

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 22nd May 2024 – 4:30pm

Governors Present: AI (Chair), TB (Head Teacher), DH (EX-Officio), NR (LA Governor), MT (Safeguarding), SB (Associate)

Apologies:- CC (Associate), GD (Associate), TP (Vice Chair), KW (Parent Governor)

Minutes taken by Morag McNulty - Temporary Clerk to Governors

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies</p> <p>AI welcomed everyone to the FGB meeting and offered a prayer for the school.</p> <p>AI wished to acknowledge the improvements in office protocol put in place by SBO KB and Temp SBO MMcN</p>	AI
1- 22/05/24	<p>(1- 22/05/24) Declarations of interest in any items on this agenda:</p> <p>MMcN Sogea line – ITJD</p>	MMcN
2- 22/05/24	<p>(2-22/05/24) Minutes of previous meetings – 6th March 2024:</p> <p>(2-A) (2-A-2-22/05/24) Amendments and acceptance of minutes: No amendments. Accepted. Nominated by AI second DH</p> <p>(2-B) (2-B-2-22/05/24) Matters Arising not on the Agenda: None</p> <p>(2-C) (2-C-2-22/05/24) Action List: GDPR training took place on the evening of 20th May 2024. Not all Governors were able to attend, MMcN to find out date of next GDPR training session. List of participants and pass rates received and MMcN will update the Training Log.</p> <p>Ofsted meeting with Parents – removed</p> <p>KCSIE Register – KW & GD have still not signed the Register to acknowledge they have read the KCSIE which were first circulated in 2022 and the updated document sent out 20th September 2023.</p> <p>Website Compliance - removed</p>	<p>MMcN</p> <p>KW/ GD</p>

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<p>3-22/05/24</p>	<p>(3-22/05/24) Finance/Budget – 2024/2025 NR reported on creation of current year’s budget and the opening balance for 23/24 showing a deficit of £20k which meant decisions had to be made as the budget must be positive. There is an actual deficit of £18k. Budget projections going forward show deficits year on year. Difficult decisions may have to be made re staffing going forward. Patch Officer has been very helpful. Student numbers – currently looking at 6 pupils starting in Sept 2024. This year we have three year 6’s leaving, 1 other child leaving from KS1 and possibly 1 other from KS2. TB - SEN funding has had a deficit of funding. We are anticipating full funding for the SEN children but staffing will have to be monitored moving forward (25/26). MT to assess incoming EYFS children as there may be SEN needs in that group. A review of classroom spaces for September will be undertaken. Link Advisor has discussed Y3 children being taught in KS1 due to curriculum content of Foundation subjects. Some are now being taught in KS2 for several subjects. Y3’s are differentiated for in KS1. AI agreed that current practise is working well and would support that if asked by Ofsted. MT explained that delivery in EYFS/KS1 is determined on numbers incoming and working it to best suit the children.</p> <p>(3-A) (3-A-22/05/24) Staffing – Caretaker – DG has stepped down and has become Bank staff. Janette Gibbs has taken over the roll and both DG and JG are covering the position. The contract for JG is initially 6 months and will be reviewed in October 2024.</p> <p>(3-B) (3-B-22/05/24) SFVS: TB completed this return for the DCC Audit Service.</p> <p>(3-C) (3-C-22/05/24) Auditor: required for Private Fund – governors to consider if they know a suitable person. Dawn Clayton’s husband was mentioned?</p> <p>Parent Pay – AI asked how effective we feel the system is and whether is it working for parents? Email to parents find out.</p>	<p></p> <p></p> <p>TB</p> <p>MMcN</p>
<p>4- 22/05/24</p>	<p>(4-22/05/24) School Improvement Action Plans (SIP) Summer term 24</p> <p>(4-A) (4-A-22/05/24) SEN: report circulated prior to meeting. No questions raised.</p> <p>(4-B) (4-B-22/05/24) PE: Primary Stars contract will end in July and PE will be provided in house by Mrs K Fletcher</p> <p>(4-C) (4-C-22/5/24) RE: report circulated prior to meeting. No questions raised.</p> <p>(4-D) (4-D-22/05/24) IT: report circulated prior to meeting. No questions raised.</p> <p>(4-E) (4-E-22/05/24) Literacy and Numeracy: KF Grammarsaurus introduction is having a very positive impact and she is rolling out training across the school</p> <p>(4-F)</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>MT</p>

