

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 1st October 2015 at 4.30 p.m.		
Present: Mr. P. Barber (P.B.), Mr. M. Gibson (M.G.), Mrs J.Grainger (H.T.), Mr D. Lawrenson (Chair), Mrs R.Loadman (R.L.), Mrs S. MacAndrew (S.M.), Mrs. J. Sargent (J.S.), Mrs M. Saunders (M.S.) until 5.30 p.m., Mrs K. Yarker (K.Y)		
In attendance: Mrs. Beverly Smeeton (Clerk)		9 Governors + 1
Apologies	Mr. N. Haresign (N.H.) (Consented)	1
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 01/15	<u>Welcome & Introductions</u> The H.T. opened the meeting at 4.35 p.m. welcoming all attendees to the new academic year. A particularly warm welcome was extended to Mrs Kathryn Yarker , the new Parent Governor	
GB 02/15	<u>Apologies for absence</u> Apologies & reasons for absence were submitted by Mr.N. Haresign. M.S. had submitted apologies for needing to leave early. Resolved: That the above apologies be noted & that the absence be consented to.	
GB 03/15	<u>Consideration of the Term of Office for Chair and Vice Chair</u> Governors considered the term of office and the continuation of the two year term was proposed and seconded. Resolved: That by a unanimous decision a two year Term of Office for Chair and Vice Chair remain in place. <u>Election of Chair</u> The Clerk invited nominations for the Office of Chair of the Governing Body. Mr. D. Lawrenson was duly proposed and seconded. There were no other nominations. Resolved: That by a unanimous decision Mr D. Lawrenson is elected Chair of Governors for a term of two years. The Chair thanked governors for their vote of confidence, but reported that he would not be seeking re-election when this current term of office expires. Governors noted that a two year term would provide the opportunity for succession planning. Mr. D. Lawrenson chaired the meeting from this point onwards and suggested a round of introductions for the benefit of the recently appointed parent governor, Mrs K.Yarker.	
GB 04/15	<u>Election of Vice Chair</u> The Chair invited nominations for the Office of Vice Chair. Mr. M. Gibson was duly proposed and seconded. There were no other nominations. Resolved : That by a unanimous decision Mr. M. Gibson is elected Vice Chair for a term of two years.	
GB 05/15	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules about confidentiality & declaring interests. No declarations of interest were made.	
GB 06/15	<u>Notification of Urgent Other Business</u> P.B. notified the meeting that there would be an item regarding the village play area to consider after all other business. This was agreed by the Chair.	
GB 07/15	<u>G.B. membership update, Governor Contact details and Self Declaration Forms.</u> The clerk reported that the Governing Board now has all governors in place with no terms of office due to expire in the forthcoming academic year. Governors returned their completed contact details and self declaration sheets to	

GB 07/15 cont	the clerk. (Mr. N. Haresign to complete at the next meeting.) Resolved: That the Clerk will update the governor contact details list, circulate to all governors and forward to the Governance Unit	N.H. Clerk a.s.a.p.
GB 08/15	<u>Registers of Interests & Hospitality</u> Governors had, at the July meeting, returned their completed Register of Interests forms for the current academic year. The necessary governor information is now on the school website. Governors were advised of the obligation to make entries on the Gifts & Hospitality register. No entries were necessary.	
GB 09/15	<u>Review of Standing Orders & Code of Conduct</u> Governors had received these documents for review prior to the meeting. The Standing Orders, Code of Conduct and Core Functions / ToR documents were reviewed and governors noted that these documents have been updated to ensure compliance with the DfE revised Constitution Regulations August 2015 and all are now compliant for 2015 -2016. Resolved: That the Standing Orders, Code of Conduct and Core Functions be approved, adopted and signed by the Chair.	Chair
GB 10/15	<u>Review of Statutory Committees, T. of R. & Scheme of Delegation</u> Governors had received the relevant documents prior to the meeting. The Chair invited governor comment or questions. The Chair clarified and confirmed the meaning of the section on Extended Schools in the Scheme of Delegation. Terms of reference for the essential committees were agreed and governors confirmed that they would be willing to serve should the need arise, subject to the nature of the business to be determined and availability. The updated Committee document to be placed in the school held file. Resolved: a)That the Terms of Reference for Statutory Committees and Scheme of Delegation be approved, adopted and signed by the Chair.	ALL Clerk a.s.a.p. Chair
GB 11/15	<u>Appointment of Governor Link Roles</u> Governors had received the suggested structure for the link roles prior to the meeting, as part of the Governor Visits Policy, and confirmed their roles as detailed below:- Safeguarding, SEND & LAC – Mrs K. Yarker Health & Safety - Mr. D. Lawrenson EYFS & KS1 - Mrs S. MacAndrew English - Mr. P. Barber Maths - Mr. M. Gibson Science - Mrs J. Sargent KS2 - Mrs R. Loadman	
GB 12/15	<u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Resolved: That the minutes of the last meeting held on 2nd July 2015 be approved and signed by the Chair as a correct record.	Chair
GB 13/15	<u>Matters arising</u> With ref GB54/14:- M.S. thanked everyone for the donations of 'junk' and asked if the previous 'wish list' could be revised to door handles, latches and hooks. With ref GB61/14 – The H.T. reported that there will be training for governors on Target Tracker, which will be run by the Swaledale Alliance. Dates and venues to be confirmed.	H.T.

