

Draft Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 1st December 2016 at 6.00 p.m.		
Present: Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. D. Lawrenson (Chair),Mrs J. Morgan (J.M.), Mrs. J.Sargent (J.S.), Mrs. M.Saunders (M.S.)		
In attendance: Mrs L. Player (Bursar) until 6.10 p.m. Mrs S. Godlee (Office Manager) until 6.15 p.m. Mrs. Beverly Smeeton (Clerk)		
		9 Governors + 3
Apologies	Lady S. MacAndrew (S.M.), (Consented)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 45/16	<u>Welcome & Introductions</u> The Chair opened the meeting at 6.00 p.m. by welcoming and thanking all attendees. A particularly warm welcome was extended to Mrs L. Player and Mrs S. Godlee and the Chair explained that in respect of colleagues time the financial matters would be considered after item 4.	
GB 46/16	<u>Apologies for absence</u> Apologies & reason for absence were submitted by Lady S. MacAndrew Resolved: That the above apology be noted & that the absence be consented to.	
GB 47/16	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared and no confidential matters were identified at this point in the meeting.	
GB 48/16	<u>Notification of Urgent Other Business</u> None	
PART 'C' – FINANCE		
GB 49/16	<u>Revised Budget and Forecast</u> Governors had received the Revised Budget and Forecast, in both detailed and summary format, prior to the meeting. The Bursar outlined that the Forecast had been revised to take account of the staffing changes for September in response to the rise in pupil numbers. The Bursar explained that the school is in the fortunate position of being a growing school, but the funding system lags behind the actual pupil numbers, so that the school is funded for 39 pupils, but has 53 on roll. Governors noted that this creates a situation where more is being spent than is being received – the Bursar confirmed that whilst the deficit has slightly increased the budget is largely on track and the 3 year projection shows the school moving towards a balanced budget. The Bursar gave some National perspectives reporting that there is no news about funding from the Government, but there will be pay awards and changes to pensions which contribute to the 'creep' factors for expenditure. Governors discussed the bid to the MOD to support costs associated with the rise in numbers and the Bursar assured that if this is not successful, the L.A. will look at the 'schools in difficulty' pot as they know that the deficit is due to necessary costs to meet the needs of a greater number of pupils. Governor Question1: Will the Licensed Deficit cover the situation during the period of working towards a balanced budget ? Answer: Yes, the current situation is covered by the License Governors discussed with the Bursar the plans for an ongoing review of the staffing structure to ensure that the school adequately meets the needs of all pupils and the scope within the budget to accommodate an increase in staffing levels. The Bursar agreed that increases to staffing would need to be modest.	

GB 49/16 cont	<p>Resolved: That the Budget Monitoring Report be received and approved for submission to the L.A. by December 31st.</p> <p>The Chair thanked the Bursar for attending and for valuable input to the meeting and her support for the school.</p> <p style="text-align: right;">Mrs L. Player left the meeting at 6.10 p.m.</p>	Bursar
GB 50/16	<p><u>Contract Review Schedule</u> The Office Manager (S.G.) gave a brief overview of the rationale for the schedule which governors had received prior to the meeting. Governors noted the services delivered through the L.A. Traded system and the benefits they bring to the school as described by the Office Manager.</p> <p>Governor Question 2: Can we reduce the hours in the contract for the school ICT technician ?</p> <p>Answer: Not really, as this is already down to a minimal level i.e. one hour per fortnight and if there aren't any actual issues to deal with, there are always updates to be done.</p> <p>The Grounds Maintenance Contract was discussed and governors were mindful that there may be an impact on this with the new grass area and trees on the boundary.</p> <p>Resolved: That the Contract Review Schedule is received and accepted with thanks to S.G.</p> <p style="text-align: center;">:That an updated review of Contracts is to be considered at the G.B. meeting in March.</p> <p>The Chair thanked Mrs S. Godlee for attending and giving valuable guidance to the meeting and explained that the Agenda order would now resume with item 5. Mrs S. Godlee left the meeting at 6.15 p.m.</p>	
GB 51/16	<p><u>Minutes</u> Governors had previously received a copy of the minutes of the last meeting for consideration.</p> <p>Resolved: That the minutes of the meeting held on 10th November 2016 be approved and signed by the Chair as correct record.</p>	
GB 52/16	<p><u>Matters arising</u> None – Governors agreed that all matters arising would be covered through the Agenda items.</p>	
