

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Thursday 29th September 2022 – 4:30pm

Governors Present:, TP (Vice Chair), TB (Head Teacher), JD (Foundation) and KW (Parent) governor.

Associate Members Present: None

Apologies-: GD (Associate), AI (Chair + Parent), DH (Co-Opted), MT (Associate) & JF (Staff + Clerk)

Meeting cancelled due to quorum not present & JF (clerk) not available.

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies TB welcomed everyone to the FGB meeting but only four members attended therefore a quorum was not present and the meeting could not go ahead. Unfortunately the last meeting of the academic year on 22nd June was cancelled due to the clerk contracting Covid and a suitable date for everyone was no available. Therefore all documentation was emailed to governors in preparation for the meeting on the 29th September. Due to unforeseen circumstances the clerk was unavailable due to mother being rushed into hospital earlier that day.</p>	
<p>1-29/9/2022 (1-A) (1-B) (1-C)</p>	<p>Declarations of interest in any items on this Agenda: Declaration of interest forms sent out for signing prior to the meeting. Code of Conduct forms sent out prior to the meeting for signing. LB resignation Governor were notified of this resignation via email on the 27th July 2022</p>	
<p>2-29/9/2022 (2-A) (2-B) (2-C)</p>	<p>Minutes of previous meeting These were circulated prior to the meeting. Amendments and acceptance of Minutes: FGB meeting 4th May 2022 - These will require accepting and proposing as a true record at the next meeting on the 19th October. There were a set of amendments that were sent out to governors and approved prior to the meeting (see attached). Matters Arising not on the Agenda: Holiday Requests. These were emailed to governors for their thoughts and these will be an agenda item at the next meeting Action List: This will require action at the next meeting</p>	
<p>3-29/9/2022</p>	<p>Head Teachers Report – End of Year 2021/22 This was sent out prior to the meeting with a request for any questions to be emailed prior to the evening. No questions were raised. Attendance was reported in the report. Parental questionnaire results will be deferred to the next meeting</p>	
<p>4-29/9/2022 (4-A)</p>	<p>Finance / Budget 2022 -2023 Summer term 5/6 Governor Budget report was forwarded to the finance committee, no issues were raised. Autumn term 1/2 report was forwarded to governors for their input at the next meeting. Staffing Staffing for 2021/22 academic year was reported in the head teachers report. Staffing for 2022/23 - We have managed to secure the services of two supply teachers who job share at Earl Sterndale and subsequently work two days each at Hartington. JF has reduced her hours from September 2022 but has been working full time to help with the back log of office work and due to TB teaching full time. This will all be reported in the next Head teacher report next term.</p>	
<p>5-29/9/2022</p>	<p>End of Year reports 2021/22 Numeracy, Literacy, RE & Collective Worship, ICT, SEND and EYFS reports were sent out prior to the meeting to report on the end of year, SAT's results etc. No questions were</p>	

