

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Thursday 28<sup>th</sup> June 2018 at 6.00pm in School

Governors Present: LB MBE (Vice-Chair + Foundation), TB (Head Teacher), SB (Local Authority), CC (Co-Opted), JD (Foundation), JF (Staff), KW (Parent),

Associate Members Present: None

Apologies- BD (Chair + Parent)

Minutes taken by JF temporary Clerk to Governors.

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p><b>Prayers and Apologies for Absence</b> LB (Vice Chair) chaired the meeting due to BD being unable to attend. She welcomed everyone to the meeting. JD read a prayer for the guidance of the school.</p>	
1-28/6/18	<p><b>(1a) Declarations of interest in any items on this Agenda:</b> No</p> <p><b>(1b) Any other Urgent Business:</b> No</p>	
2A- 28/6/18	<p><b>(2.A) Minutes of the previous meeting-</b> 10<sup>th</sup> May 2018 These were circulated prior to the meeting. 10-5-2018 - Proposed by SB and seconded by CC There were no amendments</p>	
2B- 28/6/18	<p><b>(2.B) Matters Arising Not on Agenda:</b> LB asked if there was any update on the PTA notice board and entrance hall doors key pads. JF is to chase these items plus others on the inset day (27-6-18)</p>	JF
2C-28/6/18	<p><b>(2.C) Action List June 2018</b> The Action List was read through and discussed. (6) 7-12-18 Dr TB has completed the Maths curriculum planning folder. Resources etc are to be added. (4) 8-12-18 Keith Quine action to be removed due to the work involved with the Village Hall. (4) 8-2-18 Re-funding for Library is to be an agenda item in September. (5) 8-2-18 TB &amp; JF are in the process of completing the updated S175 safeguarding document which will then be placed on the web site. A GDPR page is to be set up on the web site with all the appropriate documents. (8) 8-2-18 TB, KJW &amp; MT are to undertake Diocese work on the Inset day (27-6-18). (11) 8-2-18 The list of policies needs updating due to GDPR. Many of the policies require cross referencing. (12) 15-3-18 The idea of setting up a curriculum area on the web site is felt to be seasonal and will require completing before the winter months. <i>The vice chair LB wished to have it noted that it has been very difficult for TB &amp; JF to move forward with many items due to the extra work GDPR has created.</i> (15) 15-3-18 As mentioned in matters arising JF is to follow up the outstanding premises actions on the inset day (27-6-18) and will report back at the next governor meeting. (2) 12-4-18 Staffing – Agenda Item. (3) 10-5-18 Planning permission re gates and fencing to be followed up as above. (4b) 10-5-18 Caretaker hours are being logged on a spread sheet by JF and will be reported to property services before the end of term. The hall floor is due to be polished during the summer break. Someone has contacted the school today interested in the position of caretaker. Their details have been forwarded to Sheila</p>	<p>TB &amp; JF</p> <p>TB, KJW, MT</p> <p>JF</p>