GB 13/15 cont	<p>With ref GB68/14 - It was agreed that the new version of the skills audit will be completed by all governors. J.S. to circulate.</p> <p>With ref GB70/14 - Governors noted that the 'Friends' Coffee Morning had been very successful and had helped to build upon the good relationship that the school enjoys with the village community. The pupils had sung beautifully, but the attendance by parents had been disappointing.</p> <p>Resolved: That the new version of the Governor Skills Audit will be forwarded to all governors for completion</p>	J.S. All to complete
GB 14/15	<p><u>Date and time of next meeting – Thursday 15th October 2015 at 4.30 p.m.</u></p> <p>J.S. gave apologies for this meeting as she will be out of the country. The H.T. reported that there will be a number of policies for approval at the next meeting.</p>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 15/15	<p><u>Report from the Headteacher</u></p> <p>A written report had been circulated to Governors prior to the meeting (here appended to these minutes) which included information & updates on the following :-</p> <ul style="list-style-type: none"> • Staffing & class structure • Numbers on roll • Partnership with Parents • Standards – analysis of SATs results and pupil progress • The Curriculum • Premises / Health & Safety • Staff C.P.D. • Diary dates <p>The H.T. reported that the attendance for the e-safety training for parents had been very disappointing and governors discussed ways in which an additional prompt may be provided for parents so that they don't forget, for example a text message from the school on the morning of the event.</p> <p>Governors noted the pleasing outcomes for pupil attainment generally, and particularly for the SPAG, which at 100% (L5) had gone against the county trend.</p> <p>Governor questions were invited :-</p> <p>Governor Question 1:- Would it be possible to include some comparative data so that we can consider the results against L.A. or national averages?</p> <p>Answer:- The H.T. explained that the L.A. and National data is not available at this stage in the term, but would be part of discussions when governors look at Raise. The value of perhaps having the comparative data for the previous year available was considered.</p> <p>Governors noted the good outcomes for average points progress at both KS1 & 2 and considered the EYFS outcomes, which governors agreed were also very pleasing.</p> <p>Governor Question 2:- How do you account for pupils exceeding in some areas but not in Health & Self Care or People & Communities?</p> <p>Answer :- M.S. explained the nature of the assessment, the nature of play based learning and the bank of evidence which it is necessary to obtain from a structured independent learning environment.</p> <p>Governors agreed that staff are to be congratulated on the good pupil progress and achievement.</p> <p>Resolved:- That governors receive the report of the H.T. with thanks and that on behalf of Governors the H.T. expresses thanks and congratulations to the staff team.</p>	H.T.

GB 16/15	<p><u>Review of the School SEF</u> The H.T. outlined how the new format for the SEF was intended to make the document more accessible and more easily updated. All agreed that it should be a 'living' document, which constantly evolves and is understood by governors, who then feel able to contribute.</p> <p>Governor Question 3:- To what extent should governors be keeping this document under review ? Do you want us to email with evidence ?</p> <p>Ans: Yes, that would be helpful.</p> <p>Governor Question 4:- Would it be appropriate to put in how we would get to move to the next stage ?</p> <p>Ans: That detail would form part of the School Development Plan.</p> <p>Governors agreed that the SEF should be a standing agenda item for every meeting with a different section or major heading considered each time and then the whole document reviewed at the end of the school year. Governors noted that the Leadership and Management section will reference the governance of the school and have the most governor input.</p> <p>Governor Question 5:- Would there be mileage in the governor Record of Visit forms being referenced within the SEF ?</p> <p>Ans: Governors discussed this suggestion and considered how it might work.</p> <p>Governors agreed that the SEF sections should be aligned with the new Ofsted Framework and that for the next meeting on 15th October, 'Outcomes for Pupils' will be the focus.</p> <p>Resolved:- That the SEF will be an Agenda item for every meeting, with a different section as the focus each time, starting with 'Outcomes for pupils' on 15th October.</p>	Clerk to Agenda
GB 17/15	<p><u>Review of Aims and Objectives, Ethos and Vision for the School / Annual Plan for G.B. business</u> Governors discussed their aims and objectives, considered the vision, ethos and strategic direction aspect of the 'Core Functions' for the G.B. and reviewed how these are currently communicated. P.B. described how this area of G.B. work is approached in other contexts and governors agreed that following time for reflection on current practice, this would be explored further was an Agenda item for the meeting on 15th October.</p> <p>Governors had received the Annual Plan prior to the meeting and agreed that it provided an efficient and effective plan to cover G.B. business across the year, but agreed that the SDP should be a standing agenda item to be considered at every meeting.</p> <p>Resolved:- That following some reflection on current practice Vision, Ethos and Strategic direction will be an agenda item on 15.10.15. :- That the Annual Plan for G.B. business be approved, subject to an amendment to ensure that the S.D.P. is an Agenda item at every meeting</p> <p style="text-align: right;">M.S. left the meeting at 5.30 p.m.</p>	ALL Clerk to Agenda
GB 18/15	<p><u>G.B. Action Plan</u> Governors noted that the G.B. Action Plan builds on work in the previous year which had formed part of the S.D.P. and agreed that all aspects for development were covered. Governors considered the need to raise the profile within the school community of what Governors do and how they support and challenge the school. All agreed that a section in the school newsletter to report on what governors have done would be a good idea. The Annual Statement on Governance was also seen as a good opportunity to raise the profile of the role of governors. A number of other strategies were discussed to include:-</p>	

