

## Hartington CE Primary School – Board of Governors

**Minutes of a meeting held on Thursday 2<sup>nd</sup> March 2023 – 4:30pm**

Governors Present: TP (Vice Chair), TB (Head Teacher), JF (Staff + Clerk), DH (Ex-Officio), KW (Parent) governor and NR new governor

Associate Members Present: None

Apologies: AI (Chair + Parent), GD (Associate) and MT (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. Due to the absence of AI, TP chaired the meeting and offered a prayer for the school.</p>	
<p><b>1-2/3/23</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> TB re – HTPM 3A-2/3/23 <b>LA &amp; Foundation Governor</b> – An LA governor is still required and further advertising will take place. DH is to place on Village web site and it is also to be entered in the next News &amp; Views. TB is to speak to Biggin regarding the possibility of sharing an LA governor. DH has officially been approved by the Diocese as the Ex-Officio governor. This leaves space for a foundation governor not an Ex-Officio as was stated in the previous minutes. Nick Rowe attended the meeting following his application to become a governor being circulated to all governors and no objections being lodged. TB proposed that NR be adopted as an associate member and it was seconded by TP. All governors were unanimous in the appointment. TP welcomed NR to the governing board of Hartington C of E Primary School.</p>	TB
<p><b>2-2/3/23</b>  <b>(2-A)</b>  <b>(2-B)</b></p>	<p><b>Minutes of the previous meeting 8<sup>th</sup> December 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 TP and seconded by TB. <b>Matters Arising not on the Agenda:</b> Holiday requests – We seem to be receiving an increased amount of holiday request among parents. TB explained that these could not be approved unless they were due to exceptional circumstances or were in the interest of the child/children/family and each request would be considered on its own merit and the appropriate letters sent to the parents to inform them of the head teacher/governor’s decision. TB stated that all unauthorised holidays would incur unauthorised absence marks being recorded in the child/children’s records. She also stated that all school work missed during the absence would require being caught up on the child’s return to school and would be delivered by the child’s class teacher. Four requests have been received since the last governor meeting. NR asked if a holiday was authorised for one family and not for another would it cause problem among the families? TB stated that she didn’t think it would as she didn’t feel parents would discuss their outcomes and would undertake the holiday regardless of the outcome of the application. NR asked what the consequences were of taking a holiday? KW asked if there was an increase nationally for holiday requests since the end of the pandemic? TB stated that the number of parents requesting holiday leave was no different, but that they were no longer fined for taking their child/children out of school for a holiday. However, individual families might face being fined if persistent absences occurred without a satisfactory reason. TB went on to say that parents had been informed via a letter and leaflet from the LA, regarding the current guidelines and criteria regarding family requests, at the end of the autumn term</p>	

