

<b>Minutes of a meeting of the Governing Body of Hunton and Arrathorne Community Primary School held at the school on 3<sup>rd</sup> July 2014 at 4.30 p.m.</b>		
<b>Present:</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. ) until 6.50 p.m., Mrs J. Sargent (J.S. ) from 4.50 p.m. onwards , Mrs M. Saunders ( M.S.), Mrs S. Yates (S.Y.).		
<b>In attendance:</b> Mrs Beverly Smeeton ( Clerk )		<b>8 Governors + 1</b>
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' – PROCEDURAL</b>		
<b>GB 65/13</b>	<b><u>Welcome</u></b> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees and explaining that Mrs P. Cooper was unable to attend as guest speaker on this occasion.	
<b>GB 66/13</b>	<b><u>Apologies for absence</u></b> Apologies had been received from Mrs T. Woodhead, Mr. N. Haresign and these absences were consented to. Mrs J. Sargent had forwarded apologies for a late arrival.	
<b>GB 67/13</b>	<b><u>Declarations of Interest and Confidentiality</u></b> The Governing Body noted the rules about confidentiality & the declaring of interests. No declarations of interest were made. The Chair noted that item 22, under Personnel, would be a confidential item and that the staff governor would leave the meeting at that point.	
<b>GB 68/13</b>	<b><u>Notification of Urgent Other Business</u></b> None.	
<b>GB 69/13</b>	<b><u>Minutes 20.03.14</u></b> Governors had previously received a copy of the draft minutes for consideration. <b>Resolved: That the minutes of the last meeting held on 20<sup>th</sup> March 2014 be approved and signed by the Chair as a correct record.</b>	<b>Chair</b>
<b>GB 70/13</b>	<b><u>Matters arising</u></b> <b><u>With ref : 48/13</u></b> – The H.T. explained that the contract for grounds maintenance would be running for a further 6 months notice period. <b>54/13</b> – The Chair will investigate any available free training for Governors in 2014 – 2015 offered by the Swaledale Alliance. <b>59/13</b> - Governors were reminded that a copy of the certificate confirming their completion of the online Safeguarding training should be filed in school. The Chair is currently undertaking the Safer Recruitment training. <b>60/13</b> - The website updates will be progressed by the H.T.	<b>Chair</b> <b>Gvnrs as relevant</b> <b>Chair</b> <b>H.T.</b>
<b>GB 71/13</b>	<b><u>Draft Schedule of meetings 2014 – 2015</u></b> Governors had received a copy of the draft schedule prior to the meeting and considered the dates. The only date identified to be re-scheduled was May 21 <sup>st</sup> . <b>Resolved : That the proposed schedule is agreed and that the Resources Committee considers the re-scheduling of the meeting on May 21<sup>st</sup> 2015 at their first meeting of the Autumn Term.</b> <b>: That all meetings of the F.G.B. and both Committees begin at 4.30 p.m.</b>	<b>Res, Cttee</b>  <b>ALL</b>
<b>GB 72/13</b>	<b><u>G.B. Constitution</u></b> Governors had received a report prior to the meeting about the DfE requirement to move to the 2012 Regulations. The Chair gave a summary of the advice and guidance documents on this matter and outlined the context, rationale, key changes and process for the reconstitution of Governing Bodies under the 2012 Regulations. Governors considered and discussed the options for the size of the G.B., the number of members in the different categories and the challenges of vacancies in the past. The Chair noted that it is for the governors to decide on a structure which they think will ensure the best outcomes for Hunton and	



