

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Thursday 13<sup>th</sup> June 2019 at 6.00pm in School

Governors Present: LB MBE (Co-Chair + Foundation), BD (Co-Chair + Parent), TB (Head Teacher), JF (Staff + Temp Clerk), JD (Foundation), KW (Parent) and AI (Parent)

Associate Members Present: None

Apologies- SB (Local Authority), CC (Co-Opted).

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. Due to BD having to leave at 7pm items on the agenda were brought forward so as to meet quorum for approval on specific subjects. LB welcomed AI to the board of governors. JD presented the prayer for guidance.</p>	
1-13/6/19	<p><b>(1a) Declarations of interest in any items on this Agenda:</b> None</p> <p><b>(1b) Any other urgent business not on agenda:</b> None</p>	
2-13/6/19	<p><b>Minutes of the meeting 14<sup>th</sup> March 2019</b></p> <p><b>(2.A) Amendments and acceptance of Minutes:</b> These were circulated prior to the meeting. They were proposed as a true record by JD and seconded by LB. No amendments were required.</p> <p><b>(2.B) Matters Arising Not on Agenda:</b> None</p> <p><b>(2.C) Actions List:</b></p> <p>(13) 10-5-18 - Health and Safety Audit to be completed for September 2019 meeting.</p> <p>(4) 28-6-18 – SES to be completed for September 2019</p> <p>(4) 29-11-18 – Re-funding for Asbestos work – This item is to be removed as the essential work has been completed and the other identified location within the kitchen has been deemed as secure due to the asbestos being in a sealed area.</p> <p>(7) 29-11-19 – School Bus – A license has been purchased for a further year due to its excellence. This is used for updating policies and procedures.</p> <p>(7) 29-11-19 – Roller Shutter in office not a priority at moment due to Safeguarding issues in other areas within the school. As part of the GDPR audit it was noted that the office met with compliance as the office is locked when vacant.</p> <p>(2) 24-1-19 – DCC site re Co-Chair. The governors are still waiting for BD to revoke her resignation and confirm her acceptance of the role of Co-Chair.</p> <p>(9) 24-1-19 – Marking Policy re calculations. AI is to see if Derby University have a statement that could be included in the schools present marking policy.</p> <p>(12) 24-1-19 – Re-Assessing SIAMS. TB &amp; KJW attended a SIAMS training today (13-6-19) and still the Diocese are unable to provide guidance regarding assessing RE. The Governors felt that this was not adequate and wished to have it recorded in the minutes.</p> <p>AOB 24-1-19 – Governor newsletter – KW has agreed to compile a draft copy for governors to look at. SB &amp; CC to provide report re swimming, LB – re AAA project, Archdeacon /Bishop’s visits. TB - Ambassadors project/John Muir project.</p> <p>(2C) 14-3-19 – Banner Wording – TB to speak to school council re child’s wording for banner. Display on A515 at Hartington turning (school would require Peak Park/Highways approval). Possibly site in local farmer’s field. It was felt that the banner would be best displayed at local events rather than permanently placed. LB to speak to the Parish Council regarding the use of village greens for this use. JD suggested that an ex pupil (MW) be approached for a quote as she always speaks very highly of the</p>	<p>TB/JF TB</p> <p>BD</p> <p>AI</p> <p>KW SB/CC LB/TB TB</p> <p>LB</p>