GB 53/16	<p><u>G.B. Membership update</u> The Chair noted that governors had received an updated list from the Clerk with governors' details, dates of meetings and Link Roles contained in the one document.</p> <p>Governors discussed the Parent Governor vacancy, the unsuccessful attempt to recruit to this role, as no nominations were received, and the possible alternative plans to ensure that the G.B. is at full strength, with all the necessary skills 'at the table'.</p> <p>It was agreed that P.B. would resign as a Co-opted Governor to take up the role as a Parent Governor (appointed). The Chair had spoken to Mrs R. Loadman (a former Parent Governor) who had indicated that she was willing to join the Governing Body thus addressing the skills gap identified at the last meeting.</p> <p>Resolve: That P.B. will email the clerk as discussed and become the Parent Governor (appointed) as of 02.12.16, with a four year term running until 01.12.20</p> <p style="text-align: center;">: That by a unanimous decision Mrs R. Loadman be appointed to fill the resultant co-opted governor vacancy w.e.f. 3.12.16.</p>	P.B. Chair Clerk
GB 54/16	<p><u>Date and time of next meeting – Thursday 26th January 2017 at 6.00 p.m.</u> This meeting will have a School Improvement focus.</p>	ALL

PART 'B' - SCHOOL IMPROVEMENT	
GB 55/16	<p><u>H.T. Report – Growing Up in North Yorkshire</u></p> <p>Governors had received a copy of the collated outcomes of this North Yorkshire questionnaire prior to the meeting (here appended to these minutes). The H.T. explained the purpose and format of the survey for pupils in Y5 & Y6 and the Chair invited governor comment or questions. Governors discussed the content, appropriateness and language used in some of the questions and a feeling of uneasiness about some of the questions, from a parental perspective, was noted.</p> <p>Governor Question 3:- Are parents aware that this questionnaire is done by pupils ?</p> <p>Answer:- Yes, a letter is sent out beforehand. This isn't compulsory, but most schools in North Yorkshire use this pupil Survey.</p> <p>Governor Question 4:- Is this helpful for teachers – does it inform the way you approach / study aspects in school ?</p> <p>Ans : Yes, it contributes to our understanding of the whole child and aspects that we may not otherwise be aware of. The H.T. further explained the rationale for using this and how the outcomes can give staff a better understanding of pupil needs and pupil perspectives – the questions are couched in helpful and non-threatening language, but not always entirely understood by pupils. Governors debated the need to prepare pupils for the wider world and expand their understanding of how other pupils experiences of urban life may differ to the experiences they gain in a rural environment.</p> <p>Governor Question 5:- Does this feed into PSHE lessons ?</p> <p>Ans: Yes, it helps us to know if there are new issues that we need to cover or ones we need to cover again in more depth. It can 'flag up' aspects and makes staff mindful. Staff and governors discussed the levels of resilience pupils show, the pressure they place upon themselves to always get things right and the strategies the school uses to encourage the development of greater resilience. Safeguarding and work on 'Stranger Danger' were also discussed.</p> <p>Resolved: That the outcomes of the NYCC Pupil Questionnaire be noted.</p>
GB 56/16	<p><u>SEF – Leadership & Management</u></p> <p>As follow-up to the last meeting governors had emailed their thoughts to the H.T. on the judgements for the L & M element of the SEF as compared to the Ofsted Framework. A copy of the updated SEF Summary was handed out to Governors. The H.T. explained the changes to the columns. Governors debated the approach to knowledge of Teachers' P.M. targets in the light of advice from L.M. (S.I.A.) about the particular circumstances for small schools and agreed that it is important to have an overview in order to know that P.M. targets are feeding into the S.D.P. and SEF. Governors noted that the difference between 'Good' and 'Outstanding' often appears to be the level of challenge posed, and questioned how robust and swift that challenge can be, without an overview of the detail within the Appraisal systems in the school. Other triangulation systems used by governors for monitoring purposes, like the scrutiny and interrogation of the large amount of information received for meetings; RoVs for governors visits to school; pupil voice work; SIA Report, were reflected upon and the best way to ensure in-depth knowledge of the systems, but ensure confidentiality for staff was explored. It was suggested that this work could be encompassed within the role of the P.M. Panel for the H.T.</p> <p>Governors discussed the aim of the G.B., to continue to improve engagement with parents and stakeholders (as on the G.B. Action Plan), and agreed that in future the G.B. will add their own questions to parents as part of the Annual Survey sent out by the School.</p>