<p><b>GB 73/13 cont</b></p>	<p>The H.T. reported that there had been lots of interest for Sept 2015.  <b>Governors reflected on the praise for the school in the village and that the local community had noted all the positives.</b></p> <p style="text-align: right;">J.S. joined the meeting 4.50 p.m.</p> <p>The H.T. updated governors on progress with the new fence at the front of the building, outlining that planning permission may be needed for a taller fence, whereas 'like for like' would not need to go to planning.  Governors noted that the lighting in the Infant building had been deemed inadequate and the Headteacher will follow this up.  The Catering Service are investigating a number of improvements to the kitchen area to include a new hot trolley and the complete removal of the sink unit, which would then allow space for the installation of a dishwasher – governors will be kept updated on developments.</p> <p><b>Resolved : That governors receive the report of the H.T. and that the H.T. be thanked for continued hard work in leading the school forward.</b></p>	<p>H.T.</p> <p>H.T.</p>
<p><b>GB 74/13</b></p>	<p><b><u>Resources Committee 22.05.14</u></b></p> <p>Governors had received a copy of the draft Minutes of the meeting on 22.05.14 and the Chair of the Committee gave an overview of developments and drew governors' attention to the improved position of the budget, noting that the increase in pupil numbers and the sparsity funding had been significant in helping to secure this positive outcome.  Governors congratulated the members of the committee, the F.W.G. and school staff on the positive development for the budget and commended the hard work which had secured this pleasing result.</p> <p>The H.T. advised that the L.A. need to establish a new contract with an energy supplier and have asked schools to declare their intentions. S.G. had provided a report on the advantages and disadvantages of the remaining contract via the L.A., which was read out by the H.T. and discussed by governors. The Chair of the Committee invited questions from governors - there were no further questions.</p> <p><b>Resolved :</b></p> <ol style="list-style-type: none"> <li>a) <b>That the agreement be signed and energy be supplied to the school via the L.A. subject to the majority of schools being part of this arrangement.</b></li> <li>b) <b>That the minutes, recommendations and decisions of the Committee be approved and adopted.</b></li> </ol>	
<p><b>GB 75/13</b></p>	<p><b><u>Improvement Committee Meetings – 08.05.14 &amp; 19.06.14</u></b></p> <p>Governors had received both sets of draft Minutes prior to the meeting. The Chair of the Committee gave a brief overview of the main points from the meetings and invited governors to ask any questions they may have.</p> <p><b><i>Governor Question 2:- Will we be doing another questionnaire for parents next year ?</i></b></p> <p><b>Answer:</b> Yes, this will happen annually along with the pupil questionnaire, one for staff and a governor questionnaire too.</p> <p>Governors noted the importance of this 360 degree feedback from all members of the school community.  The H.T. gave an update on the plans for the books available due to the disestablishment of the Library Service.  The E.D.A. Report will be forwarded to governors as soon as it is available.</p> <p><b>Resolved: That the minutes, recommendations and decisions of the Committee be approved and adopted.</b></p>	<p>H.T &amp; Chair</p> <p>H.T.</p>
<p><b>GB 76/13</b></p>	<p><b><u>Policy review</u></b></p> <p>The policies for review had been circulated to governors prior to the meeting, following recommendations from the Committees:-</p>	

<p><b>GB 76/13 cont</b></p>	<p><b>Resolved : That the following policies be approved and adopted :</b>  <b>a) Child Protection</b>  <b>b) Health &amp; Safety</b>  <b>c) Attendance Management</b></p> <p>Governors felt that the Homework Policy gives excellent guidance which is clear for all members of the school community and noted that a précis of the consultation outcomes will be sent out with the policy so that everyone understands the rationale for any changes. The H.T. showed governors the new homework diaries and the meeting agreed that these would play a part in fostering independence for learners.</p> <p><b>Resolved : That the Homework policy be approved and adopted subject to the minor amendment as discussed.</b></p> <p>Governors gave due consideration to all the issues and relevant implications of the guidance on the wearing of jewellery and similar items at school.</p> <p><b>Resolved: That to ensure clarity there will be a sentence added to the guidelines on the wearing of jewellery to advise that the wearing of any items of jewellery or similar may be allowed subject to the prior formal written approval of the Headteacher.</b></p> <p><b>Resolved: That a Governor Allowances Policy be considered at the next F.G.B. meeting in September 2014 .</b></p>	<p>H.T.</p> <p>H.T.</p> <p>Chair</p>
<p><b>GB 77/13</b></p>	<p><b><u>Governing Body Skills Audit Analysis</u></b></p> <p>Governors had received a copy of the collated results of the skills audit prior to the meeting. J.S. outlined that in analysis, the G.B. had good coverage of a range of skills and competencies. Some gaps had been identified – secondary curriculum, which isn't a high priority, project management and publicity and marketing which governors agreed may become more significant and should therefore be considered when garnering skills for the future.</p> <p>J.S. reported that the training needs identified were around the Financial Management of Schools and governors discussed the various options for gaining some input in this area.</p> <p><b>Resolved : That the analysis of skills be considered as part of the re-constitution process.</b></p> <p><b>: That J.S. be thanked for collating the skills audits and reporting on the analysis to governors.</b></p>	
<p><b>GB 78/13</b></p>	<p><b><u>NYCC Governor Development Framework &amp; Governor Training</u></b></p> <p>Governors had received a copy of this document prior to the meeting and the Chair noted that there may be changes in the way in which governor training is delivered in the future. Training needs had been discussed as part of the item on the skills audit.</p> <p>The Clerk advised that as soon as the Annual Training Programme is available it will be forwarded to all. S.Y. and the Chair had attended the GSIN 02.07.14 and updated governors on key points.</p>	<p><b>Clerk</b></p>
<p><b>GB 79/13</b></p>	<p><b><u>Governor Visits to School</u></b></p> <p>There were no visits to report additional to those discussed through the Improvement Committee.</p> <p><b>Resolved : That the schedule of governor visits for 2014 – 2015 be discussed and arranged at the September meeting.</b></p>	<p><b>Clerk to Agenda 25.09.14</b></p>
<p><b>GB 80/13</b></p>	<p><b><u>Safeguarding</u></b></p> <p>Governors had received a copy of the guidance for governors from the CYPS website prior to the meeting, which outlines governors' responsibilities with regards to Safeguarding.</p> <p>Governors were again reminded of the need to complete the online training and bring a copy of the certificate into school. The Chair confirmed that he is in the process of completing the Safer Recruitment training.</p> <p>The Chair gave governors an overview of the relevant aspects of the presentation</p>	<p><b>GVNRS as relevant</b></p>

