

<u>Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 5th July 2018 at 6.00 p.m.</u>		
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 J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs L. Wyatt		
In attendance: Mrs. Beverly Smeeton (Clerk)		
9 Governors + 1		
Apologies	None	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB140/17	<u>Welcome & Introductions</u> The Chair noted that all governors had arrived, so opened the meeting at 5.58 p.m. by welcoming all attendees.	
GB141/17	<u>Apologies for absence</u> All governors were present.	
GB142/17	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared.	
GB143/17	<u>Notification of Urgent Other Business</u> None	
GB144/17	<u>Minutes</u> Governors had previously received a copy of the draft minutes of the last meeting, held 22.05.18, for consideration. Resolved: That the minutes of the meeting held on 22nd May 2018, be approved and signed by the Chair as a correct record.	Clerk to file.
GB145/17	<u>Matters arising</u> Governors agreed that all necessary matters would be dealt with through the planned Agenda items.	
GB146/17	<u>Date and time of next meeting – Thursday 20th September 2018 at 6.00 p.m.</u> Governors noted that some changes had been made to the original draft schedule of meetings for 2018-19 to ensure that the dates of meetings dovetailed with important fixtures in the financial calendar and the release of National Assessment data in July. The Chair requested that governors put all identified dates in their diaries. Resolved: That governors approve the Schedule for G.B. meetings 2018-19	ALL
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB147/17	<u>Report of the Headteacher :-</u> Governors had received the updated Action Plans and Assessment analysis from the H.T. prior to the meeting. EYFS The H.T. outlined that 75% of pupils had reached a Good Level of Development and expected progress had been made - governors discussed the data. Governor Question 1:- Is the 12.5% on the chart the same child ? Answer:- No. M.S. explained. The H.T. noted that the outcomes showed progress in raising the number of pupils exceeding. Phonics – The H.T. reported that 91% of pupils passed the phonics test and governors were shown the actual test for 2018. There is another opportunity to pass the test as a Y2 Pupil.	

<p>GB147/17 cont</p>	<p>Governor Question 2:- Do you feel it's encouraging as an assessment?</p> <p>Answer:- Yes, it helps to make phonics teaching very focused. M.S. outlined the drawbacks for pupils who rely on contextual clues and the challenges for pupils reading 'non-words'.</p> <p>KS1 Assessments :-</p> <ul style="list-style-type: none"> • 9 pupils in Y1 + 1 pupil joined in April • Expected standard -90% Reading 60% Writing 90% Maths 100% Science <p>Governor Question 3:- Are we putting anything in place for writing ?</p> <p>Answer:- Yes – we will discuss that as part of the SDP updates.</p> <p>KS2 – Governors noted that the National Assessment data is not available until 10th July, but the Teacher Assessment for Writing was considered :-</p> <ul style="list-style-type: none"> • Expected Standard 75% • Working at Greater Depth 25% - this shows an increase from 2017 • National outcomes for 2017 discussed. • Moderation visit for Class 2 teacher – all judgements agreed. <p>School Development Plan</p> <p>The HT reported that the new S.I.A. had visited the school and the SDP had been a focus, with particular attention on the inclusion of interim milestones. The H.T. invited governors' input on what this might look like. Various approaches were reflected upon and various sources for a possible 'model' were considered. H.T. to seek advice from the cluster.</p> <p>The H.T. outlined aspects of the new SDP currently under consideration :-</p> <ul style="list-style-type: none"> • Maths will remain a focus as work is ongoing • Engagement in Learning / Meta-cognition will continue to be developed • English – with a particular focus on Speaking and Listening to support writing skills. <p>Governor Question 4:- Is there a role for parents with the Sp & L ?</p> <p>Answer: Ideally yes, as partners in the child's learning, but there is much we can also do in school to facilitate talk and develop good listening skills. M.S. & the H.T. described 'A Minute Of Listening'.</p> <p>Governors had a wide ranging discussion about approaches to writing and the gender differences in attitude and levels of engagement.</p> <p>Governor Question 5:- Will writing be a focus if the results dictate that – from an outsiders perspective, speaking and listening comes across as a strength of the school ?</p> <p>Answer: The H.T. and M.S. explained how extending vocabulary through drama, role play and 'hot seating' develops pupil's ability to articulate thoughts and opinions, which supports the writing process. A debating team was suggested to support the development of eloquence.</p> <p>Governor Question 6:- Is Target Tracker remaining as an assessment tool as it said that the Swaledale Alliance will not be using it for comparative purposes?</p> <p>Ans: The H.T. confirmed that T.T. will remain in place, but it had been found that comparing data across schools in the Alliance wasn't particularly meaningful as it's used in different ways.</p> <p>Governors considered if the SIA will be part of the Performance Management Panel for the H.T. It was confirmed that the services of the SIA will again be required for this process.</p> <p>The H.T. updated governors on the recent appointment of an A.T.A. and advised that another T.A. may be needed for 1:1 support in September.</p> <p>Resolved: That the H.T. be thanked for the informative updates and the SIA be retained to support the Performance Management of the H.T.</p>	<p>H.T.</p>
