

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Wednesday 20th October 2021 –4:30pm in school

Governors Present: AI (Chair + Parent), TP (Vice Chair), TB (Head Teacher), JF (Staff + Clerk), LB MBE (Foundation).

Associate Members Present: GD (joined 5pm).

Apologies:- DH (Co-Opted), KW (Parent) and JD (Foundation) governor.

Minutes taken by JF - Clerk to Governors,

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p><b>Prayers and Apologies for Absence</b> AI welcomed everyone to the meeting and presented a prayer for guidance. She also wished JD well as he is ill at present.</p>	
<p><b>1-20/10/2021</b></p> <p><b>(1-B)</b></p> <p><b>(1-C)</b></p>	<p><b>(1-A) Declarations of interest in any items on this Agenda:</b> None</p> <p>Governors had been forwarded the 'Code of Practice' and Declaration of interest, prior to the meeting, for signing and returning. They had also been asked to complete the Finance and Specific Skills Audits. All governors except AI &amp; KW have completed this task.</p> <p>An LA governor is still required. JF has contacted Governor support regarding this matter who have informed her there are LA governors on a waiting list but classed as too far out of our area. LB suggested that we could cover traveling costs. JF stated that technically the Governors haven't a budget to pay from and that it would have to come from the main budget. It was suggested that we contact other cluster schools to see if maybe we could share an LA governor. The FGB need to consider what qualities they want from an LA Gov, Safeguarding would be paramount. A poster is to be displayed in the Post Office.</p>	<p>AI &amp; KW</p> <p>TB &amp; JF</p> <p>FGB JF</p>
<p><b>2-20/10/21</b></p> <p><b>(2-A)</b></p> <p><b>(2-B)</b></p> <p><b>(2-C)</b></p>	<p><b>Amendments and acceptance of Minutes:</b></p> <p><b>Minutes of the meeting 14th July 2021</b> - These were circulated prior to the meeting. They were accepted and proposed as a true record by TP and seconded by LB. There were no amendments. The confidential minutes regarding staffing were accepted and proposed as a true record by AI and seconded by TP.</p> <p><b>Matters Arising not on the Agenda:</b> Extraordinary meeting – Monday 11<sup>th</sup> October – Data Breach following the setting up of a Facebook account without governor approval and the correct paperwork, therefore a meeting with the DPO was arranged. This will be an agenda item at the next meeting. Minutes from the meeting were circulated to all governors (except JD) the following night. LB made changes to the minutes and forwarded these amended minutes to GD &amp; DH. LB was reminded that all amendments should be sent back to the clerk for her to send out to other governors. JF is to forward the Roles &amp; Responsibilities and Social Media policy to all governors, prior to the next meeting, for them to read. TB asked that any questions be forwarded to school prior to the meeting to ensure these questions can be answered fully within the FGB meeting. AI suggested that a separate meeting be arranged to discuss this item. Due to governor commitments the next scheduled governor meeting on 1-12-21 this item will be on the Agenda. TB reminded the governors that the DPO had stated that no Facebook accounts should be run by governors nor should governors be set up as administrators. This role can only be undertaken by school staff.</p> <p><b>Action List:</b> This was forwarded prior to the meeting. 8-4/12/20 – Online Safety Training – This item is to be removed due to TB securing the support of the Community PC to attend school for a session with pupils and parents/governors.</p>	<p>JF</p>

