Hartington CE Primary School – Board of Governors

Minutes of a meeting held on Wednesday 22nd November 2023 – 4:30pm

<u>Governors Present</u>: TP (Vice Chair), TB (Head Teacher)

<u>Associate Members Present</u>: NR (Associate), DH (EX-Officio), KW (Parent Governor). KB (Temp. Clerk to Governors). JM (IT Just Done) attending for GDPR training.

<u>Apologies-</u>: MT (Safeguarding), AI (Chair of Governors), CC (Associate Governor), SB (Associate Governor), GD (Associate)(no communication).

Minutes taken by Katie Bartholomew - Temporary Clerk to Governors

| Minute No | Details | Action |
|----------------------|---|--------|
| Procedural Ma | atters | 1 |
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| | Prayers and Apologies Al welcomed everyone to the FGB meeting and offered a prayer for the school. Then advised who was missing from the meeting – MT, AI, CC, SB, GD. | ТР |
| 1- 22/11/23 (1-A) | Declarations of interest in any items on this Agenda and forms: (1-22/11/23 1-A) Nothing declared. | |
| (1-B) | (1-22/11/23 1-B) Appointment of New Governors: CC and SB, not able to attend. Agreed for both in principle. All attending Governors agreed. TP to nominate both, NR to second CC. DH to second SB. | |
| 2-22/11/23 (2-A) | Minutes of previous meeting – 20 th September 2023. (2A-22/11/23) Amendments and acceptance of minutes: NC to be changed to NR. NR has requested for minutes to be reduced in future, not word for word. Katie White to be KWH going forward due to Katherine Webley (KW). Proposed acceptance by NR, seconded by DH. | |
| (2-B) | (2B -22/11/23) GDPR Training JM joined the meeting at 16.45. Introduced himself and company to Governors. For Governors – School Data, what is happening to every single piece. Provide environment that is safe and controlled and audited. Office 365 used by our School. Share Point portal for Governors to used to be set up going forward. Restricted to Governors- all relevant documents will be stored here. Can look, annotate, can't print or download them – due to GDPR. Draft copies of all future policies are confidential, approved by Governor copies are readily available on the website. How do we monitor our policies at the moment – we are reviewing our website | |

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completely at the moment so we know exactly what policies we have and the audit trail. List of policies will be a product of this exercise. We will need Governors to use Office 365 email accounts for communication. Personal Laptops – not to be used in meetings. We could use the big screen and run it by viewing large images.

TB – it is not a useful use of meeting times to discuss during meetings, this should all fall outside of the meetings and be done through the Governor portal. Feedback from all on these documents is welcomed, Anything printed off from portal about School prior needs to be brought into school and destroyed.

(2C-22/11/23): Matters arising not on the agenda:

Nothing to declare.

| 3- 22/11/23 | Finance/Budget 2023/24 | |
|-------------|---|----|
| (3-A) | (3-A 22/11/23) Staffing: NR been on site to review the budget and is coming in again for further questions with KB and TB. KB Maternity Leave- cover. MM expressed an interest in this position. Is already in School doing relief TA hours. Cluster Schools, can any other Business Officers pick up hours as an option? Further discussion to take place about this. | |
| 4-22/11/23 | (4-22/11/23): PTA- update each meeting: The success of the Christmas Fayre. Raised a considerable amount of money for the PTA fund. Discussion to be had about how best to use these funds to improve the School. Still money coming in from this due to the sale of raffle tickets so final amount TBC. | KW |
| 5-22/11/23 | (5-22/11/23): School Improvement Action Plans (SIP) 2023/24, including Self Evaluation Form (SES): On the website for Governors to access. | ТВ |
| 6-22/11/23 | (6-22/11/23): Curriculum reports including Primary PE and Sports Premium: On website for Governors to access. | ТВ |
| 7-23/11/23 | (7-22/11/23): Parent Pay Update: Data has been migrated onto the system and has now been rolled out to parents. 78% of parents have activated accounts. We have already received payments (system only live for a matter of days). 5 accounts left to be activated but most of these have £0 balances. Feedback from parents to date has been very positive. School has also communicated that we are happy to help if any parents need any assistance. All previous debts have been uploaded and parents have been made aware of these. | ТВ |
| 8-23/11/23 | Safeguarding: (8-23/11/23): KCSIE Update for Sept 23: | |

(2-D) Action List – Radon Update

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| Discussed in previous meeting, all Governors and staff to sign document to confirm they have read and understood. | |
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| (0.22/11/22) SIAMS (appual roturn)/ Ofstad | |

| 9-23/11/23 | (9-23/11/23) SIAMS (annual return)/ Ofsted | |
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| | All on the website. Annual return about School provision – KB to circulate. | |
| 10-23/11/23 | (10-23/11/23): SEND: | |
| (10-A) | (10A-23/11/23): Pupil Premium & Catch Up Funding | |
| , , | On the website for Governors to access. | |
| (10-B) | (10B- 23/11/23): PP Strategy and SEND Provision Reports: | |
| | On the website for Governors to access. | |
| 11-23/11/23 | (11-23/11/23): Policies – GDPR, RSHE Policy: | |
| | Already discussed in the meeting through the action points. | |
| 12-23/11/23 | (12-23/11/23): Website update: | |
| | Already discussed in the meeting through the action points. | |
| 13-23/11/23 | (11-23/11/23 | |
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| | What have we achieved tonight that will make a difference: | |
| | Website work, digitalisation with the Sharepoint portal etc. Written action plans. Two new Governors voted in. | |
| | PTA success – fantastic fund raising. Chair of the PTA has given great direction and | |
| | leadership skills. | |
| | Governors to send a letter of thanks to the PTA. | |

Meeting closed: 19:30

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

Next meeting: 24th January 2024.

Hartington CE Primary School – Board of Governors Signed Date Chair of Governors – Alison Ivins