



## Hartington CE Primary School – Board of Governors

	<p>(6) 29-11-18 JF to contact Sandra Hampson (Parish Council secretary) regarding name of local PC.</p> <p>(6b) 29-11-18 SB is still to get a quote from 'Leek Designs' &amp; 'Acres'. LB is to get a quote from 'Greenaways', Darley Dale for a banner re advertising the school. Queries were raised as to whether the highways or Parish Council would object to a banner/board being displayed on the road side. KW was asked to produce wording for the banners, which she agreed to.</p> <p>The Breakfast Club was added to the census in Jan, which means it will appear on the DCC web site as a service the school offers.</p> <p>(7) 29-11-18 Dave Chadwick has visited school to measure the office shelves for potential shutters to make the shelves GDPR compliant. Depending on cost, this could possibly be funded by money from the Joint Match Funding project.</p> <p>(11) 29-11-18 Following a visit from PH with regard to the SIAMS tool kit, he has made the suggestion that this document would be easier to complete if the work within the school is undertaken, linked to the headings within the Tool Kit.</p> <p>(12) 29-11-18 To check when next SSPF impact statement is required. JF to check funding year Sept to Sept or Apr to Apr (Speak to Abbie Taylor)</p>	<p>SB/LB</p> <p>KW</p> <p>JF</p>
2- 24-1-19	<p><b>Governance (Cont)</b></p> <p>It was proposed that BD &amp; LB take on the role of Co-Chair. The proposed division of the roles have been presented to each potential candidate. TB revisited the points from above and stated that BD was prepared to support the SEND, Safeguarding, Ofsted and SIAMS topics. The outcome of the split of responsibilities will be will be circulated to all governors once they have been confirmed by BD &amp; LB. BD confirmed she is happy to support the school and maintain current stability within the governing body. BD was asked to officially put in writing that she will revoke her resignation presented at the previous meeting. LB is to officially put in writing that she is happy to be a Co-Chair with BD once the roles and responsibilities of each have been clearly defined, proposed and agreed by the FGB at the next meeting (Agenda item). The FGB agreed to BD &amp; LB Co-Chairing the Governing Body. KW proposed BD and SB seconded her. JD proposed LB and TB seconded her.</p>	JF
4- 24-1-19	<p><b>Head Teachers Report</b></p> <p>The head teachers report was circulated prior to the meeting. The following queries were raised:</p> <p><i>Pg 1 - Paragraph 2 – Inspiring Governance advert will stay on until January 31<sup>st</sup>. If no suitable candidates apply the post will be re advertised again for 2months.</i></p> <p><i>Pg 1 – Para 4 – TA supply list – Email to local area + cluster group schools. + Access to Teacher Active (Recruitment Company). A Possible cluster TA available for two days and two candidates from Teacher Active. JF to follow up. MT is only contracted for 9 ½ hours so will only receive sick pay for her contracted hours. Having spoken to finance JF was informed that it is 21 days before insurance becomes active. Unfortunately our patch officer was unavailable to confirm this information. JF queried with finance that the school had paid extra for first day cover. JF is to contact Abbie Taylor (Patch Officer) tomorrow for confirmation.</i></p> <p>Derby University have contacted school requesting a placement for a PGC student in KS1. This would be for 10 weeks commencing after March. School would receive a fee of £550. Awaiting confirmation of a student.</p> <p>KW's husband has requested a week's work experience as part of his teacher training. This will be to work in class 2 delivering design technology.</p> <p><i>Pg 1 - Para 6 – Grease Trap no health and safety issue just a very unpleasant job the longer it goes on.</i></p> <p><i>Legionella testing has greater implication as it is testing the amount of bacteria within the hot water supply. Does not affect cold water.</i></p> <p><i>Pg 1 – Para 7 – LB/JF to contact Alan Ollerenshaw who could possibly audit the schools private accounts for 2015/16, 2016/17 and 2017/18. The SFVS has been completed and the only issue is the auditing of the accounts. This document is to be forwarded to governors before the next meeting, for approval and submitting to the LA.</i></p> <p><i>Pg 2 – SEND – Last line - Missing open bracket (50% of pupils are in receipt of PP)</i></p>	<p>JF</p> <p>JF</p> <p>JF</p>

