

Hartington CE Primary School – Board of Governors

	<p>1C-20/10/21 - FGB to decide what qualities they require in a LA Gov & email + LA Poster for post office – This is to be completed to see if we can get any interest.</p> <p>2c-27/1/21 – LB is to organise a photographic session of the EYFS on a lovely sunny day to promote prospective parents interest.</p> <p>2C-20/10/21 - preferred start times for meetings – This action is to be removed and meetings are to continue starting at 4:30pm. Anyone who is unable to make this time can join the meeting later. TB stated that if any governor, who came in part way through the meeting had missed anything important it would be revisited. Also if there were any questions regarding the minutes they were to be submitted to the clerk to Governors for the appropriate responses to be made via email. The clerk to governors keeps a record of all governor questions and answers.</p> <p>3-20/10/21 - Flood barriers – LB informed the meeting that the Highways had notified the Parish Council that they will not be providing any financial aid regarding the funding of the flood gates.</p> <p>7-20/10/21 - Orienteering Business plan for YHA – LB has a meeting with the YHA on Friday 3rd December and will report back to the next FGB meeting.</p> <p>10-20/10/21 - Dates available for training – Paul Hunter (link advisor) TB informed the meeting that PH is struggling to fit the training in, due to demands on his teaching time with Covid etc. TP stated that all governors should attend a ‘Preparing for Ofsted’ training, especially the chair, vice chair and safeguarding governor, as he had attended one on the 22nd November and found it very informative. He reported that ‘Deep Dives’ into curriculum subjects will be undertaken and TB reiterated that Ofsted would be asking governors about the school’s curriculum. TP asked when Ofsted were due. TB responded with Ofsted being overdue by 12 months but at a head teacher briefing was informed that they were running 6 terms behind. Some local cluster schools are due before us but we need to be prepared as they could visit any time. TB stated that governors need to understand and have a working knowledge of what a ‘Deep Dive’ into the curriculum plus being fully versed in all aspects of safeguarding. An inspection may take two days or we could have two inspectors over one day. The curriculum subjects, which will most likely be investigated are literacy, reading/writing/ phonics, science and numeracy. Governors need to be aware of what the data results are in the school. It is hoped to arrange for PH to attend sometime during the spring term regarding governor support into curriculum deep dives.</p>	<p>JF LB</p> <p>LB</p>
<p>3-1/12/2021</p> <p>(3-A)</p> <p>(3-B)</p>	<p>Data Breach: Amendments and acceptance of confidential Data Breach Minutes: 18th October 2021</p> <p>The confidential minutes were sent out to all that were present at the extraordinary meeting on the 18th. LB made changes to the minutes and forwarded these amended minutes to GD & DH. LB was reminded that all amendments should be sent back to the clerk for her to send out to other governors, if they were agreed. Following numerous emails between LB & TB regarding the accuracy of the wording the amendments were finally agreed and circulated prior to the meeting. TB stated that if governors were not happy with a minute or the wording of a minute they should bring it up as part of the ‘amendments and acceptance of minutes’, where it can be discussed and minute number issued. The minutes of the 18th October were accepted and proposed as a true record by LB and seconded by DH.</p> <p>JF forwarded the Roles & Responsibilities of staff/Governors and SBO’s to the FGB and the Social Media policy. TB had asked, at the previous meeting, that any questions regarding the R&R’s or Social Media Policy be forwarded to school prior to the FGB meeting to ensure these questions could be answered fully (no questions had been raised). TB reminded the FGB that they were required to hold a GDPR certificate and that if they hadn’t got one they would be required to undertake the training again. LB was insistent that she had passed. JF is to contact the DPO to check this. TB reminded</p>	<p>JF</p>

