

## Hartington CE Primary School – Board of Governors

### Minutes of a meeting held on Thursday 8th December 2022 – 4:30pm

Governors Present: AI (Chair + Parent), TP (Vice Chair), TB (Head Teacher), JF (Staff + Clerk) and KW (Parent) governor

Associate Members Present: MT (Associate)

Apologies:- DH (Co-Opted), GD (Associate),

Minutes taken by Judith Flower - Temporary Clerk to Governors

Minute No	Details	Action
<b>Procedural Matters</b>		
	<p><b>Prayers and Apologies</b> TB welcomed everyone to the FGB meeting. AI chaired the meeting and offered a prayer for JD (foundation Governor) who sadly passed away on the 13<sup>th</sup> November following a short illness. JD will be missed by the FGB, staff and pupils due to his commitment to Hartington C of E Primary School. Our thoughts are with his wife and family.</p>	
<p><b>1-8/12/22</b> <b>(1-A)</b> <b>(1-B)</b>  <b>(1-C)</b></p>	<p><b>Declarations of interest in any items on this Agenda:</b> None <b>LA &amp; Foundation Governor</b> – An LA governor is still required and further advertising will take place. The paper work has been completed, with regard to the position of Foundation Governor, and is awaiting approval by the Diocese. Once confirmation has been provided DH will represent Rev Adele at FGB meetings. This will still allow a position for an Ex-Officio to be filled. School has been contacted by a member of the community who is interested at becoming a governor. A CV has been requested in time for the next FGB meeting so consideration can be given to the applicant. <b>Election of Chair &amp; Vice Chair</b> – Following the absence of the Chair, at the last meeting (19-10-22), AI was asked if she was happy to continue in the role, which she confirmed. AI was proposed by KW and seconded by TP. The Vice-Chair position was also re-affirmed. MT proposed and TB seconded TP remain as Vice Chair. The FGB were unanimous in the adoption of both Chair and vice-chairs.</p>	
<p><b>2-8/12/22</b>  <b>(2-A)</b>  <b>(2-B)</b></p>	<p><b>Minutes of the previous meeting 19<sup>th</sup> October 22</b> These were circulated prior to the meeting. <b>Amendments and acceptance of Minutes:</b> These were accepted and proposed as a true record by TB and seconded by TP. <b>Matters Arising not on the Agenda:</b> KW raised the issue of wrap around care for the school and that if we could provide extra clubs and breakfast club we may attract more children. TB referred to previous conversations regarding this matter and that due to staffing and outside agency costs the club fees would have to increase from the nominal fee of £2 per session. The remainder of the expenditure is covered through the SSPFunding. MT stated that many schools were having problems with the prices of clubs due to rising overheads and staff availability. TB also stated that staff in situ didn't want any extra hours due to family commitments, so were unwilling to deliver extra clubs. TB expressed her concerns about overloading the current work force and it affecting their mental health, wellbeing and morale. KW asked if Ofsted would look favourably on the school if it offered breakfast club. TB reported that families were canvassed at the beginning of the academic year, regarding the need, but no families requested the use of this club. TB also explained that it would be difficult to deliver due to the catering manager being on supply and a permanent cook not being available, plus two members of staff would be required to supervise this provision as is in line with policy. TB agreed to contact outside agencies with regard to clubs and costs. Questions were raised as to if parent/volunteers could run clubs. TB stated that they would be required to hold</p>	TB