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	<p>Dr TB has had a huge impact on the Y6 pupil progress in maths since September 2018 and the Y6 pupils are now on target to meet the end of year objectives. Due to work commitments Dr TB is to drop one hour and his contract is to be adjusted accordingly. It was agreed by the FGB to reduce his contract to 4 hours and additional hours paid as supply. JF is to complete the adjustment form.</p> <p><i>Pg 2 – GRIPS – LB In agreement with this but it has not been budgeted in for therefore the whole school will have to be taught as one group.</i></p> <p>The FGB agreed that TB should attend the GRIPS panel meeting and that any additional staffing costs should be covered. Governors agreed to support the school if possible. TB is also to attend a SEND briefing on 12-2-19. TB is to organise a staff and governor briefing regarding the induction requirements of new pupils scheduled to start school.</p> <p><i>Pg 2 – JMF – Planning approved.</i> An extra gate is to be actioned as part of the JMF. This is to prevent siblings from accessing staff cars and round the back of class 1 where the oil tank and sheds are in situ. Dave Chadwick and Brian Reddings are both in agreement with this proposal.</p> <p><i>Pg 2 – Library - We can re minute this as TB might have to change how the money is to be used due to an unplanned increase in pupil numbers and additional needs.</i> TB informed the FGB that due to the increase of pupils with additional needs the provision and deployment of staff will require serious consideration. The hall may require being used as a classroom. The FGB are still in agreement for the allotted money to be spent on the library project or as required.</p> <p><i>Pg 4 – Para 1 – To support children making progress in reading it was asked if governors could come in to listen to pupils read. (JD already listens to class 1 lower juniors). Parents need to also support their children reading at home if progress is to be maintained.</i> Upper juniors should read 20 mins a day, lower juniors – 15 mins. JD attends Monday mornings and Dorothy Hawton on Friday afternoons to listen to readers in class 2. Pupils need to challenge themselves as they are choosing short stories so as to gain more points. The Collective Worship theme at the moment is ‘Courage’, encouraging pupils to step out of their comfort zone. BD asked would a letter home to parents explaining the reading scheme and its challenges help. TB informed the FGB that some parents were empowering their children to read whilst others were happy to just let their child make the decision to whether they were going to read or not and how much.</p> <p>KW asked TB “Would it be helpful if more volunteers came into school with different skills to teach the children eg (knitting, sewing).” TB replied that they would need to be DBS checked, (at a cost to the school). But more importantly it is essential that a commitment is made by the volunteer to attend on a regular basis if learning by the pupils is to be successful.</p> <p><i>Pg 4 – The row of red dots should have been removed - sorry</i></p> <p><i>Pg 5 – SIAMS - Refer the inspectors to the church file with photos of the displays.</i></p> <p>LB wished to thank TB &amp; JF for a comprehensive report.</p>	<p>JF</p> <p>TB</p>
<p>5- 24-1-19 (5A)</p> <p>(5B)</p>	<p><b>Finance</b></p> <p>As stated above the proposal for the development of the library in the hall may need to be revised due to the need of an extra classroom due to the delivery of the curriculum being undertaken through a range of teaching styles.</p> <p>The school budget states that we will go into the red in 2021/22 by £37,000 if pupil’s numbers remain the same. The patch officer has stated that as long as we are careful with our spending we are projected to stay in the black until then.</p> <p>We have accepted two more pupils, with the start date of 25-2-19. This will have an effect on the school’s budget. TB is to speak to the parents/carers of the pupils to create a suitable transition plan. MT will be on medical leave from 26-2-19 for a minimum of four weeks. We have a possible 4 EYFS pupils starting in September 2019 but the school has only included funding for three in the budget.</p> <p>TB undertook her Head Teachers Performance Management review on 11-12-18 with Paul Hunter (Link advisor), JD and LB. Her targets for 2017/18 were reviewed and new targets for 2018/19 set. LB reported to the FGB that TB had met her targets for 2017/18. Governors agreed to approve TB’s pay progression from LSP grade 10 to LSP grade 11 dating back to September 2018. JF is to submit the adjustment form to Shared Services.</p> <p>This review was carried out in accordance with statutory requirements. Proposed by</p>	<p>JF</p>

