



## Hartington CE Primary School – Board of Governors

	<p>of the pupils is covered. The Legionaries test was carried out in the Summer, Grease trap emptied and the fire alarm is tested regularly.</p> <p><b>(4.7.17 – 4a)</b> Kathy Wildgoose was interviewed for the role of KS2 teacher on the 18<sup>th</sup> July and offered a twelve month contract due the fluctuating numbers. This will be reviewed in the summer term.</p> <p><b>(4.7.17 – 4c)</b> At present we still don't have a Clerk to Governors. This is to be re-advertised.</p> <p><b>(4.7.17 – 4b)</b> Judith Flower was interviewed for the role of School Business Officer on the 18<sup>th</sup> July. She was offered the position and took up the post on the 1<sup>st</sup> September. This role is to be reviewed at the end of the financial year. At present JF is in the office full time (unless required in class) due to the amount of clerical work that requires updating. Charlie Miller (Ex- School Business Officer) from Fitzherbert is mentoring JF. CM worked 10 hours per week. TB authorised CM to be paid 10 hours a week over the summer holidays (60 hours) to cover her mentoring JF. JF is going to Fitzherbert on Friday 22-9-17 to work alongside CM. TB apologised to the governors for not seeking approval for this payment as it was decided upon on the last day of the summer term. (TB had researched the costs involved and this was the cheaper option). All Governors were happy with the arrangement and said they would have approved the action and were happy to do so retrospectively.</p> <p>A poster is to be designed and displayed in the post office advertising for a governor preferably with experience of finance. DCC are to be contacted about Governors and if there is a governor support team that can offer advice regarding the content of the advert. Some schools share governing bodies but this was not thought to be suitable. It was thought we may need to widen the net and advertise on the DCC web site for governors.</p> <p>Rachel Gardner has not been in contact with the school, since she was e-mailed regarding her position on the board of governors, so she has been removed.</p> <p><b>(5.7.17)</b> Cornerstones is being used by Mrs Teeboon for the EYFS and by Mrs Wildgoose for Maths in KS2. The PTFA have kindly paid for this scheme of work. Accelerated Reader has also been introduced in KS2. The sorting, classification and identification of areas where there is a lack of books have taken place. Sam Gailley has been very instrumental in this process and has located books to be purchased. On-line training has been undertaken, (there are 6 in total) which has been very helpful. Further training is to be undertaken on next Inset Day (20-10-17). The initial testing of pupils has taken place. KW asked if any child had surprised the staff with their results. TB replied that yes one or two pupils hadn't performed as she thought they would and explained the content of this within the meeting.</p>	<p>JF</p> <p>JF</p> <p>JF/TB</p>
4/9/17	<p><b>Business Interest Forms</b></p> <p>All governors present at the meeting completed Declaration of Pecuniary &amp; Personal Interest forms. Governors absent will be contacted to complete theirs at their earliest convenience.</p>	JF
5/9/17	<p><b>Finance</b></p> <p>A finance meeting is to be called with Dawn Wilson, TB, JF and JD/BW if available. Dawn is scheduled to present a finance report for the next governors</p>	JF