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GB148/17	<p><u>Arrangements for the Annual Governance Statement.</u> The Chair volunteered to write a draft statement for governor consideration, which will be an Agenda item at the September meeting. The Clerk submitted the data for governors' attendance at meetings to the H.T. & Chair, for publication on the school website.</p> <p>Resolved: That the governors will consider the draft statement 20.09.18 : That the data for governor attendance at meetings will be included in the Annual Governance Statement and placed on the school website to ensure compliance.</p>	Chair H.T. & Chair
GB149/17	<p><u>Annual Safeguarding Report to Governors</u> Governors had received this Report prior to the meeting and noted the inclusion of details about the Acceptable Use Policies and guidance, to be discussed in item 12. The Link Governor clarified aspects of her role in relation to the Report and governors accepted the document subject to the agreed action by the Link Governor.</p> <p>Resolved: That the Annual Safeguarding Report to Governors is received and approved.</p>	
GB150/17	<p><u>Policies for Review – Acceptable Use Policies for Pupils, Parents and Adults in the School Community.</u> Governors noted that these Policies are in draft format and are to be customised following discussion and debate. The H.T. noted that the Head of Ofsted has given a clear steer on expectations. Governors reflected on the following relevant aspects in terms of ensuring that the policies are 'fit for purpose' for the different target audiences i.e. pupils, parents and other adults :-</p> <ul style="list-style-type: none"> • Appropriate, child friendly language is needed for the Policy for pupils • Mobile phones are not brought into school generally, by pupils – the H.T. outlined some exceptional circumstances • Raise awareness of the links to the Anti-bullying Policy regarding the use of social media/ mobiles • The need for awareness of issues in the 'wider world' that H & A pupils have not necessarily encountered yet • 2 layers of policy for different age groups as appropriate • Professional / personal boundaries for staff and parents • The need for signatures – not on pupil document, parents to sign a slip to acknowledge receipt of the policy, adults in school to sign to signal agreement with the content. <p>The H.T. reported that there will be Internet Safety training in the second week of September for staff and pupils. This will be an opportunity to gain some clarity on 'grey' areas such as the protocols around 'friends' on social media sites.</p> <p>Resolved: That the H.T. will amend the Policies, taking account of the points raised through discussion and return the final version to the next G.B. meeting 20.09.18.</p>	H.T. Clerk to Agenda 20.09.18
GB151/17	<p><u>G.B. Vacancies - update on recruitment</u> P.B. updated governors on progress with the recruitment process, noting that most planned outlets for the advert had now been covered. It is hoped that some expressions of interest will be received in August. The possibility using Governor Support to identify interested candidates was discussed. The Chair will contact Stuart Boothman – Lead Advisor for Governance.</p>	Chair
GB152/17	<p><u>Consultations with Stakeholders</u> Parental Questionnaire Governors had received the analysis of the collated responses and M.G. summarised the headlines. Governors agreed that this had been an excellent, overwhelmingly positive outcome with a pleasing range of strengths of the school identified in the comments section. The H.T. reflected on the few aspects</p>	

<p>GB152/17 cont</p>	<p>raised where it was felt that the school ‘could do better’, but agreed that this was a very positive response and one to be proud of. It was agreed that this would be referred to in Governors’ Corner when the Chair next writes this article for the Newsletter. A query was raised around whether it would be possible to garner a higher percentage or returns :-</p> <p>Governor Question 7:- If the returns came straight to governors and not via the school, would more parents respond ?</p> <p>Ans: The H.T. outlined that the returning of the form does remain an anonymous process, if parents so wish, as they go directly into a box in the office and are forwarded to M.G. Governors agreed that the level of response is around that expected for surveys.</p> <p>Pupil Survey</p> <p>Governors agreed that the outcomes were mostly pleasing, particularly noting the 100% positive pupil responses for ‘ being expected to work hard’, ‘adults care about me’, ‘my teacher is proud of me’ and I’m allowed to work things out for myself’. Governors discussed responses to</p> <ul style="list-style-type: none"> • French • Science • R.E. • Classroom behaviour – it was felt that perhaps pupil interpretation had been a barrier to an accurate reflection. <p>E.A. volunteered to help with pronunciation & developing confidence in French lessons - governors agreed that the attitude to the core subjects is very pleasing and there were many positives to celebrate. A possible change of wording for the subject columns was proposed – i.e. ‘I learn lots in.....’</p> <p>Resolved : That the Chair will respond to parental engagement with the questionnaire in the next Governors’ Corner.</p>	<p>Chair</p>
