

## Hartington CE Primary School – Board of Governors

**Minutes of a meeting held on  
Thursday 29<sup>th</sup> November 2018 at 6.00pm in School**

Governors Present: LB MBE (Acting-Chair + Foundation), TB (Head Teacher), SB (Local Authority), CC (Co-Opted), JF (Staff + Temp Clerk), BD (Parent).

Associate Members Present: None

Apologies- JD (Foundation) and KW (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 welcomed everyone to the meeting and offered a prayer for the guidance of the school, staff and governors.</p>	
1-29/11/18	<p><b>(1a) Declarations of interest in any items on this Agenda:</b> None</p> <p><b>(1b) Any other urgent business:</b> None</p>	
2- 29/11/18	<p><b>Governance</b></p> <p><b>(2a)</b> JF has contacted Governor support for advice regarding the Chair of Governor Vacancy. Having spoken to Tracey Leafe a list of information, protocol and procedures has been forwarded to JF to assist the governing body. This was read out and a copy is to be emailed to governors. It stated that: The GB has a legal responsibility to elect a Chair (or an Acting Chair in the short term). They must elect a Chair not only on the willingness to take on the role, but based on skills needed to carry out the role effectively. Co-chairing is becoming popular. However, if this option is chosen, the two chairs must agree a split of responsibility. Governors could seek to fill the co-opted vacancy with someone that has the skills to take on the leadership of the governing board.</p> <p>It was also suggested that the current acting chair may wish to remind the governing board of their responsibilities and commitment to the school (and the importance of acting impartially, in the best interests of the school and attending meetings on a regular basis) In the longer term, the school may wish to consider alternative models of leadership at an appropriate time, including the federation of governing bodies. This prompted a discussion about what where the implications of the school federating and TB provided an overview. (see Finance)</p> <p><b>(2b)</b> LB has agreed to be Acting Chair with immediate effect.</p> <p>BD and CC terms of office were due for re-election. Both candidates were asked if they would like to remain in office, SB proposed both of them and LB seconded them. Their terms of office have been extended to November 2020. JF is to update the information re Acting Chair on the governance site regarding school on the DCC web site. (BD is still to put this into an official letter)</p>	JF
3-29/11/18	<p><b>(3.A) Minutes of the meeting 4<sup>th</sup> October 2018</b> These were circulated prior to the meeting. They were proposed as a true record by BD and seconded by CC.</p> <p><b>(3.B) Matters Arising Not on Agenda:</b> None</p> <p><b>(3.C) Action List Nov 2018</b> The Action List was read through and discussed.</p> <p>(15) 15-3-18 It was agreed to remove the action regarding the thermostat site in the hall, as moving the thermostat will not impact the consumption of oil and reduce the cost. No further action is required.</p> <p>(3) 10-5-18 Planning permission has now been submitted to the parish council regarding the Joint Match Funding project (fencing).</p> <p>(8) 10-5-18 Governor action Plan is to be reviewed and emailed to governors before</p>	TB/JF

