

Hartington CE Primary School – Board of Governors

**Minutes of a meeting held on
Thursday 4th October 2018 at 6.00pm in School**

Governors Present: BD (Chair + Parent), 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: None

Minutes taken by JF temporary Clerk to Governors.

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence BD welcomed everyone to the meeting and JD read a prayer for the guidance of the school, staff and governors.</p>	
1-4/10/18	<p>(1a) Declarations of interest in any items on this Agenda: None</p> <p>(1b) Governors to complete and return ASAP. <i>Once returned the responses can be correlated to determine the professional gaps in the governing body.</i></p> <ul style="list-style-type: none"> • Declarations of pecuniary & personal interests for 2018 • Working together – code of practice • Specific Skills self-evaluation • Governors Finance Management Skills <p>(1c) Any other Urgent Business: None</p>	All
2- 4/10/18	<p>(2) Election of Chair & Vice Chair BD resigned as Chair of governors due to pressures of work and home life commitments. (BD is to put this into an official letter) LB proposed a vote of thanks for all the hard work BD had put in during her time in office and during the Ofsted inspection. The floor was asked if anyone would like to stand for the position of Chair of Governors, everyone declined. BD has agreed to stay on as a parent governor and her term of office along with CC is up on the 9-11-18 (this will be voted on at the next meeting)</p> <p>LB was asked if she would consider temporarily undertaking the role of the Chair of Governors, but she declined and stated she was happy to remain as Vice-chair but was willing to Chair the meetings in the meantime. BD proposed and SB seconded the appointment of LB as Vice Chair.</p> <p>TB stated that Fitzherbert had two Chair of Governors who ‘Job shared’ the position and it seemed to work well.</p> <p>LB asked ‘What were the implications of not having a Chair of Governors?’ TB stated that it would mean the role would fall on the Head teacher’s shoulders and there would then be a conflict of interest. It was suggested we try advertising for anyone who would be interested in being a governor which might potentially lead to a chair of governors. The school needs to identify what sort of governors and what areas of expertise are required. The present governors were asked to bring names of anyone who may be interested to JF by the 26-10-18 before approaching them. Then as a group we could look at their skills and commitment before formally inviting them to apply to be a governor.</p> <p>TB asked LB if she would chair the meetings for the present and be ‘Acting Chair’. She agreed. The meeting continued with LB in Chair. TB is to contact Governor support for advice before the next meeting.</p>	BD JF TB/JF TB TB
3A- 4/10/18	<p>(3.A) Minutes of the meeting 28th June 2018 These were circulated prior to the meeting. They were proposed as a true record by</p>	

