

Hartington CE Primary School – Board of Governors

	<p>will get this done for the end of the academic year.</p> <p>1C-20/10/21 - LA Gov – See above.</p> <p>2c-27/1/21 – The photographing of the EYFS area is still awaiting completion and the flowers pots to be blooming, on a lovely sunny day. Once completed the photographs will be uploaded to the web site to help promote EYFS to prospective parents. TB to complete planting of pots with pupils as part of the PSHE program.</p> <p>2-1/12/21 – School are receiving credit notes from Vertas for the hours that are not being honoured. So far we have received credit for the period 15th November to 31st January 2022, February, March and April. JF keeps a record of hours not undertaken and submits them at the end of every month. TB asked the governors to approve the payment of the October 2021 to April 22 invoice, which had been withheld due to the lack of service. TP asked if we could apply for a 10% reduction in the invoice due to the lack of service. TB informed the governors that although we were not getting the 3 hours a day that we are due, the service had improved and that there were lots of larger schools that had withheld payment, therefore she didn't feel that Vertas would honour this request and felt it was unnecessary. AI proposed the payment and JD seconded. JF will action the payment.</p> <p>12-1/12/21 – JF continues to inform DH of items on the school web site that will be of interest to the community and raise their profile.</p> <p>5C-2/2/22 – All governors present at this meeting signed the KCSIE register to acknowledge that they have read the document.</p> <p>3-16/3/22 – Foundation governor – see above.</p> <p>4-16/3/22 – The Instrument of Government states that we have two co-opted governors. If we want to change this, we will have to apply to the Local Authority for approval of all changes made to the instrument of Government and await their confirmation regarding the proposed changes.</p> <p>5-16/3/22 – Class 2 teacher - Advertise post this term</p>	<p>TB</p> <p>JF</p> <p>TB/JF/AI</p>
<p>3-4/5/2022</p> <p>(3-A)</p>	<p>Finance / Budget 2022 -2023</p> <p>Following a finance meeting, to set the budget for 2022/23, on 31st March 22 the senior patch officer drew up the budget, which was forwarded to the finance committee for consideration. AI reported that due to TB & JF's prudent spending and sacrifices the budget would remain in the black until 2024/25 and only then by just over £2,000. Going forward oil costs have been doubled and electricity increased by 75% for the 2022/23 budget and has been taken into account when setting the budget for the following three years. The budget was proposed by AI, seconded by JD and approved by the FGB. AI is to sign Annex 1 then JF is to forward this, with a minute number to the patch officer.</p> <p>Staffing</p> <p>Staffing for the summer term will be as follows: TB full time teaching head, CMcG is reducing her hours from four days to three (finishing at 2:30) due to her pregnancy, JF covers this hour on these three days. CMcG will go on maternity leave at the end of the summer term. At present we have been unable to find anyone to undertake supply hours for the two days (Monday/Friday), therefore, the existing staff are covering these days. MT in her role as HLTA covers Monday am. The rolling program of PE & IT has been transferred to Monday afternoons. Friday am is being covered by MT (in her capacity as HLTA) & JF, during the afternoon PE (orienteeing) & PSHE (life wise program) is delivered by MT to Y3/4/5 & 6 pupils. During the six weeks that Nurture are in working with EYFS, Y1/2 pupils TB is having some none contact time. To help support the EYFS under the guidance of TB & MT, LR (TA) has been asked to cover 2 extra days, therefore she is currently working 5 full days until the end of this academic year. TD (TA) works 25 hours plus lunch time cover, she will cover the extra 2 ½ hours if required. Having contacted the patch officer regarding these change in hours we were informed that we would still be within budget and may actually make a small saving. HR informed the school that CMcG will be entitled to maternity pay,</p>	<p>JF/AI</p>

