

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 16th September 2020 – 4:30pm in School

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

Associate Members Present: None

Apologies-: AI (Co-Chair + Co-Opted)

Minutes taken by JF temporary Clerk to Governors.

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies for Absence LB welcomed everyone to this socially distanced meeting and presented the prayer for guidance.</p> <p>Dear Lord, At the start of this new academic year we take a moment to reflect on the past 6 months. The challenges, the enormous effort and work that has been put into the support of our children and their families. We are grateful that our family has come through this time safely and realise that the same efforts are still required to ensure the physical and mental wellbeing of the whole school family. We ask for your guidance in the year ahead, that we learn from the past and with renewed energy we continue as a governing body to do all in our power to ensure the best education for our children and the support of all the staff. Through Jesus Christ - Amen</p>	
1-16/09/20	<p>(1a) Declarations of interest in any items on this Agenda: None</p> <p>(1b) Declaration of pecuniary & personal interests: The following forms were emailed to governors for completion prior to the meeting: Declaration of pecuniary & personal interests Working together- code of practice Specific Skills self - evaluation Governors Financial Management skills Thank you to TP, JD, TB & JF for completing. SB & KW requested paper copies.</p> <p>(1b) Any other urgent business not on agenda: None</p>	<p>LB, SB & KW</p> <p>JF</p>
2-16/09/20	<p>Election of Chair & Vice Chair LB informed the floor that BD, CC & JM had resigned from the governing body since our last meeting in January. It was agreed that TB would purchase each of the governors a gift to thank them for the contribution during office. Letters of thanks have already been sent. LB, AI & TB met prior to the meeting to discuss the position of Chair, Vice Chair and Co-Chairs. It was agreed to carry on with co-chairs, unless anyone stood for election at the meeting, as AI would struggle to devote time to the day-to-day role. LB asked the floor if anyone else would like to stand for election and the answer was no. TB informed the FGB that a Co-chair was not recommended by HR & Ofsted, but if the partnership between the two Co-chairs was successful and sustainable then it would be acceptable. LB is to contact Governor Support for clarification regarding this. JD proposed that LB remain as Co-Chair and SB seconded it. KW proposed that AI remain as Co-chair and TP seconded it. The FGB were unanimous in the adoption of Co-chairs. LB's term of office as foundation governor was extended during the Covid-19 pandemic but required voting on and approval. KW proposed and SB seconded LB</p>	<p>TB</p> <p>LB</p>
(2-A)		

Hartington CE Primary School – Board of Governors

<p>(2-B)</p> <p>(2-C)</p>	<p>remaining as Foundation Governor for a further 4 years.</p> <p>A letter has been received from Mrs Dorothy Hawton introducing herself with a brief resume, requesting to be a governor. This was emailed out to the FGB prior to the meeting. A brief discussion followed between governors regarding her experience. DH has strong links with the church and reputedly good IT skills. She is also known to the school as a volunteer. She visited to listen to readers and attended community lunches prior to Covid-19. LB proposed and JD seconded DH joining the governing body. JF is to write a letter inviting her to the next meeting.</p> <p>It was agreed that we need to advertise for further governors with links to Commercial Business and health and safety. At present we only have positions for co-opted and associate governors, but it was felt that being an associated governor would allow newly elected governors time to get experience of the function of the governing body. We also need to advertise the position of clerk to governors as JF only agreed to cover it on a temporary basis.</p> <p>We now have a vacancy for a parent governor due to BD’s resignation. JF explained the process and time scale involved with advertising among the parents for the position. Forms are to be sent out as soon as possible.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
<p>3-16/09/20</p> <p>(3.A)</p> <p>(3.B)</p>	<p>Amendments and acceptance of Minutes:</p> <p>Minutes of the meeting 23rd January 2020 -These were circulated prior to the planned meeting in March and re circulated prior to this meeting. They were accepted and proposed as a true record by TP and seconded by LB. There were no amendments.</p> <p>Virtual Minutes Covid-19 March 2020 - These were circulated to inform governors of actions during the start of the pandemic. The planned FGB meeting for the 19th March was cancelled due to Covid. The minutes were re circulated prior to this meeting to remind governors of actions taken. They were accepted and proposed as a true record by TP and seconded by KW. There were no amendments.</p> <p>Virtual Minutes Covid-19 July 2020 – These minutes were written to record all actions taken during the pandemic. They were circulated prior to the meeting, accepted and proposed as a true record by LB and seconded by SB. There were no amendments.</p> <p>Matters arising – Jan – no actions due to list being out of date and no longer relevant. Mar – All external training cancelled due to Covid-19 pandemic. JF is re sourcing planned and new training for governors and staff. Most training is now virtual and not face to face. Staff have already undertaken on line training for numerous subjects including Covid 19 specific training and corresponding risk assessments. A full list of training for staff and governors is kept by the SBO.</p> <p>July – Training was identified in the Derby Diocese Autumn newsletter by LB that Church School Induction training was available for Governors so it was suggested that AI, TP and possibly DH attend. JF is to send out link to relevant governors.</p> <p>TB asked the governors if they felt they had been kept fully informed of the actions taken during the schools closure on the 20th March and re-opening on the 1st June due to the Covid-19 pandemic.</p> <p>TP replied ‘Thank you!’ Governors agreed that they approved and appreciated the way decision making processes had been dealt with. JD added ‘All that had been done was done to protect our children’. TB wished to thank TP for forwarding his child’s school letters during the lock down period as it had helped her to compose letters to our parents keeping them informed. KW asked TB if she was happy with what the governors had done during the closure time? TB stated that LB had been the main liaison between the staff of the school and the governing body. When approval had been required on a matter the governors had been prompt in their responses.</p> <p>It was suggested that going forward all policies could be read and approved via email as this was an efficient and more productive method. Any questions, amendments etc could be emailed and actioned prior to meetings which were answered and minute</p>	<p>JF</p> <p>JF – AI, TP & DH</p>

