

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 23rd January 2024 – 4:30pm

Governors Present: TP (Vice Chair), TB (Head Teacher), DH (EX-Officio), KW (Parent Governor, arrived at 17.18pm), MT (Safeguarding), CC (Associate), SB (Associate), GD (Associate), KB (Temp. Clerk to Governors).

Apologies:- NR (LA Governor), AI (Chair of Governors) no communication received prior to meeting.

Minutes taken by Katie Bartholomew - Temporary Clerk to Governors

Minute No	Details	Action
Procedural Matters		
	<p>Prayers and Apologies AI welcomed everyone to the FGB meeting and offered a prayer for the school. NR and KW sent apologies prior to meeting, KW said she would try to make the meeting, but had work commitments. Arrived at 17.18pm.</p>	TP
1- 24/01/24	<p>(1-24/01/24): Paul Hunter to join meeting first for 30 minutes – Link Advisor Ofsted update: Staff issues so cannot make today's meeting. Wants to rearrange outside of Governor meeting to meet the Governors. Wednesdays work better in the afternoon going forward. Wednesday 31st January 2024 proposed.</p>	
2-24/01/24	<p>(2-24/01/24): Declarations of interest in any items on this agenda: Conflict of interest declared regarding Dorothy as she is a Trustee on the Thomas Bateman Trust. DH disagrees that this is relevant to this meeting as there is nothing on the agenda which conflicts anything to do with this matter. Welcome back to the Governing body Carol Clayton and Sue Bruce by TP and board.</p>	
3-24/01/24	<p>(3-24/01/24): Minutes of previous meetings – 22nd November 2023:</p> <p>(3-A) (3-A- 24/01/24): Amendments and acceptance of minutes: Accepted. Nominated by TB, second by DH.</p> <p>(3-B) (3-B-24/01/24): Matters arising not on the agenda: Nothing to declare.</p> <p>(3-C) (3-C-24/01/24): Action List: See notes on action list document.</p> <p>(3-D) (3-D-24/01/24): Property: Radon update – instalment, ASI and BT Phone: [REDACTED] [REDACTED] [REDACTED]</p> <p>ASI and BT – the other day, the school had a power cut and could only use the phone line to talk to parents. UPS should be available – major cost associated to this though. TB to contact BT to see if they can keep the link in place. Any grants available as this could be a potential Safeguarding issue?</p>	

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<p>4-24/01/24 (4-A)</p> <p>(4-B)</p>	<p>(4-24/01/24): Finance/Budget update – 2023/24: (4-A-24/01/24): Staffing – Interim SBO: Advertised internally, all correct with HR. Had interest from MM – from IT Just Done. Formal/ informal interview required. TB, KB and one Governor to interview, all approved by Governor. First MT, second TP.</p> <p>(4-B-24/01/24): School Private Funds accounts – name changed etc: TB, KB and MT to be set up on the accounts for the private school funds accounts – both current and savings. First voted by TP and second by KW.</p>	
<p>5-24/01/24</p>	<p>(5-24/01/24): Government Action Plans (SIP) Spring term 24/ OFSTED Action Plan: TB updating this, small part at the bottom that is left to be updated. OFSTED action plan links. TB met with KH (Senior Link advisor), Hartington Primary School is now classed as ‘Medium risk’. Website talked about to Governors, phonics on the website. Splitting groups in class and how they are responding to it. Safeguarding – My Concern and National College. How to be recorded in My Concern, any child who has left the school needs to be archived, others all done. All staff need to know how to long on and access capabilities and how to record an incident. Behavioural issues as well. Something now in place. Curriculum – KF reviewed long term planning and has integrated info where possible to cover everything that is required. Skills progression charts all done apart from IT. MM to format all files to make them look the same so we have continuity. PH and Senior Link advisor to do visit and review. Another Governor to come into school – TP has offered, time and date dependent.</p> <p>After School Provisions – TB had spoken to KF to run a club on Monday for sports. SB questioned about Hypac as this runs on a Monday too outside of school. What the impact on the kids will be? Schools in the local area that run Lego clubs, who is the provider? Cost of current club is £3 per session, this has been identified as needing to be increased to cover core running costs. Could this cost be subsidised by the PTA? A better wrap around care provision may help with future recruitment to the school. Payments will need to be made upfront to avoid debts. KW to take subsidised proposal to the PTA to see if they would cover costs. Would need a minimum number of pupils to attend to cover the fixed costs.</p> <p>TP – formal thank you to CC for all of the voluntary works he does for the school and how much it is appreciated by all.</p>	

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<p>6-24/01/24</p> <p>(6-A)</p> <p>(6-B)</p> <p>(6-C)</p> <p>(6-D)</p>	<p>(6-24/01/24): Safeguarding:</p> <p>(6-A-24/01/24): GDPR Training (Booked in May 24): TB talked to Governors about the date for this.</p> <p>(6-B-24/01/24): KCSIE update for Sept 2023: Already spoken about, three Governors left to read and sign the sheet.</p> <p>(6-C-24/01/24): Single Central Record: Training on National College. To be assigned to all Governors.</p> <p>(6-D-24/01/24): Cyber Security Training with IT Just Done: Booked in with ITJD, got cancelled by JM, awaiting date to rebook.</p>	
<p>7-24/01/24</p>	<p>(7-24/01/24): SIAMS: Talked about previously. No call expected until next academic year. MT, TB, KF on training for spiritualism of the school by Liz Seymour with Elton.</p>	
<p>8-24/01/24</p>	<p>(8-24/01/24): SEND – Pupil Premium & Catch up Funding: [REDACTED] [REDACTED] [REDACTED]</p>	
<p>9-24/01/24</p>	<p>(9-24/01/24): Policies – Have all Governors read the policies online as per the email: Already discussed previously in meeting.</p>	
<p>10-24/01/24</p>	<p>(10-24/01/24): Website Update: Already discussed previously in the meeting.</p>	
	<p>What have we achieved tonight that will make a difference: The idea that we are wanting a wrap around provision, just needs to be decided what and how we can deliver it. The Governors are aware that OFSTED actions are being address and the school is being proactive in working towards the fulfilment of these. Website is much more user friendly. If it takes more than two clicks to get where you need to then it needs addressing.</p>	

Meeting closed: 19:30

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

Next meeting: 06th March 2024.

Signed Date

Chair of Governors – Alison Ivins