

Hartington CE Primary School – Board of Governors

**Minutes of a meeting held on
Thursday 17 November 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 (Staff) Mr J Dean, Mrs S Bruce, Mrs C Clayton, Mrs K Webley,

Associate Members Present:

Mr B Wager (arrived 7.45 pm).

Apologies:

Rachel Gardner

Start of Meeting: 7.10 pm

Welcome and Prayers Mrs Davis

The minutes were taken this evening by Mrs Davis due to having no Clerk to Governors at the present time.

| Minute No | Details | Action |
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| Procedural Matters | | |
| 1/11.16 | <p>Declaration of Interest All Governors present at the time were asked if they had any declaration of interest on any items on this agenda. There were no declarations made by any governor.</p> | |
| <p>2/11.16 2a/11.16 2b/11.16</p> | <p>Minutes of the previous meeting on 29 September 2016 The minutes dated 29 September 2016 were approved, agreed and accepted as a true record. They were proposed by Mr Dean and seconded by Mrs Bruce. The following were matters arising from the minutes which Mrs Davis had extracted from the minutes. 2/9.16 –Mrs Flower and Mrs Oliver received their flowers and Mrs Flower expressed her thanks at the meeting for them and on behalf of Mrs Oliver too. Thank you Mrs Blackwell for arranging this. 3/9.16 – Mrs Davis asked Mrs Flower to fill in the declaration form. Mr Wager to do his later at the meeting. 5/9.16 – Mrs Davis had emailed an advert for the governor position to school but school are having difficulty with their email at present. Will follow up. Mrs Teeboon’s partner does not want to be a governor at this present time. 6/9.16 – Terms of reference have been put in governor files. Also on agenda for tonight’s meeting. 7/9.16 – Pokemon link to be resent to Judith.</p> | BD |

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| | Need to resend link Traffic Control on agenda for tonight's meeting | BD LB |
| 3/11.16 | <p>Safeguarding All governors have received the new updated policy for reading and approval. It was recommended by Mrs Blackwell that we all adopt it but also keep/retain the previous safeguarding policy from last year. All voted to adopt the new policy. The new policy is to go on the website when additional web links have been identified and included in the policy.</p> <p>All Governors and staff have to receive on line training. A link will be sent to all governors. This training will take approximately one hour with a test at the end of it. All governors to bring results to the next Governor Meeting. The results will also be put into the governors folders.</p> | All JF All |
| 4/11.16 | <p>Finance Phil Burrows has been contacted again but Mrs Blackwell has still not got any answer with regards to Small Schools Contingency Funding but did get told previously that it may be after Christmas before we know anything. Once the committee sits we should find out if we have been successful</p> <p>We are still over our budget forecast, this is mainly due to staffing issues.</p> <p>Mrs Blackwell has been speaking to Mrs C Miller with regards to finance. Mrs Miller has suggested to purchase a finance package at county level, via our path officer Dawn. In the past we have had a spreadsheet which can be quite hard to understand. This new package however involves someone coming from county to do a report. They also come and present it at a governor meeting. The cost is £295 per year but you can purchase an interim report at a cost of £160 which covers November 2016 – March 2017. It is a more comprehensive format with information to what it all means. Mrs Davis stated that it would be something that we should all be able to understand and would give us a break down of the financial position. Mrs Bruce thought that this was a good idea and Mr Dean also agreed. Mrs Miller had said it would be a good idea to pay once as she has experience. It also gives a projected four year forecast. Mr Dean proposed that we do this.</p> <p>The above also related to R2 of the outstanding Audit Actions. Mrs Blackwell to find out further information and to report back at next meeting.</p> | TB TB |
| 5/11.16 | <p>Audit Action Plan</p> <p>A thorough review was made of the audit action plan. The following actions were identified. (Please note they are in order of importance not numerical.)</p> | |

