

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Thursday 8<sup>th</sup> February 2018 at 6.00pm in School

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

Associate Members Present: None

Apologies- Mrs B Davis (Chair)

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

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p><b>Prayers and Apologies for Absence</b> Liz Broomhead chaired the meeting as BD not present. She welcomed everyone to the meeting. John Dean read a prayer for the guidance of the school.</p>	
1/2/18	<p><b>(2a) Declarations of interest in any items on this Agenda:</b> JF declared an interest in agenda item 4 Finance – Clerk to Governors. <b>(2b) Any other Urgent Business:</b> TB informed the meeting that the Joint Match Funding project notification had been received that morning. We have been awarded £5000 to match £5000 from the school fund. This is to cover the fencing and security gates to the side of the school so we meet safeguarding regulations. Any future projects would have to re applied for. LB wished to convey thanks to TB &amp; JF for all the hard work involved with the application. Governors agreed.</p>	
2A/2/18	<p><b>(2.A) Minutes of the previous meeting-</b> These were circulated prior to the meeting. Following some amendments by the chair (BD) regarding the SIAMS inspection they were approved 7-12-17 - Proposed by Liz Broomhead and seconded by John Dean</p>	
2B/2/18	<p><b>(2.B) Matters Arising: Action list</b> (3)7-12-17 Claire Kilner has purchased and paid for 5 violins. (5)7-12-17 TB &amp; KJW have both attended safeguarding training which will be cascaded down to staff after school before the end of the spring term. (5) 7-12-17 At present we haven't any parent volunteers helping out at school so the safeguarding training links haven't been sent out yet. (6)7-12-17 At present there is no EYFS training available which MT has expressed an interest in for her CPD. However she continues to link with others schools via EYFS network meetings. (6)7-12-17 TB has been in contact with the Ed Psych re pupil and will follow up on advice received. (6)7-12-17 A staff meeting regarding the impact of Cornerstones was held on the 10-1-18 with all teaching staff. (6)7-12-17 Dr TB continues to work hard on producing a maths curriculum that marries the different schemes of work in school. (6)7-12-17 TB has discussed with staff their roles and responsibilities during the spring term.</p>	TB/KJW

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	<p>(7)7-12-17 The formulation of an action plan for the Diocese is in progress.  (7)7-12-17 TB is still to formulate three actions for the Governors re: SIAMS  (8)7-12-17 The press release re Primary Stars Kit has been axed as it is felt too much time has elapsed since the kit arrived.  (8)7-12-17 See agenda item 9  (9)7-12-17 LB has drafted a template for this but is unable to progress with it due to too many other commitments. The governor actions are Curriculum/SIAMS &amp; EYFS. TB &amp; JD agreed to take a look at this. LB is happy to monitor the Curriculum action if JD would monitor the SIAMS and KW – EYFS.  (9)7-12-17 At present JD has been unable to attend Collective Worship on Monday mornings due to other commitments. He has agreed to try and attend some, but it was noted by TB that JD with other Governors do attend the termly celebration assembly's.  (9)7-12-17 The Collective Worship have remained at 10:30 for the present time as this is the optimum time ie: between the two learning session and the beginning of break.  (9-A)7-12-17 The Highways meeting took place on the 23-1-18 – to be discussed in agenda item 5 - Safeguarding</p> <p><b>Actions 8-2-18</b>  See Action list attached.</p>	<p>TB</p> <p>TB/JD/  LB &amp;  KW</p>
<p>3/2/18</p>	<p><b>Head teachers Report</b>  This was circulated to all governors three weeks prior to the meeting. No questions were raised.  Since the report was written:-  LB &amp; JF attended a Healthy &amp; Safety Management training on the 30-1-18 it was agreed that a Health &amp; Safety Audit should be carried out.  JF attended a Fire Safety Awareness training the same day. This produced paper work to update the Red Fire Safety File which lives in the Red Box. Advice was given on how to conduct fire drills so the children experience different scenarios ie: blocked exits, pupils in different rooms, playtimes, missing child. The identified member of staff who is the key designated sweeper is JF. However, all staff members are responsible for sweeping the area they are working in at the time of the alarm. This will ensure no child is left in the building should an emergency occur. These different scenarios are to be practiced during the next term.  Due to building work been undertaken on the flat roof, during the summer term, additional fire safety precautions have been added to the evacuation sheet and the proposed on-site workmen have already been made aware of these fire safety precautions. During some of this building work the Class 1 children will work in Class 2 and the Class 2 children will undertake lessons in the hall.  Graham Hipkiss-Hicks (Temp caretaker) has undertaken legionella training. Harvey Williams from DCC delivered an up-to-date Legionella log book and a 'Mini RayTemp' for testing. During his visit he went through the report that had been sent by 'HSL Compliance' on the 17-1-18 when they undertook a legionella's test. This had highlighted some issues (although the engineer had said everything was in order) which Mr Williams explained to JF. Mr Williams</p>	<p>LB/JF/  SB</p> <p>JF</p>

