

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 06th March 2024 – 4:30pm

Governors Present: AI (Chair) TP (Vice Chair), TB (Head Teacher), DH (EX-Officio), NR (LA Governor), MT (Safeguarding), CC (Associate), SB (Associate) PH (Link Advisor), MMcN (Temp. Clerk to Governors).
Apologies-: KW (Parent Governor), GD (Associate)

Minutes taken by Morag McNulty - Temporary Clerk to Governors

| Minute No | Details | Action |
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| Procedural Matters | | |
| | <p>Prayers and Apologies</p> <p>AI welcomed everyone to the FGB meeting and offered a prayer for the school.</p> | AI |
| 1- 06/03/24 | <p>(1-06/03/24): Paul Hunter to join meeting first for 30 minutes – Link Advisor to feedback on History Deep Dive with Mrs Kasia Fletcher KS2 teacher:</p> <p>PH was very impressed by the planning and direction KF is taking with the subject and has a clear path for progression. PH state that KF is highly regarded with excellent knowledge of the subjects she teaches, she is a highly impactful, kinetic teacher. He also talked about the new Literacy direction with Grammarsaurus and felt it to be a very effective learning resource.</p> <p>PH is very happy with the website updates, reminding all governors to look and report back to school if there is something they are unhappy about or they feel is missing etc. GB should all know the Vision and Values of the school. Single Central Record (SCR) Governors need to know it is a “live” document. Governors should record visits to school to show they have a good understanding of how school is running and to talk to the children.</p> <p>SIAMS goes through the whole school, and should be reflected in how we treat each other and evidence it. It is a good idea for individual governors to have responsibility for particular subject. Ofsted will ask governors direct questions about their knowledge of the curriculum. School should ensure that levelling for children is evidenced in planning.</p> <p>MMcN to circulate the gov.uk website checklist to governors for them to carry out checks.</p> <p>AI thanked PH for his visit and feedback. PH to look at feedback from last Ofsted inspection and take that as the priorities for the next visit.</p> | <p>PH</p> <p>FGB</p> <p>FGB/TB</p> <p>MMcN</p> |
| 2- 06/03/24 | <p>(2-06/03/24): Declarations of interest in any items on this agenda:</p> <p>None declared</p> | |

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| <p>3- 06/03/24</p> <p>(3-A)</p> <p>(3-B)</p> <p>(3-C)</p> | <p>(3-06/03/24): Minutes of previous meetings – 24th January 2023:</p> <p>(3-A- 06/03/24): Amendments and acceptance of minutes: No amendments. Accepted. Nominated by TB, second by TP.</p> <p>(3-B-06/03/24): Matters arising not on the agenda:</p> <ul style="list-style-type: none"> • After School Clubs: Cookery Club began this Monday and is being run by KWH who is very generous with her time and enthusiasm. The club is very popular with the children. PTA are funding the clubs this half term. AI would like PTA to consider funding the clubs regularly. TB raised that parents need to be aware of the commitment required from staff to run clubs is not sustainable long term. GB need to be aware how much extra time is given generously by staff and volunteers. AI recommends Staff workload and wellbeing and ASC's be on next Agenda. AI said it would be nice for Staff's hard work to be recognised at the end of the year. TB wants all governors visiting to feel free to speak to staff and say thank you to staff regularly. • We have received grant funding from Woodruffe £800. • Income from NPQ KF £750. • TB has granted two "exceptional circumstances" leave of absence for two families for funerals. The one with additional days after funeral was due to SEN needs of the child. Challenged by AI and NR – TB reiterated that each case is judged on merit. CC, SB and DH supported the decision. NR respected TB's decision. <p>(3-C-06/03/24): Action List: See notes on action list document.</p> | |
| <p>4- 06/03/24</p> <p>(4-A)</p> <p>(4-B)</p> <p>(4-C)</p> | <p>(4-06/03/24): Finance/Budget update – 2023/24:</p> <p>(4-A-06/03/24): Staffing – Interim SBO: Appointment of MMcN – interviewed on Monday 4th March with TB, KB, CC, went well. Awaiting references.</p> <p>(4-B-06/03/24): Budget: the budget is in the black and forecast to stay that way for the next three years. Patch Officer is happy with the decisions made and told TB that currently the school is in a healthy position.</p> <p>(4-C-06/03/24): SEN: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> | |