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	<p>school. Once the wording has been chosen a quote to be confirmed.            (2C) 14-3-19 – Corner Stones - RE assessment – TB to contact.            (8) 14-3-19 – Douglas Wardle - Kite Mark – LB to contact SB to ascertain if he has this certificate before undertaking the making of the chair/bench in memory of John Wardle (Money donated in his memory) DCC are to provide a concrete base.            Douglas Wardle has already made a new Well frame for the Well Dressing in September. A card of thanks has been signed by the staff and pupils and a gift token purchased by the Community Group as a thank you.</p>	<p>TB LB/SB</p>
<p>6-13/6/19</p>	<p><b>Policies</b>            18 Policies have been updated/created and sent out to governors prior to the meeting for approval.            Administering Medication, Animals in School, Bomb threat, Confidential Reporting Code (Whistleblowing), Equality, First Aid, Full Lockdown Procedure, Gardening, Head Lice, Health &amp; Safety, Infection Control, Invacuation, Lockdown &amp; Evacuation, Lockdown Procedures V02, Partial Lockdown Procedure, Sharps, Smoke Free, Sun Safety &amp; High Temperature, Whole School Food Policies. These policies were approved by LB and seconded by BD.            Issues were raised about the Sun Safety &amp; High Temperature policy as we haven't any shade in the playground and it was suggested that a gazebo be purchased.            JD was not happy about the opening statement in the Equality policy but he was informed that it was good practice to refer to the guidance 'Valuing all God's Children' for Church of England School issued through the Church of England Education Office.  <b>GDPR</b>            Following a visit from Claire Archibald – DCC DPO to undertake an audit of the school compliance. 5 further documents were presented to the governors, Data Breach Procedure, Data Protection Policy, Pupil Privacy Notice, Workforce Privacy Notice and Subject Access Request (SAR) form. These are to replace school documents that were already implemented back in May 2018 when GDPR became law. The full governing body agreed to adopt the documentation as they have come from DCC.            All policies and documents will be uploaded to the web site.</p>	<p>JF</p>
<p>5-13/6/19</p>	<p><b>Safeguarding / GDPR</b>            Following the GDPR audit on Wednesday 12-6-19 an issue was raised regarding JF accessing TB's emails and systems. Claire Archibald (DPO) understood that due to a small school it was difficult for a full time teaching head to access all the systems and sift through the numerous emails that are received every day. To cover JF &amp; TB regarding this potential breach, it was advised that the governors be informed and a minute number provided to show that they were in approval of this arrangement. It was agreed that JF would contact 'It Just Done' and arrange that TB be set up with a new email address for parents to be able to email confidentially if required. A letter informing parents will be sent out. The new address will be  <a href="mailto:confidentiality@hartington.derbyshire.sch.uk">confidentiality@hartington.derbyshire.sch.uk</a> Following this all governors agreed that they were in agreement with this new procedure.</p>	<p>JF TB</p>
<p>4 -13/6/19</p>	<p><b>SIP / SEND</b>  <b>MAT</b> – The MAT team that offers other services through the DCC has been disbanded and is no longer available to schools. The cost to the school was approximately £595. Following the Link Advisors (Paul Hunter) last visit he has advised TB that she should be showing a commitment to sign up to an Early Help Offer in order to demonstrate to Ofsted that there is a procedure in place to follow if need be. TB has investigated various Early Help Offers that are in the early stages of being formulated. PH has forwarded TB information from Highfields School's Early Help process for its cluster schools. This includes a job description, roles and responsibilities of the Student and</p>	

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	<p>Family Support Manager which has since been filled. At present 13 schools have signed up to this Early Help Offer. None of the cluster schools Hartington work with have at this present time signed up to any Early Help Offers. TB doesn't want to join QEGS's Early Help Offer as she feels that due to them being an Academy and secondary school support will be channelled to QEGS itself and schools that are within its locality. A copy of the job description for the Student and Family Support Manager was circled around the meeting and will be emailed out to governors. Hartington school has never accessed the MAT team in previous years but TB felt that due to the school's intake over the next year that there is a possible need for this service. If Hartington joins Highfields Early Help Offer and support is required, the school will have to make an application to the panel and then each application will be prioritised in order of needs.</p> <p>The governors felt that this was a vast undertaking for possibly two members of staff to oversee. BD stated that it would be impossible for someone to do all the tasks on the job description. AI felt that secondary schools would not have time for the primary schools and that funding would not be made available. KW reiterated that there are more high risk cases in secondary schools and families that have been referred aren't receiving support.</p> <p>AI asked what QEGS were doing. TB reported that PH had looked into it but felt that due to it being a secondary school it would be biased towards secondary not primary schools. PH felt that Highfield school despite being a secondary school had a better understanding of primary schools but TB felt that due to it not being our feeder school she was reluctant to commit at this time. KW who has knowledge of the Early Help Offer felt that it was very chaotic and that very little support would be made available. TB is to re-contact cluster schools. LB asked if it would be an annual payment which it would. At present the Local Authority is providing no alternative. JD asked if TB could talk to someone at QEGS. TB stated that she could contact the head teacher but reiterated that she did not feel it was in Hartington's best interest to join their Early Help Offer. AI is to make enquiries as to how it is being dealt with within the university. It was agreed to defer this to the next meeting.</p> <p><b>BD left the meeting at 7pm</b></p>	<p>JF</p> <p>TB</p> <p>AI</p>
<p>5-13/6/19 cont</p>	<p><b>Safeguarding / GDPR</b></p> <p><b>5a Premises: - Confidential Minute</b></p> <p>The EYFS children in 2019 will be required to be taught in the hall due to additional needs. The hall will require an area carpeting, the Positive Play area will require refurbishing, PE area securing or partitioning off. The additional fence in the lower playground will allow for free flow play from the hall and the Y1 children will access free flow from class 1.</p> <p><b>5b GDPR Audit</b> – Claire Archibald DPO from DCC attended school on Wednesday 12<sup>th</sup> June to undertake an audit of compliance. This seemed to go well and we are awaiting a report that will identify any areas that require further measures to meet GDPR compliance. CA was impressed by the GDPR posters that are in areas that could produce a possible breach of data ie: Visitors book, office and kitchen. TB wished it to be minuted that it was thanks to JF's hard work that the audit had gone so well. CA has replaced some of the policies that were in place with DCC copies. These were adopted earlier in the meeting. As time goes on DCC will 'drip feed' other policies and replace some we already have in situ. These policies in situ are important as they cover the school during this transient period in case there is a data breach.</p> <p><b>5c Training</b> – TB &amp; JF are due to attend a GDPR training on Wed 19<sup>th</sup> June at Buxton. CA advised that Governors and all school staff including caretakers, kitchen staff and transient staff should also attend or be given training so they are aware of the issues</p>	

