

Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Body held at the school on Thursday 4th December 2014 at 4.30 p.m.		
Present: Mr. M. Gibson (M.G), Mrs J.Grainger (H.T.), Mr D. Lawrenson (Chair), Mrs R.Loadman (R.L), Mr. N. Haresign (N.H)- late arrival, Mrs M. Saunders (M.S.), Mrs. S. MacAndrew (S.M.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		7 Governors + 1
Apologies	Mrs. J. Sargent (J.S.), Mrs S. Yates (S.Y.) consented	2
Minute No.		Action
GB 23/14	<p><u>Governor Training – ‘Outstanding Governance’</u></p> <p>Prior to the formal part of the meeting, governors attended a training session to hear about the experiences of a neighbouring school which has been judged by Ofsted to have Outstanding Governance.</p> <p>At 4.25 p.m. the Chair welcomed all attendees and extended an especially warm welcome and many thanks to Mr. Jim Dalton, Chair of Governors at Masham (VA) Primary School, who then gave a short presentation on how the Governing Body has achieved ‘Outstanding Governance’. (Summary handout here appended to these Minutes). The main points included :-</p> <ul style="list-style-type: none"> • Robust H.T. Performance Management • Good clerking – administrator is also the clerk which ensures good knowledge of the school. • Outstanding curriculum • Collaborative work with other schools • Many extra-curricular activities • Good relationships with parents • Strong E.D.A. • Effective monitoring role by governors which is well evidenced • Ensure progress and attainment dips are quickly identified and strategies put in place • Strong link governor roles which are evidenced to show impact on improvement in outcomes. <p>Governors were invited to ask questions:-</p> <p>Governor question 1:- Can you describe some typical activities for link governors ?</p> <p>Answer:- A class link governor would spend time visiting the school, talking to pupils and staff. A subject linked governor would monitor the pupil performance data and identify any weaknesses. (An example report prepared by the Maths link governor was given out.)</p> <p>Governor question 2:- How many times would a governor be expected to visit the classroom ?</p> <p>Answer : - We have a governor visits policy which sets out the protocol – generally governors would be expected to visit each term in their link capacity. In addition to attending functions in school. Some governors attend school every week to hear children read.</p> <p>Governor question 3:- How do you engage with parents and the wider community ?</p> <p>Answer:- Quite a lot happens through the church, there are community activities social events, the school choir sing at village functions – getting parents involved with school is sometimes harder than others. We are mindful that only 50% of pupils live in Masham, the rest are from out-lying villages, so this can make it harder for a community focus. Formal parent evenings are well attended, other meetings less so.</p> <p>Governor question 4:- Do parents support homework ?</p> <p>Answer: Yes, generally – we have home/school satchels.</p> <p>Governor question 5:- Do you have a P.T.A. ?</p> <p>Answer: - No, events are organised through the school and are well supported, e.g. the duck race.</p> <p>Governors thanked Mr. J. Dalton for attending and providing a very helpful and</p>	

GB 23/14 cont	informative session. J. D. reflected on how important it is to get the right people, with the right skills on the G.B. and have high expectations for attendance and level of involvement.	