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| | <p style="text-align: center;">[REDACTED]</p> <p style="text-align: center;">[REDACTED]</p> <p>(4-D) (4-D-06/03/24): PE is currently externally delivered by Primary Stars and has been very successful but is very expensive. KF is looking to take over PE after looking at current provision and will plan the sessions. Possible additional teaching input from JP but this is still to be decided. PE monies from government is ring fenced for PE and Mental Health and Wellbeing. Internal delivery will be a budget saving.</p> <p>(4-E) (4-E-06/03/24): Website: Considering budget restraints, MMcN (employee of ITJD the schools IT provider) was employed as a Temp. TA to rebuild the website, and ensure Government compliance. This was a more economical use of a limited budget than outsourcing the rebuild and consultation. Ofsted commented that the website required updating during their inspection but this was not included in the final report.</p> | |
| <p>5- 06/03/24</p> <p>(5-A)</p> <p>(5-B)</p> <p>(5-C)</p> <p>(5-D)</p> <p>(5-E)</p> | <p>(5-06/03/24): School Improvement Action Plans (SIP) Spring term 24</p> <p>(5-A-06/03/24) Mental Health & Wellbeing: report circulated prior to meeting. No questions raised.</p> <p>(5-B-06/03/24) Midyear Report for Early Years: report circulated prior to meeting. No questions raised.</p> <p>(5-C-06/03/24) SEN: report circulated prior to meeting. No questions raised.</p> <p>(5-D-06/03/24) ICT: JP is delivering IT to both KS's each week following Teach Computing Scheme of Work. Report circulated prior to meeting. No questions raised.</p> <p>(5-E-06/03/24) RE: JG is working with school and MT to plan Worship. Report circulated to prior to meeting. No questions raised.</p> | |
| <p>6-06/03/24</p> <p>(6-A)</p> <p>(6-B)</p> | <p>(6-06/03/24): Safeguarding:</p> <p>(6-A-06/03/24): KCSIE/ Website: PH has already reviewed the website. MMcN also keeping it up to date.</p> <p>(6-B-06/03/24): Single Central Record: SCR is a living document. Head teacher and Safeguarding Governor are responsible for the contents. Chair of Governors have responsibilities to ensure that robust processes are in place to record and carry out recruitment checks for staff, volunteers and anyone with regular contact with children. AI to contact KB regarding visits.</p> | |

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| (6-C) | <p>(6-D-06/03/24): MyConcern Update: all incidents with current pupils on-site are updated on the MyConcern site and are closed. There are no open incidents at this point. Katherine Harris SLA recommended we also record behaviour issues so that the information is logged and will follow the child to their next educational provider. AI- MyConcern can be used as evidence for KSCIE with Governors having access to a redacted view to show they are actively monitoring issues. Parents are informed of all entries.</p> | |
| 7-06/03/24 | <p>(7-06/03/24): SIAMS: Covered with PH. DH to meet with JG at a mutually agreed time.</p> | |
| 8-24/03/24 | <p>(8-06/03/24): Policies – Have all Governors read the policies online as per the email: Policies agreed signed by TP have been updated on website.</p> | |
| 9-24/03/24 (9-A) | <p>(9-06/03/24) Website Update: Already discussed earlier in the meeting.</p> <p>(9-A-06/03/24): DNS Filter Training: All staff took part in training, provided by ITJD on the new DNS Filtering system in place within school. This filtering complies with the new laws around online Safeguarding which require schools to take responsibility to ensure that pupils are kept safe online. DNS Filtering records every interaction with the web from within school and reports any safeguarding concerns automatically to the Safeguarding team via email. Any websites visited or searches made from within school are processed through the filtering system and an audit trail is retained so any blocked website that is in a category that requires attention notification of which is sent to the safeguarding team within 5 minutes i.e. adult content, weapons, self-harm etc.</p> | |
| 10-06/03/24 | <p>(9-A-06/03/24): Health & Safety Update: Dishwasher update – Catering are hoping to provide a dishwasher from a closing school and only installation costs will be required.</p> | |
| | <p>Correspondence:</p> <ul style="list-style-type: none"> • Old School Floodlights were sold and a donation of £100 received. Money to be used to create a library area within KS2. | |
| | <p>What have we achieved tonight that will make a difference: Lots achieved with curriculum improvements following on from the last website, positive achievements: DNS Filtering and level of safeguarding. Lovely to see PH</p> | |

Meeting closed: 18.30

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

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Next meeting: 22nd May 2024.

Signed

Date

Chair of Governors – Alison Ivins