Hartington CE Primary School – Board of Governors

JD left 5:40	<p>number issued at the FGB meeting. Pertinent items could be brought to a FGB and discussed if required. These items would then just require a minute number to record approval. TB acknowledged the emails sent during lockdown and the questions raised provided an explicit method of recording governor input. She raised concerns that some governors had reported that they had not received emails. JF replied that all emails were sent to herself then BCC on mass to governor’s school email address. An email was then sent to their private email requesting that they access their Governor email. It was agreed that all important information sent through email would request a receipt going forward. A ‘Please read, accept and comment’ would be added. Following the analysis of the responses from the parental questionnaires a letter was sent to parents from the FGB regarding the outcome. One point that was raised by parents was that they felt their child/children received too much homework. TB had previously spoke to the class 2 teachers about this issue and it was discovered that both teachers were prepping the pupils for SAT’s and so additional work was being sent home. The parent comment has been addressed and it was agreed that LJ will set numeracy homework and KJW literacy. A letter is to be compiled by LB to inform parents that this issue has been addressed. TP suggested that a paragraph be included in the response, regarding the possibility of extra homework leading up to SAT’s and that if parents were not happy they should request a meeting with the class teacher.</p>	LB
<p>4-16/09/20 (4-A) (4-B)</p>	<p>Finance Budget: A finance call was undertaken towards the end of last week with the patch officer Abbie Taylor. A report should have been available for the FGB meeting, but it has not been received. This will be emailed to the finance committee once received.</p> <p>Staffing: At the start of the summer holidays the school advertised a 0.4, fixed term post with DCC. The advert stated applicants should have maths, IT, French and PE skills. Following the closing date school received 10 applicants. Following consultation between members of the interview panel, the applicants were short listed to 3. The candidates were invited to interview and asked to deliver a RE lesson of their choice. The interview panel consisted of TB, LB & JF who have all undertaken Safer Recruitment training and KJW as RE co-ordinator. All applicants interviewed well, two were interviewed in school and one via a virtual link. Following the interviews references were requested, on receipt and reflection it was agreed to offer LJ the post of 0.4 on a fixed term contract until August 31st 2021. One candidate had a strong background in RE and the theology of religion. TB requested that their name be kept on file, which the individual agreed to. The third candidate’s references were not received despite being sent for. One of the referees contacted the school via email and requested that we sought an alternative referee as the candidate has not worked in that school for three years.</p> <p>On the 29-8-2020 we received KJW resignation letter. This was forwarded to governors prior to the FGB meeting. Officially her notice would take her to 31st December but she had requested, if possible, to be released at October half term. At present KJW works 0.6 and LJ 0.4 on the fixed term contract recently offered. On receipt of KJW’s resignation TB contacted the candidate, who had proved very knowledgeable in RE and enthusiastic, to ask them if they would be interested in 0.4 regular supply starting possibly after the October half term. TB proposed that LJ work 0.4 on a fixed term contract and 0.2 on supply or 0.6 on a fixed term contract and that the other applicant undertake the 0.4 on supply, commencing 2nd November. This would allow KJW to leave at the end of the autumn 1 half term. Following discussion of the different scenarios the FGB agreed unanimously to release KJW from her contract as requested by her. LJ is to increase her days to 0.6 and the other applicant being offered the supply post of 0.4 days. TB is to inform staff of the FGB decision. We have one pupil who is in receipt of an EHCP (Education Health Care Plan) which</p>	<p>JF</p> <p>TB</p>

