

<b>Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 6<sup>th</sup> July 2017 at 6.00 p.m.</b>		
<b>Present:</b> Mr. P. Barber (P.B.), Mr. P. Durban ( P.D.), Mr. M. Gibson ( Chair), Mrs. J.Grainger ( H.T. ), Mrs R. Loadman (R.L), Lady S. MacAndrew (S.M.), Mrs. J. Sargent (J.S), Mrs. M. Saunders (M.S.)		
<b>In attendance:</b> Mrs. Beverly Smeeton ( Clerk )		<b>8 Governors + 1</b>
<b>Apologies</b>	Mr. D. Lawrenson ( D.L. ), Mrs J. Morgan (J.M.),	<b>2</b>
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' – PROCEDURAL</b>		
<b>GB139/16</b>	<b><u>Welcome &amp; Introductions</u></b> It had been agreed at the last meeting, that in the absence of D.L., the Vice Chair ( M.K. ) would Chair the meeting. The Chair opened the meeting at 6.00 p.m. by welcoming and thanking all attendees.	
<b>GB140/16</b>	<b><u>Apologies for absence</u></b> The Clerk reported that apologies had been forwarded by Mr. D. Lawrenson and Mrs J. Morgan. These absences were <b>consented to</b> .	
<b>GB141/16</b>	<b><u>Declarations of Interest and Confidentiality</u></b> The Governing Body noted the rules around confidentiality & the declaring of interests.	
<b>GB142/16</b>	<b><u>Notification of Urgent Other Business</u></b> None	
<b>GB143/16</b>	<b><u>Minutes</u></b> Governors had previously received a copy of the minutes of the last meeting 18.05.17 for consideration.  <b>Resolved: That the minutes of the meeting held on 18<sup>th</sup> May 2017 be approved and signed by the Chair as a true and correct record.</b>	Clerk to file
<b>GB144/16</b>	<b><u>Matters arising</u></b> <b>With Ref GB 123/16-</b> Governors noted that the letter had now been sent to the NYCSB to give feedback on the lengthy and repetitive nature of the Audit .  Governors agreed that all further matters would be covered through the Agenda items.	
<b>GB145/16</b>	<b><u>Date and time of next meeting – Thursday 21<sup>st</sup> September 2017 at 6.00 p.m</u></b> Governors had received the draft Schedule of dates for 2017-18 prior to the meeting, which was duly discussed.  <b>Resolved : That the Schedule of dates for G.B. meeting across 2017-18 be approved.</b>	<b>ALL</b>
<b>PART 'B' - SCHOOL IMPROVEMENT</b>		
<b>GB146/16</b>	<b><u>H.T. Report</u></b> Governors received a copy of the H.T. Report which provided updates on Attendance, Admissions, Pupil Premium, P.E. Premium, SEND, SEF, SIP Staffing, Safeguarding, L & M, C.P.D., Collaborative work, Premises, H & S, Educational visits and Diary Dates. A separate data analysis sheet was provided for an overview of Attainment. The H.T. confirmed that there will be 49 pupils in September <b>Governor Qu. 1:- How many are we at the moment ?</b> <b>Ans:-</b> The H.T. explained some recent changes in pupil numbers and confirmed that currently there are 51 pupils in the school. Governors reflected on the patterns of movement for Service Families. Governors noted the updates on how the P.P. funding and P.E. Premium have been allocated and also the impact statements.	

