

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 2nd November 2017 at 6.00 p.m.		
Present: Mrs. E. Armstrong (E.A.), Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), Mrs J.Grainger (H.T.), Mr. M. Gibson (M.G.), Mr D. Lawrenson (Chair), Mrs R. Loadman (R.L.), Mrs J. Sargent (J.S.), Mrs M. Saunders (M.S.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		9 Governors + 1
Apologies	None	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 23/17	<u>Welcome & Introductions</u> The Chair opened the meeting at 5.55 p.m. by welcoming all attendees. A particularly warm welcome was extended to Mrs Evelyn Armstrong, the new Parent Governor and a round of introductions was initiated by the Chair.	
GB 24/17	<u>Apologies for absence</u> - None. M.S. notified the Clerk that she may not be able to attend the next meeting on 07.12.17. DL also reported that he would be unable to attend the next meeting. Resolved: That the absences of MS and DL at the next meeting be approved.	
GB 25/17	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. E.A. completed the Register of Interests form and the Self Declaration, which were placed in the School held file. No interests were declared and no confidential matters were identified at this point in the meeting.	
GB 26/17	<u>Notification of Urgent Other Business</u> None	
GB 27/17	<u>Budget Monitoring Report to 30th September 2017.</u> The Chair explained that item 15 was to be brought forward to this point as due to a prior engagement, the Finance Link governor would need to leave the meeting after this item. Governors had received the Budget Monitoring Report, both detailed and summary prior to the meeting. The Chair noted that currently there is a positive picture for the budget which, should be maintained by the steady rise in pupil numbers moving forward. The H.T. explained that the difference had been made by more Sports Funding than originally had been anticipated and additional Pupil Premium funding. Governor Question 1: As it's specifically P.P. and Sports Funding, is that money very strongly directed? Answer: The H.T. confirmed the ring-fenced nature of these particular budgets and clarified that some of the Sports funding can be 'held over' into the next financial year. Governors discussed the reports and agreed that the positive picture is most welcome given the austere financial outlook originally anticipated. R.L. left the meeting at 6.15 p.m. Resolved: That the Budget Monitoring Report is received and accepted. : That the Revised Budget and Forecast will be an Agenda item for the next meeting 07.12.17.	Clerk to Agenda
GB 28/17	<u>Minutes</u> Governors had previously received a copy of the minutes of the last meeting for consideration. Resolved: That the minutes of the meeting held on 21st September 2017 be approved and signed by the Chair as correct record.	
GB 29/17	<u>Matters arising</u> With ref GB 08/17 – The H.T. confirmed that the School Website is compliant	

GB 29/17 cont	<p>with all necessary details of governors included.</p> <p>With ref GB 11/17 – The Chair noted that skill sets of governors will be looked at again, when the G.B. is at full strength, (07.12.17) to ensure that new members’ areas of expertise are harnessed to best effect within the Link roles system.</p> <p>With ref GB 13/17 –.The Chair confirmed that the ‘Impact Box’ will be added to the 02.11.17 set of Minutes.</p>	<p>Clerk to Agenda</p> <p>H.T. & Chair</p>
GB 30/17	<p><u>G.B. Membership update</u></p> <p>The Chair reported that interviews had taken place on Tuesday 30th Sept for the two candidates who had applied for the Co-opted Governor vacancy. Both candidates were strong and interviewed well, but in recognition of gaps identified through the G.B. skills analysis, there was a unanimous decision by the Chair and P.D. and a recommendation was made that Louise Wyatt be co-opted to the vacancy at the December G.B. meeting. Governors agreed this decision.</p> <p>Governor Question 2:- Would it be a good idea to ask the unsuccessful candidate if they would like to be held in reserve for future vacancies, as they were a strong candidate ?</p> <p>Answer: Governors reflected on this as a possibility, but noted that the starting point when recruiting must be a skills analysis to identify of the gaps needing to be filled and then a focus on securing the best available candidate at that time. Governors discussed the Associate member role.</p> <p>Resolved: That by a unanimous decision, the G.B. wish to Co-opt Louise Wyatt to the Governing Body at the next meeting 07.12.17</p> <p>: That the Chair will contact both candidates to inform them of this decision.</p>	<p>Clerk to Agenda</p> <p>Chair</p>
GB 31/17	<u>Date and time of next meeting – Thursday 7th December 2017 at 6.00 p.m.</u>	ALL
PART ‘B’ - SCHOOL IMPROVEMENT		
GB 32/17	<p><u>SEF Updates and Staff Performance Management Overview.</u></p> <p>The H.T. gave an overview of the Performance Management process for teachers and assured governors that appropriate new targets are in place. An generalised example was given to evidence the link to the key focus areas for School Development Plan.</p> <p>Governors considered the SEF, received prior to the meeting and the Chair invited comments or questions :-</p> <p>Governor Question 3:- Does this include the more up to date parental survey?</p> <p>Answer:- Yes, that will be added.</p> <p>Governor Question 4:- Have we had the new SDP ?</p> <p>Answer: It is ready and will be forwarded to governors after this meeting and be an agenda item for 07.12.17.</p> <p>Governor Question 5:- Is there anything that governors need to be particularly mindful of or focused on ?</p> <p>Answer: The H.T. explained that a concern has been thrown up by some of the progress data and that this would be outlined and discussed in agenda item (10). The Chair asked that governors forward any comments or further questions on the SEF to the H.T.</p> <p>Resolved: That governors receive and accept the SEF , with any further questions or comments being emailed to the H.T.</p> <p>:That the H.T. be thanked for the overview and assurances on the rigour of the Staff Performance Management systems.</p>	<p>H.T. Clerk to Agenda</p> <p>Gvnrs</p>
