

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Thursday 19<sup>th</sup> September 2019 - 6.00pm in School

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

Associate Members Present: None

Apologies:- None

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. JD presented the prayer for guidance.</p>	
1-19/9/19	<p><b>(1a) Declarations of interest in any items on this Agenda:</b> None</p> <p><b>(1b) Declaration of pecuniary &amp; personal interests:</b> Completed at meeting. The following forms have been emailed to governors for completion before the next meeting on the 28<sup>th</sup> November: Working together- code of practice Specific Skills self - evaluation Governors Financial Management skills</p> <p><b>(1b) Any other urgent business not on agenda:</b> None</p>	
2-19/9/19	<p><b>Election of Chair &amp; Vice Chair</b> LB agreed to stay on as Co-Chair. BD wished to stand down due to family commitments. The floor was asked if anyone else would like to stand as Chair or Co-Chair along with LB. AI expressed an interest in standing as Co-Chair along with LB. She was given a copy of the division of roles. JD nominated AI as Co-Chair and TB seconded it. SB nominated LB to continue as Co-chair and BD seconded it. No other governors expressed any interest and the FGB were in agreement that AI and LB be elected as Co-Chairs.</p> <p><b>(2a)</b> Foundation Governor JD's term of office is due to expire. Hartington PCC held a meeting on 18<sup>th</sup> September and it was proposed at the PCC meeting that he continue to represent the Church on the board of Governors, AI seconded his nomination. Local Authority Governor SB's term of office is due to expire. SB had received a letter from the LA and SB agreed to stand for a further term. She was proposed by CC and seconded by BD. SB is to confirm the continuation of her office with the LA. Both governors' terms of office will be extended to Sep 2023 and updated on the Web site and DfE Governance site.</p> <p><b>(2b)</b> Two potential governors have expressed a wish to join the Governing Board. A copy of their CVs are to be sent out to Governors for their perusal. Governors are to inform the clerk, within two weeks, if they have any objections to their nomination and then being invited to the next meeting on the 28<sup>th</sup> Nov if they are still willing to stand.</p>	<p>SB</p> <p>JF</p> <p>JF</p> <p>FGB</p>
3-19/9/19	<p><b>Minutes of the meeting 4<sup>th</sup> July 2019</b></p> <p><b>(3.A) Amendments and acceptance of Minutes:</b> These were circulated prior to the meeting. They were accepted and proposed as a true record by JD and seconded by SB. There were no amendments</p> <p><b>(3.B) Matters Arising Not on Agenda:</b> None</p> <p><b>(3.C) Actions List:</b> (11) 8-2-18 – Create up to date list of policies for review - This action is to be removed as it is constantly being updated as new policies are adopted and old ones updated.</p>	