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(5C)	<p>LB, Seconded by BD. The FGB were unanimously in agreement.</p> <p>KJW continues to work 0.7. She has also agreed to continue working the 2½ hours Wednesday afternoon to deliver the RE lesson based on lessons from the ‘Understanding Christianity’ file to all of the KS2 pupils. This extra afternoon will be an additional cost to the budget but as Dr TB is cutting 1 hour per week it will help with the funding.</p> <p>The front door is still waiting for the spring to be fitted. JF is in constant contact with Property Services regarding this matter as there is a potential danger that someone is going to trap their fingers! JF has re-contacted Paul Whitehead regarding the kitchen canopy to extract steam, as he hasn’t been in contact since his visit in November. He has informed us that an order number needs to be raised by either ourselves or Dave Chadwick. JF has forwarded this email to Dave to request his advice and to ask who is going to fund the work. Dave Chadwick has visited school to explain the plans for the gates and fencing to be fitted as part of the JMF. He has also taken measurements for the potential shutters for the office (see (7) 29-11-18).</p> <p>MAS (Midlands Asbestos Solutions) attended to undertake the asbestos work in the coal house. This work was undertaken on Saturday 1<sup>st</sup> December at a cost of £786.00. Due to the work not being carried out to as satisfactory standard the company had to revisit the school. This work has now been completed.</p> <p>The planning permission for the security gates and extra fencing (Joint Match Funding work) has finally been approved and is scheduled to be carried out during the February half term. The water heater in the kitchen has now had a new timer fitted. The Legionella testing and Grease Trap are still outstanding jobs. Howard Williams is due to attend on Friday 1<sup>st</sup> February to complete the overdue testing of the water for legionella bacteria and teach the caretaker how to undertake this task as part of her duties.</p> <p><i>BD apologised and left the meeting.</i></p>	JF
6 - 24/1/19	<p><b>SIP/SES</b></p> <p>SIP – The Autumn term targets and actions overview has been completed and the Spring term targets have been set. A copy of both were sent out to governors prior to the January meeting.</p> <p>The SFVS (Schools Financial Value Standards) is completed apart from the section regarding the auditing of the accounts. It is hoped to get these completed before the document requires forwarding to the governors for approval and returning to the LA by the 31<sup>st</sup> March 2019.</p> <p>SES – This is in the process of being updated.</p> <p>JD asked TB what was meant by the ‘senses’ in the Spring term RE Target. TB stated that the senses are smell, touch, feel, taste and sound and that a sensory area was meant to involve pupils using all of these sensors.</p>	JF
7 – 24-1-19	<p><b>Safeguarding</b></p> <p>CC &amp; BD have been registered for the E-learning Child Protection for Governor, on line NSPCC training.</p> <p>As mentioned above in Head teachers report (pg 2), as part of the JMF a further gate has been added to the original plans.</p> <p>An E learning/ safeguarding work shop is to be undertaken in partnership with Biggin School who is hosting this event on Friday 8-2-19. Teresa Nicholls Head teacher from Biggin has a meeting with TB &amp; KJW on Monday 28-2-19 to discuss and plan the workshops for EYFS &amp; KS1 / lower juniors and upper juniors. These will be delivered by teaching staff whilst The Rhema Theatre Company undertake the drama activities. The cost is £345.00 divided between the two schools. This company was recommended by Paul Hunter. BD and two volunteers have had their DBS’s updated.</p>	BD & CC
8-24/1/19	<p><b>GDPR</b></p> <p>General Data Protection Regulations remains a priority within school and JF monitors</p>	