GB 33/17	<p><u>Data Report</u></p> <p>Governors had received the Report from the Autumn term visit of the S.I.A. and a Data Report from the H.T. prior to the meeting.</p>	

<p>GB 33/17 cont</p>	<p>The H.T. explained that further to the question above (GB 32/17 Qu. 5), she has been in communication with L.M.(SIA) on the issues regarding the way that progress is being tracked and evidenced. Target Tracker splits each band into 6 steps, therefore if a child is at the end of a band, the most they can achieve is 6. The H.T. feels that staff need guidance on how to ‘flag up’ aspects of mastery, the evidence for which is currently not able to be captured on the system. Staff and governors discussed:-</p> <ul style="list-style-type: none"> • how the system could be manipulated manually to iron out these anomalies. • the irregularities of curriculum content comparing Y1 and Y2 • how to evidence / capture mastery aspects • interventions put in place that were identified as necessary from the ‘blue’ areas on the data • on-going frustration of uncertainties following the move to ‘life after levels’ <p>Governor Question 6:- Which table within the Report is the most pertinent to get a grasp of progress ?</p> <p>Answer: The average progress (points) table on page 2. The significance of the colour coding and the blue areas were scrutinised and further ‘un-picked’.</p> <p>Governor Question 7:- Will this report reflect the data differently when the tweaks have been made to ensure a more accurate view ?</p> <p>Answer: Yes, this version has proved to be crude and gives a false view, an opinion endorsed by the S.I.A. The H.T. explained that T.T. has been interpreted differently across the Alliance and that moderation meetings recently have not been helpful in ironing out these different approaches. Staff are becoming more expert at recording pupil’s skills which are truly embedded.</p> <p>Governor Question 8:- Are other schools finding these same issues ?</p> <p>Answer: Yes. There is some training coming up soon for end of Key Stage teachers, when we may learn more and get further guidance.</p> <p>Governor Question 9:- If this is a national system, can you give feedback on these problems to the designers?</p> <p>Answer : Some schools are finding T.T. not as helpful as they had hoped for – there are aspects which are not truly reflective of where pupils are. Governors agreed the need for properly standardised systems, which are not subject to various ‘interpretations’. T.T. was recognised as crude in some respects, but the H.T. acknowledged the value of having the ‘blue areas’, to highlight the need for intervention strategies, which are now in place.</p> <p>Governor Question 10:-. What are other schools changing to?</p> <p>Answer: The H.T. agreed to research this information.</p> <p>Governor Question 11:- Is it possible that the Swaledale Alliance will all decide to change ?</p> <p>Answer: The H.T. explained the additional packages that the school uses and an example was given by M.S. and the H.T. to illustrate the approach with Maths. Governors discussed the constraints of the curriculum and how best to prepare pupils for the transition from Y 1, to the demands of Y2. The H.T. noted that Y 2 attainment for the school is in line with national - the difficulty lies in accurately recording the progress. The Chair outlined that governors will receive data again in January and the H.T. confirmed that the school will be working on ‘tweaks’ to the system to ensure that it better reflects progress made by pupils.</p> <p>Resolved: That the Data Report is received with thanks to the H.T. & Staff.</p> <p style="text-align: center;">: That at the January meeting pupil progress data will again be scrutinised and any solutions found to the issues outlined, will be shared and reviewed.</p>	<p>H.T. & Gvnrs</p>
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GB 34/17	<p><u>Overview following the visit by the School Improvement Advisor.</u></p> <p>The Chair gave an overview of the previous meeting of governors with the S.I.A. As preparation for meeting again with the SIA on 18.01.18, the Chair P.B. and the H.T. had met with L.M. (SIA) and fielded questions designed to replicate an Ofsted situation. From that exercise, the H.T. had prepared a sheet for governors, which was handed out. The Chair invited further comment from P.B.</p> <p>Governor Question 12:- Can this document perhaps be forwarded to L.M. to ask if there are any other school specific gaps and to sharpen the focus of the document ?</p> <p>Answer: Yes, a copy will be sent to L.M.</p> <p>The Chair requested that all governors familiarise themselves fully with the document.</p> <p>Resolved : That the H.T. be thanked for the helpful overview of questions to expect during the Ofsted process, with which governors are requested to become familiar.</p>	H.T. Gvnrs
GB 35/17	<p><u>Safeguarding updates</u></p> <p>The H.T. confirmed that there were no new Safeguarding updates.</p> <p>E.A., new parent Governor, is in the process of completing the mandatory online Safeguarding training for governors and the Prevent training.</p>	E.A.