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| <p>R1 All governors need to fill in their financial skills audit annually in September. All governors to do this at this meeting.</p> | All |
| <p>R2 As per 4/11.16</p> | |
| <p>R3 In governor folders to be completed.</p> | BD |
| <p>R4 All governors need to take a pro-active role in the SIP.</p> | All |
| <p>R5 This has now been implemented.</p> | |
| <p>R6 As Mrs Miller cannot find all necessary documentation in the office with regards to the Private School Fund Mrs Blackwell is to contact Peter Hesham to ask him to clarify that he has no documentation with him. Mrs Clayton is to email Mrs Parsons (previous school secretary) to ask her where she has put all documentation to do with the Private School Fund. Mrs Broomhead asked could we have a definition of the school fund. Going forward will this account be closed? Mrs Blackwell confirmed that all monies within this account will be transferred to the school budget depending on the amount already in it and confirmation of the decision to close it. Mrs Davis reported that in previous years money allocated for transport from the Woodroffe Benton Foundation fund and held in the private school fund had been transferred into the schools budget as it had not being used.</p> | TB/CC |
| <p>R7 Critical Incident Management Plan - this has not yet been completed but we are within the twelve months. Will be completed by 12 January 2017.</p> | CM/TB /JF |
| <p>R18 IT Just Done need to have a Service Level Agreement. Mrs Flower has passed this across to Mrs Miller who has spoken to Morag with regards to this. They do not have a service level agreement with DCC. However IT Just Done are looking into this. This is to remain ongoing. Mrs Davis asked what if they do not get one from DCC? Mrs Flower said that they work with lots of school so there is not only us with this query. Action – to follow up and find out what is happening with the SLA.</p> | JF |
| <p>R8 Order-point is now being used for simple orders but the process of ordering is complicated and time consuming. Mrs Miller has said that as long as the school is seen to be using it for some orders then school will</p> | TB/CM /JF |

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| | <p>be in compliance with Audit recommendations. Mrs Miller is to train Mrs Flower to use order-point so it can be used on the days when Mrs Miller is not here.</p> <p>R9 The governor induction pack has been updated. Mrs Davis asked for it to be photocopied and to be put into the governors files. To be approved with minute number. Minute number 5/11.16/R9</p> <p>R10 Roles and Responsibilities – needs to be approved with minute number. Minute number 5/11.16/R10</p> <p>R11 This has now been merged with R10.</p> <p>R15 For all new employees now need to obtain two references. This applies to Mrs Miller and Mrs Wildgoose. To Action for next meeting.</p> <p>R16 Mrs Miller and Mrs Blackwell to produce and implement a full induction sheet for new employees. This has never been done before but will be similar to an induction pack. Mrs Miller to find a template to follow. Action – to be put on next agenda.</p> <p>R19 With regards to Lettings policy this has been done and only needs to be amended if necessary and approved in twelve months' time.</p> <p>R20 The bank account has been reviewed and there are names which need to be taken off the account. These are C Kidd, S Hulme, S Bunting, C Parsons.</p> <p>7.45 pm – Mr B Wager arrived at meeting</p> <p>Governors need to approve for the above names to be taken off the account and for the following to be put on: Mrs C Miller, Mrs J Flower, Mrs L Broomhead. Mrs Blackwell is already named on the account.</p> <p>A minute number and a copy of these completed minutes will be required to accompany the bank mandate for change of signatories to be made.</p> <p>Mrs Davis proposed that the first list of names be removed from the account, Mr Dean seconded it. Minute number 5/11.16/R20</p> <p>It was also suggested by Mrs Davis that people should be issued with a</p> | <p>BD/TB/JF</p> <p>TB/BD</p> <p>TB/JF</p> <p>TB/CM</p> <p>CM/BD</p> <p>LB/JF/</p> |
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| | <p>receipt when paying monies/cheques to school. Mrs Broomhead also asked with regards to community lunch would they need a receipt for the lump sum amount and the raffle. It was suggested that this was correct. As from this point all monies paid into school will be issued with a receipt. Action – to purchase a receipt book.</p> <p>R21 All keys to lockable draws which contain money have been recommended by auditors to be taken off site each night. However, in line with school policy very little cash is kept on site. The school is alarmed and is connected to the police station and all governors felt that this was appropriate security and taking the keys off site was unnecessary. Mrs Broomhead was not happy with the action raised by the Audit Visit and she suggested they be contacted to suggest/discuss other options to this recommendation.</p> <p>R22 The inventory has been updated but has not been put on SAP. Mrs Miller to put onto system. Will be completed by February 2017.</p> <p>R12 The monies owed from PTFA has been obtained.</p> <p>R13 The overtime rates are in the Headteacher report which is presented six times per year.</p> <p>R14 All governors now receive the Audit Matters newsletter. This has been put in the governor file</p> <p>R23 All IT equipment has the DC sticker on them but requires security marking with a UV pen.</p> <p>R24 Mr Wager asked did this not happen in the past. Mrs Davis asked who should sign the bank statements? Mrs Blackwell thinks it is Mrs Miller who does this and will ask. Action – TB to ask Mrs Miller.</p> <p>R25 The governing body was unsure of this. Action – to ask audit department.</p> <p>R26 The windows Professional 7 upgrade to Enterprise needs to be chased. Action – to be chased up</p> | <p>CM</p> <p>TB/CM</p> <p>All</p> <p>JF/TB</p> <p>TB</p> <p>All</p> |
| 6/11.16 | Governor Files | |