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	<p>even though she is on supply, but this won't affect the budget as it comes from a DCC pot. TB & JF are still actively looking for supply cover for class 2, but currently there is no one available. We have been informed there might be someone who would be interested in covering CMcG maternity cover for a year but as it stand no one has been in contact to confirm this. This post will require advertising as a 1yr Fixed Term contract. It will then require re-advertising spring 2023. CMcG would be able to apply for this post if she should wish to. AI stated that she felt we had missed the optimum time of Easter to advertise for a teacher as this was when teachers who are currently in employment look for new positions so that they can give the required amount of notice (usually either 1 x full term or 3 months) to their current employer in time for a September start. TB stated that due to the complexity of class 2 she wanted someone with at least 3 years teaching experience and felt that the post could possibly be unsuitable for a newly qualified teacher and would mean that TB would have to mentor this person. The fixed term contract would be for four days as the school would role the program on the fifth, which has proven successful in the past. When setting the budget, we had budgeted for CMcG to progress up a level in September 2022, therefore this will create greater flexibility when recruiting regarding 'staying in budget'. TB & JF are to look at the job specification and wording of the advertisement then forward to AI for approval. We require someone with Maths, RE & IT specialism. TP asked if the new post could be a job share. TB said yes this was possible but reminded the governing body that this arrangement had not been successful the previous year between CMcG and LJ and prior to that between LJ and KJW. However TB stated that in the distant past it had been successful therefore demonstrating that it can work.</p> <p>MMcN, who was delivering IT, will not be returning due to personal issues. We are very disappointed, as she was extremely knowledgeable in this curriculum area and the children found her lessons interesting and dynamic. We would like to thank her for the time she gave us and wish her well in the future.</p> <p>(3-B) HTPM Review – TB left the room TB undertook her Head Teachers Performance Review on 10-02-2022 in the presence of JD, TP and PH - Link advisor via Microsoft Teams - TP reported that TB had met her targets for 2020/21 and that new objectives had been set (in line with the SIP) for 2021/22. The link advisor offered sympathy for the HT and the year she had endured due to the Covid pandemic. It was stated that TB needed to delegate more roles to other members of staff. AI stated that this was very difficult when there was only TB (full time teaching head) and JF (full time SBO/SENTA). The other teaching member is supply.</p> <p>TB returned to the meeting</p>	<p>JF/TB/AI</p> <p>JF</p>
<p>4-4/5/2022 (4-A)</p> <p>(4-B)</p>	<p>Safeguarding S175 Safeguarding Audit – This document was completed and forwarded to governors prior to the meeting. No questions were raised and the document was proposed by DH and seconded by GD. The document will now require submitting to the LA before the end of May.</p> <p>JF sourced up to date safeguarding training and all staff and governors undertook this on 4th April, some via Teams and some Face to Face. One governor was unable to attend but due to the content of her job she will automatically have undertaken safeguarding training. JF to enquire to ensure this governor safeguarding compliant.</p> <p>GDPR Training – Staff and Governors have completed mandatory GDPR training on the 7th March 2022 to ensure that personnel knowledge is in line with all recent changes. Governors that were unable to attend are to undertake catch up training on a Monday evening between 4 & 6pm. JF is to arrange the online link. This is mandatory training and a certificate has to be achieved.</p>	<p>JF</p> <p>JF</p> <p>JF</p>

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(4-C)	<p>KCSIE – Keeping Children Safe in Education</p> <p>The new KCSIE documentation which was updated in September 2021 and the KCSIE part one Statutory guidance & information for schools and colleges, also updated September 2021, 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. GD, TP & KW are still to undertake the Prevent training, JF is to resend the link. AI & TP are still to undertake the GDPR training and KW the safeguarding. JF stated that she felt Julie Graham (a community member that is helping with the library and reading) DBS checked should undertake the GDPR, Prevent 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.</p>	<p>JF</p> <p>JF</p>
5-4/5/2022	<p>SIAMS / OFSTED</p> <p>As part of the SIAMS inspection the school are asked to complete an A4 overview of all current actions being undertaken from the seven strands stated within the documentation. This is to include an impact statement regarding the provision and how it links to the schools vision statement. The content of the inspection will be influenced by the conversation via the initial phone call between the inspector and the school. Schools will continue to be given 1 weeks’ notice and the inspection will be from 8am to 6pm. The inspection will be evidence based, they will look at how the RE curriculum and Collective Worship are integrated throughout the school’s curriculum long term planning. They will also sit in RE lessons, Collective Worship, talk to staff and pupils, look at community links, web site etc. School staff are able to select the pupils who will take the inspector around the school. MT will be able to support TB with safeguarding as she is safeguarding governor for Taddington, plus the support within the delivery of the RE syllabus and Collective Worship, since it is an outstanding church school.</p> <p>Following Ofsted and SIAMS briefings it appears that Ofsted inspectors are acknowledging the issues that schools have faced during the pandemic and are still continuing to do so. However the church seem less in tune with the pressures schools are experiencing, which can add to the stress school staff are already feeling under. JD stated that he felt the school had always fully supported the church and village community, but the church did not support the school. He continued to remind the FGB of the schools Community work / Church Visits / Displays/ puppet service, collective Worship etc.</p> <p>At present Ofsted are still targeting schools that should have been inspected during the last two years but due to Covid were postponed. The Ofsted inspection process has speeded up and it has been announced that no school will go longer than 5 years since their pervious inspection. Therefore it is highly likely the school will be inspected before Christmas 2022 and TB felt that all governors, if possible should attend some Ofsted training. JF to source some face to face training. AI is due to undertake Ofsted training with the University of Derby in the capacity of nominee for the university as the spoke person within her department. AI has offered to disseminate this training to governors as part of the preparation process. Currently it has been identified that there will be a Deep Dive into Numeracy, Reading, Phonics, EYFS and another subject. The new Summer Training program has been published. JF is to email to Governors. GD needs to undertake Induction training and DH – HTPM.</p>	<p>JF</p> <p>AI</p> <p>JF</p>
6-4/5/2022	<p>SIP</p> <p>The updated Spring SIP and Summer SIP were forwarded to governors prior to the meeting. No questions were raised.</p> <p>TP reported that the pupils seemed ready to return school after the lock downs due to the pandemic, but as the year has progressed some pupils were now exhibiting behaviour and processing difficulties in line with long term Covid affects. Following TB attending head teacher briefings these changes within the children are common place</p>	