GB 36/17	<p><u>Reports on Governor Visits to School</u></p> <p>Record of Visit Reports had been submitted by P.B. (English) and P.D. (DEEL & Harvest Festival) prior to the meeting and governors were thanked for these. Governors discussed the success of the DEEL Day.</p> <p>Governor Question 13:- Can we ensure that parental interest and enthusiasm is carried on up the school as with DEEL in Class 1?</p> <p>Ans: Yes, we would like some event to do this particularly for Maths – possible plans were outlined by the H.T.</p> <p>Governors debated the legacy gained through parents and pupils experiencing DEEL lower down the school and whether this effectively translated to improved home learning and the regular sharing of books. Governors noted the brilliant attendance at DEEL days and that significant strides have been made in harnessing the support of parents as partners in their children’s learning :-</p> <p>Diary Date – School Open Day – Saturday 11th November.</p> <p>The Chair and H.T. reminded governors that whilst attendance at these events is important, the other aspects of the link role for monitoring purposes, e.g. book scrutiny, observation, subject leader discussions, are equally important – governors to check the plan and complete scheduled visits for this term.</p> <p>P.B. was invited to highlight important aspects from his RoV for English :-</p> <ul style="list-style-type: none"> • Good routines are deeply embedded • English data is highlighted – Action Plan very focused • Good use of Key Stage outcomes for planning <p>Governor Question 14:- Will we review the Link Roles in the light of skills brought by the two new governors ?</p> <p>Ans: Yes – at the next meeting. The valuable skills brought by new members were outlined.</p> <p>Resolved : That P.B. & P.D. be thanked for their Reports and that all governors complete their monitoring visits and submit the RoV forms for this term.</p> <p>: That the Link Roles are reviewed 07.12.17</p>	Gvnrs Clerk to Agenda
GB 37/17	<p><u>Governor Training – report on GSIN by the Clerk</u></p> <p>The Clerk gave feedback on the GSIN meeting to include an overview of the headlines from the presentation by Janet Bates on attainment across the L.A. as follows (unvalidated) :-</p> <ul style="list-style-type: none"> • EYFS Profile for NY = 71.7 % which is 1% above National @ 70.7% 	

<p>GB 37/17 cont</p>	<ul style="list-style-type: none"> • Y1 Phonics – NY rapid improvement – now in line with National @ 81% • KS1 performance – NY dipped in R, W, M & in combined (NY 62%, National 63%) • KS1 -Stronger performance in NY by pupils achieving higher standard which is now in line with National (GDS R 26%, W 16%, M 20%) • KS2 – NY 58.7% - below National combined for RWM = 61% • KS2 – NY Maths 71.4% which is 3% below National = 74.8% KS2 SPAG also 3% below NY= 73% National = 76.9% <p>Forthcoming training opportunities with the Swaledale Alliance :- P.B. will be attending the meeting for Chairs. E.A. to be given details of the ‘New to Governance’ training at Richmond School. Governors were also advised on the change from Smart Solutions to North Yorkshire Education Services and the more user friendly system for accessing details of Governor training. Spring Term GSIN – 25.01.18 – Agenda, when available to be forwarded to M.G. and D.L.</p>	<p>H.T. Clerk</p>
<p>PART ‘C’ – FINANCE, PREMISES & PERSONNEL</p>		
<p>GB 38/17</p>	<p><u>Policy Review</u> Governors had received a copy of all Policies for review prior to the meeting.</p> <p>Governor Question 15:- Mobile phones and e-safety – is it the Heads discretion as to whether mobiles are allowed ?</p> <p>Ans: Yes - mobile phones are not allowed in school. The H.T. confirmed that no permission has been given and outlined the approach for exceptional other circumstances when off site. A governor commented that this was a strength of the school.</p> <p>Resolved :- That the following policies be approved and adopted :- Budget Management Policy Review, Safer Working Guidance, Privacy Notice, Information Policy, Anti-Bullying Policy, ESafety Policy, Restrictive Physical Intervention Policy, Health & Safety Policy</p>	<p>H.T.</p>