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	(4-F-22/05/24) Early Years: We have 5 confirmed new starters in September 2024. MT to visit individually in Nursery setting to evaluate any potential additional needs.	
5- 22/05/24	<p>(5-22/05/24) Safeguarding:</p> <p>(5-A) (5-A-22/05/24) S175 Audit Tool: Completed and uploaded to Government portal.</p> <p>(5-B) (5-B-22/05/24) MyConcern Update: Staff much happier using the app to update concerns. No currently open concerns.</p> <p>(5-C) (5-C- 22/05/24) Attendance: TB Ofsted will not look at attendance as an average but will look into individual pupils and will question strategies re lateness and absences. Lateness – school begins at 8.55am – some pupils are perpetually late so what happens at the start of the day to ensure core teaching is not being missed? It was noted late comers currently miss Worship but it was felt that attendance in Worship is very important as a church school. Suggestions to address this – yoga, later register close or alter start time of the school day? Altering start time was not favoured. Ofsted are interested in how schools address this ongoing issue and how much effort is made. Introduce signing in book for parents to declare reason for lateness. MMCN TB close register at 9.30am</p> <p>(5-D) (5-D- 22/05/24) Single Central Record: MT has reviewed it. MT has completed her training as has CC. TB to complete her SCR training. AI to come in and review SCR</p> <p>(5-E) (5-E- 22/05/24) GDPR Training: took place 20/5/24 Three Governors to still complete – TP, KW, SB. MMCN to find out next session date from DCC. NR, CC completed a short video version provided by the GDPR team, while this does give them knowledge, it is not sufficient for statutory requirements.</p>	<p>TB/MMcN</p> <p>TB/AI</p> <p>MMcN</p>
6-22/05/24	<p>(6-22/05/24) SIAMS/Ofsted:</p> <p>(6-A) (6-A-22/05/24) Inspection update: TB stated we will definitely receive a SIAMs inspection next academic year, notification has been received from the Diocese. Jo G will come in and help review our documents and provision and advise. MT reported that Collective Worship and RE is excellent and is being enjoyed by both staff and pupils. Jo G is impressed by the recall of our pupils. TB – MT is going on Collective Worship training with 6 pupils to Eyam Church 9.30am to 2.30pm</p> <p>(6-B) (6-B-22/05/24) Action Plan update: Ofsted are imminent. NR what worries you? TB inspectors on the day are an unknown entity. MT feels the whole team are much more positive about school and the pupils are also very upbeat. A two-day inspection is a daunting prospect. Key actions were improving phonics and training has taken place, and Little Wandle is making an impact. Reading is being supported by Governors / volunteers are listening to accelerated readers and writing is improving. GB are now more involved and overall a more coherent school team.</p>	

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<p>7- 22/05/24</p> <p>(7-A)</p> <p>(7-B)</p> <p>(7-C)</p> <p>(7-D)</p>	<p>(7-22/05/24) SATS:</p> <p>(7-A-22/05/24) Results will be published on 9th July 2024</p> <p>KS1 no longer required</p> <p>(7-B-22/05/24) KS2 SATS held w/c 13th May 2024 – CC Governor monitored delivery and procedures</p> <p>(7-C-22/05/24) Phonics Screening Test – Y1 Pupils w/c 10th June 2024</p> <p>(7-D-22/05/24) Multiplication Test – Y4 Pupils w/c 3rd June 2024</p>	<p>TB</p>
<p>8- 22/05/24</p>	<p>(8- 22/05/24) Leave of Absence Requests</p> <p>Two received and granted: TB</p> <ul style="list-style-type: none"> • RP for support at home due to parental illness affecting both parents – one week. • AC for extended family gathering on father’s side of family as family are undergoing separation. <p>Another request is pending but no paperwork has been received yet – looking at three-day absence out of a potential of 10 days. Parents have made every effort to reduce absence time. TB believes we should support the request.</p>	<p>TB</p>
<p>9-22/05/24</p>	<p>(9-22/05/24) Policies – Have all Governors read the policies online as per the email: all Governors present confirmed reading and approving Policies circulated prior to the meeting – list attached to Minutes.</p>	<p>GB</p>
<p>10- 22/05/24</p>	<p>(10-22/05/24) Premises Update:</p> <p>New SOGEA line – fitted. This is an internet only capable line. It is compliant with OpenReach/BT changes requiring everyone off analogue lines.</p>	<p>MMcN</p>
<p>11- 22/05/24</p>	<p>(11-22/05/24) Staff Workload and Well-being</p> <p>AI asked how much office time TB now gets. Weds/Fri afternoons in office and an hour on Thurs pm. MT and TD supporting TB’s office time.</p> <p>REDACTED comment</p> <p>AI thinks Governors should think of some way of recognising staff dedication at the academic year end.</p>	<p>FGB</p>
<p>12- 22/05/24</p>	<p>(12-22/05/24) After School Clubs</p> <p>Previously discussed</p>	
<p>13-22/05/24</p>	<p>(13-22/05/24) Website:</p> <p>Previously discussed.</p>	
	<p>Correspondence</p> <p>None received</p>	

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	What have we achieved tonight that will make a difference: Positive discussions about school all round Y6s smiling after SATS KF approaches assessments in a very positive way without putting pupils under pressure and very supportive Staff team and Governors all working well together as a team	
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Meeting closed: 6.35pm

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

Next meeting: 3rd^d July 2024.

Signed

Date

Chair of Governors – Alison Ivins