

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Thursday 13th July 2017 at 7.00pm in School

Governors Present:

Mrs B Davis (Chair), Mrs T Blackwell (Head Teacher), Mr J Dean, Mrs K Webley, Mrs S Bruce, Mrs C Clayton and Mrs J Flower.

Associate Members Present: None

Apologies- Mrs E Broomhead MBE (Vice Chair) and Mr B Wager

Minutes taken by JF as no Clerk to Governors appointed yet.

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence This was conducted by Mr Dean and included a prayer for the guidance of the school.</p>	
1/7/17	<p>Declarations of interest in any items on this Agenda JF declared an interest in the Business Officer position</p>	
2/7/17	<p>(2.A) Minutes of the previous meetings- These were circulated at the meeting 25-5-17- Proposed Mr J Dean – Seconded- Mrs K Webley</p> <p>(2.B) Amendments / Matters Arising (1.6) The question of where we were with Match funding regarding the Outdoor Provision was a little vague. This was due to Phil Jepson from DCC awaiting confirmation regarding the funding due to the local elections. Since the previous meeting Joint Match Funding has been confirmed and an application is to be made and submitted by the October half term 2017 (4.4) The Woodroffe Benton Foundation donation can be used in any way that directly benefits the children attending Hartington School. A letter of thanks has been sent to Jill Wesley and a breakdown of the schools expenditure paid for by this generous donation. 4.5) The outcomes of the Parental Views were very promising. We had 10 out of 16 responses and all either strongly agreed or agreed with the 12 points. 100% of the responses said they would recommend the school to other parents. (4.6) The results of the parental/extended services questionnaires was also very positive. Parents either agreed or strongly with all points. The After school clubs are attended by the majority of the children and breakfast club is well supported. (4.7.1) There was a suggestion made by KW regarding pupils in receipt of Pupil Premium Funding of the possibility of not being charged for breakfast club and that school would incur the full cost through the individual child's Pupil Premium funding allocation. However as the cost for a breakfast is not deemed too expensive (£2) it was decided by the governors present that each case would be taken on its own merits as</p>	<p>TB/JF</p> <p>JD</p>

	<p>whether there would be a charge. This will be at the Head Teacher's discretion.</p> <p>(4.7.2) According to JD. LB has already spoken to Rev Benson about funding for the library. TB was unaware of this so JD said he would bring it up at the next PCC meeting (Date to be decided upon).</p> <p>(4.9) JD raised further concerns about this point but TB said it was an agenda item.</p> <p>(10.5) Some Governors have not printed out the Channel Awareness Certificates after completing the online training.</p> <p>(12.5) Clerk to Governors item on agenda</p> <p>The NSPCC online Safer Recruitment training has been purchased. Once the identified Governors have registered, the licenses will be allocated to (BD,TB,KW & JF)</p>	
3/7/17	<p>Finance</p> <p>TB reported to the Governors that a School Support Finance Report had been received, from the Patch Officer, with a breakdown of costs for the next four years.</p> <p>TB had contacted Dawn Wilson last week who was off work ill. She had spoken to another lady regarding the funding for 'Cornerstones' who had informed her that we were massively overspent due to RG's sickness pay and the cost of KW as supply. On further investigation by the Patch officer it was discovered that she had omitted to take into account the 80% insurance cover that is reimbursed to the school budget. The report identified the projected expenditure for the school over the next three years. These are as follows: 2017/18 we will have a surplus of £48,455. In 2018/19 we will have a surplus of £14,799. In 2019/20 we will have a deficit of £21,127 and in 2020/21 we will have a deficit of £62,159. This is mostly due to staffing costs and very low pupil numbers. Because of the schools carry forward we are unable to apply Small School Contingency Funding. Figures regarding rates of teachers pay have been adjusted to allow for the higher rate of pay of the KS2 teacher from Nov 2016 to July 2017 and in anticipation of the appointment of the new KS2 teacher from September 2017. It was noted that the school will struggle to be financially viable in three years' time and decisions made regarding the schools future.</p> <p>Challenging question: KW – How much do we get per child into the budget? TB to find out and the answer e-mailed to governors.</p> <p>TB stated that there were some extra pots still to be paid into the budget ie: Sheffield Hallam Student payments, PP (Disadvantage).</p> <p>Also we had an extra £25,000 "Sparsity Funding" due to our school size/location etc. Similar schools in the area didn't get this funding. We need to look at what we spend this on.</p> <p>The i-Pads have been purchased along with the covers and storage. The cost of these comes from a different pot of money that is only available to be spent on IT.</p> <p>The Patch Officer has said that we have nothing to worry about at present and that our financial status is good.</p> <p>TB requested that BW & JD take a look at the budget and see if any further cuts can be implemented. TB reminded the governors that BW had previously stated that there was a possibility that he would be stepping down as Finance Governor from September 2017 + we will</p>	<p>TB</p> <p>BW/ JD</p>