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| | <p>Mrs Broomhead asked Mrs Davis where we were up to with regards to the governor files. Mrs Davis told the governing body that Mrs Flower had helped Mrs Davis to sort these folders for all the governors. Some information has been put into the folders and it was also up to the governors to put additional information in them when required. Mrs Davis also suggested that if anyone goes on a course via work which could be deemed useful with regards to governor work that this is also put into their governor folders. For example Mrs Davis did a Health and Safety Course at the beginning of November and would put that information into her folder.</p> <p>Terms of Reference for all the committees are the same because they were only reviewed and updated in February 2016. Everyone agreed to accept them and Mrs Davis is going to put a copy in individual Governor files for everyone.</p> | <p>All</p> <p>BD</p> |
| 7/11.16 | <p>Traffic Calming Measures</p> <p>At the last meeting traffic calming measures were discussed. Mrs Broomhead and Mrs Bruce were to take this to the Parish Council (minute number 7/9.16).</p> <p>Mrs Broomhead supplied lots of information/letters/emails with regards to the above (enclosed with minutes).</p> <p>In summary DCC considered the request but because there had been no incidents the answer was no. The parish council had expected this answer. Therefore there is nothing that can be done.</p> <p>Mrs Bruce wondered whether we should put up a new gate at the side of the hall as a precautionary measure. Mrs Webley informed governors that she knew someone who had an ironmongery business. Mrs Webley to ask for quote. Mrs Blackwell to contact Mark Rushworth for a quote. Mrs Bruce to contact Lester Lowes (Builders merchants) for a quote.</p> <p>In the meantime it was suggested that the staff cars be parked in such a way that the main driveway gates could be closed. Mrs Davis said it would be ok as long as the pavement was not obstructed by any other staff cars. It was decided that there was plenty of room. This is to be actioned with immediate effect.</p> | <p>KW/TB /SB</p> <p>All Staff</p> |
| 8/11.16 | <p>School Council</p> <p>Mrs Davis spoke of the idea of governors attending the school council again. Mrs Bruce and Mrs Clayton said that they would be happy to do this. Mrs Davis thanked them both. The school council will be arranged on a Thursday to fit in with Mrs Bruce and Mrs Clayton. To be arranged.</p> | <p>SB/CC /TB</p> |

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| 9/11.16 | <p>Governors Newsletter</p> <p>Mrs Davis relayed to governors that it is a good idea to put a newsletter from themselves onto the school website as it gives parents an idea of what they are doing for the school. Mrs Blackwell said that this was good practice. Mrs Broomhead came up with the idea of producing a template and then we could bullet point things. Mrs Broomhead to devise a template and will email everyone. Mrs Flower to look at other schools to see what they do and email them to Mrs Broomhead for ideas.</p> | LB |
| 10/11.16 | <p>Head Teacher's Report – see attached</p> <p>Mrs Blackwell asked did governors have any questions. It was noted that Mrs Webley who has visited school was not in the report. Mrs Webley to fill in governor visit forms.</p> <p>It was also noted that Mr Mark Webley was doing five sessions with KS2 – design technology. This had also been omitted from the report.</p> | KW |
| 11/11.16 | <p>SIP</p> <p>All governors had received action plans which needed to be looked at. All governors were to add on any ideas that they felt could be included to support the content of the plans and to forward to school before the next meeting. Mrs Blackwell felt that it was important that the governors were an active part of the development of the SIP as they are part of the management team within the school. Mrs Clayton advised the governing body that she had not had any emails with these action plans attached. Mrs Flower to arrange copies for Mrs Clayton.</p> | All |
| 12/11.16 | <p>EYFS</p> <p>Early Years is linked to the school action plans. It was felt that we needed to formulate a committee/working party for this. We also need to look at outside provision.</p> <p>Simon Watkinson (parent) is to do a brochure for the school at no cost.</p> <p>Mrs Webley had taken the lead in organising a run with the PTFA. This will help to raise valuable funds for upgrading the early years provision.</p> <p>Mrs Broomhead was to look at funding from Dave Chapman (District Counsellor). Mrs Broomhead had got the form which needed to be filled in.</p> <p>The Charles Cotton Hotel had informed the school that they wanted to do a fund raising event and would donate to the school.</p> <p>Mrs Broomhead said that she was struggling to get any money/funding because she had received no information from school with regards to what was needed. Mrs Blackwell said it was very hard to try to get quotes when we didn't know exactly as yet what was needed and what</p> | <p>LB</p> <p>KW</p> <p>LB</p> <p>LB</p> |