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	<p>Higton.            (5) 10-5-18 Parent View - Agenda Item            (5) 10-5-18 Safer Recruitment training – KW completed – Well done. TB &amp; JF to complete tomorrow (Inset day). BD still to complete.            (6) 10-5-18 GDPR – Agenda item.            (10) 10-5-18 Vision statement to be completed on Inset day and reported at next meeting.            (13) 10-5-18 Health &amp; Safety Audit completed by SB, CC and a group of pupils. TB &amp; JF to collate results. SB &amp; CC to attend again to ascertain Hot Spots (where pupils feel safe or not)            (13) 10-5-18 Peace re Goat – Agenda item (website article)</p>	<p>TB &amp; JF             TB,KJW,            MT             SB &amp; CC</p>
(3) 28-6-18	<p><b>Finance</b>            TB &amp; JF had a telephone conversation with Rachel Wachlarz (Patch officer) to update them on the budget. A report has been completed of the finances for the next three years. If circumstances remain the same the school will be able to remain in the black until 2020/21.            Dr TB is to reduce his days to one from 1<sup>st</sup> September, this is to deliver the maths session over 4 days to the upper juniors in class 2. Dr TB is already teaching the year 4's as part of the transition programme between class 1 and class2. Dr TB &amp; MT attended an Active Maths training on Friday 22<sup>nd</sup> June. Dr TB is trialling the free resources at present. It is hoped that this style of physical maths will have an impact on behaviour and support the children learning maths skills through physical activity. Dr TB will also be on hand to support KJW with the delivery of maths to the year 6 pupils. The cost of employing Dr TB will be covered by the SSPF fund.            The caretaker hours are being monitored at present and these will be reviewed at the start of the academic year. At the moment we employ a caretaker for 15hrs a week (3hrs a day) but it has been considered to reduce this to 10hrs to save on the budget but was unsure if the school would be cleaned thoroughly enough.            SG will finish her supply hours this term as she takes up a full time position in September. The Governors would like to say thank you for all her support and wish her well for the future. TB's increments have been budget for and she will progress from scale 10 to 11 if she gets through performance management in November. This will be back dated to Sept 2018. An increment for KJW has not been budget for as she isn't undertaking any leadership duties.            All staff adjustment forms have been submitted to DCC for extension of contracts/ alteration of hours etc.            An underspend on the SSPF budget will be carried forward to the next financial year. This is held in the 'Non IT Curriculum expenditure'. The Pupil Premium budget is held in the 'Making good progress pot' and has increased by £400. There will be a substantial amount of costs to be off set against this pot for breakfast club, trips and wrap around care. JF is to forward a breakdown of these costs to the finance officer.  <b>Challenging question:</b> What specifically is the PP money used for and have you used it for anything in addition to the report on the web site?  <b>Answer:</b> It is used to fund additional staffing hours to support PP pupils and has been used to purchase additional resources that were required to enhance PP learning and ensure full inclusion.</p>	<p>JF</p>
4-28/6/18	<p><b>SIP/SES</b>            SIP – The summer term actions were sent out to all governors at the beginning of the new term. Due to the excessive work load linked to GDPR all actions not achieved will be deferred to the autumn term.            SES – This will be updated for the September 2018 meeting.</p>	<p>TB</p>
5-28/6/18	<p><b>Safeguarding</b>            JF downloaded a copy of a Parent view questionnaire from the internet. This was read</p>	

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	<p>out and it was agreed to email to governors for any additions. It was suggested that something be added regarding social media, possible training for parents from NSPCC &amp; E-Safety. School has provided training for parents in the past and a possible tick box for if parents would be interested in attending a refresher session in the autumn term. A comments box was suggested 'What would you like to add to the form?' also add something to the section on home learning re on-line curriculum. TB &amp; KJW are to also look at the questions. All suggestions are to be submitted by Monday 2<sup>nd</sup> July so the questionnaire can be completed and sent out to parents before the end of term possibly by e-mail.</p> <p>The governors are to take responsibility to deal with any issues identified by the completed parent questionnaires. It was suggested that a child friendly question sheet be put together for the pupils to answer in school</p> <p>As stated above KW has completed the Safer Recruitment training. TB &amp; JF are to undertake this tomorrow. BD has yet to complete this and it is due to expire on the 17<sup>th</sup> July.</p> <p>All staff are required to have two references as part of safer recruitment recommendations. These should remain on file along with a DBS and 'Right to work'. Anyone who has been in post longer than two years, and the references are not on file, the school is not required to contact the present post holder's referees but it is recommended that they complete a risk assessment for Ofsted to access.</p> <p>Due to the rigors of safeguarding any stranger/DCC work man that attends the school without a prior arranged appointment will be refused access to the school/grounds until phone calls can be made to check out their credentials/ID's to ensure the reason for the visit is a credible one.</p> <p>KW asked if the school could take part in the 'School Mile' as part of the 'Change for Life' initiative. Due to the number of children on role in the school all enterprises are prioritised as it is difficult to implement the many different initiatives that come along.</p>	<p>JF</p> <p>JF/TB</p> <p>JF</p>
6-28/6/18	<p><b>GDPR</b></p> <p>General Data Protection Regulations is mandatory and came into effect on 25<sup>th</sup> May 2018. This is still a priority for the school.</p> <p>A privacy notice to parents/pupils and staff have been completed and sent out. All parents/staff have signed a declaration that they understand and agree to their data being held in accordance with GDPR. Parents have also completed a pupil registration and consent form for images and videos of their child/children to be taken and used by the school. These are all in accordance with GDPR regulations. A lockable cupboard has been purchased for the office to store all personal data and a lock has been attached to the cupboard outside the office which also holds sensitive information. The office is locked when un attended. Coded locks are being investigated by the school Business officer for the office and doors leading to the hall and class 2.</p> <p>The school still requires an external practitioner to be the Data Protection Officer. Paul Hunter the Link Advisor has offered to fulfil this role for a nominal fee of £100 per year so long as it doesn't prove a conflict of interest. DCC have failed to provide anyone for this role for small schools. DCC have provided a tool kit on the Schools Net which contains all the supporting document that have been provided over the past 5 months. They are also in the process of creating a temporary post with a single point of contact for all data protection advice and information for all Derbyshire schools.</p>	<p>JF</p>
7-28/6/18	<p><b>Policies</b></p> <p>Numerous policies and documents related to GDPR were circulated to Governors prior to the meeting for approval. These documents will then require uploading to the Web site. It has been agreed to create an area specifically for the GDPR</p>	<p>JF</p>