	also lose the expertise of the school business Officer who has resigned with effect from July 2017.	
4/7/17	<p>Staffing/Recruitment</p> <p>Caretaker – TB, BD + Shelia Wilson from Dove Holes interviewed a gentlemen for the position but it was felt he wasn't suitable for the role of caretaker at a small rural primary school. This was primarily due to his lack of understanding of its very limited budget ie: he appeared very reluctant to take on and complete simple repairs that might be needed in the school. He stated that all repairs would be reported to Property Services at a cost to the school. He also have very limited knowledge of the content of his role which included aspects of the issues surrounding safeguarding. Sheila was disappointed but TB spoke to Chris Friel who said they had another man who was a retired Military Officer, based in Australia. Property Services are awaiting approval of the safeguarding checks. At present a team of 3/2 or 1 cleaners clean the school. Denise did return after her holidays but her daughter is ill at present so we are back to one member of this team (Ollie) undertaking these duties '. Due to the constant change of relief caretaker the Legionaries testing, Grease trap and Fire Alarm are not being attended to. CM has been informed of this and is to action.</p> <p>4.a Key Stage 2 teacher. This was advertised as a temporary contract for one year as 0.7 plus 0.1 every two weeks for PPA. This was approved during the May governor meeting. The closing date for this post was the 9th July. We had four applicants. TB has invited two to interview Tuesday 18th July, KW & one other candidate. We are not obliged to re schedule the interview if they are unable to attend on the date arranged. The candidates will have a safeguarding scenario, marking test, and will be required to present how they would plan for a lesson of creative writing and how they would deliver it to a mixed key stage of Y4,5,6 pupils. TB & BD will be on the interview panel. JD has also offered and will be contacted if required. TB had approached Paul Hunter but he is unable to attend and suggested we contact HR. A Head teacher from a local school has also offered her assistance and TB is awaiting her response. Candidates will not be required to deliver a lesson as Head teachers from their most recent establishment of employment will be contacted. TB would like to inform parents of the appointment before the end of the term.</p> <p>(4.c) Clerk to Governors. After being advertised again, we still haven't had any applications. BD has looked on line and found that numerous schools are looking for Clerks. The pay scale we advertised is in line with present guidelines and sits in the middle of the identified pay scales. CM has been approached but she doesn't want the post due to her other work commitments. It was reported by BD that we need someone who has knowledge of the school and can cope with the responsibility and work load this position entails.</p> <p>JF left the meeting at this stage</p> <p>(4.b) TB proposed that the governors should consider employing JF as the school business officer due to her familiarity of the role (due to working alongside the present Business Officer for the past twelve</p>	<p>TB</p> <p>CM</p> <p>TB/BD/ JD</p> <p>TB</p> <p>TB/BD</p>