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	<p>the governors that the DPO had stated that no School 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>4-1/12/2021</p>	<p>Roles & Responsibilities</p> <p>LB asked why Roles & Responsibilities were placed in the ‘Financial Regulations Procedures, Roles & Responsibilities’ policy. TB responded by saying this was an LA policy and they had determined that this was the policy it would be placed in and that this was probably due to the fact that a key responsibility of governors is finance and ensuring ‘best value’ for the school.</p> <p>TB informed the FGB that this item had been placed on the agenda, due to the data breach the school had suffered, on the direct instruction of the Date Protection Officer and the schools Senior Link Advisor. Apologies were received from an individual who was involved in the breach. This incident created an additional work load for TB & JF and took time away from operational matters within the school. Clarification of the R & R of the governors was to be discussed and agreed upon. LB presented the governing body with an extract from the Code of Conduct for Governors, which identified governors avoiding routine involvement in operational matters. TB stated that it was her responsibility along with her staff to ensure a safe, caring and effective learning environment for all pupils and that the curriculum reflected the revised changes thereby providing an excellent education to all. It is not for governors to become involved in the routine day to day running of the school. Governors should support senior leaders in maintaining the strategies of the school ie: SIP, policies, staff pay, H & S inspections. TB continued and reminded the governing body that the school is accountable to Ofsted, the Church, the LA, the DfE and the government and an expectation placed on all schools is that they are to close ‘gaps in learning’ for all pupil’s. This in itself has added an intolerable workload on all schools. By maintaining the links with the community, which the school wants to continue, can and has affected the operational running of the school at times due to these additional pressures. The school staff are now finding the strain difficult to cope with as the governors need to acknowledge that everything that has been happening in the country, during the pandemic is affecting them. However they have continued to place the school, the children’s education and welfare as a high priority, which has sometime been at the expense of their own family’s needs.</p> <p>It is important that parent governors liaise with parents effectively and all parental concerns should initially be referred to the teaching staff and HT. It is vital that all information coming into school is fact based and not hear say, as again dealing with these matters will take time away from the operational running of the school. GD stated that gossip at school gates was common particularly in small schools and that we should ignore them where ever possible and not take them personally. TB responded that it had been reported to her that there was a lack of communication between Governors/Parents and staff and that information was passing between these stake holders like ‘Chinese whispers’. The FGB were informed that staff members were always outside at the end of the school day and parents had access to TB & JF at all times via email, phone and face to face. Governors also have access to staff via email and phone and at governing body meetings despite the restrictions regarding face to face contact, currently in place in the school.</p> <p>TP asked how can we build bridges between governors and staff, he suggested that both himself an AI had a meeting with staff to listen to their concerns. TB responded and said she would speak to her staff regarding this proposal. TP also suggested that there be a meeting between TP, AI, KW, TB & JF if it was felt there was anything else to discuss on this matter.</p> <p>LB left meeting at 6:15 for a Parish Council Meeting.</p>	<p>TB</p> <p>TP</p>