PART 'A' - PROCEDURAL		
GB 24/14	<p><u>Instrument of Government (2012 Regs) & Co-option of Governors</u> The clerk opened the formal part of the meeting at 4.55 p.m. by welcoming the core group of governors and confirming that the prospective candidates for co-option were waiting in another room. Governors had received, prior to the meeting, the new Instrument of Government and noted that this document had now been legally sealed by the L.A. and dated 04.12.14. Paper copies were issued to all.</p> <p>Governors confirmed that the categories for membership, the terms of office and all other details were in order on the Instrument of Government. The clerk confirmed the procedure for the co-option of members to the G.B.</p> <p><u>Co-opted Governors</u> The core group of governors, following due consideration, unanimously agreed on who they wished to invite to join the G.B. as co-opted governors.</p> <p>The clerk left the meeting to convey the invitation to S.M, D.L. & M.G., who all accepted the office of Co-opted Governor for a term of four years and joined the meeting. Mrs T. Woodhead had decided to resign as LA Governor thus leaving Mrs J. Sargent as the LA Governor (currently in office).</p> <p>Resolved: That Mrs.S. MacAndrew, Mr. David Lawrenson and Mr. Mike Gibson be co-opted to the Governing Body of Hunton and Arrathorne C.P. School in accordance with the 2012 Regulations.</p>	
GB 25/14	<p><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.</p> <p>Resolved: That by a unanimous decision Mr D. Lawrenson is elected Chair of Governors.</p> <p>The Chair thanked governors for their vote of confidence and explained that he would accept, but proposed that the previous existing term, expiring at the first meeting of the Autumn Term 2015, would be served out, and this was agreed.</p>	
GB 26/14	<p><u>Election of Vice Chair</u> The Chair invited nominations for the Office of Vice Chair. Mr. M. Gibson was proposed and seconded.</p> <p>Resolved : That by a unanimous decision Mr. M. Gibson is elected Vice Chair under the same terms as identified by the chair.</p>	
GB 27/14	<p><u>Confirm membership of the Committees</u> Governors confirmed membership of the committees and agreed all matters as identified in the Terms of Reference and Scheme of Delegation document held in the signed Minutes file in the office.</p>	
GB 28/14	<p><u>Apologies for absence</u> The Clerk reported that apologies had been submitted from Mrs J. Sargent & Mrs S. Yates.</p> <p>Resolved: That the above apologies be noted & that the absences be consented to.</p>	
GB 29/14	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules about confidentiality & declaring interests. The H.T. advised that a letter had been received with regards to a staffing matter which would be treated as confidential and considered at the end of the meeting. Mrs Grainger and Mrs Saunders declared an interest in the matter recorded at Minute GB 42/14 below (Headteacher's Performance Management) and</p>	

GB 29/14 cont	<p>accordingly left the meeting and took no part in the consideration or voting thereon.</p> <p>Resolved: That the letter and the Headteachers Performance Management Review be treated as confidential and excluded from the minutes to be made available for public inspection.</p>	
GB 30/14	<p><u>Notification of Urgent Other Business</u> None other than the above mentioned confidential matter.</p>	
GB 31/14	<p><u>Minutes</u> Governors had previously received a copy of the minutes for consideration.</p> <p>Resolved: That the minutes of the last meeting held on 25th September 2014 be approved and signed by the Chair as a correct record.</p>	
GB 32/14	<p><u>Matters arising</u> None</p>	
GB 33/14	<p><u>Date and Time of next meeting – Thursday 19th March 2015 at 4.30 p.m.</u></p>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 34/14	<p><u>Headteacher's Report</u> A written report had been circulated to Governors prior to the meeting (here appended to these minutes) along with the School Profile from the L.A. and self-evaluation against Ofsted criteria documents. The H.T. elaborated on aspects of the report which included information & updates on the following :-</p> <ul style="list-style-type: none"> • Staffing structure & timetables. • Numbers on roll and notable events in the autumn term • Parental engagement • Pupil performance data • Update on the New Curriculum & collaborative partnerships with other schools • Premises / Health & Safety • Staff C.P.D. • Diary Dates (N.H. joined the meeting) <p>Governors noted that collaborative work with other schools has developed and this will continue to provide growth in strength and depth for the school. The H.T. reported that the H & S Advisor had suggested more risk assessments and Policies to have in place, but advised that the responsibility for this can be delegated to the H.T.