<p><b>GB146/16</b> <b>Cont</b></p>	<p>The SEN information was discussed and the H.T. outlined details of the candidate for the T.A. Post, interviewed through the Swaledale Alliance. This is a positive appointment as the successful candidate has many valuable skills to contribute, which the H.T. outlined to governors.</p> <p>Governors noted the very positive feedback received from the C.P.D. sessions led by M.S. on 'Jigsaw Learning', for the Swaledale Alliance.</p> <p>The H.T. explained the transition arrangements and how pupils are being prepared to make an immediate start to learning in September.</p> <p><b>Governor Qu 2. :- Is this to ease them into the new systems ?</b>  <b>Ans :</b> Yes. M.S. outlined the outcomes from the Y1 questionnaire and the ongoing plans to maximise on an efficient transition to ensure quality learning from the very start in September.</p> <p>Governors noted the many Children's Activities planned :-</p> <p><b>Governor Qu. 3:- Are the children's activities aimed at extending their range of experiences in order to improve writing ?</b>  <b>Ans :</b> Yes, some are dedicated visits with this purpose in mind – anything the pupils can draw upon is helpful.</p> <p>Governors were invited by staff to the 'Joseph' production and the Leavers Service.</p> <p><u>Assessments</u>  The H.T. highlighted that the EYFS assessments had been moderated rigorously. Governors noted the excellent outcomes and congratulated the EYFS team. The Y1 phonics test was discussed and examples from the booklet were shown to governors. Congratulations were again extended to staff for the 100% pass rate. The H.T. reported that there will be further analysis of the entry to outcome data to evidence rates of progress. Governors further scrutinised the data :-</p> <p><u>KS1</u></p> <p><b>Governor Qu.4 :- Are we happy with the outcomes ?</b>  <b>Ans :</b> They are as expected.</p> <p><b>Governor Qu. 5:- Do you anticipate any movement with the Maths – there is quite a gap against the other subjects?</b>  <b>Ans:</b> Yes, the H.T. explained plans to ensure improvement in the Maths outcomes and governors discussed the impact and effect of small cohorts.</p> <p><u>KS2</u>  The H.T. explained current ways of expressing outcomes and confirmed that the data is as anticipated apart from one disappointment in the Maths paper. Governors noted that H &amp; A are above the National average in Reading and SPAG, but just below in Maths.</p> <p><b>Governor Qu. 6:- What are your feelings on this data set ?</b>  <b>Ans:</b> This is what the teacher assessments would have predicted. The H.T. described the in depth understanding the staff have now gained in relation to the new systems and confirmed that results go out tomorrow with the reports.</p> <p><b>School Improvement Advisor Visit ( S.I.A. )</b>  Governors had received the S.I.A. Report prior to the meeting and noted that the '<b>Outstanding</b>' judgement for the EYFS had been confirmed. The H.T. reported that the Personal Development, Behaviour and Welfare section was also noted as having many elements of 'outstanding' practice. The area to focus on improving to secure that higher judgement is British Values.</p> <p><b>Governor comment: The Report gives good affirmation to being secure in the judgements on the SEF.</b></p> <p>The H.T. explained that the new Marking and Feedback Policy had been reviewed by staff and changes made, where necessary, to ensure an effective system for 'next steps' and 'pupil response to challenge'.</p> <p><b>Governor Qu. 7:- So the S.I.A. has left you with a sense of keeping an eye on the impact of feedback ?</b></p>	
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<p><b>GB146/16 cont</b></p>	<p><b>Ans:</b> Yes and improving progress in science. Governors expressed their congratulations on the excellent outcome for M.S. and the EYFS team and a Parent Governor reflected on the high levels of inspiration and enthusiasm for learning which pupils gain during their time in the EYFS. Governors agreed that the approach to reviewing the SEF is effective , i.e. a section at a time in G.B. meetings across the year.</p> <p><b>Resolved: That the H.T. Report, data analysis, S.I.A. Report and updates to the SEF be received with thanks.</b></p> <p><b>:That the Headteacher and team be congratulated on very positive outcomes.</b></p> <p><b>:That further analysis of the data in relation to levels of progress will be presented at a future meeting.</b></p>	<p>H.T.</p>