<p>GB 18/15 cont</p>	<ul style="list-style-type: none"> • Opportunities for governors to be more visible – 3.30 p.m. in the playground was suggested • Informal ‘drop ins’ • Governor presence at parent evenings <p>Governor Question 6:- Is visibility important at every function ? Ans: Governors agreed that it is and that parents need to know who governors are and that they are active in their role. The H.T. suggested that at the end of events or concerts it would be an ideal opportunity for the Chair or a governor to give the vote of thanks.</p> <p>Resolved:-</p> <p>a) That after each G.B. meeting the Chair will write a short précis about what the meeting covered and what the resulting actions have been, which will go into the School Newsletter.</p> <p>b) That a rota will be established for governors to attend parents’ evenings. (Autumn Term 11th & 12th Nov).</p> <p>c) That the letter which goes out about parent’s evening will explicitly outline that governors will be available on the night to talk to parents about their role.</p> <p>d) That a list of forthcoming events/ functions will be available at the next meeting for governors to commit to attending.</p> <p style="text-align: right;">Having given apologies K.Y. left the meeting 5.45 p.m.</p>	
<p>GB 19/15</p>	<p><u>Safeguarding – Annual Report to Governors</u> The H.T. explained the context for work on the above document so far, outlining progress made and areas for further action. Governors noted the training which is planned for staff and were reassured that governors will be notified when their Safeguarding training needs updating. The Chair and P.B. outlined the current status of their Safer Recruitment training. The H.T. explained that the policies for review will be forwarded to the next meeting. The Clerk reported that the revised and updated Child Protection Policy has just been released by NYCC and will be forwarded to the H.T. The Clerk will also forward to all the Key Questions for Governors to ask Schools about British Values, as recommended by the GSIN. The H.T. will liaise with K.Y., as the newly appointed Safeguarding ‘link’ in order to work on the completion of the Annual Report.</p>	<p>H.T.</p> <p>Clerk</p> <p>H.T. & K.Y.</p>
<p>GB 20/15</p>	<p><u>Policy review</u> The Chair invited any governor comments on the Policies for review which governors had received prior to the meeting and outlined the context for the Governor Attendance Policy. The H.T. advised that there would be a number of policies to review at the next meeting.</p> <p>Resolved :- That the following Policies be approved and adopted :- Governor Attendance Policy Governor Visits Policy</p>	<p>ALL</p>
<p>GB 21/15</p>	<p><u>Correspondence & Items from the Red Bag / Governance updates</u> The clerk advised that there had been a letter from Peter Fleming about Local Leaders of Governance. Clerk to forward to all governors. The H.T. outlined that the S.I.A. (School Improvement Advisor), would be visiting the school on 15th October. Chair to attend. The H.T. also advised on planned Governor Training by the Swaledale Alliance, to include sessions for new governors and training on Chairing the G.B. Governors agreed that it would be prudent, for succession planning. for a couple of governors to attend the latter. The H.T. will notify governors when details of times and venues are available.</p>	<p>Clerk</p> <p>Chair</p> <p>H.T.</p>

GB 22/15	<p><u>Governor Training .</u> The Chair reported on the content of the Agenda for the Autumn Term GSIN meeting . The Chair confirmed that he will be attending and invited other governors to attend also, if possible.</p> <p>GSIN meeting - 6thth October at Allerton Court , Northallerton 4.30 -5.30 Workshop, refreshments, then 6 -8.30 p.m. Meeting. Governors noted that other training opportunities are 'in the pipeline' as identified in Minute GB 13/15 & 17/14 above.</p>	Chair
PART 'C' – OTHER BUSINESS		
GB 23/15	<p><u>Schedule of Meetings</u> Dates and times for meetings were confirmed as detailed on the Annual Planner, with the next meeting on:- F.G.B. – Thursday 15th October 2015 at 4.30 p.m. at the school.</p>	
GB 24/15	<p><u>Urgent Other Business</u> As notified in Agenda item 6, P.B. explained to governors the remit for a sub-committee of the Parish Council, who are tasked to consult with all stakeholders about the proposed refurbishment of the children's play area in the village. Governors were asked to consider how this may be able to meet any needs of the school. Resolved :- That the H.T. will discuss this matter with the staff team and liaise with P.B.</p>	
There being no further business the Chair thanks all attendees and closed the meeting at 6.30 p.m.		
<p><u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 15th October 2015 at the school at 4.30 p.m.</p>		