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	surrounding GDPR and a possible data breach. AI, KW & BD have already undertaken GDPR training in their professions. A copy of certificates to back this should be placed on file. JF is to see if there is any online training that the other governors could access.	AI, KW, BD JF
3- 13/6/19 3a	<b>Finance</b> <b>Staffing</b> – Due to the complexity of pupils that are due to start school in September 2019 there will be staffing issues that have not yet been addressed. <b>Staffing - Confidential Minute</b>	
4- 13/6/19	<b>SIP</b> A copy of the updated Spring term SIP and summer term SIP actions were forwarded to governors prior to the meeting. No questions were raised about the content. AI asked which the cluster schools were. (Biggin, Monyash, Earl Sterndale and Taddington). AI - Asked if the school had accessed any internet, U-Tube and online streaming training. TB informed that she had been in contact with the local PC and that he could offer some training but wasn't overly confident. AI offered to see if she could find someone from Derby University that may be able to help.	AI
7- 13/6/19 7a  7b  7C	<b>Curriculum</b> <b>Phonic screening</b> – 4 children undertook the screening test this week. Results will not be made available until June. 75% of the children are expected to achieve the pass grade. <b>SAT's – Confidential minute</b>  KJW's projected outcomes for the SAT's are 50% in writing and reading and 100% in maths. LB reported on the AAA project - We have been chosen to participate in the pilot Youth Sports Trust (YST) 'Active Across Ages (AAA),' Project. AAA is an Intergenerational Activity Scheme, bringing together school-aged children with older members of their local communities in settings including care homes, community groups and day centres. Our key stage two pupils have become Active Buddies after receiving training from the YST, and are now working with older residents from the village, who they have named 'Silver Sports' 'The project aims to improve the physical, mental and social wellbeing of participants, provide volunteering opportunities, developing employability skills and the confidence to be physically active. It is also providing opportunities to support primary to secondary transition and enhance local community relationships.' Mark Carey & Lucy Ellis from the YST visited the school on Tuesday 11 <sup>th</sup> June to speak to LB, students and the 'Silver Sports about the project to create a case study. They were impressed with how a small school like ours had embraced this project and quoted "All schools should be aspiring to be like us."  TB reported that the KS2 children are also taking part in the Ambassador's project linked to the John Muir award. This in conjunction with Rose Clarke 'National Park Ranger'. As part of the project the school has to undertake 28 hours of work linked to the care and protection of the environment to achieve the award. They also have to make a pledge/promise regarding an issue within their own locality. The school council have decided that they would like to base their promise around the issue of litter in the village. They are to undertake a litter audit, plan of the bins, persuasive letter to the Parish council regarding bins etc (these tasks are to be integrated into the curriculum). LB informed the meeting that the next Parish Council meeting was on the 3 <sup>rd</sup> July. School is also to write a letter to the DDDC on behalf of the parish to try and persuade them to provide more bins. It is hoped to achieve the award before the end	

