

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 3rd December 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.)		
In attendance: Mrs. Beverly Smeeton (Clerk) Mrs Amanda Dermott (Clerking Service)		
		8 Governors + 2
Apologies	Mrs. K. Yarker (K.Y), Mr. N. Haresign (N.H.) (Consented)	2
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 48/15	<u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees. Governors noted that Mrs A. Dermott was in attendance as part of the Induction training for new Clerks.	
GB 49/15	<u>Apologies for absence</u> Apologies & reasons for absence were submitted by Mr.N. Haresign and Mrs. K. Yarker. Governors discussed the email from N.H. and considered the options. Whilst noting the contribution and desirable skill set that N.H. has brought to the school over a number of years during his time as a governor, it was recognised that the changing nature of his work commitments have now made attendance at meetings difficult for N.H. It was agreed that the Chair will speak with N.H. about his offer to step down. Resolved: That the above apologies be noted & that the absences be consented to. : That the Chair will have a conversation with N.H. about his future role.	Chair
GB 50/15	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. An item of urgent other business was identified as confidential. It was agreed that this matter would be considered at the end of the meeting under item 22 and be Minuted separately. As this was a staffing matter the H.T. and M.S. declared an interest and confirmed their intention to step outside the meeting at that point.	
GB 51/15	<u>Notification of Urgent Other Business</u> As detailed in Minute GB 50/15	
GB 52/15	<u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Resolved: That the minutes of the last meetings held on 15th October 2015 and 1st December 2015 both be approved and signed by the Chair as correct records.	
GB 53/15	<u>Matters arising</u> With ref GB 30/15 – Governors noted that the short précis by the Chair about the last G.B. meeting had been included in the Newsletter. Governor Question1: Has there been any feedback from the school community? Ans: No, not as yet. The Chair confirmed that following the approval of each set of Minutes, the précis would go into the next newsletter. With ref GB 32/15 – The Chair on behalf of the G.B. voiced thanks to the H.T. & P.B. for the guidance leaflet on the new assessment system, which is now available to parents on the website. With ref GB 33/15 – The Chair thanked governors who had forwarded their ideas on the vision and ethos and also the group who had progressed this work further. Governors noted that this	Chair

GB 53/15 cont	<p>would be discussed as part of the Agenda.</p> <p>With ref GB 35/15 – Some governors handed in their certificates of completion for the Prevent training. P.B. & M.G. to forward their certificates. Other governors to complete this training before the January meeting.</p> <p>With ref GB 38/15 – The Chair outlined that he had not yet had the opportunity to speak with A.J. about good practice in engaging parents, but will do so.</p> <p>With ref GB 41/15 – Governors were advised that the H&S ‘walkround’ had not yet taken place, but is planned.</p> <p>With ref GB 35/15 - The H.T. reported that 10 new ipads have been purchased.</p>	<p>Gvnrs</p> <p>Chair</p> <p>H.T. & Chair</p>
GB 54/15	<p><u>Date and time of next meeting – Thursday 21st January 2016 at 4.30 p.m.</u></p>	<p>ALL</p>
<p>PART ‘B’ - SCHOOL IMPROVEMENT</p>		
GB 55/15	<p><u>Report from the Headteacher:- SDP & SSE updates, Raise-on-line and School Profile</u></p> <p>Governors had received these documents prior to the meeting and the H.T. reported that the number of pupils on roll remained stable with 7 possible pupils naming the school as their first choice for September 2016.</p> <p>The L.A. had been contacted about the admission figure and this will remain at 10. The H.T. outlined the implications of the rise in numbers for the EYFS/KS1 class, given the limitations of physical space and the demands on staff of running two curriculums side by side, whilst individualising learning for a larger group. Governors noted that Y2 will join with Y3 & Y4 for Maths and English in the mornings. Parents are being consulted about this and have been positive. The Chair confirmed the G.B.s commitment to supporting the staffing structure needed to ensure that all pupils get the best possible educational experience at the school.</p> <p><u>School Profile</u></p> <p>Governors considered and discussed the School Profile noting that outcomes for pupils and pupil progress have remained above National averages even when the L.A. figure has dipped.</p> <p>Governor questions were invited :-</p> <p>Governor Question 1:- Can you explain the aspect about resilience?</p> <p>Answer:- The H.T. explained that the information was taken from a questionnaire entitled ‘Growing Up in North Yorkshire which was devised by the Schools Health Education Unit for Y5/6 pupils - the wording of this aspect is quite subjective and this has resulted in a range of interpretations from pupils. M.S. explained the C.E.M. baseline assessment used in the EYFS and that school can buy another assessment from CEM for the end of the year which will give school a direct comparison enabling us to better show progress.</p> <p><u>Raise-on-line</u></p> <p>The H.T. noted that the next G.B. meeting is scheduled to look at this document in-depth, but reported that the school have received a letter of congratulations from the L.A. celebrating that 100% of pupils made expected progress in KS2. The Chair asked that congratulations be forwarded from the G.B. to all staff for this excellent achievement.</p> <p><u>SDP updates</u></p> <p>The H.T. gave an overview about how and why the format for this document had been revised. Governors noted that there are separate Action Plans for the development of some key aspects, one of these being British Values. The H.T. reported that K.R. is leading on this, with some work planned with other local schools.</p> <p>Governors agreed that the inclusion of the Action Plan within the document is good, making it very clear and informative, particularly the ‘impact on pupils / success’ elements.</p> <p>Governor Qu. 2: Just a query on Priority 1 – it states that the quality of T &</p>	<p>H.T.</p>