GB 56/16 cont	<p>The level of governors' knowledge and understanding of the curriculum was questioned and the H.T. suggested that Timetables and other helpful aspects can go on the website.</p> <p>The H.T. explained the 'Arts Mark' and governors approved this as an enriching activity for the school, which will support cross-curricular links and provide a celebration of a strength for the school.</p> <p>Governors agreed that the Outcomes for Pupils section of the SEF will be considered at the next G.B. meeting</p> <p>Resolved :That knowledge of the anonymised teacher targets and an overview of the robustness of teacher Appraisal systems within the school will be part of the role and remit of the H.T. Performance Management Panel.</p> <p>:That Governor Questions will be added to the Parent Survey.</p> <p>:That Timetables and curriculum details will be added to the school website</p> <p>:That Outcomes for Pupils will be considered 26.01.16</p>	<p>P.M. Panel</p> <p>Gvnrs</p> <p>H.T.</p> <p>Clerk to Agenda</p>
GB 57/16	<p><u>Report of the S.I.A.</u></p> <p>Governors had received the Report prior to the meeting but noted some inconsistencies and anomalies which made interpretation of the data difficult. The H.T. will return the document to the S.I.A. for amending.</p> <p>Resolved : That Governors will consider the amended document, when it becomes available, at a future meeting.</p>	<p>Clerk to Agenda</p>
GB 58/16	<p><u>Safeguarding updates</u></p> <p>The H.T. confirmed that all certificates as evidence of Prevent training completed had been received from governors. The future of this particular form of training was debated as the Prevent strategy has caused offence to some communities across the U.K.</p> <p>The H.T. reported that the new Safeguarding Audit had arrived in school via the Red Bag and work on this will be on-going.</p> <p>Governors noted the requirement for volunteers to sign to say that Section 1 of Keeping Children Safe in Education (K.C.S.I.E.) has been read.</p> <p>H.T. to forward the document to all Governors.</p> <p>Resolved: That the H.T. will forward the K.C.S.I.E. document to all and Governors will be prepared to sign as required at the next meeting.</p>	<p>ALL</p>
GB 59/16	<p><u>Collaboration / Academy Status updates</u></p> <p>Governors agreed that the presentation by the Head and Chair of a local school about their decision to join a MAT had been interesting and worthwhile. Aspects of the current situation locally were considered and discussed to include:-</p> <ul style="list-style-type: none"> • Need for further intelligence as still many details are 'unknown' • Clearer perspective may be had later next year when other government proposals have had an impact both nationally and locally • School Improvement and 'best outcomes for pupils' should remain the driving force for any change • Benefits the school gains from the L.A. and other partnerships • The role of the Diocese in shaping MATs locally • Reflections on the 'tipping point' for L.A.s in terms of viability / quality and range of services offered / the move to all 'traded services' • Vulnerability of small schools within a large MAT • The vertical versus horizontal model for MATs (cross phase or not....) • Opportunities to continue to strengthen valuable collaborative work • The crucial way that the Scheme of Delegation to the Local G.B. will determine the future role for that G.B. – the degree of autonomy for 	

GB 59/16 cont	<p>schools varies across all MATs.</p> <p>Governor Question 6:- Is there anything we can do to better keep abreast of the developments across the educational landscape ?</p> <p>Ans: Governors agreed that there is a great deal of information that is produced locally, regionally and nationally and the G.B. and staff of the school have been proactive in attending information gathering opportunities, but this does need to continue.</p> <p>The Chair advised that he has obtained an example Scheme of Delegation from a MAT and will forward this to governors for their consideration.</p> <p>Resolved :That governors will continue the ‘watching brief’ and take all opportunities to share intelligence gathered so as to ensure that a fully informed debate can take place as required and the process of due diligence can be guaranteed prior to any future decision.</p> <p>: That the Chair will forward the Scheme as outlined above.</p>	ALL Chair
GB 60/16	<p><u>Policy Review</u></p> <p>Governors had received the Accessibility Plan, SEND Policy and Collecting Children from School Policy prior to the meeting. Governors discussed some necessary minor amendments to the SEND Policy which were agreed.</p> <p>The H.T. reported that J.M. will now be the Link governor for SEND and other groups vulnerable to under attainment, whilst S.M. will retain the link for Safeguarding.</p> <p>Governors discussed the rationale for the Policy to clarify the situation at the end of the school day, noting the difficult situation that sometimes arises for the school when parents / carers are late.</p> <p>Resolved :- That the above emboldened Policies be approved and adopted subject to the minor amendments and customisations as discussed.</p>	H.T.