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	<p>policies/agreements/privacy notices/procedures and request forms. The following policies/guidance and notices were approved by JD and seconded by LB</p> <p style="padding-left: 40px;">GDPR &amp; Data Protection Policy; Records Management Policy (Data retention); DCC Summary Guidance of Records Retention Periods for school; School E-Safety Policy; Image Use Policy; DCC Image use Guidance for Educational Settings; Digital Continuity Statement; Data Breach Procedure; GDPR Privacy notice for Pupils &amp; Families; Child-Friendly GDPR Privacy Notice, GDPR Privacy Notice for the School Workforce; Procedure for Access to Personal Information; Request Form for Subject Access to School Files and Staff Request Form for Subject Access.</p>	
8-28/6/18	<p><b>Governor Action Plan linked to SIP:</b> The governor action plan that LB drafted has been deferred to September. A draft ‘learning walk’ proforma for governors when undertaking curriculum visits regarding children’s learning, was e-mailed out to them prior to the meeting for their thoughts on its format and suitability. It was agreed to adopt the document and replace the old version in the governor file. All governors are to complete one of these when in school on a ‘learning walk’. They are to look at the impact of teaching, impact on pupils, learning objectives, next steps etc. Copies of the document are to be made and placed on file. It was agreed that as JD is in attendance every Monday that he should focus on the effects of Accelerator Reader and its impact on reading. Governors were reminded that no pupil’s names should be used in their reports.</p>	JF
9-28/6/18	<p><b>Monitoring &amp; Assessment</b> The year 6 teacher assessments have been uploaded and the pupils are all at expected levels for Reading/writing/maths and science. Year 6 SAT’s results will be out on Tuesday 10<sup>th</sup> July. The EYFS data has also been uploaded. 75% will achieve expected levels in all areas except writing where 50% will achieve expected and 50% emerging. One child in the emerging category has been assessed by the educational Psychologist and additional support will be planned for and recorded in his Education Plan. Parents have been informed by the SENCo of the assessments and their outcomes. Intervention will be discussed at the beginning of the autumn term.  There have been no year 1 children this year to undertake the phonics test. This information has been uploaded onto the NCA tools.  The year 2 teacher assessments were moderated by a representative from the Local Authority 8<sup>th</sup> June following the delivery of the Key Stage 1 SAT’s. The teacher’s assessments were upheld (expected levels in reading, writing and maths). The moderator questioned TB on her judgement of the reading test outcome and felt that the child could be given the exceeding level in reading. However, TB explained to the moderator that this result was not a true reflection of the child’s attainment throughout the year and provided her with examples of comprehension and guided reading tasks where support had been provided to answer inferred questions. The moderator confirmed her original judgements.  Following the EYFS moderation on 1<sup>st</sup> May the moderator agreed with all MT’s statements. Pupil reports are being written to go out at the end of the term where parents will be informed of children’s progress and attainment.  Accelerator Reader and Cornerstones assessments are still being used to assess and track pupil’s progress. Staff are concerned that the targets are difficult for the children to achieve and are to focus on the children achieving an average of 85% accuracy when completing the quiz on the books read. The programme has proved a motivational tool and impacted on the children’s enjoyment of reading and</p>	JF