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(5-A)	<p>raised.</p> <p>Freckle</p> <p>Agenda item for next meeting</p>	
6-29/9/2022	<p>SIP</p> <p>The updated Sumer term SIP review and Autumn term SIP overview were forwarded to governors prior to the meeting. No questions were raised.</p>	
7-29/9/2022	<p>Whole School Action Plans 2022/23</p> <p>These documents were all sent out prior to the meeting and will be placed on display in the office.</p>	
8-29/9/2022	<p>Safeguarding</p> <p>(4-A) GDPR training –</p> <p>Governors who haven't undertaken GDPR catch up training on a Monday evening between 4 & 6pm are still required to attend this as it is mandatory training and a certificate has to be achieved. Updated GDPR policies have been placed on web site.</p> <p>(4-B) KCSIE – Keeping Children Safe in Education</p> <p>The new KCSIE documentation which have been updated in September 2022 and the KCSIE part one Statutory guidance & information for schools and colleges, also updated September 2022, have been sent out to all governors and staff. A log verifying the reading of these documents is to be signed by all staff & governors once completed. TP is still to undertake the Prevent training, JF is to resend the link.</p> <p>(4-C) AI & TP are still to undertake the GDPR training and KW the safeguarding.</p> <p>JF stated that she felt Julie Graham (a community member that is helping with the library and reading and is DBS checked) should undertake the Prevent (completed), GDPR and Safeguarding trainings. JF is to source.</p> <p>Sarah Dufton – Community Police officer – is to visit school again to deliver a comprehensive safeguarding session including E-Safety training to the children and at a later date the governors and parents – These have been confirmed.</p>	
9-29/9/2022	<p>SIAMS / OFSTED</p> <p>Agenda item</p>	
10-29/9/22	<p>SEND</p> <p>(10-A) Pupil Premium & Catch Up Funding –</p> <p>Document completed and sent out prior to the meeting plus placed on web site.</p> <p>(10-B) Pupil Premium Strategy Statement and SEND Provision –</p> <p>Document completed and sent out prior to the meeting plus placed on web site.</p> <p>(10-C) NELI -Nuffield Early Language Intervention –</p> <p>Report completed and sent out prior to meeting</p> <p>(10-D) Mental Health Lead training –</p> <p>Funding acquired.</p> <p>(10-E) Nurture –</p> <p>Two programs have been scheduled for this academic year. Individual work for targeted pupils will also be undertaken if required. Permission has been given by parents.</p>	
11-29/9/22	<p>SSPF & PE</p> <p>(11-A) Evidencing the impact of the Primary PE & Sport Premium Report –</p> <p>This document was completed at the end of the academic year and uploaded to the web site.</p> <p>(11-B) Swimming</p> <p>Agenda Item</p> <p>(11-C) PE / inter competitions</p> <p>Agenda Item</p>	
12-29/9/22	<p>Policies</p> <p>The Governing Body Terms of Reference were all updated for the 2022/23 academic year – Children & Learning/Community Links Complaint Committee, Health & Safety, Human Resources Committee Personnel, Safeguarding Committee, Teaching & Learning / community Links Curriculum, Finance & Premises Committee – constitution and the</p>	

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	<p>Model Protocol for Governors’ visits to classroom and sent out prior to the meeting.</p> <p>GDPR policies were all updated also – 1. Data Protection Policy, 2. Privacy Notice (Pupil & Families), 3. Privacy Notice (Workforce), 5. Social Media Policy, 6. Bring your own Device Policy (BYOD), 7. IT Security & Acceptable Uses Policy, 8. Off Site Working Procedure, 10. Privacy Notice (School Governors), 11. Special Category Data Policy Document and Data Protection (DP) framework for schools were all sent out prior to the meeting. No Questions were raised. These policies are produced by the Data Protection team at DCC and just require reading and personalizing to the school before being adopted by the FGB and uploading to the web site.</p> <p>No questions were raised about any of the above and all policies were approved by the FGB and will be uploaded to the school web site.</p> <p>The GDPR Retention policy is still requiring completion as this is a little more difficult and requires lots of information entering into it.</p>	
13-29/9/22	<p>Governor Newsletter Agenda Item</p>	
14-29/9/22	<p>Correspondence A list of all the correspondence since May 2022 to September 2022 were placed on file. A copy was sent out prior to the meeting.</p>	
15-29/9/22	<p>Web Site JF continues to add posts, updated policies and update pages.</p>	
	<p>What we have achieved tonight that will make a difference</p> <ul style="list-style-type: none"> • N/A 	
	<p>An email was sent to governors on the 3-10-22 proposing that all the reports, that have been sent out for governors to read and raise questions if they feel it is necessary, be removed from the next agenda, as they are from academic year 2021/22. TB then proposed that the agenda items without reports are deferred to the next meeting on Wednesday 19th October. It has become apparent that not all governors can attend Wednesday or Thursday meetings due to personal commitments. Therefore TB is proposing that we schedule the meetings for alternate Wednesday, Thursday, this will enable all governors to attend 3 out of the 6 FGB meeting’s scheduled throughout the year.</p>	

Meeting closed: 19:00

TB thanked the governors that had attended the meeting.

Next meeting: Wednesday 19th October 2022

Signed Date

Vice Chair of Governors – Tim Polkinghorne