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	<p>9-4/12/20 – Disaster Recovery Plan – completed – to be sent to governors for approval.</p> <p>2c-27/1/21 – Meeting re Action Plan for EYFS area – The Quiet Garden is almost complete following the caretakers (Dave Gibbs) hard work. The mural is still being worked on, but the canvases will be completed by the end of the term. The EYFS area would require setting up for a photograph as equipment is brought in and out as required. LB is to organise a photographic session with Liam or Stuart on a lovely sunny day!</p> <p>4B-27/5/21 – School Mini Bus – LB has been contacting local mini bus companies for possible quotes. The logistics of this transport still needs to be looked at and the probable cost to parents as this can't be a free amenity. LB stated that funding from Hartington Charities may not be a possibility now due to it being legally updated, which may take years. TP asked if the mini bus would be required for September 2022. AI stated that potential parents would want to know by January 2022 if transport was available.</p> <p>4C-27/5/21 – SSPF funding – The first payment is expected in November and will be for 14 pupils as EYFS are not eligible. JF will then calculate what funding is available. This process is not straight forward as some of the funding pays for staff to deliver PE and support SEND pupils, due to the school no longer using outside agencies to deliver the PE curriculum.</p> <p>2B-14/7/21 – Health &amp; Safety Walk – LB completed an H &amp; S walk with a selection of pupils and drew up an action plan. The H &amp; S audit still requires completion, but is a huge document. LB offered to cross reference with an old document before JF &amp; TB finalise. Gary Booth 'Health &amp; Safety Consultant', has helped in the past with this document and the signing off of risk assessments. Unfortunately, he has moved to the private sector. TB is to contact him to see if he can offer any advice regarding support and completion of these documents.</p> <p>2C-14/7/21 – LB &amp; KW to speak to families re transport – this is progressing.</p> <p>3-14/7/21 – Letter of thanks – This item had not been completed so it was agreed to send a letter of thanks at the end of the Christmas term with a monetary gift to MT, AS &amp; JF. LB said that governors could be asked to make a donation. AI is to write a letter to all governors.</p> <p>4A-14/7/21 – Virement re Caretaker and Ground maintenance contracts with Vertas. This was completed. Vertas has since changed their invoicing from monthly to six monthly on the Caretaking contract (Oct to Mar / Apr to Sept).</p> <p>5B-14/7/21 – KW report on 'Speak Out, Stay Safe' programme. KW submitted a report which TB read to the governors present. This will be placed on file.</p> <p>5C-14/7/21 – Online Microsoft questionnaire – AI drafted out a questionnaire but due to the abrupt end to the summer term (covid case) it wasn't sent out. The questions were based on the 'Parent View' questionnaire which is something Ofsted will look at when visiting, to see what parents feel about the school. At present no one has been on despite emails, letters reminding parents. A poster is to be put up on the school door. It was suggested that if parents come into school for parents evening we could get them to complete it. JF or a possible governor could assist with the logging on as it is thought this is why parents avoid it. AI suggested we shelve the online questionnaire and concentrate on getting parents to complete 'Parent View'.</p> <p>5C-14/7/21 – Canvas parents after school – KW &amp; AI are to speak to parents after school to encourage them to complete the 'Parent View'.</p> <p>5C-14/7/21 – Text / email link to parents – this was completed.</p> <p>12-14/7/21 – Facebook account for school – Agenda Item 1-12-21.</p> <p>12-14/7/21 – Chair statement &amp; profile for Governor page – AI has been asked to complete this ASAP as it won't look good if Ofsted and prospective parents access the web site and it is blank.</p> <p>12-14/7/21 – Governor meeting dates – These were given out verbally and will be</p>	<p>LB</p> <p>TB</p> <p>JF</p> <p>KW &amp; AI</p> <p>AI</p>
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	<p>emailed. The start time of 4:30pm for meetings is a problem for one governor due to work commitments, but TB reminded the FGB that often governors stated they would have to leave by 6:30pm at the beginning of individual meetings. The main reason the meetings had been brought forward was due to them going on beyond 8pm when starting at 6pm. All governors are to email the clerk with their preferred start times.</p>	FGB
<p><b>3-20/10/2021</b></p>	<p><b>Head Teachers report – Verbal</b></p> <p>Wind break – A quote has been received from DCC for £998.68 Ex VAT. Charlie Marsh (DCC) stated that it could be less if the holes dig out easily and they don't hit rock. This work could be undertaken privately at a cheaper rate but we wouldn't be covered insurance wise if anything went wrong. Due to contributions already received from the late Eve Mannion and Hartington Community Group the FGB approved the project. Letters of acknowledgement are to be sent to the donators of funds. JF to email purchase order number to DCC.</p> <p>Flood gates – Following the flood in January it was proposed by Mark Rushworth that flood barriers be considered for the small entrance gate and drive gates. A quote has been received from DCC for £4,409.25. LB stated that the subject of the flood had been discussed at the Parish Council meeting and that Highways were addressing the cause and preventative measures the village could take regarding flooding. The school was part of this discussion. The Parish Council felt that the Highways should support any expense the school incurs regarding flood barriers. JF explained that she had been contacted by Finance to say that there wasn't enough funds in Option 1 to cover the £4,409.25 required and that the school would be required to transfer this amount from the Devolved Formula Capital (DVC). This is a fund that is topped up by £4,214 each academic year and doesn't form part of the Individual School Budget (ISB). The fund is ring fenced for specific projects and must be spent within a strict time scale. At present we have £11,270 available, of which £2,853 must be spent by August 2022. Following discussion, the FGB agreed that this amount be transferred from the DVC to Option 1 to cover the proposed cost of the flood barriers.</p> <p>Fire Alarm re-wiring - A few months ago following the fitting of the panic alarm button it was accidentally activated by one of the children. ASC were contacted to reset the alarm and experienced problems. They stated that it was due to the old wiring of the fire alarm system and that it may require upgrading. Nothing was heard for a long period of time then the school was visited by a surveyor from DCC who stated that the school was in the pipe line for re-wiring. Then during autumn term 1 another gentleman from DCC, with plans of the site and ID, arrived on the Friday to check the lofts etc prior to a meeting on the Monday regarding the fire alarm re-wiring. TB &amp; JF both stated that the school had not been contacted regarding the visit or proposed meeting. TB &amp; JF were then informed that this work had already been scheduled for the October half term but following his investigation of the site he felt that the work could possibly take 2/3 weeks. During the visit TB &amp; JF were informed that, due to the length of the hall and class 2, the work would require 2 man holes in each ceiling. TB stated that the school was only just back to normal following the flood and damage caused and that this work would cause total upheaval within the school. TB expressed her concern regarding who would be responsible for all the cleaning, decorating and repairs needed to ensure the school would be left in the same condition prior to the work being undertaken. Following this visit nothing was heard from DCC although TB and JF had been informed by these visitors that they would be contacted by email or phone following the meeting on the Monday. So JF contacted Dave Chadwick and Mark Rushworth to see if they knew of the men and the proposed work. TB &amp; JF were concerned that it was a possible scam!</p> <p>Dave Gibbs the caretaker is retiring at the end of the October half term. Vertas have been contacted on numerous occasions regarding the replacement but they continually fail to reply. Due to the invoices altering to six monthly the school has withheld the Oct to March payment for the time being until we get a satisfactory</p>	<p>JF JF</p> <p>AI</p> <p>JF</p>