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	<p>the end of the week.</p> <p>(13) 10-5-18 Health &amp; Safety audit results to be collated.</p> <p>(5) 28-6-18 Staff references re Dr TB are to be actioned before the next meeting.</p> <p>(4) 28-6-18 The updated SES is to be completed for January 2019</p> <p>(1b) 4-10-18 All governor forms have been returned and just require correlation.</p> <p>(2) 4-10-18 Names of potential governors have been suggested. Following a lengthy discussion and considering the information from Governor support it was agreed that the position would be re advertised, so as to follow protocol and guidance.</p> <p><b>Challenging question:</b> BD asked, “Would potential governors with large school backgrounds understand the needs of a small rural schools?”</p> <p>LB stated that they could potentially have the skills we require as a governing body regardless of whether they had a large school background. JF again reiterated that we must follow the protocol and procedures set out in the information from Tracey Leafe (which is to be emailed to all governors).</p> <p>(4) 4-10-18 The letter re-work to be carried out has not been sent to parents as we still haven’t a start date.</p> <p>(8) 4-10-18 The DPO contract is still to be actioned.</p> <p>(10) 4-10-18 Some governors have completed the learning walk documents but TB felt that it would be helpful if she sent out a draft copy with bullet points to help governors with the completion.</p> <p>(12) 4-10-18 The Vision Statement is to be typed out and laminated for the church and displayed in school.</p> <p>Regarding the Clerk to Governors JF has registered the school with a ‘Inspiring Governance Programme’ on the recommendation of Governor support. We have already had two enquiries which TB &amp; JF are to follow up.</p>	<p>TB/JF</p> <p>TB</p> <p>TB/JF</p> <p>JF</p> <p>JF</p> <p>JF</p> <p>JF/TB</p> <p>JF</p> <p>TB/JF</p>
<p>4- 29-11-18</p> <p>(4A)</p> <p>(4B)</p>	<p><b>Finance</b></p> <p>Following the telephone conversation Wednesday 14-11-18 between TB, JF and patch officer a School Support Finance report has been received. TB informed the governors that the school would remain in the black for the financial year 2018/19 and 2019/20 2020/21 would remain in the black as long as we were careful but 2021/22 we would go into the red by £35,000.</p> <p>SB asked if we had 4 more children join the school would it effect the budget. TB stated that this depended on the needs of the child/children. (ie additional needs that required extra support etc).</p> <p><b>Challenging question:</b> LB asked, “What would happen once the school finances went into the red?”</p> <p>TB stated that the LA would contact the school the year before to speak with the HT &amp; finance Governors to discuss possible actions, viability, federation, redundancies etc. They would look at the school’s results, ofsted, staffing structure, staff cutting, age of staff (retirement) etc.</p> <p>TB stated that the school had unofficially been approached last year regarding the possibility of federating with an established federated group. If the school federated it would have an executive head who would manage 2/3/4 schools. They would share a governing board over the group of schools, each school would have its own SLT who would deal with the day to day running of the school. The executive head would make all the management decisions for all the schools under his/her leadership.</p> <p>At this moment in time the Patch Officer has said there is no need to worry and just to keep monitoring the spending. The majority of the budget goes on staff wages.</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. Due to the work that is to be undertaken regarding the asbestos removal we may have to use the £4000 to pay for this work to be undertaken. JF is in contact with Dave Chadwick and Brian Redding regarding the funding and if it can be paid for out of another pot.</p> <p>Staff - KJW continues to work an extra 2.5 hours on a Wednesday afternoon until the</p>	<p>JF</p>

