

Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Thursday 8th June 2023 – 4:30pm

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

Associate Members Present: MT (Associate) and NR (Associate).

Apologies-: GD (Associate).

Minutes taken by Judith Flower - 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>GD sent her apologies as she is unable to attend meetings scheduled for Thursdays. TB has offered to give GD a resume of the meeting when she attends the school on a Tuesday to listen to readers.</p> <p>AI offered apologies to the FGB for cancelling meetings at such short notice due to unforeseen circumstances and thanked them for their understanding.</p>	TB
<p>1-8/6/23</p> <p>(1-A)</p> <p>(1-B)</p>	<p>Declarations of interest in any items on this Agenda:</p> <p>JF re – SBO recruitment 3A-8/6/23</p> <p>LA & Foundation Governor – The FGB still has a vacancy for an LA and Foundation Governor. NR has expressed an interest in a names position governor on the board therefore it was suggested he become the LA governor. JF is to locate the application and criteria regarding the position and forward to NR. The LA governor is approved via the local authority. Therefore, the application is submitted to the LA.</p> <p>A possible name has been put forward for the foundation governor. This person already works with Rev Adele and is known to the church and children. JF is to contact them.</p>	<p>JF</p> <p>JF</p>
<p>2-8/6/23</p> <p>(2-A)</p> <p>(2-B)</p> <p>(2-C)</p>	<p>Minutes of the previous meeting 2nd March & 23rd March 2023</p> <p>These were circulated prior to the meeting.</p> <p>Amendments and acceptance of Minutes:</p> <p>2-3-23 - These minutes were accepted and proposed as a true record by TP and seconded by DH.</p> <p>23-3-23 (Ofsted minutes) - These minutes were accepted and proposed as a true record by AI and seconded by TB.</p> <p>Matters Arising not on the Agenda:</p> <p>Redacted minute</p> <p>Action List:</p> <p>(2B-14/7/21) – 5-23/3/23 Health and Safety proforma to be found then audit completed with members of the school council.</p> <p>2C-20/10/21 - The action plan regarding the funding request being made to Altrad Belle (formally Belle Engineering) has not been completed for the financial year 2022/2023 therefore it is hoped to apply during this financial year. LB is to be contacted for her help with this application due to her success in this field.</p> <p>4C-4/5/22 – Safeguarding. It has been brought to the attention of the FGB that you can't be a governor without Safeguarding training.</p> <p>3-23/3/23 – Sam Gailly re IT provision – This action is to be removed due to the appointment of a full-time key stage 2 class teacher.</p> <p>1-23/3/23 – Post Ofsted meeting with parents: this is to be arranged for Sept/Oct when the Ofsted Action Plan has been completed. The response from parents regarding the report has been very positive and parents remain supportive of the school.</p> <p>TB has a meeting arranged for the 19th June with the Link Advisor and Senior Link Advisor to discuss the school's Ofsted Action Plan, recommendations, actions and completion dates. AI offered to attend. It has been suggested by TB that in the</p>	<p>JF</p> <p>TB/JF</p>

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	<p>following academic year pupils / classes are to develop their own web page on the school web site via newsletters, blogs etc. It was suggested PN (Phillip Neal) may be able to support the IT side of this. PN now has a DBS in place for the school.</p> <p>1-23/3/23 – RSE documents – Ofsted Action – RSHE consultation document to be sent to parents yearly. This document requires compiling from information on the Life Wise web site. It will need breaking down into year groups so parents are aware of what their child/children will be taught at certain ages. Certain parts of the curriculum are mandatory and have to be taught by law, others parts parents can withdraw their child. TB to action and forward to the chair of governors in readiness for discussion at the next governor meeting.</p> <p>1-23/3/23 – Post Ofsted Action Plan – AI is to re look at the report and decide what actions can be undertaken regarding the Governing Body. This also requires all governors to input, their ideas.</p> <p>A copy of the policies spread sheet is to be forwarded to Governors so they are aware of which policies require updating and by which date.</p> <p>5B- 8/12/22 – Fire Safety training is still to be sourced with DCC.</p>	<p>TB/AI</p> <p>AI</p> <p>JF</p> <p>JF</p>
<p>3-8/6/23</p> <p>3A</p>	<p>Finance / Budget 2022 -2023</p> <p>Staffing – The class 2 teacher post was advertised, interviews conducted and a teacher recruited to commence full time in September 2023. The successful candidate was KF (Kasia Fletcher) who has undertaken part-time supply with the school since January 2023. KF will be employed on MPS 4 with a TLR point for additional responsibilities. She is currently paid at scale MPS 3. A letter offering her the position, was sent from the governors and an email confirming her acceptance has been received.</p> <p>Due to MT undertaking DSL training and acting as deputy it was suggested that this be added to her job description and could incur extra pay. This was to be discussed with the Patch Officer. Once KF takes up her full-time post in September she will become the deputy lead for safeguarding in unison with MT once the relevant training has been completed.</p> <p>At present we have a senior leader from a cluster school partnership called Jo Gotheridge supporting the school with the development of the RE curriculum and the delivery of Collective Worship. She is an outstanding practitioner who has led her two schools through SIAMS inspections to receive ‘Outstanding’. She is providing support, advice and planning to help staff with the delivery of this subject. TB is to approach LB (Liz Broomhead) for possible funding from Hartington Charities regarding payment for these services.</p> <p>MT is supporting TB with the SEND pupils within the school and the completion of paper work involved. Jo Bennett (SSSEN) is also providing, recommending support and training within this area. TB has attended SEND refresher training earlier in the academic year. MT is considering applying to undertake a teacher training course; this would require her to have one day a week to attend college.</p> <p>JF has resigned from the post of relief clerk to Governors and is to stand down as staff governor with effect from the end of the current academic year. (30th August 2023). JF will maintain the web site and update the governor page during the summer holidays. Her resignation from her SBO and TA posts (which was given in June 2022) has also been put on file and these resignations will take effect from 30 August 2023. JF will complete the end of year tasks and set up the new academic year during the summer, in readiness, for the new SBO starting on September 1st 2023.</p> <p>The SBO position was advertised for a second time at the beginning of the summer term and three candidates applied. The relevant recruitment procedures were adhered to and a candidate was successful and recruited. The candidate has a finance and administration background and will commence employment at the start of the new academic year 2023/24. She will work 25 hours per week (days and hours to be discussed with TB). TB would like some hours to be in the evening due to her being a</p>	<p>JF</p> <p>TB</p> <p>JF</p>