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	meeting. TB has requested that Dawn be invited to the meeting to present the report.	
6/9/17	<p><b>Head Teachers Report</b></p> <p>TB presented a very comprehensive report to the meeting. As this was not available before the meeting TB highlighted certain points.</p> <ul style="list-style-type: none"> <li>• SEN – 4 children all in KS1 which has been renamed Class 1 as there are lower KS2 children in there. KS2 is now called Class 2.</li> <li>• The pupil in receipt of 1-1 is now working in a group of 7. Autism Outreach have advised the school that the pupil needs to be encouraged to be more independent.</li> <li>• One Pupil was assessed by the Ed Psych but performed well so the school won't be able to apply for any funding to support her. Another pupil is to be assessed in the near future.</li> <li>• Two Y4 pupils remain in Class 1 due to being unable to access the curriculum in Class2 at this stage and requiring more support which is available in class1.</li> <li>• Work is being collated for the Healthy Schools Community Award. This is to be presented, by Dawn Monk, to panel on Thursday 28-9-17. If we achieve this award it will give us a logo to display on headed paper and the web site also a plaque.</li> <li>• Pupil Premium costing's and report for 2017/18 are due to be reported on the Web site. TB has almost completed this, she is just awaiting some figures.</li> <li>• Sam Gailley is to be employed as a Supply Teacher for 0.2 days. She will work two half days delivering IT and French to all Key Stages until Christmas. Then this arrangement will be assessed against the budget.</li> <li>• JF has taken up the role of School Business Officer. It was agreed at interview that the office hours would initially be temporary until March 2018 when this will be reviewed. This is to allow a period of time for transition and flexibility between both roles and whether it is practical for both roles to be undertaken by one person within the school. At present JF's contracted hours remain the same under the TA umbrella during this trial period. The proposed split of hours are 15 hours in the classroom and 13 hours in the office in the afternoon. At present however JF is working full time in the office, but going into the classroom when required. This is reviewed at the end of each week dependent upon the children's needs in Class1/2. Mrs Flower will also be required to attend training and will be attending a level 1 General Finance training on Wednesday 27<sup>th</sup> September.</li> <li>• Mrs Mellor has resigned as Mid-Day supervisor &amp; Kitchen Assistant. She has decided it is time to move on. Her last day will be the Macmillan Coffee Morning / Community Lunch (Fri 29-9-17). A letter of thanks is to be sent from the Governors. The post of Mid-Day supervisor has been advertised on the DCC web site and locally. Catering have advertised the kitchen assistance post. The position will require covering internally until we appoint. MT &amp; JF are set up as relief dinner ladies but both will find it difficult due to their increased duties within school. TB had asked Miss Wardle if she will help out during this period. A relief dinner lady is required that doesn't have a responsibility within the school. KW offered to take an advert to Flagg Nursery and SB said she would put an advert up in the Post</li> </ul>	<p>JF</p> <p>JF/TB</p> <p>LB</p> <p>JF</p>