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	<p>all incoming emails regarding this matter.</p> <p>The DPO contract, which is being undertaken by Paul Hunter, is still to be drawn up regarding this commitment.</p> <p>JF is still accessing ‘The School Bus’ and downloading policies to be adapted for our use. There are still many policies that require updating and cross referencing with links to GDPR.</p> <p>GDPR will be a high priority when the Auditors next come. JF is awaiting a quote for security/roller shutters for the office shelves to make them GDPR compliant.</p> <p>Following a visit from a sales rep wanting to ‘buy out’ our contract with Konica (Photo copier) as he feels he could secure us a cheaper contract. (He stated he had already engaged other local schools) He raised the issue about ‘Secure copying’ and he stated it would be a requirement by auditors. JF is to speak to Konica/It Just Done regarding this issue. The governing body suggested JF contacted some of the schools he had identified on the list. TB stated that Konica were very helpful when issues were raised with the machine and that their technical support was exceptional and very prompt. JD stated that it was sometime better to pay extra and know the service would be prompt and reliable.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
<p>9-24/1/19</p>	<p><b>Policies</b></p> <p>The following policies were proposed by LB and seconded by all present</p> <ul style="list-style-type: none"> <li>• Work Experience Policy</li> <li>• Offsite Visits Policy</li> <li>• Lone Worker Policy</li> <li>• Intimate Care policy</li> <li>• Early Years Intimate Care Policy</li> <li>• Bodily Fluids Hygiene Policy</li> <li>• Bodily Fluid incidents reporting form</li> </ul> <p>All of the above are to be uploaded onto the web site.</p> <p>TB has requested that the governors work alongside JF/BD/LB + herself to read/ review and update policies, as many are out of date due to extra policies having to be created due to GDPR. It was suggested that we commence the next governor meeting earlier to undertake this task. The documents can be downloaded from the ‘School Bus’ in readiness for the meeting.</p> <p>LB asked if we had a Numeracy Marking Policy. TB confirmed we have one but it has to be updated to include information regarding which year group children begin specific calculations eg: long multiplication. JF to look on ‘School Bus.’</p>	<p>JF</p> <p>JF</p>
<p>10-24/1/19</p> <p>10 (A)</p>	<p><b>Governor Action Plan linked to SIP:</b></p> <p>The governor action plan was forwarded to governors after the last meeting. LB has gone through the document and adapted some of the wording to meet Ofsted and SIAMS requirements. She has also cross referenced it with the Learning Walk proforma. LB is to forward an updated version of the action plan to JF for circulating to the FGB.</p> <p>LB presented the governors with a completed learning walk following her observation of a class 2 maths lesson on 21-1-19. She hoped this may help the other governors complete learning walks in the future (copy on file). LB went through the document and explained about key words that may be looked for under an inspection. Although an electronic copy is available it was felt that hand written ones were more personal. LB requested that staff inform pupils when a learning walk is to be undertaken so that they may sit with the pupils and ask questions once the teaching had been completed. This would also support governors assessing the impact effective teaching can have on pupils learning and ability to access the curriculum and understand concepts and techniques taught. This is good practice and will help develop pupil’s confidence when visitors come into school. This will empower them to answer questions whilst undertaking independent work. It was suggested that pupils should be observed</p>	<p>LB/JF</p>

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	<p>during lunch times, play times and Collective Worships, not just curriculum lessons. This is to help all stake holders to become familiar with pupil behaviour and interactions with each other during a less structured and supervised period of the day. It was noted by both the Ofsted and SIAMS inspectors that pupil behaviour was not as good during these times.</p> <p>It was noted by the Link Advisor during the end of year review in July that there was a trend in the maths as no Y6 pupil had managed to achieve the working beyond the expected grade despite it being predicted. It was decided the action to be taken to help address this possible trend, would be for the school to buy in an additional maths teacher to support the delivery of numeracy for the upper key stage 2 children.</p>	
11 – 24-1-19	<p><b>Monitoring &amp; Assessment</b></p> <p>A letter is now being sent home to parents at the end of each term to notify them of their child’s attendance. The school considers this to be good practice. The average attendance for the school since Sep 2018 is 97.22%. The average absence is 2.16 days per child. The national average is 96.7%. JD asked TB if she agreed with the national average. TB stated that she didn’t as she felt it was very high. One day off has a massive impact on a pupils individual percentages which in turn impacts on the overall percentage of the school. This can have a significant impact on the end of year school average.</p> <p>Monitoring and assessment is completed on Corner Stones and parent informed at parent evenings. Consultations will take place 3 times per year. The next one is on Wednesday 6<sup>th</sup> February.</p>	
12 - 24/1/19	<p><b>SIAMS –</b></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 now displayed around school and in the church on the schools display.</p> <p>Please see above (11) 29-11-18 regarding the completion of the SIAMS Tool Kit.</p> <p>Elton and Biggin school, Year 5 pupils are joining Hartington’s Year 5/6 on Wednesday 13<sup>th</sup> February for a Collective Worship monitoring training session which will be led by Alison Brown. This will take place between 9:15 and 11:45am.</p> <p>Following on from KJW attending a RE conference (Understanding Christianity), it has been recommended that she produce an evidence portfolio of RE lessons including assessment in readiness for her next training on Thursday 21<sup>st</sup> March. These lessons are being delivered to all KS2 pupils on Wednesday afternoons.</p> <p>At present there is no proforma to assess RE. A book has been purchased, which it was thought to have photocopy-able sheets to support assessment. However, KJW has informed TB that there is useful information which can be used to support the creation of an assessment tool. RE in schools will be assessed within SIAMS inspections in the future. TB is to speak to Paul Hunter and Teresa Nicholls regarding how they presently assess RE to ensure continuity of the moderation process within our schools.</p>	TB
13-24/1/19	<p><b>PE &amp; School Sports Premium –</b></p> <p>LB presented a report at the meeting. Copies had been circulated.</p> <p><b>Youth Sports Trust - Inter-Generational Project-</b> We are one of only 5 schools to be involved in this pilot project. We were identified due to the pioneering work before Christmas when the whole school received training led by Mrs Phil Grant on “Chairobics”. The children then supported the delivery of a session with the community before Christmas Lunch. Following a meeting between The Head teacher and Janice Price on 21<sup>st</sup> January, LB will be involved in a “webinar” with Janice Price on February 6<sup>th</sup> to learn more about what this initiative will involve and the funding available from YST. This is all linked to the leadership skills, Real PE, SIAMS and PSHE.</p> <p>It was reported how the Years 5&amp;6 pupils really enjoyed the Gymnastics workshop at QEGS earlier this term. The children demonstrated great confidence and determination when working in new and challenging situations. This was reported</p>	