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<p>(3-B)</p>	<p>full-time head teacher and not been in the office during the day. The new SBO will attend dedicated transition days with JF to learn the systems, between her appointment and the end of term.</p> <p>Following our exit from Vertas an ex caretaker DG (David Gibbs) has been helping clean the school along with staff members. The position of caretaker has been advertised internally and DG has applied for the position which will be for 15 hours a week for 40 weeks per year. The proposal of additional hours was discussed and agreed to complete other duties in addition to those within the job description . HR were approached regarding the post and how it had been filled. The position will include such duties as legionella testing, fire alarm checks, H & S compliance, risk assessments, painting and maintenance. The contract and job description included these duties but it must be noted that the school will also have to provide sick pay, holiday pay and the understanding of loan working within the contract. (NR to help). This position will be on a probationary period for 3 months. TB/JF are to contact the patch officer regarding salary, job family etc.</p> <p>Premises – The school roof is still not completed but TB has been assured that the working is nearing completion and it will be by the end of the summer term. The job has gone over the allocated budget and incurred numerous problems due to the roof being in a worse state of decay than was thought. This was identified once slates were removed. They have also had problems sourcing resources due to availability.</p> <p>Following Radon detectors being placed in the school a report has been received today from DCC informing the school that readings are extremely high. JF is to contact Sam Wragg to find out what action is to be taken.</p>	<p>TB/JF</p> <p>JF</p>
<p>4-8/6/23 (4-A)</p>	<p>SIP/ Curriculum</p> <p>SIP The spring term review and summer term overview reports were sent to governors prior to the meeting. No questions were raised.</p> <p>Y6 SATS were undertaken week commencing 8th May, following the bank holiday for the King’s coronation. The results will be available on the 11/7/23.</p> <p>Year 2 SATS were completed, this will be the last year that these will be delivered. The Year 1 phonic screening was undertaken w/c 12-6-23. The Y4 multiplication test were completed. The Reception Baseline results are to be uploaded by the 30-6-23 along with other results and head teacher declarations completed. All results will be reported in the curriculum reports written for the next meeting.</p>	
<p>5-8/6/23 (5-A) (5-B)</p>	<p>Safeguarding</p> <p>MT has attended DSL training and TB has attended SSL training but is to attend Safer recruitment training on Thursday 29th June.</p> <p>MT advised that all safeguarding leads are required to complete up to date Prevent training. New staff and Governors need to complete GDPR training (Safeguarding & Prevent).</p> <p>S175 – This was completed and sent to governors for their approval and questions. AI raised two points (email on file). Point one was regarding a sentence end missing. Point two was regarding the incident file (pg 16) and an issue raised by Ofsted, which is an Ofsted action point and has been rectified. The S175 was sent to the LA 3-0-5-23. We have since been informed that a new format of the Safeguarding Audit tool is available - Derby and Derbyshire Safeguarding Children Partnership (DDSCP) Safeguarding children audit tool for Education providers. Following consultation with the LA (see attached email) we have been informed that as long as we have a safeguarding audit tool in place then this is okay. Going forward we will be required to use the new document which is a working document and should be completed throughout the year in consultation with all parties. The LA no longer require a copy of the document just the completion of a declaration via a short survey. This has been completed.</p> <p>My Concern is to be purchased and all incidents scanned and uploaded.</p>	<p>JF</p> <p>JF</p>