	<p>months) + her intimate knowledge of the school systems and procedures. An internal appointment would also help the school financially. It was agreed by all governors present that JF would be suitable for the role but they had concerns for her wellbeing and work load due to her being one of the schools teaching assistants. Concerns were also raised about the work load and the implication that this could have on the Head teacher.</p> <p>Therefore it was decided that if JF was offered the position it would be on a trial basis for 6 months. This would allow JF and the school time to consider and reflect for her to undertake and be committed to two high profile posts within the school without it becoming overwhelming and causing health problems. This is to be reviewed in March 2018.</p> <p>JF returned to the meeting.</p> <p>It was suggested that we advertise for some more governors in the Post Office and News & Views. There are only positions for Associate Governors at the present time.</p> <p>An email was drafted to send to RG, as she hasn't attended a meeting since 29-9-16, to ask her if she would resign from the board to allow the school to advertise for another Governor preferably financial.</p>	<p>TB/CM</p> <p>JF/TB</p> <p>CM/BD</p>
<p>5/7/17</p>	<p>Curriculum</p> <p>The scheme of work "Cornerstones" has been purchased and a webinar of training undertaken by TB, KW, JF & MT on the inset day 30th June. Further training is to be undertaken next term. The programme has been classed as stimulating, inspiring and visual. It includes assessment, tracking, planning and age related work. The scheme is considered good for small schools as it gives you access to other schools through Skype and blogs. The programmes are cross curricular and encompass a wide range of themes to choose from. KW has already used Cornerstones at her previous school. Having spoken to other schools and the EYFS senior advisor regarding the assessment package it was advised that it be purchased from the onset. The Programme doesn't cover maths and the science and RE are limited. These resources need to be purchased separately and are not included in the main Cornerstone Package. EYFS is also covered to support continuity between all key stages within the school.</p> <p>Another programme called Accelerated Reader has also been purchased at a cost of £2,000. This was a programme piloted by Fitzherbert VA School. TB attended a meeting regarding this scheme and was impressed by the results it achieved. Their key stage 2 teacher reported that the reading levels had increased significantly since the introduction of this scheme which was supported by their SATS results. All the reading books in school will require banding to this scheme. Children Y2 to Y6 will then undertake a reading test to ascertain their level and which band of books they can access. Pupils will be required to undertake 30minutes of reading every day. Once they have read a book they will undertake a quiz on the computer linked to the book they have completed. This will determine their comprehension of the book and its content. Questions asked are direct and inferred. It is</p>	<p>TB</p> <p>TB</p>

	<p>recommended by the people who have developed the programme that the level of achievement (pass rate) should be set at 80%. If this is not achieved they don't move on to the next book. Children soon realise that they have to read and understand the book to be able to pass the quiz this promotes the children's reading of the book in greater depth as they can only sit the quiz once. It encourages a little healthy competition with peers. The difficult and time consuming part is banding the books. Miss Gailley attended the training with TB and offered to help with the book banding if we paid her. Due to the amount of books to be banded within the school it was decided this would take a minimum of two full days with the help of another adult eg: governors or parents. The PTFA have kindly offered to pay for either Cornerstones or Accelerated Reader. Reading is a key target on the SIP for the coming year. This has been identified through teacher assessment and this year's SATS results.</p>	
6/5/17	<p>Assessment/ Tracking/ Results KS1 Year 2 x3. Two Y2 pupils have achieved expected levels in teacher assessment in reading, writing, numeracy and SPAG. One Y2 child is still accessing the Y1 curriculum but is moving towards the Y2. This child was dis- applied from the KS1 SATS tests (parent and Governors informed). The other two Y2 pupils achieved expected levels in all subjects which includes expected progress and expected attainment in writing and numeracy, but more than expected progress in reading. Paul Hunter was very happy with these results.</p> <p>Year 1 x1 achieved 37 out of 40 in the phonics test. 100% on target.</p> <p>Year 6 x3 – KW teacher assessment, Reading, writing, Science, SPAG – One child won't get expected levels. The SATS results were: 100% attainment in Numeracy – 3 pupils 100% attainment in SPAG – 3 pupils 67% attainment in Reading – 2 pupils Paul Hunter has advised that we will not be classed as a coasting school with these results. The Governors wished to thank KW for all her hard work.</p>	TB
7/5/17	<p>Head Teachers Report One had not been completed for this meeting. TB informed governors verbally of actions. An SEN/ EYFS report were presented at the meeting + Numeracy/Literacy curriculum reports + Extended Services/Breakfast Club report and SIP Actions (Summer Term) are all to be e-mailed out to Governors.</p> <p>(7a) Inset days have been set as: 4-9-17, 20-10-17, 2-1-18 and 29-6-18. There is one left to set. 20th October will be to look at how the Cornerstones scheme of work has been received by the children, the relevance of the planning and the effectiveness of the assessment system. 2nd January 2018 will be taken as twilights to give staff and pupils two weeks off over Christmas. The content to be determined. 29th June will be for curriculum planning and assessment. Lea Green 2018 will be on the last two days of the school year 19th & 20th July.</p> <p>Attendance: Whole School: Total absences - authorised absences 150</p>	TB TB TB/JF