<p>GB 39/17</p>	<p><u>Financial Benchmarking</u> Governors had received the comparative statistics prior to the meeting and noted that the school is around average in most aspects apart from for support staff, where the school is below average and teaching staff, where costs are higher than average Governors discussed arrangements for T.A. support and the H.T. outlined that the current system is working well, with staff receiving training to ensure they are appropriately up-skilled. The Chair noted that the flexibility within the budget will allow current T.A. staffing levels to continue until Christmas, which governors approved. The H.T. explained the reason for lower supply costs and outlined that spending on resources has been modest whilst the budget was tight. The allocation for resources will be reviewed, now that finances are less critical. Governors noted the value of the Benchmarking exercise, particularly with a helpful narrative overview from the Bursar, in helping them to meet their statutory financial responsibilities.</p> <p>Resolved: That the Benchmarking document be received and accepted with thanks to S.G & L.P. : That Governors approve the continuation of current staffing arrangements, as discussed, until the end of term.</p>	<p>H.T. to forward thanks H.T.</p>
<p>GB 40/17</p>	<p><u>Contract Review Schedule</u> Governors had received a comprehensive schedule detailing current contracts, prior to the meeting. The Chair noted that the cost of MASS had risen significantly and probed about what aspects were included within this service.</p>	

GB 40/17 cont	<p>The H.T. confirmed that MASS are being chased on outstanding matters. Staff Insurance cover was also discussed, with the Chair noting that this has also risen. The H.T. explained that it is a fine balance to ensure that the school has adequate cover in the event of staff illness, (which cannot be foreseen), and striving to achieve value for money.</p> <p>Resolved: That the schedule be received and the current contracts be continued.</p>	
GB 41/17	<p><u>Arrangements for the Completion of the SFVS</u> The Chair asked J.S. and P.D. if they would be prepared to work on this again to have the document ready for submission to Governors for the meeting 08.03.18 and to the L.A. for 31st March 2018. J.S. and P.D. agreed to liaise with S.G. to progress this work.</p> <p>Resolved : That J.S. & P.D. will work on the Schools Financial Value Statement with S.G. on behalf of the G.B., as agreed.</p>	J.S. & P.D.
GB 42/17	<p><u>Buildings Maintenance & Capital Programme</u> The H.T. reported that the final quote is awaited for the proposed work on the lighting, to change to an L.E.D. system. The need for this updating work has been noted by the H & S Advisor and it will also allow significant savings to be made.</p> <p>Resolved: That governors delegate authority to the H.T. acting in consultation with the Chair and Vice-Chair to decide on how best to progress this work after receiving the third quote. : That costs will be funded from the Capital Budget.</p>	H.T. Chair & P.B.
GB 43/17	<p><u>Health and Safety Updates</u> The H.T. advised that the H & S Advisor, T.B. had visited the school and updated all relevant paperwork and the H & S Policy, as approved. No further updates.</p>	
PART 'D' – OTHER BUSINESS		
GB 44/17	<p><u>Correspondence</u> None.</p>	
GB 45/17	<p><u>Urgent Other Business</u> None.</p>	
GB 46/17	<p><u>H.T. Performance Management</u> The panel meeting has not yet taken place. The H.T. reported that the date has been set for the panel (P.B. & R.L.) to meet with L.M. (SIA) & the H.T. – 17th November 2017 at 1p.m. at the school.</p>	H.T. P.B. & R.L.
<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 8.35 p.m.</p>		
<p>Date & Time of next Meeting – The next meeting will be on Thursday 7th December 2017 at the school at 6.00 p.m.</p>		
<p style="text-align: center;"><u>IMPACT resulting from this G.B. Meeting</u></p> <ul style="list-style-type: none"> • GB 30/17 New governor elected in response to skills audit • GB 34/17 Information sheet helped governors be more informed for future OFSTED visits • GB 39/17 Financial Benchmarking enabled Governors to assess the costs of the school against other similar sizes and types of schools thus informing future budget decisions. 		