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	<p>end of the autumn term. She will return to 0.7 after Christmas. JF works in class 1 with the year 1 pupils every morning. On Monday and Wednesday mornings from 11am JF supports the literacy in class 2. This is due to lack of progress which was identified during a monitoring meeting between staff. The focus will be on writing. TB &amp; KJW will continue to monitor this over the next term.</p> <p>TB will undertake performance management on 11<sup>th</sup> December with LB, JD and link advisor PH. If she meets her targets, she will progress from scale 10 to 11 and this will be back dated to Sept 2018.</p> <p>(4C) Premises – The proposed asbestos work is still not finalised due to different quotes. As the quotes all fall below the threshold amount of £10,000 we are unable to access the IMP fund. If the quotes were added together then we may be able to access some funding but no one seems able to help with this query. Also since the initial investigation and quotes been submitted to property services, a further quote has been received. This is to remove the asbestos in an area above the sterilizer and sink, before fitting an extractor canopy. The quote was £5,709.61. Due to the size of the quote JF contacted Sam Wragg who then passed us over to Dave Chadwick. Eventually Paul Whitehead arranged to meet with TB &amp; JF at school to discuss the proposed work. Following the consultation with him, it was agreed that the asbestos in the kitchen would not require removal as the canopy would be below the area of asbestos and wouldn't disturb it when fitted. He agreed to speak to Dave Chadwick and relay his findings. At present we are still waiting to hear from someone as to the next step and funding.</p> <p>Following an email to Sam Wragg last week regarding the coal house and the school being unable to access Christmas decorations, resources and nativity costumes MAS (Midlands Asbestos Solutions attended to give a further quote. This work is to be undertaken on Saturday 1<sup>st</sup> December at a cost of £786.00. They are to paint the ceiling, place an asbestos identification label on it and clean all the school resources in situ. The work regarding the gable end was felt by the company MAS to be unnecessary due to it being not easily accessible. MAS are to contact Sam Wragg regarding their findings.</p> <p>BD asked the GB why Hartington have to stand all the costs for the proposed kitchen work when Biggin school had dinners exported from these premises? TB stated that we have had the same conversation previously and she had spoken to catering/property services regarding this issue but no one had a definitive answer. The planning permission for the security gates and extra fencing (Joint Match Funding work) has finally been submitted and will be discussed at the next Parish meeting. It was felt that there would be no objections from the Parish Council to the work being undertaken. However, the final decision lies with the Peak Park Planning Authority. DCC undertook a Tree Survey in June 2018. The findings were submitted in a report to school. Ground Maintenance have been made aware of this and the majority of the proposed work has been actioned and signed off. One action will be undertaken in spring 2019. A copy of the report has been placed in the Premises file.</p> <p>The front door spring has broken which has made the door close rather quickly, a sign has been placed on the door to warn people. JF has reported it to Property services and a new spring has been ordered. The Key code lock has been replaced on the class 2 door as it hasn't worked properly since the day it was fitted. The water heater in the kitchen is still awaiting a new timer, this has been on-going since September and JF has followed it up on numerous occasions. The Legionella testing and Grease Trap cleaning have not been undertaken since September. JF has contacted Property Services and asked them to organise training for the caretaker and complete the jobs until training can be arranged.</p>	
	<p><i>Due to BD having to leave early certain items on the agenda were brought forward so they could be approved.</i></p>	
<p>8-29/11/18</p>	<p><b>Policies</b></p>	



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	<p>links to GDPR. DCC have employed a professional to help with issues surrounding GDPR temporarily until August 2019. Following the completion of a GDPR survey Rachel Millward from DCC has contacted schools to see if they want to be part of a pilot scheme where they will come into schools and undertake a GDPR audit. This would still be at a cost to schools but significantly less for smaller schools. It was felt at this time that it wasn't necessary.</p> <p>GDPR will be a high priority when the Auditors next come. JF has requested if she may contact DCC for a quote with regard to having a roller shutter for the office shelves as she feels that there are still files that may be classed as GDPR on the shelves that will not fit in the cupboard. (FGB agreed)</p>	JF
9-29/11/18	<p><b>Governor Action Plan linked to SIP:</b></p> <p>The governor action plan that was drafted in September is being looked at by TB and will be forwarded to Governors on Friday 30<sup>th</sup> November for their approval at the next meeting. LB thanked TB for completing this.</p> <p>TB is to help Governors with the completion of the new 'learning walk' document by giving them bullet points on facts to be included. JF is to contact Nicky Fenton to see if there is an electronic copy for those who would prefer to complete on line.</p>	JF
10-29/11/18	<p><b>Monitoring &amp; Assessment</b></p> <p>An application for absence of two children has been received for a family funeral. This was approved by TB and the appropriate documentation completed and put on file.</p> <p>(10A) A literacy report was circulated to Governors prior to the meeting. No questions were raised.</p> <p>(10B) A numeracy report was circulated to Governors prior to the meeting. Due to the fact that one child did not achieve 'working beyond expected' in last year's SAT's as was expected, numeracy remains a high priority. The delivery of numeracy is now being trialled at 9:30 as the children appear to be more receptive to learning during the first part of the morning. The evidence during the monitoring sessions is supporting this theory. TB stated that the timing of lessons stills requires tightening so that children got their full hour of literacy and numeracy.</p> <p><b>Challenging questions:</b> LB asked "Why were the children not doing as well in the literacy, and not in line to meet their targets?"</p> <p>TB stated that it was thought to be due to the concentrated focus on numeracy. SPAG work continues to be undertaken between 9 and 9:30. This initially was followed by literacy but now numeracy is undertaken from 9:30. It is thought that the children are unable to remember the content of the lesson and sustain their concentration levels for the literacy lesson at 11am. In class 1 the timetable is phonics, numeracy then literacy. It is felt that the pupils don't work as well after morning break as the same results were produced when numeracy followed the morning break. Progress is being constantly monitored by the class teachers.</p> <p>(10C) An RE conference was held in the school today and organised by Alison Brown and Nicky Fenton who are representatives from the Diocese. The conference involved three workshops about Christianity, Sikhism and Hinduism delivered on a rolling programme. The sessions were delivered by KS3 pupils and involved approximately 95 children in the morning and 75, including our Y3-Y6, in the afternoon session. KJW attended the sessions and felt it went well. After the event KJW organised a question and answer session to get feedback from the pupils regarding the impact the workshops had had on them. KJW is to get the children to feed back to the whole school during Collective Worship in a 20 minute session. LB &amp; JD (Foundation Governors) were to observe and fed back to governors (JD was ill). LB discussed with Alison Brown how the school had attended Lowfield School in Sheffield which is multi faith and our connections with Peace Proscovia and the work the children have undertaken regarding courageous advocacy through the 'Goat Project'. LB is to forward a paragraph for publishing in the Diocese magazine. TB was commented how</p>	LB