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<p><b>(2-C)</b></p>	<p>2022. She also stated that parent’s attitude to education, since the pandemic, had changed in some families, plus there was a greater expectation now placed onto schools regarding the curriculum content. Within the country it has been reported that parents appeared increasingly aggressive towards teachers/staff who in turn felt threatened. When consulting with parents it is deemed by the majority of schools good practice to have another teacher or member of staff present during the exchange. KW asked what can we do as Governors? TB stated that parent governors could help by speaking to parents at the school gates to quell any unrest and to guide them to speak to teachers.</p> <p><b>Action List:</b></p> <p>(2B-14/7/21) Health and Safety Audit – KW &amp; DH have offered to complete on Thursday 9<sup>th</sup> March at 2pm with members of the school council.</p> <p>12-14/7/21 – JF is to email AI regarding this matter and the action removed. NR has agreed to complete a statement for his profile, to be added to the governor page.</p> <p>2C-20/10/21 &amp; 27/1/21 – The action plan regarding the funding request being made to Altrad Belle (formally Belle Engineering) is in progress. KW is to speak to older pupils regarding their ideas and suggestions. The action plan will require completing before April as this will possibly be the end of the financial year. LB is to be contacted for her help with this application due to her success in this field.</p> <p>5C-2/2/22 – KCSIE – Safeguarding – register complete.</p> <p>4A-4/5/22 – KW is to send a screen shot of her Safeguarding trainings and dates which are linked to her occupation. A reminder email to be sent.</p> <p>12-4/5/22 – Phillip Neal should not require a DBS due to having one for the church and being on line registered. JF is to check.</p> <p><b>2C-19/10/22 – Redacted minute</b></p> <p>5-19/10/22 – GDPR training link to be sent to governors and staff who require the update, which will be in May and online.</p> <p>3A-8/12/22 – SBO job description and advert is almost completed and will be placed on the DCC web site by 10-3-23.</p> <p>3A-8/12/22 – TA agency cover – At present a teacher (from Teach Active) has been covering some supply time due to the class 2 teacher JP being off work. Miss Emma Cox has been supporting the EYFS or class 1 and MT has taught class 2 under the guidance of the other class 2 teacher Mrs Kasia Fletcher.</p> <p>5A-8/12/22 – JF to send TP prevent training link.</p> <p>5B- 8/12/22 – Fire Safety training is still to be sourced.</p> <p>5C-8/12/22 – Single Central record signed off. This was completed prior to the Ofsted inspection.</p> <p>6A- 8/12/22 – SIAMS training links action is to be removed due to numerous trainings being attended by staff and Diocese briefings being attended.</p>	<p>DH &amp; KW JF</p> <p>TB/JF &amp; KW</p> <p>JF</p> <p>JF TB/JF JF</p> <p>TB/JF</p> <p>JF JF</p>
<p><b>3-2/3/23</b></p>	<p><b>Finance / Budget 2022 -2023</b></p> <p>The Spring term 3 &amp; 4 finance governor report was forwarded to the finance governor on 7-2-23, no questions were raised. A finance meeting was undertaken via Teams on 28-2-23, with the Patch Officer, to set the budget for 2023/24. Finance governor DH was in attendance. All staff changes etc. have been budgeted for and the report will be available w/c 6-3-23. The report will be forwarded to the finance committee for them to peruse and raise any questions, concerns before the budget is approved by the full governing body and the Annex 1 signed by the chair of governors. £10,361.00 additional capital funding has been added to the Devolved Formula Capital. This funding is to be used for capital improvements to buildings and facilities, prioritising works to improve energy efficiency. It is expected that schools will utilise this fund during the 2022 to 2023 financial year. Schools can decide how best to invest this capital funding on energy efficiency measures. Where they judge this is not appropriate based on local circumstances, they have discretion to spend this on other capital</p>	<p>JF</p>

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<p><b>(3-A)</b></p>	<p>projects.</p> <p><b>Staffing</b></p> <p>TB informed the governors that the class 2 teacher position had been advertised on the DCC web site. Mrs K. Fletcher (KF) who has been undertaking supply, since Christmas, on Monday and Tuesday has expressed an interest in the post. KF has offered to undertake teaching on the Wednesday from the end of May once her current contract at another school expires. This will mean that KF will job share with JP for the remainder of the academic term. The member of staff on maternity leave has been informed that the advert has been published. The post has been advertised as a full time position at UP1.</p> <p>It is hoped to complete the interviews for the KS2 teacher before the Easter holidays, allowing time for the successful candidate to complete any notice they may be required to undertake.</p> <p>JF who reduced her hours to 20 from September 2022 has continued to work additional hours. Since Christmas JF no longer works on Fridays and following spring term one her hours have been further reduced so she only works Tuesday, Wednesday and Thursdays. The SBO advert is almost completed and will be advertised on the DCC website. The position will be advertised for 25hrs at grade 8. JF has agreed to stay on and complete the 20 hours until the end of the academic year. This will give the replacement SBO an opportunity for a transition / training period with JF, which the patch officer has included within the budget. The position will be advertised to start at the beginning of the academic year 2023-2024. Once the advert is live it will be sent to DH to place on the Community Web site so it can be advertised locally. TB has expressed a desire that the successful candidate will be able to work some hours after school and into the early evening. The training log will require checking to determine in any Governors require Safer Recruitment training updates.</p>	<p>TB/JF</p>
<p><b>(3-B)</b></p>	<p><b>HTPM Review – TB left the room</b></p> <p>Redacted minute</p> <p><b>TB returned to the meeting</b></p> <p>A member of the governing body will be required to undertake HTPM training before the next HTPM review.</p> <p>The replacement of the roof over class 2 is taking longer than anticipated due to further deterioration of struts etc. being revealed once the tiles had been removed. The increased work and subsequent extra cost will not affect the school budget. Concerns by the workforce have been raised about the birds nesting during the spring, therefore it is proposed to fit netting to the scaffolding, at the back of the school, to deter the birds from nesting.</p> <p>It was reported that a slight repair was performed on the school heating boiler due to a break down in January, but fortunately this occurred during the milder weather and the school remained open. A new water heater had been purchased at a cost of £988.38 Ex VAT for the caretaker's room. This was completed just after Christmas.</p>	<p>JF</p>
<p><b>(3-C)</b></p>	<p>It was reported that a slight repair was performed on the school heating boiler due to a break down in January, but fortunately this occurred during the milder weather and the school remained open. A new water heater had been purchased at a cost of £988.38 Ex VAT for the caretaker's room. This was completed just after Christmas.</p>	
<p><b>4-2/3/23</b></p>	<p><b>SIP/SES/Curriculum</b></p> <p><b>(4-A)</b> SES this document was completed and forwarded to the FGB for their approval. No questions were raised and the document approved.</p> <p><b>(4-B)</b> SIP The autumn term review and spring term overview reports were sent to governors prior to the meeting. No questions were raised.</p> <p><b>(4-C)</b> Numeracy &amp; Literacy reports were sent out prior to the meeting, no questions were raised.</p> <p><b>(4-D)</b> Further reports were also sent out: Extended Services, PE, EYFS, ICT and Collective Worship &amp; RE. No questions were raised and all reports are on file.</p>	