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<p><b>(2-C)</b></p>	<p>certain qualifications, and that in the past behaviour has been an issue when not run by school staff. Also it was evident that the commitment of the interested parties was not consistent so the running of the club again fell on staff members. Standalone clubs would require a separate committee, ofsted inspected, risk assessments, insurance etc. TB is to contact the LA catering supervisor with regard to breakfast club and the costs etc.</p> <p><b>Action List:</b>            (2B-14/7/21) Health and Safety Audit – This requires updating. AI is to complete one and update before Christmas. GD is to be contacted and a date arranged to support AI.            12-14/7/21 – AI is to complete her profile and a new statement for the Governor page. MT is also to complete a statement for her profile.            2C-20/10/21 &amp; 27/1/21 – Photographs of EYFS area and Quiet garden – This action is to be removed due to a funding request being made to Altrad Belle (formally Belle Engineering). An action plan is to be forwarded to Altrad following a meeting. TB &amp; JF to complete.            2-1/12/21 Vertas hours – These continue to be monitored and forwarded to Vertas for a credit note. According to Vertas staff members Hartington is classed as a high priority school! This action is to be removed as Vertas supply staff can't physically undertake the 3 hours a day contracted for due to covering many other premises. JF will continue to record the hours.            12-1/12/21 – JF continues to keep DH informed of school web site posts that can be linked to the community web site. This item is to be removed.            5C-2/2/22 – KCSIE – Safeguarding – Agenda Item.            4A-4/5/22 – KW is to send a screen shot of her Safeguarding trainings and dates which are linked to her occupation.            4B-4/5/22 – GDPR training link to be sent to governors and staff who require the update.            4C-4/5/22 – Safeguarding training – Agenda Item            2C-19/10/22 – Flexi Schooling agreement – This transitional learning agreement into full time education is still to be completed. It was agreed that a specific time frame needs to be established. This will be reviewed at the February half term with a view to the scheduled introduction of full time schooling.            5-19/10/22 – GDPR training – Agenda item            5-4/5/22 &amp; 6-19/10/22 – Ofsted training was undertaken via Microsoft Teams on 28th November and attended by staff and governors. A recording of the training has been made available to governors who were unable to attend and will be accessible for a limited time. JF to send to specific governors.            10-19/10/22 – Newsletter – KW is struggling for time to complete before the closing date of primary school application. It was also felt that the web site was a better way of advertising the school as this is also linked to the village web site.            12-4/5/22 – JF has contact Phillip Neal and had a meeting with him regarding supporting the school with IT issues and the web site. JF is to follow up and access PN's expertise as and when required but due to GDPR and safeguarding PN will require a DBS before being allowed access to any IT systems. Sensitivity also needs to be present regarding the current IT provider as the school doesn't want to offend or be disrespectful of the relationship established between the two parties.</p>	<p>TB/JF</p> <p>AI</p> <p>AI/MT</p> <p>TB/JF</p> <p>JF</p> <p>TB/JF</p> <p>JF</p> <p>JF</p>
<p><b>3-8/12/22</b> <b>(3-A)</b></p>	<p><b>Finance / Budget 2022 -2023</b>  <b>Staffing</b>            TB informed the governors that DC has stated that she no longer wished to cover the class 2 - two-day supply, which she has covered since September, due to personal issues. JP has agreed to continue but will reduce her days to two following the completion of the swimming sessions. Following an email to cluster schools a candidate has contacted the school who is currently covering a two-day maternity cover at a</p>	