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| | <p>the children would want but said that visits to other settings with Early Years Children had been planned to investigate their provision, sources of equipment etc. The school council had put forward some ideas: sand pit, playhouse. They wanted to raise money themselves by doing spelling, football match, cake sale. Sophie Etchels has agreed to support the development of the spiritual area due to her links with the Church.</p> <p>Action – Mrs Broomhead said we needed an action plan and working party for funding.</p> <p>Mrs Broomhead to ring re match funding and obtain the form. The closing date is 20 January 2017 and Mrs Broomhead wants an overview. She says the partnership will need the project.</p> <p>8.58 pm – Mrs K Webley left meeting</p> <p>Mrs Davis informed the governors under Any Other Business at this point in the meeting that it was critical that we had extra meetings for our committees. She explained that it was very hard for Mrs Blackwell to make time for these meetings during school time as she was a member of all committees and being such a small school put a lot of strain onto Mrs Blackwell. Mrs Davis informed the governors that a way forward would be to have extra meetings and she proposed that we had an extra meeting in December to discuss the EYFS and the funding that was required. We would also include the action plans in this meeting. Any other items that Mrs Davis deems necessary will be added to this extra meeting. This meeting will be held on 8 December 2016 at 7.00 pm.</p> | <p>LB</p> <p>All</p> |
| 13/11.16 | <p>Assessment</p> <p>Mrs Blackwell informed the governing body that the children were under continual assessment. Results will be on RM Integrus. Most of the children were working towards and within their expected levels. However there were some children that were not working within their year groups – it was noted these children had all entered the school mid year or that that they had been transferred from other schools. Following observation and assessment some of these children were identified as not working at the designated levels. Parents were informed on entry.</p> <p>KS2 – All Y6 children at the end of the previous academic year met the expected level of achievement and the school achieved a 100% success rate in numeracy and literacy. Additional actions and support were put into place to support progress and attainment in this key stage in addition to the class teacher. A temporary teacher (Mrs Kathy Wildgoose) for KS2 had been found to cover for Mrs Gardner who is on long term sick leave. She will be covering all of her hours with a focus on literacy and numeracy and preparation for SAT's.</p> <p>KS1 – Y1 – Y4 – 75% KS1 Y2 children attained expected levels in the KS1 SAT's paper's at the end of last year with 25% achieving working towards in literacy and numeracy. This academic year there are a percentage of children that are predicted not to make expected progress</p> | TB |

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| | <p>in their year group. The parents of these children have been informed and also agree with Mrs Blackwell regarding where their children are up to at the moment. However, if we show that these children are making progress the school will be ok with regards to OFSTED. Accelerated learning programmes are to be introduced and the target children will be moving in and out of year groups within the classroom and will be dependent on where they are accessing the curriculum. OFSTED are also looking at the attainment and progress of gifted and talented children.</p> <p>Mrs Blackwell has made links with Elton School and Fitzherbert. Year 5 and 6 are going to go to these schools to undertake activity days linked to curriculum areas and work alongside their peer group. On 30 November there is a Maths Challenge at Fitzherbert. Hopefully this will improve learning. This is to not only help promote and support the children's understanding and application of maths concepts but to link to other areas of the curriculum e.g. communication, PSHE, problem solving etc.</p> | |
| 14/9.16 | <p>PE & School Sport Premium – see attached report from Mrs Broomhead.</p> <p>As part of the extension of the quality National Curriculum provision a programme with Derbyshire Cricket has been finalised with Fitzherbert school.</p> <p>Mrs Broomhead was really excited with regards to being part of the Rural Derbyshire School Sports Initiative. It is a "Covey Pilot" project and is to be fully funded so we can work with other small schools. Mr Dean asked how much the funding was and Mrs Broomhead replied that it was £6,000.00 from PE & SSPF. Mr Wager asked whether this was a one-off payment. Mrs Broomhead replied that there were two increments a year, for the next three years. This could also be possibly longer</p> <p>Out of the £6,000.00 funds so far £2733.00 has been spent. The funds have been spent on Tai Chi and Becky's promotional work. Mrs Broomhead said she would find creative ways to increase funding if needed.</p> <p>We have applied for the Sainsbury Bronze Award.</p> <p>Thank you Mrs Broomhead for all your continued hard work.</p> | LB |
| 15/11.16 | <p>Pupil Premium and Other Funding Sources</p> <p>In January 2017 we will know if we have been successful in obtaining Small Schools Contingency Funding. The application is already in and</p> | |