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<p><b>5-2/3/23</b> <b>(5-A)</b></p> <p><b>(5-B)</b></p> <p><b>(5-C)</b></p>	<p><b>Safeguarding</b> <b>GDPR training</b> – JF is to arrange GDPR training for all staff members, governors and any voluntary helpers who would like to undertake this training. TP is still to undertake the Prevent training, JF is to resend the link. 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. It was suggested that we may be able to join with a local school to keep costs down.</p> <p><b>Single Central Record</b> – This has been viewed and signed off by the head teacher and safeguarding governor for the present time. This will be checked regularly by the HT (TB) and MT (Safeguarding governor) to ensure compliance, which is a DfE requirement.</p>	<p>JF</p> <p>JF</p>
<p><b>6-2/3/23</b></p>	<p><b>SIAMS / OFSTED</b> TB informed the FGB that the school were not on the published list to be inspected this academic year by the Diocese, however the Ofsted inspection that was undertaken on the 13<sup>th</sup> February 2023 could trigger an inspection to take place during the current academic year. A special consultation, to discuss the outcomes of the inspection, has been arranged for Thursday 23<sup>rd</sup> March due to AI (who was present during the day) being absent for this meeting.</p>	
<p><b>7-2/3/23</b> <b>(7-A)</b></p> <p><b>(7-B)</b></p> <p><b>(7-C)</b></p>	<p><b>SEND</b> The school continues to have a high percentage of SEND pupils who require additional support and adapted curriculums which affects staffing, teaching and curriculum differentiation.</p> <p><b>Autism Advocate Lead</b> – TD is to undertake training today (2-3-23). <b>Mental Health Lead</b> - TB has commenced this training, which involves numerous modules and the completion of an action plan. Funding was made available by the DfE for the undertaking of the training.</p> <p><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.</p>	
<p><b>8-2/3/23</b></p>	<p><b>PE</b> Primary Stars have been booked to undertake PE lessons on Wednesday afternoons until the end of the academic year when the provision will be re-assessed. They are also running a lunch time club with a view to a possible after school club. The pupils are responding well to the practitioner who is delivering dynamic lessons which are quick paced and positively received. The instructor has become an excellent role model for the children who appear to be making good progress within the sessions. Primary Stars have also undertaken a resources audit and identified equipment required. The sessions are approximately 1-hour long. TB is delivering the second session of PE, which this term is May Pole dancing.</p>	
<p><b>9-2/3/23</b></p>	<p><b>Policies</b> The Behaviour Policy, Equality Policy, statement &amp; Objectives, EYFS Policy, RSHE Policy and SEN &amp; D Policy were sent out prior to the meeting for approval. No questions were raised and all documents were approved. These will be upload to the school web site.</p>	<p>JF</p>
<p><b>10-2/3/23</b></p>	<p><b>Correspondence</b> A list of all the correspondence since December 8<sup>th</sup> to 2<sup>nd</sup> March were placed on file. A copy was sent out prior to the meeting.</p>	
<p><b>11-2/3/23</b></p>	<p><b>Web Site</b> A set of updated photos have been uploaded to the front page slider. JF is updating pages as and when she is able.</p>	

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	<b>What we have achieved tonight that will make a difference</b> <ul style="list-style-type: none"><li>• The adoption of a new governor and Ex-Officio</li><li>• KS2 teacher advert completed and published.</li></ul>	
	Governor training is to be sourced for NR	

Meeting closed: 18:30

TP & TB thanked all the governors for attended the meeting.

Next meeting: Thursday 23rd March 2023

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

Vice Chair of Governors – Tim Polkinghorne