

Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Body held at the school on Thursday 7th July 2016 at 4.30 p.m.		
Present: Mr. P. Barber (P.B.) , Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. N. Haresign (N.H.), Mr. D. Lawrenson (Chair), Mrs. R. Loadman (R.L.), Mrs. S. MacAndrew (S.M.) Mrs. M. Saunders (M.S.), Mrs. K. Yarker (K.Y)		
In attendance: Mrs. Beverly Smeeton (Clerk)		9 Governors + 1
Apologies	Mrs. J. Sargent (J.S.)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 144/15	<u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees.	
GB 145/15	<u>Apologies for absence</u> Apologies were received from Mrs J. Sargent. The apology was noted and the absence consented to .	
GB 146/15	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. The Chair reported that there would be a Confidential staffing update at the end of the meeting and confidential aspects to the buildings update, which would also be considered at the end of the meeting. M.S. declared an interest and resolved to leave the meeting prior to these items.	
GB 147/15	<u>Notification of Urgent Other Business</u> None	
GB 148/15	<u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Resolved: That the minutes of the last meeting held on 26th May 2016 be approved and signed by the Chair as a correct record.	Chair Clerk to file
GB 149/15	<u>Matters arising</u> With ref GB 129/15 Governors enquired about progress with the design for the motto. The H.T. to update governors by the end of the term. With ref GB 138/15 The Chair reported that he had received a letter about this matter which would be considered in item 18 of the Agenda. The H.T. noted that the colour-coding system to highlight governor challenge in the Minutes works well. This strategy to be continued.	H.T. Chair Clerk
GB 150/15	<u>G.B. Membership</u> Mr. N. Haresign confirmed that he would be resigning as of the end of term when he will no longer have a child at the school and Mrs K. Yarker confirmed that due to a re-location, she would also have to resign. Governors noted that this will mean two Parent Governor vacancies as of September 2016. Mrs R. Loadman confirmed her intention to continue in the role of Parent governor until her term of office expires in November. On behalf of the G.B. and the school the Chair thanked N.H. and K.Y. for their contribution to the work of the G.B. and wished them well for the future. <u>Review of Working Structure and Succession Planning</u> Governors reviewed how effective and efficient the current structure of full G.B. meetings, with no committees is, and concluded that this format is working well as it means that governors feel connected to and aware of all aspects of the work of the school. Governors agreed that the current way of working provides them with a more comprehensive and thorough strategic overview. The Chair noted that the current two year term of office for Chair and Vice Chair will terminate at the end of the forthcoming school year in July 2017 and that governors should be considering how the G.B. will facilitate a seamless transition for the potential next incumbents. Governors discussed the importance of	ALL

GB 150/15 cont	ensuring strong leadership for the future and agreed to give this thought over the summer break. Resolved: That Succession Planning be an Agenda item for the first meeting of the Autumn Term 2016	Clerk to Agenda
GB 151/15	<u>Schedule of Dates</u> Governors agreed the proposed dates as sent out prior to the meeting and reflected on the most appropriate start time for the meetings. Resolved: That in future all G.B. meeting will start at 6 p.m. <u>Date and time of next meeting – Thursday 29th September 2016 at 6.00 p.m.</u>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 152/15	<u>Headteacher's Report</u> The H.T. reported on the data for racism Incidents, physical intervention, fixed term and permanent exclusions. Governors noted that the data showed zero for each of these categories and that persistent absenteeism is also at zero. The number of pupils on roll was also discussed and it was decided that there would be further consideration of this matter as part of item 19. Governors scrutinised the P.P. funding breakdown and noted the positive outcomes. Governors also noted that the headline SEF judgements were all 'Good' and the SIP priorities will support the drive towards 'Outstanding'. Governors sought clarification on outcomes for the school as against national percentages and then governor questions focused on the 'Achievement and Standards' section :- Governor Question. 1:- How are pupils feeling about this labelling ? Ans : They seem o.k. about it. The H.T. put the assessments for 2016 into context and explained why the Government have had to deem this to be an 'interim year'. Governor Question. 2:- Is this what you and other H.T.s thought would be the outcome ? Ans: Yes, we expected pupils to find this challenging due to all the changes in the curriculum and the 'raising of the bar'. The H.T. gave some examples of the way that writing is now assessed as compared with the previous 'best fit' model.. Governor Question. 3:- Was this outcome across a range of writing ? Ans: Yes, pupils need to understand, apply and evidence all aspects as detailed in the statements in order to achieve 'expected'. Governor Question. 4:- What about the spelling- were you expecting that ? Ans: Yes, this was very much harder – the H.T. explained. Governors agreed that 100% of pupils in KS2 being at 'expected' for maths and all Y1 pupils passing the Phonics Test were excellent achievements and congratulations were extended to staff. Governors noted that the school judgements for KS1 had been upheld by the external moderation process. Governors focused on the EYFS data – 70% of pupils achieved 'GLD' (66.5% NYCC – 66.3% National last year). M.S. outlined the story behind the data and confirmed that the pupils not attaining GLD had still made good progress from their starting points. Governors were pleased to note the many 'exceeding' judgements and M.S. confirmed that there had been some pupils with a very near miss on the 'exceeding'. Governors had received the separate Data Report prior to the meeting and the H.T. explained the T.T. system and how it was reflected in the data report. (B – Beginning, W – working in, S – Secure) Governor Question. 5:- When was the data captured, is it recent ? Ans: Yes, very - it was captured last week. The H.T. confirmed that reading	