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<p>9a-28/6/18</p>	<p>development of language. TB reported the attendance levels for the year to date as 97.18%. This is 1.18% above the national average. Ofsted will look for trends and patterns among absences. Pupils are expected to complete work missed due to absences. Authorised absences are 4.88 days and unauthorised absences are 0.11 days.</p>	
<p>9b-28/6/18</p>	<p>A holiday request has been received for the last 4 days of term. Holidays can only be granted under exceptional circumstances. The request states that it is a holiday to mark a mile stone birthday for the child’s grandmother and the whole family would be in attendance for the duration of the holiday. As the holiday was abroad the request explained that they will be visiting places of historical interest. Due to the pupil’s attendance being above the national average TB asked the governors to approve the Once in a life time holiday. This was agreed and a letter is to be written to the parents to authorise the absence.</p>	<p>TB/JF</p>
<p>10-28/6/18</p>	<p><b>SIAMS</b> – <i>It is good practice for this area to be on every agenda as Hartington is a church school.</i> As part of the new Tool Kit the schools vision statement is integral to life within the school eg: curriculum, policies, community etc. The school staff and children have confirmed the statement which best reflects our school is: ‘Caring and sharing as part of Gods’ family’. The bible quote to support the statement is ‘Loving our neighbour as we love ourselves’ – Luke 10-27. The story of the Good Samaritan – ‘Love thy Neighbour’ is to be displayed around the school and its Christian values link directly to the school’s ethos. The quotes are to go on the web site and all letter heads. TB, KJW and MT are to continue to work on the Vision, school aims and Christian Values on the inset day tomorrow which formulate the action plan. Staff, governors, pupils and all stakeholders are to have an input. It is important that pupils understand the vision and ethos of the school and that these and the Christian values are central to school life. This is to be an agenda item in staff and governor meetings.</p> <p>It was suggested that the show ‘Along Came Man’ which depicted man’s ruination of the world be evidenced and a portfolio put together. The show was emotional, thought provoking and had a very strong message for the audience and children alike. It was proposed that a report of the show and its impact be sent to Alison Brown of the Diocese for the Diocese magazine. LB thought this would be a good idea as other schools were often in the magazine.</p> <p>A quote from two governors who attended: <i>“I can’t tell you how good this mornings concert was because it was so amazing. Rachel and Mrs T had the children singing and playing different wood wind instruments, the art they did with the masks and different things was so colourful. They did dance &amp; Movement. The message they brought to us was about the damage that man had brought to our world. Our children at Hartington C of E School go above and beyond in everything they do.”</i></p> <p>JD is to attend a meeting with Rev Benson at Church House on Monday 9<sup>th</sup> July regarding the 1.5 clergy. LB wished to thank JD for representing the school/church and governors. JD is to report back at the next meeting.</p> <p>Following a head teacher briefing regarding the new SIAMS framework it was reiterated that the Diocese continue to expect schools to teach pupils the Theology of Christianity and share this responsibility with the church. Schools are encouraged to visit outstanding and good schools to support the delivery of this aspect of Christianity to pupils and to be seen to be more proactive. Unfortunately, when Hartington approached another school regarding access to their Methodist Preacher it was reported that Rev Benson had refused to allow this to go ahead.</p> <p><b>LB Challenging Question:</b> What is the role of the vicar if not to teach Christianity? TB suggested that the Diocese be contacted with regard to the answer to this question. She felt that the message given during the head teacher briefing was that</p>	<p>TB/KJW</p> <p>JD</p>