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	<p>throughout all schools. It is being reported that the pupils are less engaged within their learning and have lost their resilience. This is particularly evident in their interest and ultimate enjoyment of reading, which is evident in progress and attainment. Staff are currently looking at how they can address this issue. The school is undertaking CPD training with cluster schools, later this term regarding reading, decoding, phonics and ideas for good practice. It was reported again that generally parents do not listen to their child/children read at home. This has increased work load for staff as they are trying to ensure all children have the opportunity to read to an adult every day. TB is to undertake Mental Health & Wellbeing training in line with National requirements that all schools have a Mental Health and Wellbeing lead within the school. JF is to source.</p>	JF
<p>7-4/5/2022 (7-a)</p> <p>(7-b)</p> <p>(7-c)</p> <p>(7-d)</p>	<p>Curriculum PE & SSPF – TB & MT undertake assessments every term. PE is undertaken on Monday & Friday afternoons due to CMcG altering her working commitment. TB would like to use some of the SSPF to have the school playground re-marked as they are worn and faded. JF is to investigate and get some quotes. TB also requested to use some of the funding to undertake Forest School training for the school. TB has spoken to Chris Bethall - RDSSP – Anthony Gell, regarding the school undertaking and delivering this curriculum to all year groups. This will hopefully support the school in becoming a Forest School, as TB feels that we meet many of the criteria to achieve this accolade. TB also stated that it would be potentially beneficial for the school when prospective parents were making enquiries for their child’s placement. TB has already approached the Youth Hostel to see if we can use their grounds to support the initiative due to the limited outside space the school has. JD proposed the use of the SSPF funding for this initiative and AI seconded it. The full governing body were also in approval.</p> <p>RE & Collective Worship – TB has requested that DH organise the ‘Open Book Sessions’ to commence after the SATS. This should be linked to creation. The Y6 and Y5 pupils are in the planning stage and the year 4 pupils will join in. MAST were very pleased to attend the pupil’s rendition of the ‘The Lost Sheep’ Bible story in church. Mr & Mrs Briddon commented that it was the first time they had been invited to view a performance given by the children using their gift of resources.</p> <p>EYFS – Moderation TB reported that the EYFS will no longer be moderated. MT had reported this to TB following a training. TB said she wanted to seek further advice from PH (link Advisor) who was attending the school to observe MT & EYFS on the 5th May, regarding this matter. TB would email confirmation of the decision to Governors. Moderations usually take place every 5 years, this is to make sure judgements are the same across the country. Key stage 1 judgements are due to be moderated and this is to remain in situ.</p> <p>SATS – Invigilators KS2 SATS are due to take place week commencing 9th May for Y6 pupils. As in previous years we will require a governor to attend each day to oversee the delivery of the papers etc. It has been proposed that 2023 may be the final year for the KS1 pupils to undertake SATS but this has not been confirmed by the government. The KS1 papers can be opened any time during May and delivered when TB feels the children are at their most receptive. There will be some Y2 pupils who will be dis-applied from taking this year’s KS1 SATS tests. Phonic screening will take place during June for Y1 pupils. The Y4 pupils will undertake the multiplication test, the results of this will be reported to parents and Governors not the LA. Staff are to undertake the Freckles training then pupils will undertake the Star tests before being set up at the appropriate stage.</p>	<p>JF</p> <p>JF</p> <p>TB</p>