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	<p>conclusion regarding a replacement caretaker or information regarding relief cover. It has been previously discussed in the FGB meeting of the possibility of terminating the contract with Vertas, but the school has to provide a minimum of 6 months' notice before the renewal date. If we employed a private caretaker/ company we would incur travel costs, have to provide cleaning equipment and may not get sickness cover and a private company may not be willing to undertake caretaking responsibilities. We would also require someone qualified to complete the Legionella testing, undertake the cleaning of the grease trap, testing of the fire alarm and oversee oil consumption. TP suggested that if we got another Covid outbreak the school could close again for 2 months and we wouldn't require a cleaner. TB has been in contact with Wendy Pugh from Vertas who has reported that staff are leaving the company and they are struggling to replace them. TB stated that although she could sympathise with her the school paid had a contract with Vertas for three hours a day (15 hrs a week) and it was their duty to honour this.</p> <p>Julia Graham (village member) has been visiting school to help with the collating of the books for the library. Her DBS has been applied for.</p>	
<p><b>4-20/10/2021</b></p> <p><b>(4-A)</b></p>	<p><b>Finance/Budget year 2021/22</b></p> <p>The July 2020/21 budget report was sent out to the finance committee at the end of the summer term. The September 2021/22 budget report will be sent out to the finance committee (AI, TP, TB) in readiness for the next meeting. Unfortunately, this can't be until the 10<sup>th</sup> November due to JF self-isolating the first week because of a hospital procedure. Due to JD being ill at present it was agreed to ask DH, as she has undertaken the Gov Finance training, to join the committee. JF is to email her.</p> <p>TA's, TD and LR are budgeted for until Christmas 2021 when staffing will be reviewed. The enhanced EHCP from level 4 to 5 has still not been confirmed but we have been assured by SSEN this won't be rejected. The GRIPS application will continue. We have been informed that there are going to be changes in the future to GRIPS applications and if a 1st application is made during KS1 it will last until the pupil transfers to KS2, when schools will have to re-apply. This also applies to a KS2 pupil when transferring to KS3.</p>	<p>JF</p> <p>JF</p>
<p><b>5-20/10/2021</b></p> <p><b>(5-A)</b></p> <p><b>(5-B)</b></p>	<p><b>Safeguarding</b></p> <p><b>S175 Safeguarding Audit</b></p> <p>The safe guarding tool (S175) has been completed, forwarded to governors and submitted to the LA.</p> <p><b>Online Safety</b></p> <p>We now have a link with the new Community PC Sarah Dufton who has agreed to attend school and deliver 'Online Safety training' to the pupils on 22<sup>nd</sup> November. This will be followed by a training for Governors and parents over maybe two sessions, one to suit people who work and one for parents who prefer to attend in the day. Date to be confirmed. The training will support parents regarding Staying Safe on Line and the questions children may ask. AI has already undertaken this training and she stated that it was an 'eye opener'. Parents are to be emailed, regarding the training, for their preferred time. This event will only take place if there is enough interest from parents and governors.</p>	<p>TB/JF</p>
<p><b>6-20/10/2021</b></p> <p><b>(6-A)</b></p>	<p><b>Curriculum:</b></p> <p><b>Assessment</b> The school has signed up to a pilot project National Foundation for Educational Research (NFER). This is to be undertaken in the autumn, spring and summer terms with the year 3 pupils. We have agreed to undertake the maths and reading assessments. The autumn trial will take place between 15th November and 3rd December 2021 and we will be able to choose our preferred test date(s). The year 3 pupils are our bench mark group within the school. This is an online assessment but no personal data will be uploaded, but results will be compared nationally and</p>	