<p><b>GB147/16</b></p>	<p><b><u>School Improvement Plan</u></b> Governors had received the Action Plans for Assessment, English and EYFS prior to the meeting, which included a June update for the evaluation of impact section.</p> <p><b><u>Assessment</u></b> The H.T. outlined that Assessment will continue to be part of the SIP for next year and explained how the Swaledale Alliance see Target Tracker being used moving forward. Governors noted that there are plans to link PUMA &amp; PIRA to Target Tracker.</p> <p><b><u>English</u></b> Progress with writing was discussed and the Chair noted how useful the summary of impact section is.</p> <p><b><u>EYFS</u></b> The H.T. reported that the EYFS will not need an Action Plan next year, but Maths will, and an overview was given of how the school plans to address identified gaps in pupils' skill sets in particular aspects of Maths. The Chair invited governor comments and questions :-</p> <p><b>Governor Qu. 8:- Do you think this is a raising of the bar for Y6 ?</b> <b>Ans:</b> Yes – the H.T. reflected on the impact of the new curriculum and the strategies available to the staff to meet the challenge. Booster classes and the timing of interventions, was discussed.</p> <p><b>Resolved: That updates to the 'Evaluation of Impact' section of the Action Plans are received with thanks.</b></p>	
<p><b>GB148/16</b></p>	<p><b><u>Swaledale Alliance</u></b> Governors had received the Memorandum of Understanding prior to the meeting and the H.T. outlined the benefits to the school of being a member of the S.A.</p> <p><b>Governor Qu. 9:- Are you getting value for money ?</b> <b>Ans:</b> Yes – staff outlined the development groups attended and the way professionals engage with these groups to support C.P.D. and good practice. Governors considered the cost involved, £360 and agreed that this represented good value for money.</p> <p><b>Resolved : That Governors agree that continued membership of the Swaledale Alliance is of benefit to the whole school Community and membership should be renewed.</b></p>	<p>H.T.</p>
<p><b>GB149/16</b></p>	<p><b><u>Audit of the School Website</u></b> The H.T. reported that the school website had been the subject of an Audit completed by the Swaledale Alliance on behalf of the L.A. Only small 'tweaks' had been necessary to ensure that the website is fully compliant. The H.T. sought governors' input to a statement on how the school develops British Values which is a requirement for the Values and Ethos section. Governors considered and discussed the work of the school in this area and it</p>	

<b>GB149/16 cont</b>	<p>was agreed that the H.T. would email out a draft statement for governors' approval</p> <p><b>Resolved: That a draft statement on how the school develops British Values will be forwarded to all governors for consideration.</b></p>	<b>H.T.</b>
<b>GB150/16</b>	<p><b><u>Arrangements for the Annual Governance Statement</u></b>  Governors had received the Statement for 2015-16 and the Governors' Attendance overview for 2016-17 prior to the meeting. The Chair reported that D.L. has volunteered to draft the Statement for 2016-17.</p> <p><b>Resolved: That D.L. will draft the Annual Governance Statement 2016-17, for consideration at the September meeting.</b></p>	<b>D.L.</b>
<b>GB151/16</b>	<p><b><u>Annual Safeguarding Report to Governors</u></b>  Governors had received this completed document prior to the meeting. The H.T. outlined that in considering this report, helpful spotlights had been shed on certain aspects of practice - plans have been made to ensure that Induction for staff and for Volunteers is more comprehensive. Governors noted that Safer Recruitment had been completed by the H.T. Governors agreed that the Report provides them with a through overview of the school as a 'Safe School'. It was noted that the Link governor for Safeguarding, S.M., will not be a governor in September due to a move out of the area - Governors speculated on any progress with the plans for recruitment made at the May meeting and how best to target the skills flagged up by the Governor Skills Audit. It was suggested that the H.T. could send out a letter and the Chair reminded governors of the actions that had been decided at the last meeting – i.e. to advertise in Village News, posters in the shop &amp; pub, on the Notice Board, on the School Website, in the Newsletter and in the Parish Magazine.</p> <p><b>Resolved: That the Annual Safeguarding Report to Governors be accepted and approved.</b></p> <p><b>:That a letter is sent out to advise of the governor vacancy and highlight the skills sets which are sought.</b></p> <p><b>:That the recruitment drive continues as planned.</b></p>	<b>H.T.</b> <b>Chair</b>
<b>GB152/16</b>	<p><b><u>Policies for Review</u></b>  Governors had received the <b>Declaration of Offences Policy, Fire safety Policy, Health &amp; Safety Policy, HR Policies Statement, Recruitment and Selection Policy and Procedure</b>, prior to the meeting. The H.T. explained the efficacy of the H.R. Policies Statement and governors agreed that this provided an efficient way to keep the H.R. suite of policies updated. The H.T. advised that the Fire Safety Policy and H &amp; S Policy will need to be considered again when the H &amp; S Advisor visits in September.</p> <p><b>Governor Qu. 10:- Are we fully compliant currently ?</b>  <b>Ans: Yes.</b></p> <p><b>Resolved : That the above named Policies and Statement be approved and adopted.</b></p>	<b>H.T. &amp; Staff</b>