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<p>(7-e)</p>	<p>National Tutoring Program (NTP)</p> <p>Initially the NTP funding didn't apply to the school as we hadn't any pupils on pupil premium, so the NTP has not been accessed. As previously reported some pupils are not making the same progress in their reading as they had been pre-covid. The Accelerator Star Reading challenge is undertaken at the start of each term and it is felt by the lead staff member that the pupils need to retest at the end of the term rather than at the beginning of a new one. This is to be trailed to ascertain if the children's ZPD (Zone of Proximal Development - degree of difficulty) increases. However, because pupils are not reading regularly at home it is also felt that this is affecting pupil progress within this scheme. TB has queried with MT regarding the availability of the amount and variety of 'age related' books, which the children can access. JD asked if this could be due to the children not reading in school as much due to volunteers not being able to attend school (Covid). TB reported that class 1 pupils read every day but that it was difficult to fit a daily reading session with the class 2 pupils. We have a volunteer that has been coming into school setting up the library, and since the restrictions had been lifted she had started listening to readers but targeting pupils of class 2. She also reads to the EYFS pupils as the 'story lady' using props and a pop up tent to help create an enjoyment of books. An ex-governor & GD have also offered to come into school and listen to readers recently. Therefor a rota is to be drawn up for volunteers to attend the school on a daily basis to promote advocates for reading etc. TB had contacted Fitzherbert School to see if they had noticed a dip in results with the Accelerator Reader, but the member of staff who leads this program is currently off work till late May. The SBO has said she would enquire and get back to TB. At present we have not heard anything.</p> <p>The National Tutoring Program which is funded by the government is now being considered to help support and encourage reading. Schools receive funding through the DfE to participate in this program. At present we are awaiting to hear from the company to see if we can get any further reduction on the price (£400) due to the size of the school. A member of staff would require training in the delivery of the program. TP asked if TB could speak to PH about if he was having similar problems surrounding reading in his school. TB stated that both his and many schools had issues in this subject area.</p> <p>The ELSA and Shape Coding initiatives are all progressing well and pupils are making meeting targets. The Nurture Team are attending Friday afternoons for six weeks working with the EYFS, Y1 & 2 pupils.</p>	
<p>8-4/5/2022</p>	<p>SEND</p> <p>TB reported that the pupils on the SEND register had increased from 6 to 9. It is thought that the numbers could increase again in September 22. We have 5 pupils due to start school in September 2022 and letters are to be sent out next week to welcome them to the school and inform them that they will be getting welcome packs and attain permission for MT to visit them in their per-school settings before transition days are arranged. During these initial transitions meeting any intervention or support that may be required will be identified and put in place ready for the new term.</p>	
<p>9-4/5/2022</p>	<p>Policies</p> <p>The Promoting British Values, Collective Worship, Religious Education, PSHE, Spiritual, Moral, Social & Cultural Education (SMSC), Mental Health & Wellbeing, Governor Code of Conduct policies were all sent out in readiness for the FGB which was due to take place on the 16th March. The following queries were raised by two governors: Replies in red.</p>	

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PSHE – approve Thanks

SMSC- see attached -P3 – matrix can it say se page at end or appendix as tried to find it as a link – then found at end – when is this completed? Do governors need to see it? Page 5 what is the difference between worships and assemblies? Page 6 what are “Friends of” ?

Added (See Appendix) on page 3. Worship involves prayer, lighting the candle, links made to Christianity (Act of Faith). Assembly is just a gathering to share good news or celebrate children's achievements, world event etc.

RE p2 typo- yellow; P4 yellow – TYPO in not is Page 5 -typos x 2 Noted and changed, thanks.

*British vales – all good -assume this is a generic policy which you have downloaded. Must admit to struggling with the statement here, should we not state that we do not have cultural diversity due to the small community and catchment (White -British) does not have **AT THIS TIME** -a diverse school community – unless I am not interpreting “culturally diverse” correctly. Enhances community and celebrates **the cultural diversity within our school.***

Cultural diversity is not just about colour it is also about life style, religion, sexual orientation, same sex parents etc. Although our pupils/families are white the diversity within our families (including staff) is vast and we don't want to be in danger of stereotyping ourselves as this would get us in trouble with Ofsted/SIAMS, existing and prospective parents.

Mental health -well-being -all good

I have read and approve the policies.

In the Governors' Code of conduct document there were several hyperlinks to a document called 'The Key'. I followed one hyperlink and found something that looked useful but was asked to registe. As it mentioned a 'month's free subscription' I presume this will involve a cost (possibly to the school??). I am not very good at remembering to cancel after a month so did nor pursue this. Is there any way round it?

With reference to the Governor Code of Conduct policy - I hadn't realised it was a 'The Key' policy and all the hyperlinks take us to The Key. Therefore, I am going to see if I can source another one. Thank you for bringing this to our attention.