Hartington CE Primary School – Board of Governors

<p>3B- 4/10/18</p> <p>3C-28/6/18</p>	<p>JD and seconded by BD.</p> <p>(3.B) Matters Arising Not on Agenda:</p> <p>BD raised the issue about the information re the lockable cupboard being in the minutes which will go on the web site. Following discussion, it was agreed unanimously to leave the sentence in.</p> <p>(3.C) Action List Oct 2018</p> <p>The Action List was read through and discussed.</p> <p>(4) 8-12-18 It was agreed to remove the Keith Quine action.</p> <p>(4) 8-2-18 Library - Agenda Item.</p> <p>(12) 15-3-18 This is to be completed for the start of the spring term when we get the bad weather that may close the school.</p> <p>(5) 10-5-18 Parent View - Agenda Item</p> <p>(8) 10-5-18 It was agreed to remove this action. TB would speak to MT about it and they would link it to the SIP then report to KW.</p> <p>The governor action plan is to be reviewed and be an agenda item at the next meeting. See item 10-4.10.18 below</p> <p>(13) 10-5-18 Health & Safety audit results to be collated.</p> <p>(4) 28-6-18 The updated SES is to be completed for January 2019</p> <p>(5) 28-6-18 JF is to look on the 'School Bus' for a child friendly questionnaire for the children to complete at the next school council meeting with SB & CC (10-10-18)</p> <p>JF is to chase up references for Dr TB to go on file</p> <p>(10) 28-1-18 JD reported to the floor about the meeting at Church House. The White Peak has agreed to take part in all that was discussed. Rev Benson is to be invited to any events the school may hold (JF to action). JD quoted 'Unfortunately I don't feel the church is quite where I would like it to be in relation to the support it offers the schools within the White Peak.'</p> <p>LB thanked JD for his perseverance with this subject and for attending the meetings. It was commented upon by the foundation governors that there was evidence of work being undertaken within the school to begin to address the action points from the SIAMS inspection.</p> <p>(11) 28-6-18 The Rural Schools Partnership in sport has been set up this term. This involves Hartington, Biggin, Fitzherbert and Parwich schools coming together to undertake skills and match practice before a sporting event at QEGS.</p> <p>(12) 28-6-18 The Silver package for Educational Psychology support was reduced to Bronze package to divert funding, so an SSEN could be brought in to assess two pupils. This action was to ensure that these pupils were rigorously assessed to confirm the school has the correct provision in place. TB expressed her concerns regarding the outcomes of the Educational Psychologists reports. TB was due to speak to the Link Advisor regarding this service but in the meantime the Educational Psychologist has moved to a new area so we have been allocated a new one. TB is due to meet with her in the near future.</p> <p>(13) 28-6-18 The Y6 pupils impact within the school council was reported verbally in the previous minutes by SB & CC</p>	<p>TB/JF</p> <p>TB/MT/ KW</p> <p>TB/JF</p> <p>TB</p> <p>JF</p> <p>JF</p>
<p>(4) 4/10/18</p> <p>Pg 1</p> <p>Pg 2</p> <p>Pg 3</p>	<p>Head Teachers Report:</p> <p>This was circulated prior to the meeting. Issues raised:</p> <p>School Meals and Healthy Eating: - Re cut in catering hours. TB requested the governors write a letter of thanks to Mrs Stubbs for her continued dedication to the preparation and delivery of the school meals. LB agreed to draft up a letter of thanks.</p> <p>Joint Match Funding – Dave Chadwick has informed JF that we are still awaiting planning permission from the Peak Park for this project to commence.</p> <p>Curriculum Monitoring and Assessment: - Re Accelerated Reader Programme. TB informed the governors that parents who attended parent consultations earlier that evening have been informed of their child's progress/lack of progress regarding reading. Where there has been a lack of progress, this has been attributed to the child</p>	<p>LB</p>