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	<p>did raise concern over a pipe from the water heater in the kitchen, he took photographs of it and was to report it to the appropriate engineers. DCC have been into school and measured up for a condensed hood over the sterilizer in the kitchen to help with reducing the condensation. KW asked a challenging question: Is the hall door fitted with safety glass? TB stated that she thought all glass doors in schools would automatically have safety glass fitted. JF is to contact Dave Chadwick to find out.</p>	JF
4/12/17	<p><b>Finance</b></p> <p>Following on from a phone consultation regarding the budget, Dawn Wilson has sent the budget for Spring term 5 &amp; 6. This will be emailed to governors before the next finance meeting in March with a request that any queries be emailed before the meeting so the answers can be sought. At present the budget looks healthy for 2017/18, 2018/19 but we go into the red in 2019/20. As governors we need to look at possible ways of saving money. Dawn will be attending school for a Budget setting meeting on Friday 9<sup>th</sup> March prior to the FGB Finance meeting on the 15<sup>th</sup> March. The budget will require adopting at that meeting. As things stand at present there will be no funding available for Miss Gailley after Easter. At present she is delivering IT and French. The IT curriculum has advanced so much that none of the staff feel confident to deliver this subject. LB stated that we need to find a source of funding for the library/literacy and Miss Gailley. LB is to speak to Keith Quine (Resident of village) regarding grants etc. LB also suggested that a proposal be put together for the PCC re costs etc. to see if they would consider another grant. The next PCC meeting is on the 18-4-18. TB did not want to ask the PTA for further funding at present as they had just purchased Cornerstones for the school.</p> <p>We have had no Clerk to Governors since September 2016. At present JF is covering the Clerk to Governors position and has been since July 2017, but doesn't want the permanent position. Speaking to Dawn Wilson a clerk has been included in the Budget. Therefore, it is proposed to pay JF retrospectively from September 2017. Proposed by JD and seconded by SB. The role has been advertised in the News &amp; Views.</p> <p>No one has applied for the position of Mid-Day Supervisor so this role is being covered by JF every day and the break by MT, TB, KJW (Miss Gailley – Thursday and DCCT – Tuesday) MT/JF &amp; SG are paid for 30 minutes for the sessions they cover. This means we will have a slight underspend on the 'Midday supervisors' budget.</p> <p>No one has applied for the catering assistance job so Mrs Stubbs is to continue working on her own until the position is reviewed in July by her line manager. See HT report re Caretaker position. Temporary caretaker Graham Hipkiss-Hicks from Earl Sterndale will be covering the post for the foreseeable future. TB has consulted Graham as to if he would be interested in the post on a permanent basis. Graham has stated that he would but that DCC won't pay travelling expenses, which he gets when covering the post on a temporary basis. Graham is doing a wonderful job and has quickly got up to speed with the roles &amp; responsibilities (Grease trap, fire alarm texting, legionella's and daily/weekly/monthly checks)</p> <p>TB has spoken to Mrs Wildgoose about her position as KS2 teacher and given</p>	<p>JF</p> <p>LB TB/LB</p> <p>TB</p>

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	her till March 31 <sup>st</sup> to decide if she wishes to extend her contract.	
5/2/18	<p><b>Safeguarding: Ofsted recommendations</b></p> <p>Kathy Wildgoose (KJW) attended a full day's Designated Safeguarding training on the 16<sup>th</sup> January 2018. TB attended a half day refresher Designated Safeguarding training day on the 8<sup>th</sup> February 2018. Information from the trainings is to be cascaded down to staff. E-Safety training is to be highlighted in the curriculum and the children are to produce posters for a display. Documents for the web site have been highlighted at the trainings and TB will cascade these to JF for up loading.</p> <p>The safety fencing and gates to the side and back of school will now go ahead thanks to the Joint Match Funding grant.</p> <p>The highways meeting attended by David Annat, John Dean, TB, Isabel Mulligan and her senior Steve Alcock on the 23<sup>rd</sup> January 2018 took place in school. After a long discussion regarding moving the 30 mile sign, possible flashing lights on school sign, speed of vehicles through village etc. a positive outcome has been achieved. It has been agreed to move the '30' and 'Hartington' sign to the right side of the road on entering the village from the A515 to make them more visible. Flashing lights on the school sign which will flash at the start and end of the school day. There may be a possibility that the operating of these can take place from within the school for breakfast clubs/ after school clubs etc. This will be done in the next budget year (Apr 2018) if not before. SB reported back from the Parish Council meeting -7.2.18.</p> <p>TB wished to thank JD for acting as liaison between David Annat, Sandra Hampson, the PCC and school.</p> <p>The safeguarding S175 and action plan were completed by TB in October 2017 prior to Ofsted but following safeguarding training undertaken by TB &amp; KJW the S175 Audit form and action plan is to be reviewed and submitted for Governor approval at the next meeting. This will then be sent to Debbie Peacock 'Child Protection Manager'.</p>	<p>TB/KJW</p> <p>TB/JF</p> <p>TB/JF</p> <p>TB/JF</p>
6/2/18	<p><b>Curriculum</b></p> <p>(a) EYFS – See report.</p> <p>The Joint Match Funding application has been approved to a value of £5000 matched by £5000 from school to meet the safeguarding requirements. This confirmation letter requires signing and returning to Judith Holmes, Business Administration Officer.</p> <p>(b) Literacy – Accelerator reader / Cornerstones – See Report MT is following the Cornerstones curriculum with the EYFS children.</p> <p>(c) Numeracy – See report</p> <p>Dr TB is still in the process of meshing all the schemes together and formulating a scheme that all staff can follow. He is also in the process of writing a series of lesson plans for the delivery of Algebra at key stage 2. A letter re impact of Dr TB is to be written to Hartington Charities to let them know how their generous donation is impacting the school. Letter to be forwarded to Rev Benson – Hartington Charities. Dr TB has been monitoring the delivery of numeracy throughout the school and supporting where</p>	<p>TB</p> <p>TB/JF</p>