<p>GB 152/15 cont</p>	<p>across all year groups was above the floor standard and governors agreed that reading is a strength of the school.</p> <p>Governor Question. 6:- Where is your area for concern? Ans: Certain patterns develop across the year – Y5 don't always make the progress we expect, but consolidate their learning in Y6. Writing is still an issue.</p> <p>Governor Qu. 7:-Do you feel booster classes are making a difference? Ans: Yes- they give an opportunity to address any gaps in learning and tailor the work to individuals.</p> <p>Governor Qu. 8:- Why is writing the area of weakness ? Ans: This has been an area of challenge for all schools. The H.T. reflected on the way forward and outlined the impact of the assertive mentoring and the course on marking and feedback designed to help pupils be more active in their own marking. The importance of first-hand experience as the 'starting point' for the motivation to write was discussed and the H.T. described strategies to boost vocabulary and ensure the pupils are as engaged as possible e.g. work with lego.</p> <p>Governor Qu. 9:- Is this target tracker pupil friendly ? Ans: No, not really - the pupil statements aren't very helpful. T.T. doesn't relate to the SATs exactly, but does show progress. A parent governor reported that the topics are very engaging for the pupils and that staff try really hard to 'fire up' pupils enthusiasm and motivation.</p> <p>Governor Qu. 10:- If T.T. Bands aren't aligned with the Interim Tests is that a concern ? Ans: The overall impression is the same and whilst assessment is in this state of constant change, there's not much to be gained by trying to align with something that is an interim measure.</p> <p>Governors commented on the positive feedback about Sports Day, noting what a well organised and successful event this had been. Thanks were extended by the H.T. to the Chair for all his help. Diary Dates for Governors:- Treasure Island KS2 Play 20.07.16 - performances at 2p.m. & 6.30 p.m. Leavers' Assembly 21.07.16 – 2.30 p.m - R.L. will be attending</p> <p>Resolved :That the H.T. be thanked for the informative report which allows governors to be fully aware of all aspects of the work of the school.</p>	
<p>GB 153/15</p>	<p><u>Report from the School Improvement Advisor</u></p> <p>Governors had received the Report prior to the meeting (here appended to these Minutes). The H.T. outlined that this had been a very positive meeting and the Chair explained that the S.I.A. has offered to attend a G.B. meeting to help raise governors' awareness of the sort of questions they may be asked as part of an Inspection. The importance of being 'Ofsted ready' was acknowledged and governors agreed that this would be a good idea – whilst it may be challenging it will help to identify any gaps in knowledge and be useful as induction for new governors joining the G.B.</p> <p>Resolved :- That the S.I.A. is invited to the second G.B. meeting of the Autumn Term subject to no cost falling on the school.</p>	<p>Chair Clerk to Agenda</p>
<p>GB 154/15</p>	<p><u>Collaborative Working and Academy Status updates</u></p> <p>Governors noted the list of ongoing collaborative work across the cluster as detailed in the H.T. report.</p> <p>Governor Qu.11: If we do a google search will all of these events come up? Ans: Yes, mostly and we have additional evidence.</p> <p>A governor reflected that whilst governors do attend many of the school events, parents may not necessarily be aware of who the governors are. Governors reflected on the ongoing work to make themselves visible, accessible, and known to parents. Some additional suggestions were made:-</p>	