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	<p>of the summer term. The children are to undertake Willow sculptures (KS2 tree &amp; KS1 leaves) which is to be sited on the playground fence. They are to look at making insect habitats, bird feeders and developing a wild flower garden for butterflies and bees. The Well dressing is to be linked to the project under the heading 'Litter'. The children have already visited Longshaw Estate with Rose Clark and undertaken a litter pick and other activities.</p> <p>AI commented on how lovely it was that the children were showing a pride in their local village.</p>	
<p>8 – 13/6/19</p> <p>8a</p> <p>8b</p>	<p><b>SIAMS</b></p> <p>On Friday 24<sup>th</sup> May, Archdeacon Carol of Chesterfield visited. She joined the children for Celebration Worship in church followed by a demonstration of May Pole dancing in the Village Hall and finally down to school for Community Lunch. A letter of thanks has been forwarded to her PA. She expressed a wish to come back to the school and teach the children some of her favourite songs. This is to be arranged for some time in the September.</p> <p>On Thursday 6<sup>th</sup> June Bishop Libby of Derby visited the White Peak Benefice. Four of the five schools that are in the White Peak took part in the service at St Giles Church. This was followed by a 'Walk Around' Hartington, then refreshments in the Village Hall. Bishop Libby is sister to the head teacher at Earl Sterndale and it was felt that she positively engaged with the children thanking them for their contribution to the service.</p> <p>Unfortunately there was a possible GDPR breach. There was an unauthorised person taking photographs of the children within the service. LB approached Sarah Lacey regarding this matter who informed her the person was linked to the Bishop and her party. LB was still unhappy about the incident and went to speak to the person herself who informed her that they were only taking long distant photographs and faces could not be made out! LB informed TB &amp; JF the following evening after the close of school. TB &amp; JF promptly emailed the other schools and Diocese to inform them of this matter, stating that photographs had been taken without permission. Within the schools there were pupils for whom no parental consent had been provided to allow their photographs to be taken. On Monday 10<sup>th</sup> June in the morning an email was received from the head teacher Daniel Holden at Earl Sterndale to inform us that he had spoken to his sister (Bishop Libby) over the weekend and she informed him that there was no one from her party taking photographs. TB then emailed Sarah Lacey, Rev Benson &amp; LB to inform them of the conversation between Bishop Libby and DH. A letter to parents to inform them of the possible breach was sent out at the end of the school day but TB spoke personally to the parent of the child who is unable to be photographed. Following further investigation Sarah Lacey informed the school that the issue had been resolved and issued the following statement:- <i>Further to our conversation of yesterday, I am writing to confirm that the recent incident with the photographer in church is considered closed. The gentleman in question was known and has been spoken to. I understand from Julian Hodgson, my safeguarding lead at Derby Church House, that he personally is satisfied with the outcome and the given explanation. Yours sincerely Sarah Lacey. (Parish Safeguarding Officer for Hartington, Biggin and Earl Sterndale.)</i></p> <p>This incident has been recorded on the GDPRis site as a possible data breach with the DPO on her visit (12-6-19) to carry out the GDPR audit. She was happy with the way school had dealt with the incident and it has been closed.</p> <p>TB &amp; KJW attended SIAMS tool kit training at Willersley Castle on Thursday 13<sup>th</sup> June. Due to the multiple changes within the new tool kit it is important that all governors not just the foundation governors attend training. This will help ensure they understand the implications of the statutory assessment. As part of the new</p>	<p>TB</p>

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	<p>framework representatives of the governing body are to be present with the Head teacher during the inspection. The key focus is the schools vision statement and Christian values and how the school interprets this throughout the curriculum, policies, projects the school undertakes, charities we fundraise for and how the school links to local, national and international events. This is a significant change from previous inspections. TB is to try and organise training with other cluster schools which Alison Brown has said she will deliver. JD reaffirmed that that the Diocese continues to offer limited support. Although training is provided through the Diocese it can be expensive with no discounts for small schools being available.</p>	TB
9-13/6/19	<p><b>Correspondence:</b> A list of all the correspondence since Mar 2019 was read out to the governors. (All letters on file)</p>	
10-13/6/19	<p><b>What have we achieved tonight that will make a difference?</b></p> <ul style="list-style-type: none"> <li>• The DPO has acknowledged that Hartington School has scored very highly on the GDPR audit and has praised the dedication and hard work of the SBO.</li> <li>• The identification by the pupils of the school of a litter problem within the village. Their passion and determination to work alongside the Parish Council to attempt to resolve this issue.</li> <li>• The recognition of how the KS2 pupils are being proactive within the delivery and outcomes of the pilot AAA project.</li> </ul>	

Meeting closed: 8:30pm

Next FGB meeting: Thursday 4<sup>th</sup> – July 2019 - 6pm

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

Co-Chair of Governors - Liz Broomhead MBE