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<p><b>(3-B)</b></p>	<p>private school which will discontinue in May 2023. TB &amp; JF met with Mrs K. Fletcher (KF) and following discussion she informed us that she was interested in the two days. References and qualifications have been applied for and received, also a DBS completed. AI has undertaken a meeting with KF and she will commence the 2-day supply cover, following the Christmas holiday on Monday and Tuesday's. KF has also undertaken a meeting with JP to discuss the curriculum and job share. TB stated that she was disappointed to be losing DC as she had a calming influence on the pupils, was very supportive and her teaching style complemented the current provision throughout the school. DC has agreed that she will cover odd supply days if required. KF is on M3 which is a lower grade than DC so there is an implication for the current school budget.</p> <p>It has been agreed that the advert for a class two teacher must be undertaken during the spring term with interviews before Easter and appointment from September. CMcG who is currently on maternity leave will be required to apply for the position as she was on a temporary 1yr contract. HR had advised the school that a one year fixed term contract be undertaken during CMcG's maternity leave but unfortunately we were unable to appoint a suitably experienced candidate therefore the teachers covering class 2 are on supply for the academic year.</p> <p>JF who reduced her hours to 20 from September 2022 has been working additional hours since returning in September to support EYFS, class 1/ 2 and individual pupils when required. AI asked JF when she thought she would hand her resignation in. JF stated that she would cover her hours till Easter but that they would have to reduce back to the 20 contracted hours from mid-January. AI suggested that we advertise for a SBO after Christmas as a transition period would be required. JF is to locate a job description for TB and AI to peruse. It was felt that the necessary transitional period between JF and the new SBO will have a negative effect on the budget as it has not been planned for.</p> <p>A TAP's application is to be undertaken to access additional funding for a pupil that requires 1-1 support until a GRIPS/EHCP can be completed. The funding is hoped to support the employment of a further TA for 15 hours a week. An agency is to be contacted regarding a TA for the start of spring term 1. TP suggested we contact local schools to see if they had any TA's as he was concerned agency staff may not be adequate. TB stated that both TD &amp; LR originally came to us via an Agency and that most TA's cover mornings, which is when we would require cover for the core curriculum subjects. The parents of the pupil that is currently receiving 1-1 from LR will be updated regarding the proposed changes for their child. It has also become evident that due to the needs of the child a job share is required rather than receiving support from only one TA. This is due to the intensity of the child's responses to the delivered programs and sessions. LR is also required to deliver specific interventions for other pupils. At present TD is supporting two SEND children who are working within the year one cohort, supported by TB.</p> <p>The replacement of the roof over class 2 has begun. A welfare and storage container have been placed down the side of the hall and a toilet. A separate electricity supply and meter has been wired in so usage will be an external cost to the school. Scaffolding has been erected along the front of the school and over the top of the office/kitchen and around the chimneys which require re pointing. The work is having to be undertaken at this time of the year following Bat and Birds surveys. Two bat boxes have been assembled and fastened to the building. Asbestos roofing sheets are to be removed during the Christmas break following the construction of specialised scaffolding and the removal will be completed by a specialist firm. Further scaffolding is to be placed on the path outside school following the application for approval from the highways to allow the repairs to the gable end to be undertaken. This will mean that</p>	<p>JF</p> <p>TB/JF</p>
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	<p>the public will have to walk under the construction. Parent have been informed that there will be possible disruption to the entrance at drop off and collection times and will be informed of the changes as required. All health &amp; safety policies and risk assessments have been completed by Concertus in line with DCC guidelines.</p>	
<p><b>4-8/12/22</b></p> <p><b>(4-A)</b></p> <p><b>(4-B)</b></p> <p><b>(4-C)</b></p>	<p><b>SIP/Curriculum</b></p> <p><b>Web site – EYFS – TB /JF</b> are in the process of updating the Web site. New slider photographs have been sourced and sent to IT Just Done to upload. The EYFS page also requires updating. The curriculum and EYFS Intent, Implementation and Impact statements have been completed and uploaded. EYFS parents have been emailed with links to ‘Little Wandle’ and relevant trainings.</p> <p><b>IT – A new scheme of work</b> is to be introduced (Teach Computing and Bare Foot Computing for the EYFS) The IT Hub is working with JP in partnership with Earl Sterndale regarding the development of a scheme of work with assessment. They are to help us devise a 2-year rolling program for the whole school integrated into the current 3 year curriculum plan.</p> <p><b>National Tutoring program – Confirmation</b> has been received from the government regarding the 2021/2022 School led tutoring funding and that they will not be recovering any funding from the school as the allocation was spent in full. JP has stated that she would require training to deliver the National Tutoring Program intervention. TB made enquiries regarding the training with the schools Link Advisor who confirmed as JP was a teacher no additional training would be required. This was due to her already being familiar with the pupil’s attainment and progress requiring intervention. KF has volunteered to deliver intervention programs to targeted pupils in class 2 as this is one of her responsibilities within her position at the other school she is employed at. This will commence once she has completed her introductory/transition weeks into the school.</p>	
<p><b>5-8/12/22</b></p> <p><b>(5-A)</b></p>	<p><b>Safeguarding</b></p> <p>Following an incident which was disclosed, investigated then recorded on the school’s system, with an agreed outcome by all parties, TB contacted Miles Denton. This was due to AI suggesting that the school should have CCTV installed within all public areas inside the school. Miles Denton stated that due to the size of the school and the vision projected as a small village family school, to have CCTV installed would not reflect this ethos. TB went through specific procedures established in school and MD stated that they were rigorous enough and were in line with school policy and KCSIE. MD suggest that we look at a safeguarding recording system such as ‘My Concern’ JF has booked a demo for Monday 12<sup>th</sup> December to look at costs, how it would work, could we join with another small school? TP stated that due to the numbers being so small incidents could appear magnified. TB has written a Low Level Safeguarding Concerns policy as recommended by MD, which was presented and approved by the FGB.</p> <p><b>GDPR training –</b></p> <p>JF is to chase up certificates for three governors who undertook the training back in April and still haven’t received their certificates. Governors who still haven’t undertaken GDPR catch up training will be required to attend this mandatory training plus the class 2 supply teachers and any additional TA’s if they haven’t up to date certificates.</p> <p>The following constitutes a list of training to be attended:</p> <p>TP is still to undertake the Prevent training, JF is to resend the link.</p> <p>AI, TP, JG, JP &amp; KF are to undertake the GDPR training and KW &amp; JG - safeguarding.</p> <p><b>Fire Safety Training –</b> JF is to locate training for staff and Governors. To contact local school to see if they require training also.</p> <p><b>Single Central Record –</b> This is to be viewed and signed off by the safeguarding</p>	<p>JF</p>