<p>GB 55/15 cont</p>	<p style="text-align: center;">L will be maintained, should this read 'will be improved further?'</p> <p>This was agreed. The H.T. explained that there would need to be additions to the document to address the longer term strategic overview for the school. The Chair suggested a G.B. working party to look at this with staff and the Chair and P.B. volunteered for this development work.</p> <p><u>SSE updates</u> The H.T. described the preparatory work which had supported the SSE summary received by governors (here appended to these Minutes) and confirmed that a wealth of evidence is available to support the evaluation.</p> <p>Governor Qu. 3:- With key Issue No. 1 it states that pupils are given the opportunities, but it doesn't indicate if this has led to improved writing - will that be evidenced in the Action plan ?</p> <p>Ans: Yes, the progress will be evidenced in a number of ways.</p> <p>The Chair suggested that it would be helpful for governors to feedback any further insights or comments to the H.T. via email and the H.T. agreed. Governors reflected that the new format is easy to read and helps to clearly track the priorities.</p> <p>Resolved:- i) That the Chair and P.B. will work with staff on a longer term strategic overview for the school, the draft of which will then be forwarded to a G.B. meeting in the Spring Term.</p> <p style="padding-left: 40px;">ii) That Governors will feedback any further comments or insights on the SDP or SSE to the H.T. via email by the end of term.</p> <p style="padding-left: 40px;">iii) That the H.T. be thanked for the informative Report and hard work on the revised format for the SDP & SSE.</p>	<p>Chair & P.B.</p> <p>H.T.</p> <p>Chair , P.B. & staff</p> <p>ALL</p>
<p>GB 56/15</p>	<p><u>School Improvement Advisor Report</u> Governors agreed that this had been a good and positive report. The Chair reflected that, having been present for some of the visit, the SIA is an effective critical friend for the school and provides governors with an external perspective. The Chair invited governor questions.</p> <p>Governor Question 4:- What does T1, T2 & T3 mean, does it refer to terms ? Ans:- Yes. Governors noted that it is helpful to have a governor present for at least part of the SIA visit and the H.T. proposed that a date is booked soon for the next visit to ensure governor availability.</p>	
<p>GB 57/15</p>	<p><u>Vision and Ethos of the school</u> P.B. thanked governors for their contributions submitted for consideration by the working party, who had subsequently engaged in a very full and thorough debate about 'a phrase' to encapsulate all the elements, which make the school what it is and wishes to become – not just for pupils, but also staff and the whole school community. P.B. explained the thought processes which had supported the work and outlined the reasoning behind the words eventually chosen –</p> <p>Caring – a dominant, embedded trait of the school.</p> <p>Aspiring - looking up, out and far, in order to do the best we can.</p> <p>Excelling – nurturing the whole child towards next steps and larger horizons.</p> <p>Governors agreed that this delivered, in a succinct, clear and accessible way the aim, vision and ethos of the school and that if possible the three words should be stylised into a triangulated design, which will go on headed paper, the school website and displays within the school in order to communicate the vision to the whole school community.</p> <p>Resolved: That 'Caring , Aspiring, Excelling' be the school ethos / motto.</p> <p style="padding-left: 40px;">: That the school will work on a design which will be used in all aspects of school life to raise the profile of the vision / ethos</p>	