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	<p>(13) 10-5-18 – Health &amp; Safety Audit (Correlate results) – This action is to be removed as it was felt that the information is out of date so SB &amp; CC are to undertake and complete a new Health &amp; Safety Audit put all findings directly onto the template ensuring correlation of results occurs JF is to organise the template.</p> <p>(4) 28-6-18 – Update SES – TB in the process of transferring updated information to new format. Completed for next meeting (28-11-19)</p> <p>(10) 4-10-18 – Complete learning walk documents – A long discussion took place about the format and how often these should be completed. Some governors requested we return to the old style form we previously had. It was agreed that AI would get a copy of Derby Universities form and then look at drafting a relevant version for completion. LB stated that members of the governing body need to be undertaking learning walks in preparation for Ofsted as part of the schools moderation process and the impact on pupils progress and learning (refer to SIP). Each governor is to produce one on their specific focus in school (LB- PE, BD- safeguarding, JD/AI- Curriculum, assessment, books) It is not volume but quality and evidence that Governors know the school and can talk with knowledge and understanding. It was proposed that learning walks could be reviewed at meetings when the head teacher wasn't producing a HT report (3 x a year). This is to be an agenda item.</p> <p>(7) 29-11-19 – Roller shutters in office – JF to chase Dave Chadwick</p> <p>(2) 24-11-19 – BD stepped down as Co-Chair – Action removed</p> <p>(9) 24-1-19 – Marking Policy re calculations – AI has emailed some documentation from Derby University for TB to look at.</p> <p>AOB 24-1-19 – Governor newsletter – KW is to complete this term with the help from governors - Articles requested.</p> <p>(2C) 14-3-19 – Banner Wording etc – To contact John Marriot (potential governor) &amp; local expert for ideas.</p> <p>(2C) 14-3-19 – Corner Stones - RE assessment – KJW - RE co-ordinator has informed TB that the Cornerstones assessment for RE although will be relevant to the RE National Curriculum, will not be relevant to assess the new RE syllabus designed by the Diocese. KJW has received details for assessment from Alison Brown – Diocese. KJW &amp; MT are to attend RE training on Monday 4th November (Inset Day).</p> <p>(6) 13-6-19 – Policies on Web site – almost up to date.</p> <p>(4) 13-6-19 – Early Help Offer/Nurture group/ Family support worker – Agenda Item.</p> <p>(5c) 13-6-19 – GDPR certificates of training – All Governors to watch GDPR videos.</p> <p>(8b) 13-6-19 – Cluster SIAMS Governor training – TB to speak to PH regarding a co-training event with Alison Brown.</p>	<p>SB/CC</p> <p>JF</p> <p>TB</p> <p>AI</p> <p>Agenda</p> <p>JF</p> <p>TB</p> <p>KW</p> <p>JF</p> <p>JF</p> <p>JF</p> <p>TB</p>
<p>4- 19/9/19</p> <p>(4a)</p> <p>(4b)</p>	<p><b>Finance</b></p> <p><b>Budget</b> – A copy of the budget was circulated to finance governors JD, LB &amp; BD prior to the meeting. No questions were raised. TB stated that we would have a surplus until 2022-23 when we would have a deficit of £17,000 if costings etc remained the same.</p> <p><b>Staffing</b> – TB full time, KJW will remain on 0.8 with Y4, 5 &amp; 6 - in class 2. TB will have Y1 &amp; Y2 pupils. MT (almost full time) will teach 3 EYFS in class 1 or the hall. 2 mid-year LAC pupils started in September, (Y2 &amp; Y4). Stoke - Education Authority have agreed to fund two TA's for 6 months to support these pupils (£20,000 in total). We have employed one TA on a supply contract and another through the Teach Active supply company. At present one TA is full time 9am to 3:30pm starting on the 3/9/19. The other is working two days a week at present while she works her 4 week notice then she will work five days a week starting at 9am to 3:30pm.</p> <p>Although Stoke Authority are funding the two TA's we are unsure of how this money will be refunded to the school. BD suggested we send copies of the invoices to Stoke Virtual Head. JF is to contact Abbie Taylor (Finance officer) to arrange a meeting/conversation between her and Ingrid Mather.</p> <p>A letter has been received from Judith Holmes (Business Services Officer) to inform us</p>	<p>JF</p>

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	that the school has been awarded £200,000 from the CAYA Capital Programme towards the re-roofing of the class 2 roof due to slipping and broken tiles. A contribution of £3,269 will be deducted from the Devolved Formula Capital 2019-20. Form to be signed and returned to Judith Holmes before 18 <sup>th</sup> October to confirm acceptance and contribution towards cost.	JF
5-19/9/19	<p><b>SIP – Autumn Term</b></p> <p>A copy of the autumn term SIP was circulated to Governors prior to the meeting along with the whole school action plan for EYFS, Computing, R.E; Literacy, Numeracy and Safeguarding.</p> <p>TB stated that Black text represented the Action, Red text – How we will achieve, Green text – What we have achieved/completed.</p> <p>No issues were raised.</p> <p>TB will update the autumn term SIP then review and create a spring term SIP from the school action plans.</p> <p>The SES is in the process of being transferred to the new format and will be presented at the next meeting.</p> <p>JD &amp; KW requested paper copies</p>	TB
6 -19/9/19	<p><b>PE &amp; SSPF</b></p> <p>LB presented a report (copy on file) and talked the Governors through some of the highlights.</p> <p>BiggHarts (Biggin &amp; Hartington) continue to access sporting events together at QEGS. The collaboration helps our small schools enter events as a team. TB asked LB if she could provide results, photos etc to update the Sports display in school.</p> <p>The Youth Sports Trust have produced an article about the AAA work undertaken with our school (copy to Governors, on web site &amp; on file). This term they have experienced the dressing of the well and willow weaving. In October the ‘Silver Sports’ will be taught a new activity ‘New Age Curling’. On October 11<sup>th</sup> the YST will be videoing the session to highlight the social and physical benefits of the programme.</p> <p>The Well Dressing raised a total of £41.83 this will be donated to Ashbourne food Bank.</p> <p>This year we have achieved the Gold Sports Mark level. Thank you to LB for all her hard work and dedication to this subject.</p> <p>On Friday 27<sup>th</sup> September the children will be taking part in the SUD initiative (Stand up to Derbyshire) which also falls on Macmillan Coffee Morning. This year the children will come to school in sports clothes, undertake sporting activities throughout the day and hold a Macmillan bingo, Tea/Coffee and cake afternoon. It is hoped all Governors, parents and community members will support.</p> <p>NHS have produced a ‘Physical Activity Guidelines for Children’ document. A copy is to be placed in the PE file and on the web site. It states that all children should undertake a minimum of 60 minutes’ activity per day.</p> <p>The PE&amp;SSPF impact document has been completed and placed on the web site.</p>	LB JF JF
7 – 19/9/19 (7a)	<p><b>Safeguarding / GDPR</b></p> <p>All staff (TB,KJW,MT &amp; JF) have received Positive Support Training from Dee Bailey. A bespoke programme will be personalised for the identified pupils.</p> <p>Suzanne Meikle-Janney visited the school to discuss the Nurture Group with staff and inform them what the benefits could be. We have been invited to a school in Matlock to the see the Nurture Group in action. TB spoke to Linda Joyce (Ed Psych) regarding the funding from the Early Help Offer being used to fund this initiative. LJ was in support of this funding being used in this way. She went on to inform TB of another small school with trained practitioners in the Positive Support programme who could possibly support Hartington’s schools delivery. At present they have no positive play area in their own school but have pupils who need to access individual programmes. It was suggested that we may share costs and work alongside other schools. The</p>	