	<p>– 2.73% unauthorised 5, 0.09%. Attendances 97.17%. SEN: Total absences - authorised absences 71 – 2.99% unauthorised 3, 0.13%. Attendances 96.88%. Disadvantaged: Total absences - authorised absences 42 – 2.43% unauthorised 1, 0.06% (Child late after register) Attendances 97.51%. (42 authorised absences = 21 days).</p> <p>(7b) Diocese – JD wrote a letter to the Rural Dean & Diocese regarding the lack of RE instruction, church services and support with collective worship. The resignation of Sophie Etchells with effect from the 1st January 2017. Sophie covered the 5 schools within the parish. When Rev Benson was appointed it was advised that he would have someone part time to help (This was a 1.5 person post). A meeting was held, between the 5 Head teachers and the diocese, at Earl Sterndale school on Tuesday 11th July. TB attended along with BW (The head teacher from Monyash didn't attend). Dan Holden will e-mail the minutes to the school and then we will forward them to JD as requested. The Diocese felt that one way forward could involve small schools linking up to larger town schools to save money but to be able to provide input from them.. It was suggested by the representatives from the Diocese that Rev Benson should attend the schools more often, but he wouldn't commit to this. David Channon said he may have someone who would be able to come into school to help support the delivery of collective worship and church services. Mr Channon recommended that this person contact the Head teachers directly, but Rev Benson insisted that he was the first line of contact. Voluntary Lay Preachers within each parish are in very short supply, over worked and the vast majority are towards the older end of the generation and are often from the older generation. The Head teachers praised Sophie for the work she had done over the past two years, but the Diocese didn't say much regarding their plan of what they are going to do to support small schools except to say they would not be filling Sophie's position. They offered to train teachers and head teachers to deliver assemblies but as the heads stated they are not trained clergy who are fully versed in the theology of religion, they are educationalists. The Head teachers present felt that the Diocese were ill prepared for this meeting and hadn't got an action plan for the future just a skeleton of ideas. Of which their involvement would be very limited. Biggin's Foundation Governor was very passionate but unable to get any results from the meeting, so we are no further forward with getting a ministerial assistant. JD is to take lead on behalf of the school regarding this matter. A further meeting is to be arranged between the White Peak Head teachers. JD said that although a Family service was arranged once a month in the church families were not attending and he felt the connection between the school and church was failing.</p> <p>(7c) Property: The flat roof above the infant class room has been investigated but the work is not to be carried out until summer 2018. The playground kick boards have been reported to property services and the work is imminent.</p> <p>Road: JD enquired if anything had been done about the road safety outside school. TB reported that following CM contacting DCC, highways have stipulated that since there haven't been any accidents on the road on which the school is located it is not deemed dangerous and requiring a 'road calming' area. Issues were raised about the speed lorries and tractors travel on the road and whether speed bumps could</p>	<p>JD/TB</p> <p>TB</p> <p>KW</p>
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	<p>be introduced or a 20 mile speed limit. KW had seen some zone signs outside a school in Ashbourne and felt they were a good idea. She is to try and get some photographs of them.</p> <p>(7d) E-Safety: Dawn Monk and Karen Mycock delivered an E-Safety talk to parents and governors on 20th June. Leaflets etc were left to go on the web site with links to further information.</p> <p>Online Safer Recruitment training licenses to be allocated to TB,BD,JF & KW so they can undertake the training.</p> <p>Paediatric First Aid: MT & JF are required to update their Paediatric First Aid in September. There is another type of first aid training that is linked to the Health and Safety of the adults working within the school which requires to be undertaken by one member of staff. To be looked into by school Business Officer. KW enquired if we had face shields in school for mouth to mouth. These are available in the first aid box. It was also identified that new guide lines state that mouth to mouth resuscitation is no longer common practice and only compressions are undertaken in the event of cardiac and respiratory arrest.</p> <p>(7e) Healthy School Community Award: Dawn Monk is to attend school on Tuesday 18th July to help TB collate all the work undertaken for the award. We have been advised we will achieve this award which will lead us into the Anti-Bullying Award in September.</p>	<p>TB/BD/ JF/KW</p> <p>JF</p> <p>TB/JF</p>
8/7/17	<p>SIP: The summer term actions have been completed in Green and the report will be forwarded to governors for their orange Ofsted folders. This is the information that Ofsted will be sent prior to inspection.</p>	TB
9/7/17	<p>EYFS: The KS2 children have been part of a project working alongside Early Years staff to plan and identify resources to be purchased to meet the Early Years requirement. This was part of a project to allow the children to apply knowledge to a 'real-life' situation. Once completed this was reported to the School Council and to Paul Hunter (Link Advisor).</p> <p>Quotes have been received from two companies regarding the laying of artificial grass outside the KS1 classroom + Small playground and ramp area.(Separate quotes for each area to be completed over a 3 year project). A gate to secure the EYFS area and possible shading. An query was raised at an Early Years outside provision planning meeting by KW regarding the possibility of the wooden canopies and gate being in close proximity to the school to create a fire risk. Byron Parry was contacted who referred us to Hazel Swainsbury - Risk Management and Insurance Section, Derbyshire County Council. All details and specifications have been forwarded to her and we are awaiting a decision. In the meantime a quote has been received from DCC for a metal gate which will not be a fire risk. This has been actioned and should be fitted towards the end of the summer break. The bank at the back facing the KS1 classroom has been strimmed and is due to be sprayed with weed killer. The wild flower garden that was due to be seeded will not happen due to the soil being too rich. Sand could be added but it is too close to the field and nutrients from the soil in the field would filter through into the school garden. A textured and scented garden is now planned. Anna Wardle has donated an outside sand pit so a letter of thanks is to be sent also a plaque placed to acknowledge the donation. It was decided that a plaque with the upper KS2 children's names on that have helped design the area is to be arranged and</p>	TB/JF

