

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Thursday 23rd January 2020 - 6.00pm in School

Governors Present: LB MBE (Co-Chair + Foundation), AI (Co-Chair + Co-Opted), TB (Head Teacher), JF (Staff + Temp Clerk), CC (Co-Opted), JD (Foundation), TP (new Co-Opted) and JM (new Co-opted governor).

Associate Members Present: None

Apologies-: SB (Local Authority), KW (Parent) and BD (Parent – awaiting formal resignation).

Minutes taken by JF temporary Clerk to Governors.

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence LB welcomed everyone to the meeting and JD presented the prayer for guidance.</p>	
1-23/01/20	<p>(1a) Declarations of interest in any items on this Agenda: None</p> <p>(1b) Any other urgent business not on agenda: None</p>	
2-23-01-20 (2a)	<p>Welcome of new Co-Opted Governor & Re-elections LB welcomed JM to the Governor meeting and asked the board to formally adopt TP & JM. LB asked them to leave the meeting while an official vote took place. The FGB were in agreement that both TP & JM should be voted onto the governing body. TP was proposed by JD and seconded by CC. JM was proposed by LB and seconded by AI. Both governors were invited back to the meeting. JF is to ask It Just Done to set JM up with an email address.</p> <p>The LA governor, SB's term of office has been formally endorsed by the local council. It now requires the FGB to vote on her appointment. The FGB were in agreement that SB should continue in her role as LA governor. SB was proposed by TB and seconded by JD. JF is to contact Maria Thomas at the Governor Support Team with a date and minute number of the appointment.</p> <p>BD is still to formally tender her resignation. She has been contacted via phone and email regarding this matter.</p>	JF JF
(2b)	<p>Structure of Governor Meeting LB & AI have raised concerns about the structure of the governor meetings. AI suggested we had less FGB meetings and replaced them with small focus group meetings (3 FGB meetings with Head teacher reports and 3 focus meetings) TP asked how many FGB meetings were held per year. TB replied 6, one per term. The titles for the smaller meetings were suggested as Finance/Curriculum, Ofsted/SIAMS, and Policies. TB said SEN/Safeguarding would require to be one due to the nature of the school. Each focus meeting would require an Agenda and structure to the meeting, not all governors would be required to attend each meeting. JD would attend finance as he is Finance Governor etc. TB would be expected to attend every meeting as she is on all the committees. TP stated that from the new structures suggested he could see there were three options: 6 FGB meetings / 3 FGB + 3 focus meetings / 3 FGB + Various subcommittee meetings. JM asked what was driving the need for change and would it be possible to focus on one subject at a FGB but still minute other items on the agenda with shorter discussions? LB responded to this question stating that she felt the quality of the meetings were compromised by the time that was spent on such a long agenda. As no progress was being made - LB proposed that we move on and revisit the subject at a later date, no date was finalised.</p>	
3-23/01/20 (3.A)	<p>Minutes of the meeting 28th November 2019 Amendments and acceptance of Minutes: These were circulated prior to the</p>	