	at the GSIN by H.R. personnel and governors agreed that the policy on the declaring of convictions should be considered at the next meeting. <b>Resolved :- That the recommended policy for the declaring of convictions be brought to the September meeting.</b>	Chair
GB 81/13	<b><u>Collaboration</u></b> J.S. gave an overview of the main points from the Swaledale Alliance meeting and the H.T. outlined the offer currently available through the Alliance, which the school need to confirm they wish to take part in. The H.T. also outlined the Bedale Partnership commitment. The H.T. gave feedback on the meeting about Academies and the Chair outlined the L.A. vision which is currently unfolding in terms of the role of school to school support and the 'Improvement Partnerships' which will be formed across the county by Spring 2015. Governors discussed how collaborative partnerships like the S.A. and the B.P. will benefit the school. <b>Resolved: That the H.T. will forward the details about both the Swaledale and Bedale groups to be read and considered by governors who will then respond by email to the H.T. by 11<sup>th</sup> July. Thereafter and subject to positive responses the Headteacher be authorised to take all needful steps to enrol the School in both partnerships.</b>  The H.T. explained developments around the county in the way schools are forming collaborative partnerships with each other, so that a H.T. may be Head of more than one school. Governors noted that this strategy can help with sustainability and H.T. recruitment issues for small schools. The Chair outlined that a local school are currently seeking to forge such a collaborative partnership and governors discussed all the issues, potential benefits and preferred timescales. The general view of the GB was that the opportunity now submitted is currently too early in the School's development towards achieving 'Outstanding' status. <b>Resolved: That the school welcomes the opportunity to form collaborative partnerships with other local schools at an appropriate time but that with regret the current offer be declined.</b>	H.T. ALL
GB 82/13	<b><u>Governor Action Plan &amp; Governing Body Work Planner 2014 -15</u></b> Governors had received these documents prior to the meeting and noted the progress shown and targets achieved on the action plan for 2013-2014. Governors agreed that the E.D.A. Reports, when received, need to be discussed at the Improvement Committee meetings. As the Agenda and supporting papers for committee meetings go to all governors, this will ensure circulation to all interested parties. Governors noted that the action plan and work planner for 2014 – 2015 closely follow the patterns established last year for an effective approach to G.B. business, but agreed that work on collaboration should be included. <b>Resolved: That governors approve and adopt the Annual Work Planner &amp; Governor Action Plan for 2014 – 2015 subject to the inclusion of work on collaborative partnerships.</b>	Clerk to Agenda  Chair
<b>PART 'C' – OTHER BUSINESS</b>		
GB 83/13	<b><u>Correspondence</u></b> None.	
<b>PART 'D' – PERSONNEL</b>		
GB 84/13	<b><u>Confidential</u></b> This Agenda item was of a confidential nature and is Minuted separately as <b>GB 84/13</b> . Staff left the meeting at this point. ( 6.45p.m.) S.M. left the meeting at 6.50 p.m.	
GB 85/13	<b><u>A.O.B.</u></b> The Chair noted that the term of office for S.M. will have expired by the time of	

	<p>the first meeting in September. As S.M. had just left the meeting it was agreed that the Chair will approach S.M. on behalf of the governors to ask her to consider remaining a member of the Governing Body as Community governor.</p> <p>The H.T. wished to note her sincere thanks to governors for all their hard work, time, support, dedication and varied contributions to the life of the school and it's pupils.</p> <p>The Chair on behalf of governors thanked the H.T. and staff for the dedication and expertise they have shown in moving the school forward to be a good school which is heading towards outstanding.</p>	<p><b>Chair</b></p>
<p>As there was no further business the Chair thanked all attendees and closed the meeting at 7.05 p.m.</p> <p><b>Date &amp; Time of next Meeting</b> – The next Full Governing Body Meeting will be on  <b>Thursday 25<sup>th</sup> September 2014 at the school at 4.30 p.m.</b></p>		