</p> <p>Governors discussed the revised plans for the replacement of the fence at the front of the school. The H.T. summarised the work to be completed and assured that this would significantly improve the security of the school site. Governors noted that the revised plans will mean reduced costs for the school.</p> <p>Resolved: That the Chair will draw up a list of policies which identifies those that are to be delegated to the H.T.</p> <p style="padding-left: 40px;">: That the revised plans for the replacement of the fence are approved and are progressed by S.G. and the H.T.</p> <p><u>School Development Plan</u> The H.T. reflected on the meeting which had taken place with governors to develop the SDP. The approaches to, and formats for, the document were further discussed. Governors agreed that they should have greater involvement and input and the H.T. suggested that, as generally working with stakeholders was a theme running throughout, this could be an area of focus for governors. The H.T. gave governors a form to be completed and returned, noting that staff had already completed theirs and that when 'pulled together' this exercise will allow the school to reflect on the 'whys and wherefores' of the targets subsequently put in place. Governors were asked to consider the following areas of development – Working with Stakeholders, Assessment and Achievement,</p>	<p>Chair</p> <p>H.T.</p>

<p>GB 34/14 cont</p>	<p>Curriculum, Behaviour, EYFS, and Leadership and Management. It was also suggested that a Newsletter be circulated by posting throughout the village.</p> <p>Resolved: That all governors, after due consideration, complete and return the forms and are invited to join the staff at the C.P.D. day on 5th January to progress work on the S.D.P.</p> <p>Resolved : That governors receive the report of the H.T. and that the H.T. be thanked for the thorough and comprehensive overview of the work of the school.</p>	<p>H.T.</p> <p>ALL</p>
<p>GB 35/14</p>	<p><u>Minutes of the Improvement Committee</u> Governors had received the committee Minutes prior to the meeting and the Vice Chair gave an overview of the work of this committee.</p> <p>Governor question 6:- Did the E.D.A. ask for the targets for Year 6 ? Answer:- No, but the school have set their own.</p> <p>Resolved :- That the Minutes of the Improvement Committee meeting held 16.10.14 are received and accepted.</p>	
<p>GB 36/14</p>	<p><u>Minutes of the Resources Committee</u> Governors had received the committee Minutes prior to the meeting and the Vice Chair gave an overview of the main points with regards to the finances of the school.</p> <p>Resolved :- That the Minutes of the Resources Committee meetings held 06.11.14 and 02.12.14 are received and accepted and that governors agree the recommendation to accept and approve the Revised Forecast.</p>	
<p>GB 37/14</p>	<p><u>Safeguarding</u> Governors noted that the Safeguarding Audit recommended by the L.A. has been revised to take account of recent changes – the school have a copy of the Autumn Term 2014 version and updates/ actions will take place as necessary.</p>	<p>H.T & S.Y.</p>
<p>GB 38/14</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. Governors discussed the Governors' Allowances Policy and agreed that the rate for claims for childcare would be up to £5.00 per hour and the travel rate would be 40p per mile. The H.T. reported that an educational visit to Marrick Priory for Y3/4 and a residential visit to Edinburgh for Y5/6 had been planned. Governors gave their approval for these visits.</p> <p>Resolved :- That the following Policies having been duly reviewed are approved and adopted :- H & S Policy Guidelines - Educational Visits, Pay Policy, Budget Management Policy, Charging Policy, Hiring Policy, Governors' Allowances Policy, Information Policy, Privacy Notice and Publication Scheme.</p>	<p>H.T.</p>
<p>GB 39/14</p>	<p><u>Governor Training .</u> Governors had received the Training Booklet for 2014-2015 prior to the meeting. The possibility of organising some Finance Training for governors through the cluster of schools was discussed and the Chair volunteered to progress this. Governors noted that attendance at the GSIN meetings across the year had been organised as follows :- 11th March 2015 at Allerton Court – Chair & R.L. 17th June 2015 at Allerton Court – S.Y. & T.W. Governors noted that all training undertaken should be recorded and feedback given to a F.G.B. meeting.</p> <p>Resolved :- That the Chair will work on a collaborative approach to some Finance training with governors from the cluster of schools.</p>	<p>Chair</p>