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<p>(3.B) Matters Arising Not on Agenda: None</p> <p>(3.C) Actions List:</p> <p>(10) 4-10-18 – Learning Walk – JF is to forward copies of the two examples of the ‘learning walks’ documentation to AI who is to amend the present content linking it more closely to the SIP. The following are an example of statements whose content is to be reflected within the new ‘Learning Walk’ document. ‘What is the purpose?’ INTENT, IMPLEMENTATION, IMPACT. * Why have I visited school? * What have I done? * What impact has it had on the children?</p> <p>(7) 29-11-19 – Roller shutters in office – It has been agreed to remove this action as Dave Chadwick has been unable to find a suitable solution. The school office door is locked in compliance with GDPR and all sensitive documents are stored in a lockable cupboard. JF is to discuss this proposal with Claire Archibald on 24th March – Lead DCC Practitioner in GDPR</p> <p>(2C) 14-3-19 – Banner Wording etc – It has been agreed to remove this action as it is felt that a banner is not a viable option to successfully promote the school. It was decided that advertising in local newspapers may be the solution. The Peak Advertiser had previously contacted the school today with prices for possible adverts. TB/JF are to source the structure of the adverts and whether this method will be cost effective.</p> <p>(5c) 13-6-19 – GDPR training – It is recommended that all Governors watch the GDPR videos on the link sent by JF on the 20-12-19 (JF to send link to JM) prior to completing the updated training. DCC require teaching and non-teaching staff, governors and any other relevant personnel to complete the 2-hour free training for schools. This has been arranged for 24-3-2020. Unfortunately, SB & CC are unable to attend. JF has sourced alternative training at two local schools. This could be attended by anyone who is unable to make the original date.</p> <p>(4) 13-6-19 – E Safety Training – AI has located a facilitator to deliver E-Safety training to the proposed parties. This has been scheduled for June. A date is to be confirmed then TB is to contact the Community Police Officer to invite him to participate where possible.</p> <p>(5c) 4-7-19 Nurture Group - TB & MT visited a Nurture Group at Middleton. At present we are waiting for a training date for MT.</p> <p>(3c-13) 10-5-18 Health & Safety Audit – This was completed by SB & CC on 9-1-2020. An Action Plan is to be completed based on the content from the Audit. JF is to forward an electronic copy to SB & CC (+ print a hard copy) for them to complete.</p> <p>3C-4) 28-6-18 – SES – PH (link advisor) has invited TB to join him and the Head teacher’s from Biggin, Monyash/Winster to look at the SES together due to it being a new format. Date of meeting 6-2-2020.</p> <p>(3) 28-22-19 – Safeguarding Memory pen – PH (Link Advisor) has forwarded a Derbyshire Safeguarding Children document that lists everything that should be included in the ‘Safeguarding Portfolio’. He has also sent a copy of all the documents that will require personalising (by JF) for the school prior to reading by all staff and governors. AI is to send an email of thanks to PH.</p> <p>(3) 28-11-19 - LB has almost compiled the information to be included in the ‘learning walk’ document, for the visit to the Food Bank. This will also include interviews from pupils who took part in this initiative. LB has requested that she waits for the new ‘Learning Walk’ document format before submitting the report. Taking the project forward whilst making links to the SIAMS tool kit - Courageous Advocacy will include ‘Pupil Voice’.</p> <p>KW is still to complete a ‘Learning Walk’ regarding the ‘Wrap Around Care’ provided by the school + Collective Worship and the role the pupils have.</p> <p>(3-d) 28-11-19 – Required Paper work for Governors – AI & TP completed, JM to</p>	<p>JF/AI</p> <p>JF/TB</p> <p>JF</p> <p>AI /TB</p> <p>JF SB/CC</p> <p>JF</p> <p>AI LB</p> <p>KW</p> <p>JM & KW</p>
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	<p>complete and KW to finish.</p> <p>(4) 28-11-19 – HT report – Curriculum reports written for meeting so HT report to be submitted prior to next meeting for discussion.</p> <p>(8b) 28-11-19 – Parental Questionnaire – It was agreed to defer the letter to parents regarding feedback as it was felt too much time had passed since the completion and evaluation of the comments had taken place. A new questionnaire will be available for parents/carers to complete at the next parents evening. The format of the questionnaire is to be reviewed prior to distribution.</p> <p>(11) 28-11-19 – Monitoring and Assessment - Tracking – KS 1 & KS2 data has been uploaded, awaiting EYFS assessments from MT.</p> <p>(12b) 28-11-19 – SIAMS – This is still to be completed. KJW has been ill on the two planned dates to collate the information required. TB has acquired a completed copy from another school as an example to refer to. TB is to share the document with PH to evaluate. A foundation Governor will be required to have an input on the content. LJ (supply teacher) has also offered to help with the completion.</p> <p>(12b) 28-11-19 – SIAMS training - KJW has attended SIAMS training, TB feels that it would be better to implement some of the training within the school rather than undertaking further training. TB is to defer further training due to the cost and suggested we concentrate on implementing the content from previous training.</p> <p>(14) 28-11-19 – Newsletter articles - LB is to forward newsletter headings to governors for possible articles for the next edition.</p>	<p>TB</p> <p>LB / JF</p> <p>MT</p> <p>TB</p> <p>TB/KJW /MT</p> <p>LB</p>
(3d)	Required paper work from Governors – Almost completed.	
<p>4- 23/01/20</p> <p>(4a)</p>	<p>Finance</p> <p>Budget – The budget summary stated that we would have a surplus until 2022-23 when we would go into the red. We have unfortunately lost 2 children due to a change in their circumstances and will lose a further 5 Y6 pupils in July 2020. At present there are a possible 2/3 new starters. One pupil, who deferred from last year, will start with an EHCP (Educational Health Care Plan) in September 2020. This will guarantee the school of additional funding plus the expected supplement of £6,000 taken from the schools SEN budget. It has been recommended that this pupil will require full time support to enable a bespoke curriculum to be delivered and accessed. This will include lunch time, PE, off site activities and break time provision to ensure a fully inclusive education is provided. At present the school is supporting another SEN child who has required 1-1 support to enable a bespoke curriculum to be accessed. Funding for this child has been provided through a successful application for ETAY’s funding of £4,795 (transferred from Nursery) plus the nominal £6,000 taken from the schools SEN budget. All allocated funding will be spent by the end of spring term 1. TB is to apply for GRIP’s funding to support the cost of a TA to provide a fully inclusive bespoke curriculum for this pupil. The two temporary TA’s that were employed, on a supply basis, to support the two children from Stoke have remained in situ. This was due to the two pupils continuing to be on the schools roll until 8th January, although they hadn’t attended school since 10-12-19. It is thought that approximately £6,000 of the £20,000 allocated for these pupils will have to be reimbursed to Stoke authority and has been ring fenced within the school budget. At present the school has seven pupils on the SEN register who all require intervention. We are unable to apply for additional funding from the Small Schools Contingency fund due to having above £25,000 carry forward in the budget.</p> <p>TB was due to have non-contact on Thursday afternoon during the next three terms due to the whole school attending swimming and Tuesday afternoon during the delivery of PE. However TB will be delivering the dance/gymnastics PE curriculum during spring term 2 and summer term 1 which includes preparation for the May Pole exhibition on Tuesday afternoons. KJW had stated when she asked for a reduction in her hours that she would consider a further reduction if the need arose. Therefore TB</p>	<p>TB</p>