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	<p>Administrative/Clerical – 0.2% above average</p> <p>Revenue Balance – 18.2% above average (This is why we can't apply for Small schools contingency funding)</p> <p>Education Consultancy – 4.0% above average (Due to high proportion of SEN)</p> <p>Challenging Question – Why haven't Elton School any costs for Education Consultancy? Response: The head teacher of Elton School had previously stated that they had a very tight budget and that the cost for these services was too expensive.</p> <p>Premises – 2.8% above average (Due to exporting meals and Property Services charging for every visit when undertaking repairs. This is why repairs are blocked booked in an attempt to lower costs.)</p> <ul style="list-style-type: none"> <li>• TB, BD, JF &amp; KW are still to undertake online safer recruitment training. TB's safer recruitment isn't out of date yet. KW? said she hadn't received the link. JF to resend.</li> <li>• The DCC have notified Derbyshire schools that foster carers do not have delegated responsibility to make a request for additional time out of school. Any request for a foster child to miss school must always come from the person who hold parental responsibility. This is usually the social worker acting on behalf of the Local Authority.</li> <li>• Further guidance has been sent from the Derbyshire Safeguarding Children Board regarding Female Genital Mutilation (FGM) this information is being held in the safeguarding file. TB to circulate to all staff though a staff meeting on the 25/9/17.</li> <li>• Initiatives to be undertaken this year are the Anti-Bullying and International Awards.</li> <li>• The school has achieved the Sainsbury's Silver Kite Mark Award 2016/17 for the delivery of PE. The logo is now on the school website, letter headings and in the school entrance hall. Thanks to Liz Broomhead for all her hard work with the children.</li> <li>• The school has introduced a House Point System to promote self-worth, self-esteem and teamwork amongst other skills. This initiative is celebrated each Friday during collective worship. It also includes children being nominated by teaching staff to achieve 'Star of the Week' status for a child who has demonstrated an exceptional commitment to school life, their work, their behaviour etc.</li> <li>• John Dean has written to Rev Pearson, David Channon and Rev Benson informing them of the Diocese lack of support to Hartington School and other schools within the White Peak Cluster Group of schools. (Reported at previous Governor meeting by JD). He has requested an update of their future plans and aspirations the church is proposing for these schools and the support they are planning to provide in the future. No action plan is yet forthcoming, but Mr Dean continues to liaise between the church and the school.</li> <li>• MAST and a gentleman named Michael Tinker is to undertake two separate visits per term to deliver Bible Stories to the children. These sessions are enjoyed by all who take part as they bring the stories to life through music, action songs, prayers, puppets and hymns. TB is to find out if we pay or make a voluntary contribution to this charity. LB suggested the PCC may be</li> </ul>	<p>JF</p> <p>TB</p>
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	<p>able to help with this contribution as we haven't a vicar attending school for collective worship. LB/JD to take this request to the next PCC meeting.</p> <ul style="list-style-type: none"> <li>• Mrs Stubbs has been awarded a level 5 Health &amp; Hygiene award following the annual inspection of the kitchen. A letter of congratulation is to be sent from the Governors.</li> <li>• The EYFS garden was sprayed during the summer break. It was then cleared and planted with a variety of fragrant herbs and perennials by Nick Blackwell. A letter of thanks is to be sent.</li> <li>• The rotten kick boards have been replaced around the school play-ground.</li> <li>• The flat roof over the infant classroom has still not been repaired. A leak which flooded the Class 1 toilets occurred during the very wet, first week of the autumn term. Property Services were called and two balls were recovered from the down spout. A temporary repair has been undertaken but TB has requested the flat roof work be completed ASAP to avoid any more problems.</li> <li>• As part of DCC yearly check regarding maintenance of the fire alarms systems on January 17<sup>th</sup> 2017 it was identified that the school did not have a Fire Alarm Zone Plan. This was ordered and is now displayed around the school in all areas people access with the main plan being displayed above the fire alarm box in the entrance hall. This is to show which zones the alarm/sensors and fire escapes are sited. It was also suggested that the red fire box which is situated in the hall should be placed in the office.</li> <li>• The large fixed P.E. Apparatus which was situated in the hall has been removed by DCC on the request of T.B. The apparatus has not been used for at least 10 years and the type of physical activity which can be undertaken on this equipment is not relevant in the revised curriculum 2014. Also the apparatus required servicing every year at a cost. The space is to be allocated to a mobile library system. We are awaiting DCC to fill in the holes left by the apparatus and the wall affected is to be re-painted.</li> </ul> <p>LB thanked TB for a very informative report.</p>	<p>TB/LB/ JD</p> <p>LB</p> <p>LB</p> <p>JF</p>
7/9/17	<p><b>Policy Review &amp; Responsibility</b></p> <p>An up to date list of who is on which committee is to be produced. It was agreed that Katheryn Webley would join the Curriculum committee. The committees consist of: Safeguarding &amp; HR – TB, JF, BD, KW &amp; JD. Finance &amp; Premises – TB, JF, BW &amp; JD. Curriculum, Assessment &amp; H&amp;S. – TB, LB, SB, CC &amp; KW. JF is to look at the policies that require updating and produce a list for each so they can review the documents before bringing them to a FGB meeting for approval. LB is to ensure a time line for completion is adhered to.</p>	JF
8/9/17	<p><b>Terms of Reference for Committees</b></p> <p>The Terms of Reference for each committees were presented at the meeting. It was agreed by all present to approve them. This was proposed by Liz Broomhead and seconded by Sue Bruce. They require updating on the Web site by JF.</p>	JF
9/9/17	<p><b>PE &amp; School Sports Premium</b></p> <p>LB presented a report to the Governors regarding the income and expenditure for September 2016 to August 2017. LB is to create an impact statement for 2016/17 which will go on the web site. QEGS are also to create an impact statement and contacted schools for quotes from pupils. Two quotes were sent, one from a Y4 pupil and one from a Y6.</p>	LB