Hartington CE Primary School – Board of Governors

	<p>not reading during the six-week summer holidays. Pupils in KS1 & 2 are receiving guided comprehension tasks or guided reading to help them understand how to decode and extract information from the text to answer questions, and become familiar with the rudiments of reading itself. TB and KJW feel that the Zone of Proximal Development (ZPD) level is sometimes set too high by the Accelerator Reader programme. Pupils can often read the text but don't always understand it therefore the class teachers determine the books levels that the pupils access.</p> <p>Pg 4 LB stated that she was very happy with comments TB had made in her report regarding the PE and wished to lift some of the statements to include in her PE & SSPF report for governors. TB informed the governors that parents had commented on how the content and behaviour within the PE sessions this term had significantly improved, which in turn has cascaded into the classroom and outside during playtime. The Real PE Facilitator who attended in September also commented of the children's good behaviour (see copy of e-mail in correspondence).</p> <p>Pg 5 Courageous Advocacy – Following on from the Goat Appeal, 10 goats have been purchased for the Ugandan school. A thank you email has been received from the school which stated that the ten most vulnerable children had been selected to receive a goat, which left ten children without. On reading the email, the staff felt they would like to raise funds to purchase an additional ten goats. It was agreed that SB & CC would read the email at the next school Council meeting and discuss with the children what their thoughts were about raising further funds. The proposal would be to either purchase ten more goats or education packs which were previously discussed with Peace and LB during her final visit.</p> <p>Pg 8 Asbestos – Following on from TB's statement in the Head Teachers Report JF reported that two companies had submitted a quote and a third should be received by the DCC during the next few days. The initial sites that work was to be undertaken in were the coal house, boiler room and the gable end over the key stage 2 classroom closest to the hall.</p> <p>In addition the school has today received a quote for work to be undertaken in the kitchen to remove asbestos prior to the fitting of a cooker hub to extract steam. This is an issue that has been ongoing since work undertaken in the kitchen two years ago. The school was informed at the time that there was no funding to complete the work so that it was to be deferred and would be dependent on future funding. JF contacted Sam Wragg to clarify the situation and he stated that he had received instructions to obtain quotes for the work to be undertaken. DCC are to take the lead on this project and decide when the work can be undertaken. If the proposed work is to be carried out under 'enclosed' conditions the HSE would require informing. This would delay the work but if it can be done on an 'Open' site then work can begin ASAP although it would require the school to be closed. It was agreed that as the work would be carried out while the school was closed parents didn't need informing of the asbestos just that work was to be undertaken on the site.</p>	<p>LB</p> <p>SB & CC</p> <p>JF</p>
<p>5- 4-10-18</p> <p>5A</p> <p>5B</p>	<p>Finance</p> <p>A new patch officer has been allocated to support the school but is at present off work. JF has spoken to another patch officer who has clarified a few points that were raised. A telephone conversation has been arranged for Wednesday 14-11-18 between TB, JF and a patch officer, so a finance report can be written for the next meeting.</p> <p>The proposed library/movable classroom remains on going. £4000 of the Joint Match Funding was ring fenced to start the project this academic year. This was reported on in more detail within the head teachers report. The governors stated that this money was to be used for the project and not for the removal of the asbestos.</p> <p>Staff - We now have a permanent caretaker who undertakes 15 hours a week, 3 hours a day. She lives local and completes her hours from 3:30 to 6:30 each day. TB asked the governors to approve KJW working an extra 2.5 hours on a Wednesday</p>	

Hartington CE Primary School – Board of Governors

	<p>but also the unforeseen events. This does not allow any time within a school day for staff to reflect or take a break. The school is being overloaded by external requests which we no longer can meet without giving up hours within the school day and after school. This in turn is beginning to have an adverse effect on the content of the curriculum and children's progress and attainment. The work load heaped on staff is becoming unbearable. TB stated that she and the governing body had a duty of care not only to the pupils of the school but also to the staff and at present this is not being honoured. This situation needs to be addressed quickly.</p> <p>LB suggested the governors and staff list the roles within the community that the school wish to continue to undertake. This list is to be collated in order of priority and an agenda item at the next FGB meeting</p>	ALL- LB to co- ordinate
7-4/10/18	<p>Safeguarding</p> <p>7A The S175 safeguarding audit was completed by TB and JF and circulated to governors prior to the meeting for their approval. It was proposed by CC and seconded by KW. The form is now to be sent to Debbie Peacock and then uploaded to the web site.</p> <p>7B The Parental questionnaire was sent out via email on the 5-7-18 with a request for completion. Paper copies were available on request. Two parents requested a paper copy but only 6 returns were received in total. All responses were positive. It was agreed to resend a paper copy to parents/carers in January 2019.</p> <p>7C As part of the outside provision it has been suggested we have a vegetable plot, wild flower garden and a seating area. Having approached Dave Chadwick regarding these projects he is to look into the best possible way of building a retaining wall (wood/stone) along the path leading to the playground. This would allow for a raised bed to plant in. The wild flower bed would run along the wall at the far side of the playground and would require a border. The seat would be built around the tree at the top corner of the playground. All governors were in agreement with the proposed projects and gave their approval.</p> <p>The caretaker has agreed to help with these projects as she likes gardening.</p>	JF
8-4/10/18	<p>GDPR</p> <p>General Data Protection Regulations remains a priority for the school and JF monitors all incoming emails regarding this matter.</p> <p>The coded locks have been fitted to the office and doors leading to the hall and class 2 from the reception hall.</p> <p>The Data Protection Officer position is to be undertaken by Paul Hunter the Link Advisor. A contract is to be drawn up for him to fulfil this role for a nominal fee of £100 per year. Enquiries are to be made regarding the protocols for this (DCC)</p> <p>There are still many policies that require updating and cross referencing with GDPR TB suggested that a working party is formed to address this issue.</p>	JF TB/JF
9-4/10/18	<p>Policies</p> <p>The terms of references for the following committees were all approved unanimously for the following year:</p> <ul style="list-style-type: none"> • Hartington C of E Primary School Governing Body • Finance & Premises Committee constitution. • Children and Learning/Community Links Complaints Committee • Human Resources Committee Personnel. • Safeguarding Committee • Health & Safety • Teaching and Learning/ Community Links Curriculum <p>All of the above are to be loaded up onto the web site.</p>	JF
10-4/10/18	<p>Governor Action Plan linked to SIP:</p> <p>The governor action plan that LB drafted is to be looked at by TB for the next governor meeting on the 22nd November.</p>	TB/LB