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<p>4– 23/01/20 Cont.</p>	<p>has considered speaking to KJW regarding this matter in relation to the swimming. The implication for KJW not supporting the swimming would save on staff costing but it also means that TB would lose non-contact time. This proposal is to be considered by TB/KJW. JD asked whether schools could federate for the swimming programme to share costs of the pool and transport. TB stated that there would be too many pupils of different ages for the lessons. TB suggested that school could only send the Y6 pupils as swimming is not mandatory for KS 1 but governors were not happy with this suggestion and AI said that she felt the parents/carers would not be happy either with this proposed arrangement. A child who has high needs would require 1-1- support in the pool. MT has agreed to undertake this role but will travel by car to the Arc so she can travel home from the swimming and finish at her usual time 2:45pm. JD asked if a TA could be lead regarding the supervision of pupils during the transport and delivery of the swimming curriculum. TB stated that it was not fair to send TA's on their own without the support of a qualified teacher in case an emergency arose, or a safeguarding issue took place. JM asked if parents could be trained to support the swimming. TB again reiterated that there would be concerns if an emergency or a safeguarding issue arose. Unfortunately, due to the distance of the pool from school, swimming takes up a whole afternoon. We attend the Arc because it has a teaching pool and the pool the school previously attended did not. Last year the lessons were one hour in length and delivered over ten weeks. This was more economical in time and cost for the school. This year the pool has been unable to accommodate this provision, so we have a ½ hr session for 15 weeks. SB & CC have been very good supporting swimming, but SB will be unable to support this year due to the lessons not taking place on her day off. Governors suggested a letter be sent to parents asking if anyone could support but TB stated that the sessions were better supervised by staff and governors.</p>	<p>TB</p>
<p>(4b)</p>	<p>HTPM - TB undertook her Head Teachers Performance Review on 12-12-19 in the presence of LB, AI and PH - Link advisor - (JD sent his apologies as he was ill). AI reported that TB had met her targets for 2018/19 and that new objectives had been set (in line with the SIP) for 2019/20. AI stated that objective no 3 for 2018/19 regarding the SIAMS had only partially being met but that this was through no fault of TB's but to outside influences. The new targets were outlined for the governors and a copy placed on file. The FGB agreed to approve TB's pay progression from LSP grade 11 to LSP grade 12 dating back to September 2019. JF is to submit the adjustment form to Shared Services with a copy of the appropriate minute number and paragraph. This review was carried out in accordance with statutory requirements. Proposed by CC, Seconded by TP. The FGB were unanimously in agreement.</p>	<p>JF</p>
<p>(4c)</p>	<p>Premises – As stated in the SIP autumn overview the development of the extra classroom area/library has been deferred for the time being due to a change in pupil numbers. At present there is £4,000 ring fenced for this project. TB has proposed that this money be used against an outdoor project to build a vegetable plot and a reflection area for children to access. John Copper from DCC Property Services visited school before Christmas to measure up the proposed area for development with a view to providing a quote. A quote was received on 21-1-20 with two options. Option 1 – Dig out, supply & fit sleepers approx. 800mm from ground & 13m. long, back fill & top with 3 ton top soil + dig out & lay concrete base around tree for bench £3,680.00. Option 2 – To dig out area, dig out for concrete posts, supply & fit 8 posts & supply & fit concrete panels approx. 800mm from ground & 13m. long, back fill & top with 3 ton top soil + dig out & lay concrete base around tree for bench. £3,220.00. The quote to manufacture, supply & fit hardwood bench that sits around tree with back rest was £1,138.00 Governors thought that both the quotes were very costly and enquired if local craftsman could not undertake the work more cheaply. TB stated that, yes they</p>	