<b>GB153/16</b>	<p><b><u>Consultation with Stakeholders</u></b>  Governors noted that there had been only a 41% return of the parent questionnaire ( here appended to these Minutes ). The revival of the P.T.A. and the role of the 'Friends of the School' were discussed. It was noted that the P.T.A. historically made a significant contribution to fund raising and alternative ways to raise these much needed funds were explored and discussed, including the ideas for sponsored events. It was decided that 'Governor Corner' may provide an opportunity to reference the questionnaire responses relating to the P.T.A. and to share fund raising ideas. The collated outcomes from the questionnaire will be sent out to parents with the September Newsletter.</p>	

<p><b>GB153/16 cont</b></p>	<p>Governors agreed that the unanimous 'yes' responses to questions 1,2,4,6,and 13 are a cause for celebration as these cover some important key and aspects of school life.</p> <p>The Chair noted that there had been no comments at all in the section provided. The best vehicle for the distribution of future parental questionnaires, to garner a more comprehensive response, was considered. Governors agreed that it may be better to remove the 'Sometimes' column to give more clarity from a 'Yes' or 'No' response.</p> <p>Governors reflected on the responses to questions 12 &amp; 13 and staff outlined their accessibility.</p> <p><b>Governor Qu.11:- Is it the same throughout the year in terms of parents' opportunity to discuss their child's progress ?</b></p> <p><b>Ans:</b> There is a formal opportunity each term as well as staff being open to informal approach. It was agreed that a reminder about the willingness of staff to meet with parents informally, at other times, should be included in the Newsletter. Parent View was also discussed.</p> <p><u>Pupil Questionnaire – K.S.2</u></p> <p>Governors noted that 100% of pupils feel safe at school and congratulated staff. Question 33 was analysed and governors suggested that 'sometimes' would be better changed to 'usually'. The timetabling of R.E. was discussed in relation to responses to Qu. 12.</p> <p><b>Governor Qu.12:- Do you give feedback to pupils from this ?</b></p> <p><b>Ans:</b> Yes, we have an informal chat but could do more work on this.</p> <p><b>Resolved: That the Chair will remind parents about Parent View in 'Governor Corner'.</b></p> <p><b>:That the H.T. will add a comment about staff availability for informal discussion in the next newsletter.</b></p> <p><b>: That the outcomes from the Parent Survey will be circulated with the September Newsletter</b></p>	<p>Chair</p> <p>H.T.</p> <p>H.T.</p>
<p><b>GB154/16</b></p>	<p><b><u>Governor Training</u></b></p> <p>Governors noted the helpful report provided by D.L. giving an overview of the GSIN meeting and highlighting key points.</p> <p>J.S. gave further feedback to governors to expand on this overview.</p>	
<p><b>GB155/16</b></p>	<p><b><u>Reports on Governor Visits to School</u></b></p> <p>A Record of Visit report had been submitted by M.G. and circulated prior to the meeting.</p> <p>The Chair noted that the current system for visits, which includes various aspects such as visits to classrooms, discussions with staff and joining staff for book scrutiny, works well.</p> <p><b>Resolved : That the Record of Visit to school from M.G. be received with thanks.</b></p> <p><b>: That the effective system for governors monitoring through the link roles and visits to school be re-established in September with a similar pattern of visits scheduled across the year.</b></p>	
<p><b>GB156/16</b></p>	<p><b><u>Health &amp; Safety</u></b></p> <p>The H.T. explained the ARF1 form to governors.</p> <p><b>Governor Qu. 13:- How is work progressing with plans for the new area ?</b></p> <p><b>Ans:</b> The H.T. updated governors on plans for the Forest Schools area, including a bird hide, pathway, shrubs and tools being donated by Hunton Gardening Club.</p> <p>Governors noted that plans to fundraise for this area could also be included in 'Governor Corner'.</p>	<p><b>D.L.</b></p>

<b>PART 'C' – OTHER BUSINESS</b>	
<b>GB157/16</b>	<b><u>Correspondence</u></b> None
<b>GB158/16</b>	<b><u>Urgent Other Business</u></b> The Chair thanked all governors and the clerk for their hard work throughout the school year. Particular thanks were extended to Lady Sarah MacAndrew for her most valuable contributions during a number of years as a governor of the school and the H.T. gave thanks for the notable achievements of S.M. in leading the 'Friends' group. S.M. wished the Governing Body and the School all the best for the future. Finally the Chair expressed the G.B.'s appreciation for the hard work and dedication of the staff, which has secured a good, successful year for the whole school community.
<p><i>Note: The colour coding links to the three Core Functions of governance and evidences questioning and challenge in these areas; <b>GREEN</b> for 'setting strategic direction'; <b>BLUE</b> for 'holding headteacher to account for educational performance'; <b>RED</b> for 'ensuring financial health, probity and value for money'</i></p>	
<p>There being no further business the Chair closed the meeting at 7.50 p.m.</p> <p><b>Date &amp; Time of next Meeting</b> – The next meeting will be on <b>Thursday 21<sup>st</sup> September 2017 at the school at 6.00 p.m.</b></p>	
<b>IMPACT</b>	
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