Hartington CE Primary School – Board of Governors

	<p>The new 'learning walk' document is to be completed by governors when undertaking curriculum visits regarding children's learning. JD is to complete one at the start of the term and one at the end regarding the impact of reading as he attends school every Monday to read with the children. LB is to complete one at the end of projects she is linked to. CC & SB are to complete one regarding the school Council. Copies of the document are available from the Governor visit file. Governors were reminded that no pupil's names should be used in their reports.</p>	<p>JD</p> <p>LB</p> <p>SB & CC</p>
<p>11-4/10/18</p> <p>11A</p> <p>11B</p>	<p>Monitoring & Assessment</p> <p>The year six pupils who undertook SAT's in May both achieved expected levels. The year two pupils also achieved expected levels. There were no year 1 pupils to undertake the phonic screening test.</p> <p>Two applications for absence had been received. One for a family wedding and one for a family funeral. Both were approved and the appropriate documentation completed and put on file.</p> <p>Following the holiday request at the end of the summer term which was authorised under exceptional circumstances. Following the end of year monitoring of attendance letters were written to all parents informing them of their child's attendance if it had dropped below the national average.</p> <p>Y1 children will undertake the phonic screening test this year.</p>	
<p>12-4/10/18</p>	<p>SIAMS – <i>It is good practice for this area to be on every agenda as Hartington is a church school.</i></p> <p>The vision statement: '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. Is to be displayed in church with the school's display. This is also displayed on the school's headed paper along with the Diocese logo.</p> <p>The terms focus for the school is on 'Courageous Advocacy'. This work (Goat project) is linked to children from a Ugandan Village.</p> <p>KJW is to attend Diocese training for the delivery of RE (Understanding Christianity) on Wednesday 17-10-18 at Chapel Primary School. She is also to attend a full day RE Coordinator course at Chatsworth Stable on November 15-11-18.</p> <p>The Link Advisor is due to attending school on Thursday 18-10-18 to help TB & KJW complete the new SIAMS Tool kit. The Head teacher from Biggin, Teresa Nicholls will also join them. PH is keen for Elton, Biggin and Hartington to undertake activities together.</p> <p>Peace Proscovia (Ugandan Netball Captain) visited the school again on 26-10-18. Peace is due to go to Australia where she is to play netball for a leading Super league team in Brisbane. During her visit she talked about the impact, the purchasing of ten goats had had on her village and how the 'Goat Project' would help support the village as a whole (see Head teachers report pg 5).</p> <p>Rebecca Cassidy kindly wrote an article which appeared in the Peak Advertiser regarding the school's involvement with the Harvest boxes, church display, service and supper that took place on the 7-10-18. Children were interested to learn about who would be receiving the Harvest boxes and why. It was proposed that the donation to the food bank in Ashbourne should be made by the children themselves if not this year next.</p>	<p>JF</p> <p>JD/LB</p> <p>TB/KJW</p>
<p>13-4/10/18</p>	<p>PE & School Sports Premium –</p> <p>LB is to compile a written report which will be forwarded to governors, placed on file and on the web site.</p> <p>The head teachers report (pg 6 –Sport) outlined the sports provision.</p> <p>JF is to compile a spread sheet of the SSPF spending from September 1st 2017 to 31st August 2018 for LB to complete the impact statement for the web site.</p> <p>We were awarded the Silver School Games Mark award and are hoping to go for Gold next year.</p> <p>The first meeting of the Rural Small School Partnership (RSSP) will take place at</p>	<p>LB</p> <p>JF</p>