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	<p>probably could but that we would not be covered by DCC insurance if the wall fell on a pupil or any similar accidents occurred. AI asked if the PTA could support such a project or undertake a fundraising event. TB agreed that they probably could but that there were other costs she would like them to help with. TB reported that historically the PTA had helped with teacher costs to support enrichment activities and non-contact time for the then head teacher when the budget had been allocated. TB felt she may have to approach PTA again in the future to help maintain the level of TA support required due to the high proportion of children who require additional help to ensure access to a fully inclusive curriculum. AI said that she didn't agree with this as the money raised by PTA was for all the pupils, not just the ones with additional needs. TB disagreed and said that all pupils benefited when extra help was allocated to a class. It was also reported that the annual costs for the Cornerstones Scheme of work with Assessment would increase from £100 in July 2020 to £400 in July 2021. The increase in cost is due to the addition of an extra module linked to the changes made by Ofsted within the curriculum. Until July 2021 this module is free of charge. LB reported that she would approach the Community Group regarding extra funding to support the development of the target areas outside and that she would take this request to the next meeting in three weeks. LB also stated that the Community Group could possibly arrange a fundraiser for this specific project. TP proposed that the school goes ahead with the garden and bench base and think about the bench later. LB said she would take the request to HCG AGM on 12.2.20. It was agreed to go with option 1 and the bench and the FGB agreed. JF is to contact John Copper with a purchase number.</p> <p>JF reported that one of the lap tops (Toshiba satellite Pro C660-167) had had to be destroyed due to not working. It Just Done has taken the Lap top for wiping and its subsequent safe disposal (serial No: XA607804K).</p>	LB JF
<p>5-23-1-2020 (5a) (5b) (5c) (5d) (5e) (5f)</p>	<p>Reports – All reports were circulated prior to the meeting; no questions were asked.</p> <p>SEN ICT Literacy Numeracy EYFS Breakfast Club</p>	
<p>6-23-1-2020</p>	<p>SIP</p> <p>The Autumn Term SIP overview was circulated prior to the meeting for reading. Green text represents 'completed' and red text means 'still to do'. No questions were raised. TB stated that the Spring term SIP overview would be completed and forwarded to governors during the following week.</p>	TB/JF
<p>7-23-1-2020</p>	<p>PE & SSPF</p> <p>JF is to complete a spread sheet of PE income and expenditure for September 2019-2020 so far. The SSPF comes into the budget in two block payments November & April. LB will produce a report and cross reference it with the Extended Services report (Breakfast Club). Due to the whole school attending swimming the costs can be offset against the SSPF (Rural deprivation).</p>	JF/LB
<p>8-23-1-2020 (8a)</p>	<p>Safeguarding / GDPR</p> <p>The two hour GDPR free training, delivered by DCC is to take place on Tuesday 24th March. JF has details of two schools that could accommodate anyone who is unable to make the training (SB & CC are away), It is important that all staff/governors etc undertake the training to make the school GDPR compliant. JF advised Governors to watch the U-tube videos on the GDPR link that was forwarded on the 20-12-19 before the training. Claire Archibald is due to visit the school on 17th March to re visit the schools audit and check how the school is adhering to GDPR regulations.</p>	