Hartington CE Primary School – Board of Governors

<p>JD returned 6:15</p>	<p>runs from September to July. The entitlement is a level 4 fully funded EHCP providing £9,425 funding this is to be supported by £6,000 from the school budget which is the standard amount the school is expected to provide for every SEND pupil. We also have a pupil with GRIPS (Graduated Response for Individual Pupils) funding of £8,600 which runs from January 2020 to December 2020. School also has to provide £6,000 towards this support. TB asked that it be minuted that without the Lead SEN officers invaluable support we may have not secured the additional GRIPS funding. This funding has allowed the employment of two TA's on a supply basis, one for 15 hours (5 mornings) and one for three full days (JF will cover the other two as the pupil with an EHCP requires 1-1 support.) The EHCP grant does not fully fund 1-1 support throughout the day, lunch break and break periods are not funded so the child is in receipt of a 25 hour EHCP. However, at times the pupil are taught in a 1-3 group, which ensures the child is not taught in isolation and language and behaviour can be modelled by peers and older pupils. The class 1 pupils of 14 are all monitored and taught by TB. JF will provide 1-1 support as and when required. KW asked if the £6,000 top up from the budget would allow full time 1-1 support? TP asked if historically the church had helped out? TB replied that in the past when the school had more children the budget was larger. The GRIPS funding will be reapplied for in December after assessing the pupil's progress. The EHCP will be re assessed towards the end of the academic year and the content adapted according to the pupil's progress and attainment.</p> <p>Caretaker: Following the resignation of the caretaker Janet Smart school has had two regular supply caretakers from Property Services covering the duties. Due to Property Services transferring this side of the Business to Vertas (which was due to happen in April but due to Covid didn't happen until September) advertising the position did not take place. School had not been happy with the service provided by Property Services for quite some time. The allotted hours the caretaker was contracted for were not being fulfilled. Any sick cover was also not being honoured fully, so it was felt that the school was not getting best value for money either in the coverage of hours or the quality of cleaning the school. Following conversations with one of the supply caretakers TB was informed that there were different services that could be purchased ie: caretaker, cleaner, handyman. TB contacted Property Services and requested a meeting to discuss the school's requirements and the possibility of purchasing a different contract. Following a meeting with Wendy Pugh DCC and Andy Durban (Vertas), now merging together as Vertas, quotes were received for the different scenarios. The Handyman service has been a service only available to Care Homes in the past, but is now being rolled out to schools. A cleaner doesn't undertake the legionella testing, fire alarm and grease trap cleaning. A caretaker is expected to clean as well as the above duties and general repairs and painting that don't require power tools or additional training. It was agreed by the FGB to remain with the caretaker service but purchase the additional DIY handyman services if and when required. The cost per day for this service would be £150 not including materials. The caretaking service has already been purchased for the 2020/21 year, contract ending 31st March 2021. Following April 2021 the caretaking cost will be payable on invoice each month. The present supply caretaker is to apply for the position of caretaker at Hartington and Wendy Pugh will interview candidates. TP asked if the 15 hours included the caretaking duties & DIY jobs. TB stated that once the caretaker was in situ additional jobs would be prioritised and DIY chores would be undertaken during holidays when the school wouldn't require its regular clean every day. Extra hours in addition to the contracted hours can be purchased if required. Vertas are available to provide power tools and training if requested. Long term it is anticipated that Vertas will take over DCC's ground maintenance and window cleaning contracts. At present the windows are cleaned by a local private company.</p>	<p>TB/JF</p>
<p>(4-C)</p>	<p>Premises: LB stated how lovely the school looked round the back of the building. This</p>	