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<p>(6-B)</p> <p>(6-C)</p>	<p>cascaded back into the school. .</p> <p><b>Computing</b> – An IT specialist has joined the team to teach IT as part of a rolling programme with PE on Tuesday afternoons. JF supports these sessions and monitors pupil performance. Pupils are thoroughly enjoying these lessons as reported by parents. Funding for the IT specialist will be taken from the SSPF funding as there are natural links between this subject and PE eg: problem solving, communication, personal best, team work etc. TB &amp; MT are delivering PE throughout the school. TB is also looking at forging links with Elton regarding competition. Pupils have joined other cluster schools for PE events lead by Primary Stars PE at Parwich throughout the autumn term.</p> <p><b>EYFS – Base line assessment</b> MT undertook training prior to administering the Baseline assessments. The EYFS pupils have transitioned well into school and settled quickly. Last year’s Y1 pupils will undertake the Phonic Screening test. If they don’t achieve the required level, they will retake the test again in June with the current year 1’s. Year 2 and year 6 SATS will be undertaken this academic year. Updated guidance will be available but has not been released yet. Two year 2 pupils will be dis-applied and parents informed. Current year 4 pupils will undertake the Multiplication test in the summer term. All DfE test are undertaken at the same time within schools throughout the country.</p>	<p>TB</p>
<p>7- 20/10/2021</p>	<p><b>PE – Orienteering</b> The school now has a fixed orienteering route, scheme of work and clickers for use within a mobile course. Also 20 posts have been placed around the YH site to create a more challenging course. TB is proposing that the YHA pay a nominal fee for the use of the site and the printed maps etc rather than pay towards the installation. It is thought that over a period of time this will generate more revenue for the school. LB stated that the school and YH would require a business plan and she is in the process of putting one together in conjunction with the YH manager.</p> <p><b>SSPF – Impact Document</b> LB &amp; JF complete the SSPF impact document at the end of the academic year. A copy was forwarded to governors and uploaded to the school’s web site.</p>	<p>LB</p>
<p>8- 20/10/2021</p> <p>(8-A)</p> <p>(8-B)</p> <p>(8-C)</p>	<p><b>SEND</b></p> <p><b>Early Help Offer – Nurture</b> The Nurture programme has been booked for a further six weeks. This will involve the EYFS to year 2 pupils and will be delivered during the spring term. The funding for this will come from the Early Help Offer.</p> <p><b>Catch Up Funding / Education Recovery</b> The Catch Up funding document was completed at the end of the academic year, forwarded to governors and placed on the school web site. The new documentation is being completed in readiness to be uploaded to the Web site.</p> <p><b>NELI –Nuffield Early Language Intervention</b> This year the Catch Up funding is also being used to support CPD for staff regarding the NELI program. 2 members of staff will undertake 12/15 hours of training before being able to deliver the NELI program. MT &amp; LR are to undertake this training. 5 pupils have been targeted for this package and permission will be sought from parents before they undertake any sessions. SSEN said that the NELI program would support their work and other programs in situ within the school.</p>	
<p>9- 20/10/2021</p>	<p><b>Policies</b> Version 11 Covid Risk Assessment and revised notes; Maternity, Paternity, Parental and Adoption Leave Scheme; Procedures for managing allegations against staff, carers and volunteers; Marking Policy; Mobile Phones – use in Early Years and Primary School Settings, were sent out to the FGB prior to the meeting for approval. The following terms of reference were sent out at the start of the autumn term for</p>	