Code of Conduct – not sure what you want me to do with this- the new clause was to be 12 - but not here – do I assume that we wait till next meeting to look at this as you had advised me in a recent email

The clause 12 will have to be approved by all governors before it can be added, so yes this will be dealt with at the next meeting. I am just trying to make governor aware of it so it can be dealt with quickly if there are no further questions/queries. Since this DH has brought it to my attention that there are many links to a web site called 'The Key' which we do not subscribe to. Therefore, I need to source another policy.

A further 8 policies were sent out: Visitors, Contractors, Escalation, Extremism & Radicalisation, Child Protection & Safeguarding, Pregnancy-Expectant & Nursing mothers, Children Missing in Education and Moving/Transferring Schools Policies.

No questions were raised.

The new Governing Board - Code of Conduct policy which was sourced from The National Governance Association (NGA) was forwarded to governors for their approval. The ‘point 12’ that was to be added to the previous policy on approval was

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	added as point 6 under the 'Demonstrate our commitment to the role' heading. No questions were raised. All policies were re-approved by the FGB at the meeting and will be uploaded to the school web site.	JF
10-4/5/2022	<p>Summer term Governor Newsletter</p> <p>Unfortunately, KW didn't finish work till 6pm, following a phone call it was felt that it was too late for her to attend the meeting as we had almost completed all the agenda items. Therefore, we were unable to discuss the possibility of a governor newsletter as KW had kindly published them in the past. AI did state that she thought it would be good to produce one for the end of the academic year for parents and new starters. It was suggested that reports could be emailed, this would save time because the extracts could be just cut and pasted into the documents, to school. AI stated that she would speak to KW regarding this matter before the next meeting.</p> <p>AI asked about the PTA and if a meeting could be arranged. JF explained that AW (present Chair) needs to write her resignation and a new chair voted in. VA (parent – Secretary) has also expressed her desire to step down therefore a resignation letter is also required from her. JF is write and ask them to submit their resignations in writing. AI stated that it would be disappointing if the PTA folded as the fundraiser raised much needed funds for the school. She also asked if the parents of the younger children realised what the PTA did? TB stated that parents at Taddington school had to pay so much per week towards extra-curricular/enrichment activities, in addition to monies supplied by the PTA. TP asked if it would be an idea to invite parents to a governor meeting. TB stated that yes parents could be invited to a Governor AGM, but in the past no one had attended. These are part of the governor meeting at the start of the new academic year. AI asked if school could host a PTA meeting while the children were at the Friday Club. TB agreed this was a possibility or Tuesday during After School club as only one family didn't attend.</p> <p>AI is to speak to KW (vice-chair of PTA) and parents, regarding this matter at the Friday group.</p>	AI JF
11-4/5/2022	<p>Correspondence</p> <p>A list of all the correspondence since February 2021 to May 2022 were placed on file. A copy was sent out prior to the meeting but an updated one will be sent out to governors.</p>	JF
12-2/2/2022	<p>Web Site</p> <p>JF continues to add posts regarding events within school. She is also continuing to update pages when she is not either working in the office or classroom in readiness for SIAMS & Ofsted. The web site being update is important for both current and potential parents to access the latest information. Phillip Neal, who has a wealth of experience in IT has offered to help JF with the Web site. JF has yet to contact him regarding this matter, but due to time constraints and his very busy work schedule this has yet to be arranged. DH asked if the EYFS application advert should be removed. JF stated she would look at it and update it for next year's applications.</p>	JF
	<p>Premises:</p> <p>TB reported that property services had been out to look at the roof with regard to starting this in the summer. This would entail new slates and barge boards. The school would require scaffolding being put up and that it would also overlap the private residence next door. This property is owned by the church. The roofing will have to incorporate part of their roof as to the overlapping of the valley between them.</p> <p>The flood gates have been completed and the slots attached to the main drive gates and small gate. DCC had to get the company back to re-concrete the levels as it got frosted and was already cracking. This has been undertaken. The doors are stored in</p>	

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	the boiler room and are easily slotted in when required.	
	What we have achieved tonight that will make a difference <ul style="list-style-type: none">• The maintaining of the budget in the black for a further 2 years due to diligence and the application of more EYFS pupils by their families• Introduction of a version of 'Open the Book' into Collective Worship. Written and produced by Y6/5 pupils.• National Tutoring Program (NTP) as a possible intervention to support pupil progress and attainment in reading.	

Meeting closed: 18:30pm

AI & TB thanked everyone for attending the meeting.

Next meeting: Wednesday 22nd June 2022 – 4:30m

Signed Date

Chair of Governors – Alison Ivins