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<p>5-1/12/2021</p>	<p>Safeguarding Online Safety Community PC Sarah Dufton delivered ‘Online Safety training’ to the pupils on 22nd November. This will be followed by a training for Governors and parents on 24-11-21. The training was to support parents regarding Staying Safe on Line and the questions children may ask. Unfortunately, only one parent attended plus LB and DH represented the Governing Body, TD, LR and AS came as staff and community member plus JG as someone who helps in school (at present this is without contact with the children due to Covid). For parents who did not attend information was placed on the school web site with additional links and will be sent out via email to inform the rest of the parents. Please see LB’s report regarding the training. JF stated that all staff and governors need to undertake updated Safeguarding training. The school’s DPO insisted that any staff or governor who were not in her data base as achieving the required standard from the previous GDPR training, (and the school had not received the certificate of proof), would be required to undertake this training again so the school is GDPR compliant. Any governor who has not attended ‘New governor training’ will be required to do so. JF is to source.</p>	<p>JF JF JF JF</p>
<p>6-1/12/2021</p>	<p>Governor Initiatives: This item was not discussed fully as LB left the meeting before this agenda item was reached. DH reported that LB had taken the paper work with her and was unable to deliver the content as LB was to take the lead with this agenda item. The following, which were due to be discussed were Social Media, Mini Bus funding, community links and parent canvassing. Due to finances of the school being projected to be slightly in the red 2023/24 the governors are looking at ways to recruit new families. A finance meeting was held to discuss the finances and staffing (confidential minutes to be delivered at the next governor meeting). TP said that the governors should be supporting staff and the potential Ofsted visit. DH reported she had set up a community link to the school web site to hopefully generate more interest in people accessing the school web site. TP felt that parents would be more likely to look at the Ofsted report and listen to ‘word of mouth’ when deciding which school to take their children to. KW said that 4 parents had applied to the LA for a place at Hartington School as their 1st choice. JF reported that at the time of the meeting there were only three applications on the system. TB informed the governors that a child who left the school in June has returned along with their EYFS sibling, therefore we have 18 children on role. These two pupils attract pupil premium but unfortunately because they weren’t on the October census we will not get funding for them until after they appear on the October census 2022. KW requested that Initiatives be added to the next agenda.</p>	
<p>7-1/12/2021</p>	<p>Policies The Pay Policy, Code of conduct for Staff, Code of Conduct for Governors, Numeracy Homework Policy, Literacy Homework Policy, Financial Regulations Procedures, Roles & Responsibilities, Disaster Recovery Plan – were all sent out to the FGB prior to the meeting for approval. All policies, except the Code of Conduct for Governors, were approved by the FGB meeting and will be uploaded to the web site ASAP by JF. TP requested that the statement ‘Personal mobile phones should only be used ...’ be altered to read ‘Personal mobile phones and any other personal equipment or laptop, should only be used ...’ within the Code of Conduct for Staff policy. This was approved by the FGB. Due to numerous questions raised regarding the ‘Code of Conduct for Governors’, it was agreed that the FGB would re look at this policy in readiness for the next meeting.</p>	<p>JF</p>

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	<p>TB asked the governors what they wanted more of and less of from a HT. TP stated that the staff/HT need to decide what they want more of and less of from the Governors. KW stated that the current climate due to Covid was making it difficult for governors to perform their duties.</p>	<p>FGB TB & staff</p>
<p>8-1/12/21</p>	<p>Correspondence A list of all the correspondence since October to December 2021 were placed on file. A copy will be sent out to governors. JF informed the meeting that the school had received the application form for the grant donation from the Woodroffe Benton Foundation. This has been completed. Alan Ollerenshaw has kindly audited the private school accounts and a declaration has been placed on the web site. A letter of thanks and a gift have been given to him.</p>	<p>JF</p>
<p>9-1/12/21</p>	<p>Web Site DH has kindly set up the Hartington Village web site link to Hartington school’s web site. She requested to be kept informed when new articles were added so she could make reference to them on the Village web site. JF agreed to do this.</p>	<p>JF</p>
	<p>JF informed the governors that JD had contacted her that morning asking if there was a meeting as he hadn’t received any paperwork. JF informed him that yes there was a meeting but that the FGB had made the decision to not forward any paperwork, so as not to stress him due to his health scare. It had been agreed by the FGB that JD would resume his role as governor, as soon as he felt fit enough to, or if he preferred, to come back with a reduced work load. An email was sent to JD to inform him of the actions taken by the FGB.</p>	
	<p>What we have achieved tonight that will make a difference</p> <ul style="list-style-type: none"> • Ways to make amends and build bridges between HT/staff and governors. • TB appreciated that the governors had listened to her concerns and not walked out of the meeting. TB felt that the meeting had produced some positive outcomes and that the governors had asked: “What can we do? How can we support?” 	

Meeting closed: 18:55

TP & TB thanked everyone for coming

Next meeting: Wednesday 26th January 2022 – 4:30m

Signed Date

Vice Chair of Governors – Tim Polkinghorne