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	<p>question was raised about the implications of other schools being on site. TB explained that it would only be X number of pupils with one or two members of staff. The number of pupils would not exceed two. The Positive Support programme would be approximately 30 minutes per child every Friday whereas the Nurture Group would be for 4/5 pupils for a whole afternoon. These pupils would not be expected to catch up on curriculum missed due to the sessions. The needs of the pupils will be identified, a structured programme put in place and once the targets have been met the pupils will return to class. The groups will be mixed age and gender. AI reported that she had witnessed the Nurture Group in action in another DDC small school that she had worked in and that it had been very successful. The support will help staff, parents and pupils.</p> <p>The cost of training one member of staff (3 days) would be £550 this could be paid for with The Early Help Offer fee. The FGB agreed that the EHO money should be used for this training. BD asked TB if she was committed to using the EHO money in this way? TB said was. TB or MT would undertake the training.</p> <p>7:40 BD left the meeting.</p> <p><b>(7b)</b> JF reported that only two Parent Questionnaire forms had been returned following their distribution at the end of the summer term. It was suggested that these be re issued to parents at the parent’s evening and asked to complete while in school. Along with this parents will also have to complete permissions slips and personal detail updates. Due to GDPR it is felt good practice to make sure that all personal forms are kept in house.</p>	JF
<p>8 – 19/9/19</p> <p><b>(8a)</b></p> <p><b>(8b)</b></p>	<p><b>Policies</b></p> <p>The governor Terms of Reference were forwarded to governors, prior to the meeting, for approval and acceptance for 2019. The FGB approved all. All documents to be uploaded to the web site.</p> <p>The school Uniform policy has been re written gender neutral. It was forwarded to governors prior to the meeting for approval. The FGB approved all. All documents will be uploaded to the web site</p>	JF  JF
<p>9-19/9/19</p>	<p><b>Monitoring and Assessment</b></p> <p>Baseline assessments are being undertaken for all groups of pupils across literacy, numeracy, science, R.E and PE. Final assessments were undertaken at the end of the summer term and it is noted that most pupils drop back during the summer holidays and when undertaking transition between class 1 and class 2. Pupils groups are very fluid due to their individual needs. There are 21 pupils of which approximately half are on the SEND register. This is not only impacting children’s learning and progress but also is having implications for staff and their work/home life balance.</p>	
<p>10-19/9/19</p> <p><b>(10a)</b></p> <p><b>(10b)</b></p>	<p><b>SIAMS</b></p> <p>TB requested that the governors approve the changing of two of the Christian Values. Change ‘Love’ to ‘Trust’ linked to the Good Samaritan, PE and British Values. Then change ‘Endurance’ to ‘Service’. Di Lambert from the Ashbourne Food Bank felt that ‘Service’ represented our school and that the pupils were selfless. It was felt that ‘Love’ is integral to everything. However ‘Trust’ and being trustworthy is a value that is harder to understand but is so very evident in the story of the Good Samaritan which is the foundation the school is building its vision and ethos around.</p> <p>8pm - KW left the meeting.</p> <p>KJW and MT are to attend RE training on Monday 4<sup>th</sup> November INSET day. KJW has agreed to take the lead on assessment of RE.</p>	
<p>11-19/9/19</p>	<p><b>Web Site</b></p> <p>JF reported that she was struggling to keep the web site up to date due to spending more time in the class room. It was suggested that the potential new governor John Marriot may be able to support her.</p>	

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12-19/9/19	<b>Correspondence:</b> A list of all the correspondence since July 2019 was read out to the governors. (All letters on file)	
13-19/9/19	<b>What have we achieved tonight that will make a difference?</b> <ul style="list-style-type: none"><li>• Challenged the format of the learning walk and potential re-write.</li><li>• A greater understanding of the Nurture Group and its implications and the spending of the EHO money.</li><li>• The adoption of two new Christian Values and how they link to the schools ethos and vision.</li></ul>	

Meeting closed: 8:00pm

Next FGB meeting: Thursday 28th – November 2019 - 6pm

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

Co-Chair of Governors - Liz Broomhead MBE