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	the reflective table had been disturbed and artefacts strewn around her classroom. She felt that this undermined the children's understanding of its significance and importance the Diocese attaches to its inclusion in all classes.	
11-29/11/18	<p><b>SIAMS</b> – <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 has still to be displayed in church and around school.</p> <p>The Link Advisor attended school on 18-10-18 to discuss the SIAMS tool kit with TB &amp; KJW also Teresa Nicholls the Head teacher from Biggin joined them. TB stated that everyone was unsure of how to complete the tool kit but that she and KJW would attempt it after Christmas.</p>	JF  TB/KJW
12-29/11/18	<p><b>PE &amp; School Sports Premium</b> –</p> <p>LB presented a report at the meeting. Copies would be circulated to absent Governors.</p> <p>JF has completed a spread sheet of the SSPF spending from September 1<sup>st</sup> 2017 to 31<sup>st</sup> August 2018. LB to continue to update the impact statement for the web site.</p>	JF  LB
13-29/11/18	<p><b>School Council</b> – Date arranged for next meeting Wednesday 9/01/18.</p> <p>SB &amp; CC undertook the pupil's questionnaire at the last meeting, the results were relayed to the floor and felt to be most positive. Analysis on file.</p>	
14-29/11/18	<p><b>Web Site</b></p> <p>JF stated that the Pupil Premium statement, curriculum overviews and HYPAC AGM and accounts had been uploaded. JF tries to keep the calendar regularly updated and add posts whenever possible.</p>	
15-29/11/18	<p><b>Correspondence:</b></p> <p>A list of all the correspondence since October 2018 was read out to the governors. (All letters on file)</p> <p>A request was made as to whether the Autumn Audit Matters newsletter had been received. JF would check and forward to governors once received.</p>	JF
16-29/11/18	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• An understanding of the financial implications regarding the budget.</li> <li>• An understanding of the issues surrounding safeguarding in rural areas.</li> <li>• That our children are continuing to develop their understanding of what a church school is and its implications.</li> <li>• The importance regarding the children having a voice within the school and of how they feel about the school and its staff</li> </ul>	
AOB	<p>Governors were invited to:</p> <ul style="list-style-type: none"> <li>• Lantern making Saturday 1<sup>st</sup> December Village Hall.</li> <li>• The Christmas Market on Saturday 8<sup>th</sup> December, Village Hall.</li> <li>• Christmas Nativity, 6pm Church 'It's a Party' followed by Pea &amp; Pie supper 7:30 at school. Tickets Adult £5 &amp; Children £3.</li> <li>• Community Lunch 14<sup>th</sup> December £4 (Please book) 'Christmas Jumper Day'. Chairobics 11:30 before lunch.</li> <li>• Carol Service, Friday 21<sup>st</sup> December 10am till 11am in school.</li> </ul>	

Meeting closed: 8:05pm

Next FGB meeting: Thursday 17<sup>th</sup> – January 2019 - 6pm

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

Acting Chair of Governors