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	<p>visit to promote a growing understanding of the food bank purpose. The children have expressed a wish to attend the food bank again to help serve/distribute food and undertake further investigation into why/what/who visits the Food Bank. (This work is to be linked to the Courageous Advocacy in the SIAMS tool kit). TB spoke to Janet Smart (school caretaker) regarding this request, who in-turn spoke to her vicar (as it is her church). She stated that they couldn't help as they only support Ashbourne Schools and were already oversubscribed.</p> <p>TB is to contact the head teacher at St Oswald's school (who have a similar ethos to us) to enquire if class 2 could go to the school and talk to their key stage 2 pupils regarding the delivery of Collective Worship and in particular, how the children themselves deliver Breakfast Worship and the impact it has had on their local community, parents etc.</p>	TB
<p>12- 23/1/2020</p>	<p>Web Site</p> <p>JF has spoken to It Just Done regarding the web site. It has been agreed to use a background to eliminate some of the white background at the side of the pages. A parent who supplied the photographs for the PTA calendar has allowed the school to use the photographs for this. The photographs will be used according to the seasons. Also some clip art of multi-cultural children will also be used on some of the pages to promote that we live in a multicultural society. A complete change of the web site design would have involved lots of work so it is felt this is a good compromise with an immediate impact. It was reported to JF by the GDPR facilitator, who works with the school that she felt our web site was well organised and easily navigated finding information in a logical manner.</p> <p>HYPAC & AAA reports have been removed from the Village web site and replaced with a link to the appropriate menu on the school web site due to GDPR.</p> <p>The web site was 'hacked' earlier in the month. Fortunately, only a few items had been deleted and 'It Just Done' were able to recover them. All user accounts have been closed and only JF has the ability to log on and make changes to the content.</p> <p>Newsletter – The Governor Newsletter was updated and sent out in January 2020 as distribution time, prior to Christmas ran out.</p>	
<p>13- 23/1/2020</p>	<p>Correspondence:</p> <p>A list of all the correspondence since November 2019 was read out to the governors. (All letters on file)</p>	
<p>14- 23/1/2020</p>	<p>What have we achieved tonight that will make a difference?</p> <ul style="list-style-type: none"> • The request for funding from the Community Group to support the building of an outdoor reflection area and the development of a vegetable plot. • Ofsted preparation regarding the delivery of training. • SES preparation and planning using the new format recommended by the DCC • The delivery of GDPR training to all parties to ensure the school remains GDPR compliant. 	

Meeting closed: 8:30

Next FGB meeting: Thursday 19th March 2020 - 6pm

Signed Date

Signed Date

Co-Chair of Governors - Liz Broomhead MBE & Alison Ivins