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	<p>back to TB by JF and LB and their success and ability to demonstrate the Christian Value of ‘courage’ and ‘stepping out of their comfort zone’ was acknowledged during assembly highlighting them as “Role Models”.</p> <p>LB attended the Annual PE Conference at Pride Park Stadium on the 24<sup>th</sup> January. The conference was an Active Schools Conference ‘Creating a culture of Active, Healthy Learners’, linking movement, learning and happiness. It stated that activity stimulates the brain. LB reported that the school is already undertaking many of the actions mentioned in the conference and what a stunning event it had been. LB is to complete a report to email to governors.</p> <p>LB reported that the impact statement for 2017/18 had already been completed.</p>	LB
14-24/1/19	<p><b>School Council –</b></p> <p>SB reported that a meeting was held on the 9/1/19 (3 school council pupils, SB &amp; CC) in the office. One child took the minutes from the meeting, which have been placed in the school council folder in the office. SB said that it had been a very positive meeting and that they had actively discussed the ‘Goat Appeal’ and how they could raise further funds to buy 10 more goats. Ideas suggested were: cake stall, pin tail on goat, extra raffle at Community lunch. SB felt that the new format of meetings (without staff and whole school) worked more favourably. She felt that the pupils were more open to speaking and that they didn’t feel as inhibited as when staff are there. Pupils reported back to the whole school during Collective Worship regarding the ‘Goat Appeal’. During this discussion the children came up with further fundraising ideas: sponsored bike ride/walk (in spring). Sponsored spell/tables could be done now but what were we going to do in the meantime. School council to draft a letter to inform the village what we are doing. KW suggested a sponsored silence!</p>	TB
15-24/1/19	<p><b>Web Site</b></p> <p>JF continues to keep the calendar regularly updated and add posts whenever possible. LB stated that the schools website has a link to the village and that it is the best way to access it.</p>	
16-24/1/19	<p><b>Correspondence:</b></p> <p>A list of all the correspondence since Nov 2019 was read out to the governors. (All letters on file)</p> <p>An email from a prospective governor has been received and once we have a CV from them it will be forwarded to governors for their perusal.</p>	JF
17-24/1/19	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• Two members of the governing body elected as Co-Chairs.</li> <li>• An understanding of how to complete a Learning Walk when observing the impact and progress of children’s learning.</li> <li>• The Governor Action plan being completed</li> </ul>	
AOB	<p>JF to e-mail the correlation of the Financial Skills Audit and Self Evaluation results. It has been agreed that 2 Governor newsletters are to be published per year (March &amp; September) Governors are to forward articles to KW for editing. LB is to forward an article re the PE and parental support re Reading at home.</p> <p>Governors discussed ideas on how to make sure parents read letters that are sent home (Incentives, bullet points, emoji’s).</p>	JF  FGB

Meeting closed: 8:20pm

Next FGB meeting: Thursday 14<sup>th</sup> – March 2019 - 6pm

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

Co-Chair of Governors - Liz Broomhead MBE