Hartington CE Primary School – Board of Governors

	<p>is due to the building of the raised gardening bed, the laying of the concrete base and fitting of the bench around the tree during the summer. The bench was purchased by money donated in memory of the late John Wardle and a donation from Hartington Community Group. The area has been developed as a place where the children can sit and reflect. LB has taken a photograph of the bench to show the Community Group. On the first day of the autumn term the class two children collaborated together to write a letter to the Parish Council about the construction of a wind break around the wall by the bench. This was delivered and read to the members of the Parish Council meeting on the 2nd September by two of the pupils. The Chair of the Council was so impressed with the pupils he has forwarded the letter to John Scott to ascertain if the school require planning permission to assemble the wind break. LB congratulated the school and pupils on completing the letter in time for the meeting. Two plaques are to be commissioned to acknowledge the donations. TP suggested we ask if there is someone locally who would be able to video the back of the school to help advertise the provision. LB agreed to organise this and once completed look into the possibility of placing it on the village web site to advertise the school to a greater audience. TP also suggested it could be used as a vehicle to encourage new governors. TB said that there were a few additions she would like to add to the EYFS area before the filming took place also the paths and playground required weeding and sweeping. These are jobs that the caretaker will be able to undertake once we have one in situ.</p>	LB
<p>5- 16/09/20</p> <p>(5A)</p> <p>(5-B)</p>	<p>SIP The updated summer term and autumn term SIPs were forwarded to governors prior to the meeting. No questions were raised.</p> <p>Whole School Action Plans on EYFS, Computing, Breakfast Club, R.E; Literacy, Numeracy, Safeguarding and Extended Services were forwarded to governors prior to the meeting. No questions were raised.</p> <p>End of year reports were forwarded to governors prior to the meeting on SEND, EYFS, Breakfast Club, Numeracy, Literacy, RE & Collective Worship. No questions were raised.</p>	
<p>6-16/09/20</p>	<p>PE & SSPF LB, TB & JF completed the PE & SSPF Impact document, at the end of July and uploaded to the web site. The contract with Derby County Community Trust has been cancelled for this year and they will no longer be coming into school to undertake PE. LJ is a PE specialist and she will undertake these duties. School have not bought into the QEGS sports package this year as it was felt that we were not getting value for money. Most activities were undertaken during the school time or on a Monday evening which coincided with HYPAC. Activities undertaken during the school day impede the delivery of the curriculum due to travelling time, and teachers are finding it difficult to revisit subject content. School have signed up for a term with Rural Derbyshire School Sports Partnership (RDSSP) which is though Janice Price. Unfortunately, due to Covid 19 pandemic we will be unable to access any face to face activities but have provided multiple virtual lessons for each year group. In addition we also received many ideas for active learning during the lock down period which were uploaded to the Home Learning page for pupils to undertake. School had previously purchased the programme Real PE and have supplemented this programme with an online, interactive section for all year groups referred to as 'Jasmine'. The funding for this programme came from the SSPF which was money saved from not having DCCT involved. TB, LJ and MT have already undertaken training. The content of the 'Jasmine' programme is specific for small schools and is interactive through story and play, which is prescriptive to support content delivery but also differentiated for mixed age groups. Staff feel this programme is good value for money and will not only help support physical development but also mental health</p>	

Hartington CE Primary School – Board of Governors

	as part of our Recovery programme. The programme includes focused days where the whole curriculum is delivered through PE. The upper juniors as part of their development will be provided with the opportunity to be Young Leaders and deliver aspects of the sessions.	
7-16/09/20 (7-A)	Coronavirus / Safeguarding / GDPR Training: Due to Coronavirus many trainings that were planned had to be cancelled. Trainings are now being arranged via Microsoft team, Zoom or Skype. Staff have undertaken numerous trainings since the beginning of the lock down period and a list is kept by the SBO in the office, in compliance with GDPR which governors can view on request. The two hour mandatory GDPR training, delivered by DCC, that was due to be undertaken is to be re-arranged for staff and governors to access either from home or in school via a link (time tbc).	JF
(7-B)	Coronavirus risk assessments version 4 and 5 were forwarded to governors prior to the meeting for their approval. JD contacted school regarding a few typing errors in V4. These were corrected and the final copies will be placed on the web site.	JF
8-16/09/20	Policies: The Governor terms of references were all forwarded to governors prior to the meeting. No questions were raised and all were approved. TP proposed and SB seconded. These will be uploaded to the school web site on the governor's page.	JF
9-16/09/20	Monitoring & Assessment + Baseline Individual assessments are being undertaken to ascertain where the pupils are following the lock down period. TB & MT undertook EYFS Baseline training in anticipation of the new assessment, which was due to be introduced this September. Due to Covid 19 the introduction of this assessment has been postponed until September 2021. The EYFS curriculum is also being updated and a focus on language is a key change to the content of the early learning goals (ELG). Selected schools are piloting the new EYFS curriculum this academic year. TB applied to be part of this initiative but our application was not successful. (As in previous years the reason being is the size of the cohort) Training for the new curriculum will be sourced and attended by TB & MT during this academic year. The DfE have published that 2020/2021 (Y2 & Y6) SATS, Y1 phonic and Y4 multiplication tests to be undertaken as normal. The DfE have stated that in the present year two children will undertake the phonic screening during this autumn term as they missed the test as year 1 pupils. Full Ofsted inspections are not expected to resume until January 2021 but they will be monitoring 1200 schools during the autumn terms to see how schools are delivering the recovery curriculum and preparing different methods of access for pupils if bubbles/schools go into isolation/lock down. 80% of our pupils returned to school in June. When the Y6 pupils returned to school they maintained their distance and followed the guidance, but the younger pupils found it more difficult to follow the rules. However, this early admission has supported their positive re-entry in September. A recovery curriculum has been devised and used, but it was felt by staff that the pupils had re-adjusted well to the new school year. The older children actually seem irritated by the discussions around the Covid 19 and what they had been doing during their absence from school. This half term the curriculum is focused on key skills, online safety, being active, which will be delivered through a range of learning styles and activities. Focus will also be placed on pupil's mental and emotional wellbeing. Unfortunately, at present we are unable to let facilitators from the Nurture Group or Positive Support programme access to the school and the pupils. TB is in contact with Sarah Asante from the Nurture Group, she is available for advice and the school has access to the group's bank of resources. TP stated that in his profession he had found that the majority of 13 to 25 year olds	TB