Hartington CE Primary School – Board of Governors

	Fitzherbert School on Wednesday 17-10-18 (as the initial one was cancelled at the last minute). The sport to be undertaken is Tag Rugby.	
14-4/10/18	SEND 5 pupils remain on the SEND register for 2018/19. Outside agencies are involved and attend school. 4 pupils are in receipt of Pupil Premium.	
15-4/10/18	School Council – Date arranged for next meeting Wednesday 10/10/18. SB & CC are to undertake the pupil’s questionnaire with them.	SB/CC
16-4/10/18	Web Site JF stated that due to being in the classroom each morning she is unable to devote the amount of time she would like to keep updating the web site weekly. To help address this situation, the governors have agreed to help with writing posts for the web site. Once completed they will email for JF to cut and paste into articles with pictures. The GDPR page with policies, guidance, documents, statements etc has gone live. The Governor page has been updated with dates of meetings and a calendar of events for 2018/19. The S175 Schools Safeguarding Audit will be uploaded once it has been sent to the LA.	ALL JF
17-4/10/18	Correspondence: A list of all the correspondence since September 2018 was read out to the governors. (All letters on file)	
18-4/10/18	What have we achieved tonight that will make a difference? <ul style="list-style-type: none"> • A realisation that there is a possible issue around attainment and progress in maths. Identification of strategies to be put in place to address these possible issues. (This will be an ongoing agenda item) • The DCCT PE facilitators are working with staff in supporting CPD and the sustainability of the subject. This is also having a positive impact on children’s behaviour which is a target on both the Ofsted and SIAMS reports. 	
AOB	<ul style="list-style-type: none"> • A Letter of thanks are to be sent to Janet Oliver, Fiona Parsons for their help and support with the well. • Also a letter to the PTA for their continued support in raising funds for the school. They have recently undertaken a ‘Pottery shy’ and toy stall at the Wakes raising £348.76 and a Car Treasure Hunt raising £362.44. They are also holding a Christmas Market and the annual Pea & Pie supper after the Nativity. <p>LB agreed to draft these letters for JF to put on school headed paper.</p> <ul style="list-style-type: none"> • TB is to send out a letter to parents regarding the BHF swim on 10-11-18. Unfortunately, this year it will not be held at the Arc in Matlock due to a mix up with the booking. It is taking place at Ashbourne which doesn’t have a teaching pool. This will affect over half of our pupils as they are either not strong or non-swimmers. It also means that we will not be able to have our usual tea party after the event. Therefore, TB has raised concerns as to the suitability of the event for the younger children so we are to write and ask the parents if they wish for their child to participate. It has been agreed that we will raise funds for the BHF with another event later in the year, if parents decline to participate in the swimming event. 	LB LB TB

Meeting closed: 8:30pm

Next FGB meeting: Thursday 22nd November 2018, 6pm

Signed Date
Vice Chair of Governors