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<p>(5-C)</p> <p>(5-D)</p>	<p>SFVS - This was completed and sent to governors for their approval and questions. None were raised.</p> <p>Single Central Record – This will be checked regularly by the head teacher (TB) safeguarding governor (MT) and signed off. The Chair of Governors (AI) will also oversee this document. This will ensure compliance with DfE requirements.</p>	
<p>6-8/6/23</p>	<p>SIAMS / OFSTED</p> <p>TB informed the FGB that the school wasn't on the published list to be inspected by the Diocese during the following academic year.</p> <p>An Ofsted action plan is to be drafted following the inspection on the 14-2-23. TB has asked governors to re-read the report and draft some action points. AI has agreed to look at the points and help with the action plan. It is important that the plan is completed in consultations as Ofsted is scheduled to return to undertake a section 8 inspection in the early part of 2024.</p>	<p>AI</p>
<p>7-8/6/23</p>	<p>SEND</p> <p>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>Staff have attended literacy reading training and Sensory Tool Kit training. LR continues to attend ELSA update trainings.</p> <p>The Pupil Premium Strategy Statement has been reviewed and completed for uploading to the school web site.</p>	
<p>8-8/6/23</p>	<p>Policies</p> <p>The new KCSIE 2023 and part one guidance, which will come into effect in September 2023 have been sent to all governors, staff and helpers. A register of reading will be completed.</p> <p>The Extremism & Radicalisation policy and Safeguarding policy were both updated and uploaded to the web site in readiness for the new academic year.</p> <p>Updated GDPR policies 1: Data Protection, 2: Privacy Notice – Pupil & Family, 3: Privacy Notice -Workforce, 5: Social Media policies were all sent to Governors prior to the meeting. Further GDPR policies are to be read and personalised, to the school, before being sent to governors for approval.</p> <p>No questions were raised and all policies were approved and will be uploaded to the web site.</p> <p>A list of policies, their category and due dates is to be sent to governors.</p>	<p>JF</p> <p>JF</p> <p>JF</p>
<p>9-8/6/23</p>	<p>Wraparound Provision</p> <p>AI reported that the government has stated that all schools are to provide wraparound care by 2026 and that the school have parents who would like this facility. TB stated that when parents were last canvassed regarding the provision there was only a couple that said they may be interested. The breakfast and After School club uptake dwindled following the price increase to £3. This was to help cover the extra cost of food, heating, lights and staffing. To run any club two members of staff are required for safeguarding reasons and due to the needs of the children.</p> <p>KW stated that we had lost potential children enrolling at the school due to not providing wrap around provision. TB stated that there weren't sufficient available internal staff to cover and commit to this recommended provision and that currently due to staff's own family commitments it an outside provider would be required. AI asked about outside agencies running clubs. TB stated that they would require the presence of a member of school staff (DBS) to be present, a treasurer, a committee and insurance. They would also need to pay the school rent to cover the extra utility costs incurred. It would require a minimum of 9 children paying at least £8/9 each, attending</p>	

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	regularly not just the occasional day. MT reported that she knew of a school who after 18months couldn't sustain the provision due to rising costs etc. In the past when we have had outside provision running costs we have had issues with pupil behaviour and then staff (TB) have been required to intervene. This then removes that staff member from her commitments. Also, the school has a high proportion of SEND pupils and they require extra support, so it then incurs an additional TA cost. A questionnaire is to be sent to parents to determine their requirements and to inform them we are looking into the logistics of providing wraparound care. AI is going to look into possibilities and report back at the next governor meeting.	AI
10-8/6/23	Correspondence A list of all the correspondence since 2 nd March to the 8 th June 2023 were placed on file. A copy was sent out prior to the meeting.	
11-8/6/23	Web Site JF continues to update pages and add news posts as and when she is able.	
	What we have achieved tonight that will make a difference <ul style="list-style-type: none"> • Discussion of wrap around provision. • The appointment of a possible LA & foundation governor. • The appointment of a full-time class 2 teacher / caretaker 	
	Due to IT Just Done working towards the school being Cyber Essential the emails system was transferred from Mail3 to Outlook. This incurred the emails being unavailable from Friday 5 th May to Tuesday 9 th May while the migration took place. All staff and governors with name.name@hartington.derbyshire.sch.uk emails now have to log onto Outlook.com. All emails and folders were transferred to the new system. Unfortunately email addresses could not be transferred so would require manually adding. All email users were provided with a temporary password which could be changed once logged in. This new system requires users to have a two-way authenticator app on their phones for added security. It has come to our attention that some users are still having problems setting up the authenticator. JF has offered to help anyone with this if they visit her at school.	

Meeting closed: 19:00

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

Next meeting: Thursday 6th July 2023

Signed Date

Chair of Governors – Alison Ivins