Hartington CE Primary School – Board of Governors

<p style="text-align: right;">(9-A) KW & JD left meeting 7pm</p>	<p>had become subdued and depressed during the on-going Covid pandemic. TB added that this way of feeling seemed to be common place everywhere. TB expressed her concern about the huge impact the pandemic not only has had, but will continue to have on children’s learning and general wellbeing. She has also expressed her concern regarding the additional work load and expectations placed on her staff. KW felt that the period of lock down and how school had liaised with parents and pupils had had positive results. She proposed that school and governors look at other ways of getting the school’s ethos and vision out to potential families. She suggested a working party should be set up to look at how external funding sources could be accessed to help the school move forward and increase pupil numbers.</p> <p>LB has enlisted Becky Cassidy’s services to write articles for the press re: The Well, Macmillan, Harvest Festival and the food bank to help advertise the school to possible new families.</p> <p>Cornerstones has migrated with Maestro and staff are finding it onerous to navigate around. Following a training session, it has still proved difficult so a further Q & A session has been arranged for Thursday 17th September after school.</p>	<p style="text-align: center;">KW/LB</p>
<p>10-16/09/20</p> <p style="text-align: right;">(10-A)</p>	<p>SIAMS</p> <p>The new member of supply staff has a doctorate in RE and has studied the theology behind RE. It is hoped her impact will help the school develop the RE curriculum and the completion of the SIAMS tool kit ensuring that the actions from the previous inspection have been met.</p> <p>TB asked the governors if they felt the six Christian Values that the school currently have were still reflective of the schools vision and ethos. It was agreed that we should keep the present Christian values and review them in the spring term. At present they are Friendship, Trust, Service, Compassion, Generosity and Respect. Governor, Parent and pupil questionnaires have been drafted for completion. Governors and class2 pupils have completed their copies and the results collated, but unfortunately we have had no returns from any parents. TB & MT have still to complete the class 1 pupil questionnaires. The collated results are to help TB and staff complete the SIAMS tool kit. At present 2 parts of the document have been completed and TB is part way through the third. It is anticipated that once the document is completed it will help the school identify any gaps and an action plan will be drawn completed.</p>	
<p>11-16/09/20</p>	<p>Web Site</p> <p>JF continues to upload relevant documentation, updated policies and news items to the web site. A new section has been created and is dedicated to the Covid pandemic and all risk assessments can be located here. LB stated that she felt the school web site was very good, up to date and relevant. The village web site has a link to the school web site. Recently uploaded to the village web site was a video of the Well dedication which took place at the start of what would have been ‘Wakes week’.</p>	
<p>12-16/09/20</p>	<p>Correspondence:</p> <p>A list of all the correspondence since January 2020 was read out to the governors. (All letters on file). During the Coronavirus pandemic there have been many letters from the DfE and LA which are stored on the emails.</p>	
<p>13-16/09/20</p>	<p>AOB</p> <p>JF informed the governors of information that had not been discussed during the meeting:</p> <ul style="list-style-type: none"> • Attendance for 2019-2020 – 3rd Sept 2019 to 20th Mar 2020 - lockdown Average attendance during this period was 97.53%. 3rd Sept to 21st July 2020 including lock down period, average attendance during this period was 95.51%. Pupils shielding was not included in the %. • The school flyer has been updated with new photographs. 	