	<p>displayed outside. KW said her husband would be happy to make this if we let her know what we want.</p> <p>Transitions: Three children will be starting school in the EYFS in September. They have had three transition sessions (1/2 day, 1/2 day with lunch and one day till 2pm) These went well. Since the transition days another child (moving into the area) has applied to join our foundation stage so a further transition day has been arranged for Fri 14th July so the children could meet each other.</p>	
10/7/17	<p>SEN: An SEN report was presented at the meeting. 3 SEN pupils leave to attend KS3 this year. At present there are no medical or educational problems with the 4 new EYFS pupils that we are aware of. We lose one PP (disadvantaged) child and their funding. The dispersal of the SEN pupils are 3 in KS1 and 1 in KS2. Application for GRIPS funding has commenced for one pupil. The referral for the Educational Psychologist has been made. Parents have been asked to contact their GP to make a referral regarding a Dyslexia assessment (Dyslexia is now referred to as the Child having a learning disability)</p>	TB/JF
11/7/17	<p>Governors: BD & JD are to formulate a report regarding the Cornerstone and E-Safety evenings. BD has been in school to meet and greet parents. JD & CC have been in school listening to readers. CC & SB have attended School Council meetings. JD has offered to help with the setting up of a library.</p>	BD/JD
12/7/17	<p>Web Site: JF reported that the Web site was continuously updated with news etc. She stated that some policies require updating and placing on the web site. TB thought it would be a good idea to advertise the Cornerstones and Accelerated Reader programmes on the web site. KW asked if we could have a password protected area that only parents could access. This was thought to be a good idea in principle but could parents be trusted not to give it to extended family and friends.</p>	JF
13/7/17	<p>What have we achieved tonight that will make a difference?</p> <ul style="list-style-type: none"> • We have steered the school in the right direction over the last 12 months. • We have achieved good SATS results in KS2 & KS1 and have passed the Phonics check test. • We have 4 EYFS pupils starting in September. • We have achieved good attendance throughout the year. 	
	<p>As Governors we would like to thank KW for all her hard work in producing the Governor Newsletter for July. Dates of meetings for the year to be sent out to governors.</p>	JF

Meeting closed: 9:50 pm

Next meeting Thursday 21st September 2017, 7pm

Signed

Date

Chair of Governors