GB 61/16	<p><u>Reports on Governor Visits to School</u></p> <p>Record of Visit reports had been submitted by J.S. (Science) and P.B. (English) prior to the meeting and governors noted that these visits were found to be very helpful in providing an additional overview and a more detailed context.</p> <p>Governors noted that P.B. will make a return visit in the Spring for pupil voice work and M.G. and P.D. (Geography) are scheduled to visit later in the week.</p> <p>Resolved : That J.S. & P.B. be thanked for their Reports which contribute to the sharing of information on the important monitoring aspect of the link role.</p> <p>: That feedback on Geography will be given on 26.01.16</p>	M.G. & P.D.
GB 62/16	<p><u>Governor Training</u></p> <p>Governors noted the forthcoming training opportunities :-</p> <p>RAISE training at Spennithorne School on 11th January 2017 at 6.30 p.m. to be led by Kirsty Hallet (L.A. Advisor on Pupil Performance Data).</p> <p>Spring Term GSIN at Allerton Court, Northallerton 14th February 2017 4.30pm M.G. & P.D. to attend - Clerk to forward Agenda when available.</p> <p>The Chair noted that consideration of G.B. Self Evaluation should be covered this time as it was deferred at the last meeting.</p>	MG, PD Clerk
PART ‘C’ continued – PERSONNEL		
GB 63/16	<p><u>Performance Management of the H.T.</u></p> <p>The panel will meet with the H.T. and SIA on Thursday 8th December 2016.</p> <p>Resolved: That feedback will be given at the G.B. meeting 26.01.17</p>	M.G. & P.B.

<p>GB 64/16</p>	<p><u>Update from the Staffing Working Group</u> The working group had met to explore possible staffing structures in light of the growth in pupil numbers. Feedback from the meeting was given and the following aspects were further discussed by governors :-</p> <ul style="list-style-type: none"> • H.T. teaching commitment • Extra duties performed by staff – Before and After school provision and the impact on teaching time • The difference between ‘all age care’ and a dedicated ‘club’ run by staff • Impact of site responsibilities in the school holidays • Future pupil numbers and the organisation of staff / classes / year groups • Implications as the large year group (12) move through the school • Arrangements for transition • T.A. hours • Parental survey on the needs for wraparound care (a 50% response) • Alternative providers / systems for wraparound care <p>Governors thanked staff for all their efforts to accommodate the need for care before school and noted the impact that running a club at 8.30 a.m. has on staff preparation. All agreed that the G.B. must be supporting the teachers to teach.</p> <p>The Chair suggested that the working party meet again to clarify some proposals which are then costed and the resulting options are presented to the G.B at the Spring term meeting 16.03.17</p> <p>Resolved: That the Staffing Structure working group will report to the G.B. with some firm, costed proposals 16.03.16</p>	<p>H.T. & Staffing W'king Group Clerk to Agenda</p>
<p>PART 'D' – OTHER BUSINESS</p>		
<p>GB 65/16</p>	<p><u>Correspondence</u> The Chair noted that there had been a report suggesting that some schools are not ensuring that their website is compliant in all respects. The Chair and Vice Chair will use the NYCC checklist to audit the school website and report back to governors at a future meeting.</p>	<p>DL/MG</p>
<p>GB 66/16</p>	<p><u>Urgent Other Business</u> None.</p>	
<p><i>Note: The colour coding links to the three Core Functions of governance and evidences questioning and challenge in these areas; GREEN for ‘setting strategic direction’; BLUE for ‘holding headteacher to account for educational performance’; RED for ‘ensuring financial health, probity and value for money’</i></p>		
<p>There being no further business the Chair thanked all attendees and closed the meeting at 8.05 p.m.</p> <p>Date & Time of next Meeting – The next meeting will be on Thursday 26th January 2017 at the school at 6.00 p.m.</p>		