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(5-B)	governor at regular intervals. MT was made aware of this following Ofsted training that all protocols, certificates, references, DBS etc are undertaken and eligible.	JF
(5-C)		JF
		TB/JF & MT
<p>6-8/12/22</p> <p>(6-A)</p> <p>(6-B)</p>	<p><b>SIAMS / OFSTED</b></p> <p><b>SIAMS training</b> - DH, JD and JF undertook a virtual SIAMS training. Slides from the presentation were supposed to be made available by the Diocese and JF is to chase. DH reported that the training focused on ‘Understanding Christianity’ and how the vision statement should drive the school. We need to be able to show this through delivery, integration and Collective Worship.</p> <p>TB &amp; MT visited Winster school regarding RE and how they record their lessons etc. Scrap books were used as a reminder of work that had been undertaken. Monyash practitioner has offered to mentor the school. Following a visit to the Open Centre in Derby a class scrap book is to be created with pictures and post it notes of what the children said. SIAMS want to talk to the pupils and the scrap books will prompt the children and help them remember what they learnt. TB presented RE books that CMcG had created when she attended an RE training which were commended by the practitioners from the Diocese. TB &amp; MT are adapting the school’s current method of presenting work within the subject of RE to help show continuity and progression throughout the school.</p> <p>Progression maps for all subjects are to be created for all pupils to support their understanding of attainment and progression within subjects as they move through the year groups. TB stated that children are not as resilient as they were pre covid and more reluctant to engage with visitors to the school. Pre-pandemic the children had interaction with community members through the community lunches, church services etc. Due to these lost opportunities post pandemic the children appear more anxious and reluctant to engage with people from outside the school. This has become an overriding target for staff and pupils to address this issue.</p> <p>It was proposed that governors who visit the school regularly should undertake learning walks and talk to pupils to help prepare them for Ofsted and SIAMS. Visiting governors and volunteers who have been participating in daily reading with pupils throughout the school, has already made a huge impact on attitude and enjoyment of reading whilst promoting greater articulation and language development. This is evident in in pupil engagement within lessons and their use and retention of specific terminology.</p> <p><b>Ofsted training</b> – This was undertaken via a virtual session with staff and governors attending. AI was unhappy with the training as she didn’t feel it was easy to follow for people who are not part of the educational system and familiar with Ofsted and inspection. She felt that the trainer spent two hours talking at us rather than interacting and a face to face training would have had a greater impact. She felt that the roles &amp; responsibility training was far better due to it not being virtual. She reiterated that face to face training is easier as questions can be asked and it is far more interactive. A request was made as to what GD &amp; DH thought as they attended the training but were not present at the FGB meeting.</p> <p>The FGB revisited the recommendation of introducing a Class learning diary – what way have we demonstrated our vision statement within each school day throughout the curriculum? This is to be discussed next term in a staff meeting and it being sustainable and relevant, not just a tick box exercise.</p> <p>AI is to organise some Governor learning walks.</p> <p>KW asked what are the SIAMS specific questions? TB stated that a SIAMS inspection will</p>	<p>JF</p> <p>JF</p> <p>AI</p>

