

Hartington CE Primary School – Board of Governors
Notes of a workshop meeting held on
Thursday 16th November 2017 at 7.00pm in School

Governors Present: Mrs B Davis (Chair), Mrs L Broomhead MBE (Vice-Chair), Mrs T Blackwell (Head Teacher), Mr J Dean, Mrs S Bruce, Mrs C Clayton and Mrs J Flower.

Associate Members Present: None

Apologies- Mrs K Webley

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

This evening's Governor meeting was postponed and a Governor workshop arranged instead. This was due to a visit from Gary Booth (Health & Safety) regarding the risk assessments that should be in place. Gary arranged to come and help the governors complete them as part of the meeting.

Gary arrived at 4:15 (Due at 6:30) with the intention of completing the assessment. As a SIAMS inspection was taking place he proceeded to complete the Risk Assessments with assistance from Mrs Flower. After searching the office for the previous risk assessments that had been completed in 2014/2015, they were found in a magazine box not the Health & Safety file. This made the completion of the documents easier as they just required checking and updating, then signed as a reviewed document. Gary also completed some new Risk Assessments, with guidance from TB & JF that needed to be in place. Gary left school at 6:30 having completed the documents and signed them in conjunction with TB.

Gary suggested that the risk assessments be scanned onto the server for safe keeping. The forms also require signing by staff/Governors to say they have read them.

Gary Booth is trying to set up a consulting service within the (Children's Services) that would allow him to go into schools and offer his professional services to help complete these and similar documents for schools like ours. He requested if we could write a letter to his line manager stipulating how his services had helped us at a stressful time.

An email of thanks for Gary's professional support has been sent to Kathryn Boulton (Children Services) Copy in Governor file.

TB fed back to the Governors re SIAMS inspection. At the time of the meeting the judgement was unknown as the inspection didn't conclude until 5pm due to giving the staff time to find evidence to support verbal statements. Mr John Chapman (inspector) then fed back to TB, KW, JF and SG, but wouldn't commit to a judgement.

TB informed the governors that parents: Tammy Tidmarsh, Vicky Critchlow, Vicky Allen and Nicola Richmond had spoken to the inspector. Mr Chapman had informed TB that they were all very complementary of the school and its staff.

LB & JD also spoke to the inspector as Foundation Governors.

TB had emailed Rev Benson regarding the inspection on Tuesday 14th Nov but heard nothing from him. Rev Benson contacted the school at approximately 4:45 on the day of the inspection and left a message on the phone to say he had only just received the e-mail and was unable to attend the SIAMS but that he would contact us in a few days.

LB has drafted a Governor Action Plan which includes Curriculum, EYFS and SIAMS targets.

Hartington CE Primary School – Board of Governors

Health and Safety Audit is up to date and needs reviewing in Jan 2018. Extra information can be added as things alter ie: EYFS area.

Gary Booth left an Action Plan with four points:

- To undertake training on working at heights.
- Work station in Office to be reviewed
- Storage
- Forms signed

He stated that he could undertake the height training and office review in one training session.

The Generic Risk assessments will cover walking around the village and gardening club. Hi Vis Vests must be worn.

Catering complete all the risk assessments for the kitchen not the school. They are also subject to spot checks from Health and Safety.

School is responsible for the windows and painting of the kitchen. Catering are responsible for equipment and the cook.

Issues were raised about Community Lunch and the use of the hot water urn. Should it be in the hall, on side, in corner by piano? Could jugs and tea pots be used instead of urn. Risk assessment to be written.

The NoMow has been laid in the small playground. The drain covers are still to be covered when the weather is dry as they require gluing. When wet, the Nomow appears very squelchy but soon seems to dry. The EYFS are is covered with leaves and requires either a stiff brush or a leaf blower to clear them. Mrs Teeboon has suggested that the EYFS pupils each have a brush of their own and help to clear the area whilst Mrs Teeboon is setting up the equipment in a morning.

- A mat is required for the class 1 door to the free flow area to prevent damp feet and leaves coming into school. Buy a brush.

During planting of planters in Gardening Club it would be advisable to plant them on the grass before carry them down to the Nomow area.

Policy's adopted by Governors:
• Hartington C of E Primary School Child Protection and Safeguarding Policy.
• Hartington C of E Primary School Religious Education Policy.
• Hartington C of E Primary School Collective Worship Policy
• Hartington C of E Primary School PSHE Policy.
Policies on web site (Awaiting Approval) statement to be removed. PSHE policy to be emailed to Governors.

The Budget written by Dawn Wilson has been emailed to governors with a request that any queries are emailed before the next meeting so the answers can be sought.

Barbara Davis brought to the Governors attention the amount of support that the PTFA give the school following her attendance at the PTFA AGM. A letter of thanks was written on 13-11-17 ready to give to Miss Wardle (Chair of PTFA).

Following the publication of the Ofsted report, Barbara thanked the staff and school for all their hard work and dedication. The school has been graded GOOD.

Hartington CE Primary School – Board of Governors

The report, links to the Ofsted site, reports and announcement are all on the web site.

Adrian Baldwick, Senior Link Advisor met Mrs Blackwell at a training and said how well the school had done and that we should be very proud.

Becky Cassidy is to write a report for the press. JF to send the report and a copy of what the school has put on the web site.

Following the donation of a sports kit from Premier League sports it was suggested that we dressed the pupils in the kit for another publicity stint.

JD reminded everyone that it is the British Heart Foundation Swim on Saturday 18th November.

He also reported on the Traffic Management and the correspondence he has had with the county council. Mr Dean is trying to get a “20’s plenty” sign for outside school to try and slow the traffic down. He reported about an article in the Daily Telegraph that a road in a South London suburb had one of these signs. John is concerned about the speed lorries and tractors pass the school and that it is an accident waiting to happen. Sue Bruce and Liz Broomhead are to raise the issue with the PCC again. The County Council states they have no money. Carol Clayton suggested we set up a protest. A site meeting is to be requested where the Parish Council, parents and children could meet and speak about their fears. Could flashing lights be erected to warn when children are starting and finishing school?

The PTFA have requested if they could have a notice board alongside the Governor and Sports notice board. ? Cost and who would pay.

- Friday 1st Dec - Celebration assembly - 2:45 – St Giles Church
- Friday 8th Dec – Nativity “Tea Towel & Tinsel” 6pm – Pea & Pie supper 7:30 £5 & £3
- Friday 8th Dec – ‘Christmas at Chesterfield’ – whole school trip to Urban Centre Chesterfield. Also Elton school will be there as well.

We are to attend Collective Worship at Elton Primary School and also host them possibly once a term.

Kathy Wildgoose is to attend Elton school for CPD with Paul Hunter regarding RE

Paul Hunter is to be formally thanked for all his support during the Ofsted and SIAMS inspections.

The Diocese logo has been added to the letter head, compliment slips and web site.

Mrs Stubbs has kindly offered to make the sandwiches for the tea after the BHF swim.

Mrs Mellor has very kindly paid for the children to attend the pantomime at Buxton. A letter of thanks has been sent from the school and governors (Copy in file).

Mrs Blackwell closed the meeting with a vote of thanks to everyone for their support during both inspections.

Meeting closed: 8:10 pm

Next meeting Thursday 7th December 2017, 7pm

Signed

Date

Chair of Governors