<p>GB153/17</p>	<p><u>Overview of Academy Conversion across N.Y and locally.</u></p> <p>The Chair confirmed that he had emailed the Governance Manager for the L.A. to gain an overview of the rate of conversion and the situation in the locality, but thus far had not received a response. The Clerk outlined that there had been some absence due to illness, which may explain this and it was noted that S.B. (previously mentioned), may be the best point of contact.</p> <p>Resolved : That the Chair will liaise with Governor Support and S.B.</p>	<p>Chair</p>
<p>GB154/17</p>	<p><u>Governor Training / Feedback</u></p> <p>P.B. confirmed that the postponed CoG’s meeting for the Swaledale Alliance had not yet been re-scheduled.</p> <p>Governors confirmed that they had received the GSIN Powerpoint slides and handouts as forwarded by the Clerk.</p> <p>The Chair reported on the training event attended by himself and SG (Admin Officer) on 02.07.18 entitled ‘Resolving a Budget Deficit’ and gave feedback on the headlines :-</p> <ul style="list-style-type: none"> • 80% of Primary Schools are having to allocate more funds than they are receiving. • 64% are in a Deficit Budget situation • Staff have been making very careful, prudent and cautious financial decisions for some time and now, even necessary basics seem unaffordable e.g. Reading Scheme Books. <p>E.A. provided an overview of the P.T.A. funds currently available to the school and outlined plans for future events. Governors noted that initial enthusiasm for the PTA needs to be followed up by continued practical support from parents.</p> <p>Resolved : That Senior leaders will liaise with PTA members about allocation of available funds.</p> <p>: That a reminder to parents of the importance of continued support for the PTA will be part of Governors’ Corner.</p>	<p>H.T. & E.A.</p> <p>Chair</p>

PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB155/17	<p><u>Health & Safety / Buildings updates</u> The H.T. reported on the following:-</p> <ul style="list-style-type: none"> H & S Advisors Report on Lunchtime 'clear away' arrangements to include the areas for remedial action and decisions made :- <ol style="list-style-type: none"> socket issue rectified painting work addressed waste to be returned to Hipswell used crockery to be returned to Hipswell <p>The H.T. reported that she has responded to the report outlining the anomalies in the rationale for 3 & 4 above.</p> <ul style="list-style-type: none"> Playground Equipment – the H.T. updated governors on developments. Governors noted that an Independent expert has visited to inspect the equipment and ensure that the correct H & S advice is followed – the full report is awaited. <p>Resolved : That the H & S Link governor continues to liaise with the H.T. on the above matters.</p>	Chair & H.T.
PART 'D' – OTHER BUSINESS		
GB156/17	<p><u>Correspondence</u> None</p>	
GB157/17	<p><u>Urgent Other Business</u> The H.T. noted that this would be the last meeting for D.L. as Chair and on behalf of the whole school community voiced sincere thanks for such dedication, passion and expertise brought to the role over a number of years. This strong leadership has supported the school through two successful Ofsted Inspections and ensured that the foundations are in place to achieve ever greater levels of outstanding education for pupils at H & A.</p> <p>D.L. thanked governors, staff and the clerk for their support, noting that he has enjoyed working with everyone over the last 6 years, particularly the fabulous staff team at the school. D.L. wished his successor every success.</p>	
<p>There being no further business the Chair thanked all attendees and closed the meeting at 7.55 p.m.</p> <p>Date & Time of next Meeting – The next meeting will be on</p> <p style="text-align: center;">Thursday 20th September 2018 at the school at 6.00 p.m.</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><u>IMPACT resulting from this G.B. Meeting</u></p>		
<ol style="list-style-type: none"> Governors were made aware of the requirements of the phonics test and the school's achievements in this area Governors considered the focus for next year's SDP, specifically in relation to Speaking and Listening and its impact on writing attainment Following the consideration of the Safeguarding Audit, governors considered the impact of the Acceptable use Policy in relation to ICT. 		