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	<p>of how to approach multi step tasks and break them down into simple steps to work through.</p> <p>The funding to pay Dr TB will come from the SSPF. This initiative is supported by Janice Price and the PE and sports premium conditions of grant stipulated by the government. The SSPF funding for 2017/18 is £13,000 not £16,000 as previously thought. The funding is based on the number of children in school but doesn't include EYFS children. Therefore, we will receive payment for 13 children not 17.</p> <p>TB &amp; LB are still to arrange a meeting with Rich Mansfield to discuss DCCT delivery of PE for this academic year. The school has had PE support from DCCT for over 15 years and the quality of the sport delivery has declined over the last two years. However, at present DCCT are delivering gymnastics/ dance and it has been very well received by the children and the after school club attendance has doubled this term. The facilitator Heather Bennett delivers very structured, clear lessons and the children are enjoying them.</p> <p>TB &amp; LB are proactively looking for additional providers. 'Rugger Ed's – Buxton Rugby Club - Nathan Nolan and Jack Jones delivered a taster session which was heartily received. The facilitators have PHD's and can deliver CPD. Since then Nathan has left 'Rugger Ed's but Jack continues to run the business with his father 'Kit'. A meeting has been arranged between Jack/Kit, TB/LB for 13-2-18 to discuss the possibility of further taster sessions and Rugger Ed's being part of the PE delivery in September 2018. Melanie Flude who delivered the Bikeability is also a PE coach with a dance and gym specialism she has also expressed an interest in delivering the PE sessions. An email has been sent asking her to contact us to arrange an appointment to discuss.</p>	<p>TB/LB</p> <p>TB/LB</p>
10-2-18	<p><b>Ofsted</b></p> <p>The inspection questionnaire for school staff results have been collated and most responses either agreed or strongly agreed with the statements.</p>	
11-2-18	<p><b>Policies</b></p> <p>10 policies were presented, prior to the meeting, for reading and approving. Code of Conduct for the Governing Body, Equality Policy, School Complaints Policy, Literacy Homework Policy, Breakfast Club Policy, EYFS Policy, Missing Child Policy, Child Friendly Anti Bullying Policy, Fire Evacuation Procedures/ Fire Prevention Basics, School Uniform Policy. All policies were approved by JD and seconded by TB. These policies are to be uploaded to the web site.</p> <p>The Child Friendly Anti Bullying Policy was created with the children's input to provided them with the opportunity of 'having a voice' regarding the running of the school.</p> <p>Following Health &amp; Safety training attended by JF &amp; LB a recommendation is that children are to be involved with the safeguarding process when completing the Health &amp; Safety Audit, because children see the outlay of the school in a different perspective to an adult. This is also considered good practice. This will be an item on the next School council involving SB &amp; CC</p> <p>A list of policies that auditors will look at can be found in issue 12 Autumn/Winter issue of Audit Matters. JF is updating the policies lists to ensure all recommended ones are included.</p>	<p>JF</p> <p>SB/CC/ TB</p> <p>JF</p>



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	re Accelerator reading, Joint Match Funding, Website/ Parent View, Highways, On line Safety and Change 4 Life/Activity & Healthy Eating.	
16/2/18	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• Joint Match Funding success</li> <li>• Safeguarding regarding the flow and speed of traffic past the school.</li> <li>• The continued success of the Accelerator reading programme.</li> </ul>	
	<p>Minutes to be prepared and completed in a specified time scale and emailed out to governors.</p> <ul style="list-style-type: none"> <li>• JF to type up minutes within two weeks of the meeting.</li> <li>• TB to check with one week of completion.</li> <li>• Chair/Vice Chair to verify correct within one week of receiving from Clerk.</li> <li>• Minutes to be emailed out to governors within four weeks of governor meeting.</li> </ul>	

Meeting closed: 8:10pm

Next meeting: Thursday 16<sup>th</sup> March 2018, 6pm

Signed .....

Date .....

Vice Chair of Governors