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	<p>Governor approval: - Governing Body of Hartington C of E Primary School Terms of reference, Human Resources Committee Personnel; Health &amp; Safety; Children &amp; Learning / Community Links Complaints Committee; Finance &amp; Premises Committee – Constitution; Teaching &amp; Learning / Community Links Curriculum; Safeguarding Committee; Model Protocol for Governors’ Visits to classrooms.</p> <p>The policies were all approved by the FGB meeting and will be uploaded to the web site ASAP by JF.</p> <p>The schools summer term SIP was updated and the autumn term SIP written. All action plans for 2021 – 2022 were updated and forwarded to governors prior to the meeting to enable governors to forward any questions prior to the meeting. TB asked the governing body if there were any questions or queries regarding the summer SIP, autumn SIP and School Action Plans. The FGB body had no questions or queries.</p>	JF
<b>10-20/10/2021</b>	<p><b>SIAMS/Ofsted</b> TB contacted Sarah Lacey regarding ‘Messy Church’. Following a meeting SL suggested that DH may be happy to deliver. LB stated that there had been discussion and that SL would feed back the actions from the meeting to TB.</p> <p>At present Link Advisors still can’t attend schools only for curriculum development which includes Deep Dives into subjects. At present it is thought Ofsted are running approximately 6 full terms behind, but Ofsted inspection could be triggered by other indicators eg Data.</p> <p>Training is to be delivered to Governors by Paul Hunter. Days/dates when Governors are available are required and are to be emailed to the clerk.</p>	FGB
<b>11-20/10/21</b>	<p><b>Correspondence</b> A list of all the correspondence since July 2021 was forwarded to governors prior to the meeting, no questions were raised. (All letters on file).</p>	
<b>12-20/10/21</b>	<p><b>Web Site</b> Hartington Village web site has a link to Hartington school’s web site. This will allow community members or anyone accessing the link to visit the school web site and read articles and gain information about the school.</p>	
<b>13-20/10/2021</b>	<p><b>Governor Initiatives</b> This agenda item has been postponed to the next Governor meeting due to the size of the content.</p>	
	<p><b>What we have achieved tonight that will make a difference</b></p> <ul style="list-style-type: none"> <li>• The securing of the Community PC’s services to deliver On Line Safety to pupils, parents/governors.</li> <li>• Approval of flood defences to avert the possibility of the school getting flooded again.</li> <li>• The distribution of the Early Help Offer and Catch Up funding for initiatives and CPD training.</li> <li>• The instillation of the Orienteering sites at school and the YH and the legacy this will provide for present and future generations.</li> </ul>	

Meeting closed: 6:40pm

Next meeting: Wednesday 1st December 2021 – 4:30m

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

Chair of Governors - Alison Ivins