GB 57/15 cont	<p>: That P.B. will write a short paragraph for the next newsletter to explain the process and outcome to the whole school community and other stakeholders.</p> <p>:That the working party (P.B., K.Y. & R.L.), other governors and the school be thanked for their hard work on the ‘Vision and Ethos’</p>	
GB 58/15	<p><u>Report of the SENCo</u> Governors had received the report prior to the meeting (here appended to these Minutes) and noted that this provided a good overview of how pupils are being supported, the drive to close the gap and challenge the more able, gifted and talented. The Chair invited governor questions :- Governor Qu. 5:- The Hearing Service input has been discontinued, can you elaborate ? Ans: The H.T. explained and governors discussed the implications. Governor Qu. 6:- Are we likely to get more time or better service from the new Ed. Psych.? Ans: The H.T. outlined that under the new referral procedures which have been put in place , it is unlikely that the school will receive much support in the future. Resolved:- That the SENCo be thanked for the informative report and continued efforts on behalf of the pupils at the school.</p>	H.T.
GB 59/15	<p><u>Safeguarding – Update</u> Governors had received the DfE Prevent Duty guidance prior to the meeting and some governors had handed in their certificates to evidence the completion of Prevent training as noted in GB 53/15. The H.T. outlined on-going work on the Prevent self evaluation document. Governors noted that many of the Policies for approval in item 13 support this area of the work of the school. The H.T. explained the updates to the Child Protection Policy to ensure that it is compliant with Prevent and governors enquired about how the prevent agenda is progressed appropriately across the school for the different age groups and key stages. The Chair suggested that all governors review the status of their safeguarding training as a matter of course. The Clerk will forward the guidance for governors from the C.P. Policy so that all governors can ensure that they are compliant with current requirements. Governors considered who might undertake the Safer Recruitment training and agreed that P.B. would complete this. Resolved: That the Clerk will forward the guidance for governors on the mandatory Safeguarding Training and other voluntary aspects. : That governors will ensure that their training is current and complies with the above mentioned document. : That P.B. will undertake the Safer Recruitment Training.</p>	Clerk ALL P.B.
GB 60/15	<p><u>Policy Review</u> The Chair invited any governor comments on the Policies for review, which governors had received prior to the meeting. Resolved :- That the following Policies be approved and adopted :- Child Protection Policy Single Equalities Scheme Prevent Risk Assessment Fire Safety Policy Pay Policy (+ Performance Mgt Policy, Developing Performance Policy & Capability Policy all of which remain unchanged from last year).</p>	
GB 61/15	<p><u>Governance Annual Statement</u> Governors had received prior to the meeting, the draft as drawn up by the Chair. Governors noted that whilst not mandatory, it is good practice to have this document on the school website. The Chair invited observations or comment Governor Qu. 7:- Should we be putting individual governor attendance</p>	

GB 64/15 cont	: That the whole G.B. will engage in some self review activities in the Spring Term.	ALL
GB 65/15	<p><u>Governor Skills Audit Analysis and review of Training Implications .</u> J.S. gave an overview of the outcomes of the Governor Skills Audit and handed round a summary and analysis sheet for governors, which was discussed. Governors noted the areas which are less strong to include:-</p> <ul style="list-style-type: none"> • Some aspects of Financial understanding • Premises management • Links with local businesses <p>Governor Qu. 8:- Is it the case when filling these out , that people tend to ‘dumb down’ their skill level ? Ans:- Governors agreed that there was an element of this in the responses, but noted that it is the comparatives which are interesting and informative. Governors agreed that when the next G.B. membership vacancy occurs the skills audit will be used to draw up the list of desirable skills to be acquired if possible. The H.T. noted that there may be a training issue for SEND. Governors agreed that a training session run by K.R. would be helpful.</p> <p>Resolved: i)That J.S. be thanked for collating and analysing the audit. ii)That the summary doc. is used to inform governor recruitment iii) That K.R. provides some training on SEND for governors</p>	ALL K.R.
PART ‘C’ – FINANCE & PREMISES		
GB 66/15	<p><u>Financial Benchmarking</u> This information was not available and therefore this item was forwarded to a future meeting.</p>	Clerk to Agenda
GB 67/15	<p><u>Report on the Health and Safety Officer Visit</u> The H.T. reported that the L.A. Health & Safety Advisor visited the school in November. The focus for the visit had been the updating of Policies and relevant documents. He had also been very helpful with regards to the playground surface and the H.T. outlined the plans. Governor Qu. 8:- Will this be in line with procurement requirements for 3 quotes ? Governors discussed this aspect and the H.T. volunteered to do the ‘fact finding’.</p> <p>Resolved : That the H.T. and Chair will do a Health & Safety ‘walk round’. : That the H.T. will make enquiries about the ruling on procurement in relation to the use of lottery funding.</p>	Chair & H.T. H.T.
PART ‘D’ – OTHER BUSINESS		
GB 68/15	<p><u>Correspondence</u> The briefing by Sir Michael Wilshire was recommended to governors. This can be found on the gov.uk site as advised on the Agenda. Governor were advised that the revised DfE Governance Handbook would be emailed round by the Clerk.</p>	
GB 69/15	<p><u>Urgent Other Business</u> A confidential matter had been identified in item 4 to be taken at the end of the meeting. Staff present declared an interest and left the meeting. Two matters are therefore Minuted separately under Confidential Minute GB 69/15 & 70/15.</p>	
<p>There being no further business the Chair thanked all attendees and closed the meeting at 6.30 p.m. Date & Time of next Meeting – The next meeting will be on Thursday 21st January 2016 at the school at 4.30 p.m.</p>		