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	look at the web site, ask questions via a 1 ½ hour discussion before visiting the school. They will also look at what training has been accessed. TB stated that following training as part of the evaluation process she has reported to the Diocese that training during the days is difficult to access RE/Collective Worship due to teaching commitments and unavailability of staff. TB explained that we were not the only small school that found it difficult to access training during the school day for the same reasons.	
<b>7-8/12/22</b> <b>(7-A)</b>	<b>SEND</b> <b>Autism Advocate Lead</b> – TD is to undertake training and is signed up to the second round due to start in January.	
<b>(7-B)</b>	<b>Mental Health Lead</b> - TB has signed up to undertake this training. <b>NELI</b> – 3 pupils have been identified to receive this intervention which is delivered by LR. Letters and permission slips have been sent to the parent of the pupils in question.	
<b>8-8/12/22</b>	<b>PE</b> JP is currently delivering the PE sessions but isn't accessing the Real PE which MT & TB have been trained to present. TB has found it difficult to deliver PE during autumn term 2 but following attending events delivered by the company 'Primary Stars' she is considering asking them to visit school with a view to booking their services. It was felt that maybe TB could undertake one session and Primary Stars the other as we have Real PE subscription and access to the on line monitoring and assessment system.	TB
<b>9-8/12/22</b>	<b>Policies</b> The Low Level Safeguarding Concerns policy and EYFS policy were sent out prior to the meeting. Also the EYFS Intent, Implementation and Impact Statement along with the curriculum Intent, Implementation and Impact Statement. An updates 'Working together to improve school attendance' document was also sent to all governors. No questions were raised and all documents were approved. JF will upload them to the web site.	JF
<b>10-8/12/22</b>	<b>Governor Newsletter</b> AI felt that this was a lot of work for a small audience and suggested that maybe a short one-page document be produced.	
<b>11-8/12/22</b>	<b>Correspondence</b> A list of all the correspondence since October 19 <sup>th</sup> to 8 <sup>th</sup> December were placed on file. A copy was sent out prior to the meeting.	
	<b>What we have achieved tonight that will make a difference</b> <ul style="list-style-type: none"> <li>• Remembering JD's years of service to Hartington Governors, staff and school.</li> <li>• PE – the reintroduction of outside provision 'Primary Stars'</li> <li>• Possible wrap around provision to be increased and delivered by outside companies.</li> </ul>	
	It was suggested that the Notice Boards, outside school be covered to avoid damage and also that if Ofsted visited they would be out of date as the scaffolding is preventing access to them.	
	<b>SES</b> - TB has completed the SES. JF is to email to governors for their comments.	JF

Meeting closed: 18:10

AI thanked all the governors for attended the meeting.

Next meeting: Thursday 9<sup>th</sup> February 2023

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

Chair of Governors – Alison Ivins