that the Derbyshire Dales is one of the best districts for the delivery of school sport.	
11/4.16	<p>The impact of Pupil Premium and other funding sources</p> <p>Mrs Blackwell confirmed that Pupil Premium funding is used for Continued Professional Development and gave an example of training that was received from the Behaviour Support Service. Funding is also used to buy in services such as Educational Psychologists.</p> <p>Mrs Blackwell confirmed that Pupil Premium children are performing above the national average and this is one of the school's strengths.</p>	
12/4.16	<p>Governor Visits/Reports</p> <p>Mrs Broomhead confirmed that the folder containing details of Governor visits is taking shape. A number of visits that have been undertaken were read out for information.</p> <p>Governors were advised to link their visit to the SIP and to ask if they have any questions.</p>	ALL GOVS
13/4.16	<p>Policy Review and Approval</p> <p>There were no policies to approve but Mrs Blackwell confirmed that the IT policy is still outstanding</p> <p>Mr Smith will clarify which committee is responsible for each policy and will remind Governors when they are due for review.</p>	PS
14/4.16	<p>150th Anniversary</p> <p>Mrs Broomhead confirmed that there is an article in the May 2016 edition of Derbyshire Life and lots of articles have appeared in local papers. Past pupils of all ages and generations are being asked to complete a slip to record their memories. Mrs Bruce is happy to leave slips on the Post Office counter. Mrs Broomhead informed Governors that all memories will be put into a book, which will be presented to the Duke of Devonshire.</p> <p>The mural is taking shape and there are now around 280 names associated with the school.</p> <p>A steam driven ploughing engine – which has links to the 7th Duke of Devonshire - will form part of the celebrations and permission has been given by Mr & Mrs Coombs for it to be located in their field.</p>	SB

	All Governors were asked to reply to their invitation to the Garden Party as soon as possible.	ALL GOVS
15/4.16	<p>Communication – Website</p> <p>Mrs Flower informed Governors that more than 11 parent view entries are required to enable the school to access data and graphs. Parents will be encouraged to complete this and will be able to access a PC and the internet in school if they wish.</p> <p>IT support will be required to change the pictures on the front page of the website but as this costs £25.00 per hour, the school will wait until everything is ready.</p>	
17/4.16	<p>What have we achieved tonight that will make a difference?</p> <p>Governors were pleased that they had been able to set and agree the school’s budget and there is a clear understanding of the financial position for the next few years.</p>	
18/4.16	<p>Any Other Business</p> <p>Mrs Blackwell issued Governors with information which shows the difference between a voluntary aided school and a voluntary controlled school. This should be retained by Governors in their Ofsted folder.</p> <p>The meeting closed at 8.40pm</p>	ALL GOVS

Signed Dated