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	<p>the school was the primary teacher of Christianity and that the school should not be reliant on the church but be more proactive in their delivery and look at what other schools are doing.</p> <p>Peace Proscovia (Ugandan Netball Captain) visited the school again on 22-6-18. Peace has become a friend of the school over the past few years due to her connections with LB. On her visits the children got to ‘Hot Seat’ her about life in her rural Ugandan village, learn more netball skills and share lunch with her. Following Peace’s visit at Christmas the children had been discussing, in school council, what they could do to make a difference to the lives of the children and her community, and how they could help people in her village? It was decided to raise funds to buy some goats! So during her last visit they questioned Peace on the practicalities etc. Peace was honoured to be invited again and hear of the project which will help her people. She said <i>“God wants us to help each other, especially in ways that will make a lasting difference.”</i> Rebecca Cassidy has kindly written an article to appear in the newspapers to help promote this initiative. The first fundraising event will take place at the community lunch on 13-7-18.</p>	
11-28/6/18	<p><b>PE &amp; School Sports Premium –</b></p> <p>LB is to compile a written report of the items talked about which will be sent out. Following numerous discussions over the past few months with various PE facilitators LB stated that we have finally agreed on a provider. “Real PE” alongside DCCT will provide CPD for the staff to help them undertake independent delivery of the PE in the future (It is thought that funding may cease in 2020). This will now meet the key priority of the sustainable development of the curriculum delivery by the school staff. The Impact Statement on the school website will need to reflect this development against the relevant KPI’s</p> <p>The application for the Silver School Games Mark is being completed and will require submitting before then end of the term.</p> <p>Payments have been made from the SSPF to the RDSSP &amp; QEGS partnership programmes for the next academic year. A link is also being forged with Parwich, Fitzherbert and Biggin to provide our children with some appropriate small school festival and competitive opportunities throughout 2018/19. Which will go under the heading of: Rural Small School Partnership (RSSP)</p>	<p>JF</p> <p>LB / JF</p> <p>LB</p>
12-28/6/18	<p><b>SEND</b></p> <p>5 pupils remain on the SEND register for 2018/19. Outside agencies have been involved and testing undertaken.</p> <p>The silver package had been applied for from the Educational Psychologist for 2018/19 but due to the discrepancy between the results of some tests carried out during this academic year and the school’s teacher assessments it was decided to downgrade the provision to the bronze package. The refund money has allowed us to bring in the SSEN to reassess two pupils that TB was not in agreement with the previous reports (Unfortunately a child has to be performing 2 years behind to allow the intervention of the SSEN without a cost to the school). The SSEN findings have not provided all of the results we had anticipated. They supported the findings for one child and recommendations have been made ie: application for GRIPS funding to enable the child to have more one to one support and direct teaching. Whilst, for the other child, the findings highlighted that their ability to process facts did not follow a standard pathway and that the facilitator was unsure how the child answered the questions correctly as she couldn’t see a logical pattern in their thought processes. The facilitator explained that this was why the child was presenting with huge gaps in their learning, but only of approximately 12 to 18 months not 24. The SSEN facilitator recommended that the school applied for GRIPS funding but didn’t think we would be eligible for SSEN support. These findings have been reported to the parents.</p> <p><b>Challenging Question:</b> LB asked have you considered finding out if you could come</p>	

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	<p>out of the local authority package for the Educational Psychology Service and contract a private firm. <b>TB stated:</b> No</p> <p>TB informed Governors that she wanted to challenge the SSEN service about the validity of the content of these tests in relation to the new curriculum. TB also said she would speak to Paul Hunter regarding this matter.</p> <p>The governors fully backed TB in this undertaking.</p>	TB
13-28/6/18	<p><b>School Council – copy of minutes on file.</b></p> <p>SB &amp; CC attended the School Council meeting on Thursday 14<sup>th</sup> June. They thanked the year 6 pupils for chairing the meeting and for their support over the past year. TB asked SB &amp; CC to write a report on the impact the Y6 pupils have had on the decision making of the school council and the impact these decisions have had on the direction the school has gone in.</p> <p>SB &amp; CC stated that the children had grown in confidence since the first meeting they chaired. They were supportive of the other children, considerate and open to their suggestions.</p> <p>LB also stated that she had witnessed how supportive the children are of each other when she had attended the Quad Kids at QEGS recently. She said that they had displayed leadership qualities.</p>	SB/CC
14-28/6/18	<p><b>Web Site</b></p> <p>The GDPR page with policies, guidance, documents, statements etc is to go live after the approval by governors.</p> <p>The S175 Schools Safeguarding Audit is in the process of being completed, it will then require approving and uploading to the web site. This is a new version and is taking longer to complete than normal.</p> <p>The web site continues to be updated with reports on activities within the school and the school calendar.</p>	JF  TB/JF  JF
15-28/6/18	<p><b>Correspondence:</b></p> <p>A list of all the correspondence since May 2018 was read out to the governors. (All letters on file)</p> <p>SB also provided a report on the Musical Performance “Along Came Man”. (See Above)</p>	
16-28/6/18	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• CPD programme for PE for the next year.</li> <li>• Greater understanding of GDPR</li> <li>• How the Vision statement is integral to the school and how the children are able to live out the school’s vision.</li> </ul>	
	<p>Re advertise posts: Clerk to Governors Mid-day Supervisor</p> <p>List of governor meeting for 2018/19 to be produced, emailed out and placed on web site.</p>	JF  JF

Meeting closed: 8:10pm

Next FGB meeting: Thursday 20<sup>th</sup> September 2018, 6pm

Signed ..... Date .....

Vice Chair of Governors