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	<p>The report also included objectives and information from the planning meeting for 2017/18 with DCCT Rich Mansfield. LB raised concerns about point two of the report that states a focus is to be placed on sustainable development through mentor support for staff. DCCT facilitators attend school and deliver sport but staff are not being trained as TB is the only full time member of staff in the school on that day. As we have a £1000 left over from last year's sports premium a suggestion was made that a supply teacher be brought in 4/6 times a year to cover Mrs Teeboon so she could be trained in PE. This would give her the capacity to deliver sport if required and satisfy the objective to the school's sports premium. TB is to speak to MT regarding this point.</p> <p>The third point on the report states we have entered into a contract which will provide a wider range of opportunities including PSHE Celebration Assembly and virtual competitions. TB &amp; LB are to action this by organising a date three times a year for a 'BiggHart' celebration assembly. DCCT will identify a pupil for an award at each of these assemblies. The first one is to take place on the 3<sup>rd</sup> Nov. During terms 2/3 &amp; 4 the After School Clubs are to be extended.</p> <p>As part of the QEGS Sports Development Biggin and Hartington will join together again to form BiggHarts this partnership allows us to pay 50% each towards the cost. The funding for school has doubled to £16,000 plus and extra £150 per pupil for Schools Sports Premium for 2017/18. Unfortunately quite a few of the events are scheduled for a Monday night <del>but</del> This will clash with HYPAC. We are still able to enter 8 competitions/festivals (some in curriculum time and some after school) QEGS used to run a Fun Club on a Monday but this no longer takes place. As we only have one Y2 pupil it was agreed to let her enter Y3 events.</p>	TB  TB/LB
10-9-17	<p><b>SES/SIP</b></p> <p>The SES is still relevant but will require updating before Christmas. SIP reports went out to governors prior to the meeting but no suggestions or amendments have been raised by Governors and Staff.</p>	TB
11/9/17	<p><b>EYFS:</b></p> <p>The first stage of the EYFS outside area is completed. The artificial grass floor covering 'NoMow' has been laid and the security gate fitted. TB raised issues about the security of the gate as it only has a high raised slide lock. The EYFS pupils are unable to reach it but it could be opened by an adult from the outside. Due to the free flow system that is adopted, it was suggested that a padlock be fitted and the key placed on a hook near the gate for emergency exits. The items for the EYFS area are to be ordered this week.</p> <p>TB raised an issue about people being let into school without identification badges or their badge been checked before they are inside the school. All pupils know they are not to let anyone in, even their parents and they are to fetch an adult. Due to the layout of the entrance hall it is difficult to see how we can alter this. A note could be placed on the door requesting visitors should have their ID ready.</p>	JF  TB
12/9/17	<p><b>Governor Visits/Reports/Recruitment:</b></p> <p>Reported in the Head teachers report.</p>	
13/9/17	<p><b>Communication – Web Site:</b> BD &amp; JD are to formulate a report regarding the Cornerstone and E-Safety evenings due to their attendance of this meeting. The web site continues to be updated on a regular basis with news items and school information. Parents are to be encouraged to complete the Parents</p>	BD/JD

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	<p>View again for the 2017/18 academic year.</p> <p>Paul Hunter has stated that the governors should have their own Action Plan. This should be derived from the School Improvement Plan. A template is to be designed. Governors need to look at the EYFS action plan and say what they are going to do ie: action the Safety Gate, Garden, Flooring. They may identify something that is missing. They need to take ownership of the SIP.</p> <p>Item 10 on the agenda will in future read SIP/SES- Governor Action Plan</p> <p>TB is to complete overview of Actions for the Autumn Term for Staff and Governors and in preparation for Ofsted.</p> <p>KW enquired when the next governor newsletter was required. It was agreed that we would do three a year. One Nov/Dec, one around Easter and one in July.</p> <p>The grant received from the Local Projects Fund was paid by BACS to the PTFA. The amount received was £800 not £850 as stated in the original e-mail. Following a PTFA meeting on the 20/9/17 the school has been paid for Cornerstones £2050.00, donations of £960.00 towards the cost of 16 pupils at Lea Green and £160 towards the cost of White Hall for 2 pupils. They have also agreed to wipe out the dept of £343.00 which was two cheques written in November 2016 to pay for the school Panto and a facilitator coming into school due to not having a cheque book at school following the resignation of the previous business officer.</p>	<p>LB</p> <p>JF</p> <p>TB</p>
14/9/17	<p><b>Dates for Governor meetings 2017/18:</b></p> <p>The dates of all the meetings from September 2017 to August 2018 are on the Governor calendar/ website and have been emailed to all governors.</p> <p>The governors have agreed that the Head teacher only needs to produce 4 reports over the year due to the informative content of them. The next one will be presented at the meeting on the 11<sup>th</sup> January 2018, then 26<sup>th</sup> April and the final one on 12<sup>th</sup> July.</p>	
15/9/17	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• We have identified actions regarding the application of a grant to pay Dr T Blackwell during his time in school collaborating the maths curriculum.</li> <li>• We have identified a process for reviewing policies.</li> <li>• We have identified a process for compiling a Governor Action Plan.</li> </ul>	
	<p>JF requested permission to scrap two old WiFi connectors. This was granted but KW said could she put them on Ebay and see if she could sell them. As they have no memory or storing device this was agreed.</p> <p>It has been agreed that we would try to sell the violins so TB contacted Music Partnership to see if they were interested. They were but it was felt from the tone of the e-mails they thought we were giving them away. Governors requested we e-mail them and state that the governors want to sell them to raise money for the intended library.</p>	<p>KW</p> <p>TB</p>

Meeting closed: 9:45 pm

Next meeting Thursday 16<sup>th</sup> November 2017, 7pm

Signed .....

Date .....

Chair of Governors