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| | <p>hopefully if successful we would get at least £6,000.00 with the possibility of £12,000. This would pay a salary and help to support the budget being overspent this financial year.</p> <p>Pupil Premium – this information needs to be on the school website as to how we spend the pupil premium. It needs to be a separate heading on the website. The strategy statement done by Mrs Blackwell and Mrs Flower explains what it is and how much the payment is. It will be very detailed and it could be the case that a child could be identified. Mrs Davis explained that parents had a right to know on what the pupil premium was being spent on. Mrs Broomhead asked would it be possible to contact the parent beforehand to explain that this information needs to go on the website.</p> <p>The governing body supports Mrs Blackwell re the above information being put onto the website but governors recommend it needs to be detailed. No copy as yet for the Governors.</p> <p>Mrs Wildgoose is at the top of her pay scale. Mrs Miller will find out the cost. However insurance will pay 70/80% of this. Mrs Davis reiterated that we need an outstanding teacher in key stage two. Mrs Blackwell agreed and stated that she was an outstanding practitioner.</p> <p>9.20 pm – Mrs L Broomhead left meeting</p> <p>It was suggested by Mrs Davis that we now move some children up from KS1 to KS2. These are children that should be in KS2. Mrs Blackwell stated that this was in hand and had already spoken to parents about this but was waiting to speak to Mrs Wildgoose once she started her supply cover.</p> | <p>TB</p> <p>TB</p> |
| 16/11.16 | <p>Governor Visits/Reports/Recruitment</p> <p>Mrs Bruce kindly agreed to put up a governor vacancy poster in the post office.</p> <p>Mrs Blackwell said she knew of two people who may be interested in becoming governors. It was said that we should advertise and let them enquire via the correct channels.</p> | SB |
| 17/11.16 | <p>Policy Review and Approval</p> <p>Mrs Davis proposed we accept the policy. It was seconded by Mr Dean.</p> | |
| 18/11.16 | <p>Communication – Website</p> <p>Mrs Flower has been working on the school website and it is now more up to date. The governor section has been updated and now shows meetings, minutes and the terms of reference.</p> | JF |

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| | <p>The pupil premium has been added as an additional heading.</p> <p>It has been recommended that we have an audit done on the website. Morag (ITJustDone) has come back with a few bits/issues but the website is basically ok.</p> <p>Mrs Flower did say however that we need some new pictures to put on the website.</p> <p>The governing body would like to thank Mrs Flower for all her hard work in regards to the website.</p> | |
| 19/11.16 | <p>What We Have Achieved Tonight That Will Make A Difference</p> <p>We are going to have extra meetings and shorter agendas to deal with everything with there being a small governing body. These meetings will include committee items.</p> | All |
| | <p>Any Other Business</p> <p>Mrs Lacey has recently lost her mother-in-law. Flowers and a card had been sent from the school and Governors.</p> <p>A letter was read out by Mrs Flower. This letter was from parents whose children attend this school. It underlines everything we thought about the school and how good the staff and school is. We were all touched and proud of the comments in the letter.</p> <p>As brought up in the minutes earlier there will be extra meetings – the first one being 8 December 2016 at 7.00 pm</p> <p>Lastly Mrs Davis would like to say thank you on behalf of the governors to Mrs Clayton who brought us the most tasty mince pies for tonight’s meeting.</p> | TB |

Signed Dated