<p>GB 154/15 cont</p>	<ul style="list-style-type: none"> • Governor photos on the School Notice Board outside as well as in the Entrance Hall • Governors input to the Newsletter – governors to take turns rather than it always being the Chair • Use Governors Badges at Events <p>Academy Status – The Chair summarised the recently attended meetings at Richmond for Non- Faith Schools, Bedale High School for the Heads and Chairs from the cluster of schools and the work of the Dales Education Partnership. The Chair confirmed that there had been a slight change to the Diocese perspective and that work is being done to ascertain if their edict on Church Schools only joining Church led MATs, has any legal basis.</p> <p>Governors agreed that currently there is need for the watching brief and information gathering exercise to continue, so that the G.B. can take their time, be mindful of due diligence and when necessary make decisions which are well informed and in the interests of securing the very best education for pupils.</p> <p>Governor Qu. 12:- At these meetings are there any thoughts on a cross-phase approach ?</p> <p>Ans: The preferred option of the Schools Commissioner is for a cross phase approach with Primary , Secondary and Special Schools working together in a MAT.</p> <p>Resolved : That Governors continue to take every opportunity to explore matters associated with the development of MATs and that Academy Status is a standing Agenda item for all meetings in the future.</p>	<p>ALL</p> <p>Clerk to Agenda</p>
<p>GB 155/15</p>	<p><u>Annual Governance Statement & Safeguarding Report to Governors</u></p> <p>Governors discussed arrangements for the completion of the above documents. It was decided that the Chair will forward a first draft of the Governance Statement for consideration at the September meeting.</p> <p>S.M. volunteered to take over from K.Y. to become the Safeguarding Link Governor and will work with the H.T. on the Safeguarding Annual Report to Governors which will also be considered at the September meeting 29.09.16.</p>	<p>Chair</p> <p>S.M. & H.T.</p>
<p>GB 156/15</p>	<p><u>Policy Review</u></p> <p>The Chair noted that the Attendance Management Policy, having been reviewed, is unchanged from the NYCC exemplar previously adopted, with the necessary customisations for the needs of the school.</p> <p>Resolved :- That the following Policy be approved and adopted :-</p> <p style="text-align: center;">Attendance Management Policy</p>	<p>H.T.</p>
<p>GB 157/15</p>	<p><u>Governor Questionnaire Analysis</u></p> <p>M.G. thanked governors for their participation in completing the Questionnaire - there had been 100% returned. Governors had received the collated results and analysis prior to the meeting (here appended to these Minutes) and this was discussed. The Chair and Vice Chair noted that in many areas there appeared to be a measure of common thought, but some responses to question 10 had highlighted a concern. Governors reflected on the quality information that they receive through the H.T. reports, the S.D.P. & SEF updates and SENCo reports, but agreed that there is an element of subjectivity when judging the necessary depth of governor understanding of strengths and weaknesses.</p> <p>Governors agreed that this perhaps reflected a training need which will be met with the planned visit of the S.I.A. in November.</p> <p>The most appropriate time to re-launch the P.T.A. was considered and a pop up Fair for the Autumn Term to 'kick start' parental engagement with this.</p> <p>Resolved: That S.M. will start preparatory work to muster support for the re-launch of the P.T.A. in September.</p> <p style="text-align: center;">: That M.G. be thanked for co-ordinating the responses and the insightful analysis</p>	

GB 158/15	<p><u>Review of Governor Link Roles and Visits to School</u> Governors discussed and reviewed how the Link Roles have worked during the year. The existing structure was reviewed and suggestions put forward to improve the efficiency and impact of these roles.</p> <p>Resolved: That based on the plan for 2015-16, the Chair will incorporate the different elements of governor visits to school into the Annual Plan so that an identified governor gives feedback at each meeting across the year.</p>	Chair
GB 159/15	<p><u>Review of the Action Plan for Governance 2015-16</u> The Chair led governors in a review of the progress made on the objectives under the headings Structure, Training, Challenge, Finance, Safeguarding and Engagement with Stakeholders. Governors agreed that the objectives had been met and that plans are in place to effect further impact in the area of engagement with stakeholders. Suggestions were made to include:-</p> <ul style="list-style-type: none"> • Helpful to have an 'impact' column. • Each action to have a summary • Gather parents ideas on how to make the governors more accessible <p>The Chair agreed to update the document</p>	Chair
GB 160/15	<p><u>Governor Training</u> The Clerk reported that the Governor training schedule for 2016-17 from NYCC is not yet available. The H.T. reported that the Swaledale Alliance will also be offering Governor training opportunities. The details will be forwarded to all as appropriate.</p> <p>Resolved: That the clerk will forward the Governor Training Schedule for 2016 - 2017 when this becomes available.</p> <p>: That the school will forward details from the Swaledale Alliance</p> <p>: That consideration of how governors' training needs will be met, will be an agenda item in September</p>	Clerk H.T. Clerk to Agenda
PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB 161/15	<p><u>Health and Safety/ Buildings updates</u> The H.T. gave updates on aspects of Health and Safety and Building Maintenance as follows :-</p> <ul style="list-style-type: none"> • outdoor P.E. equipment i.e. the climbing frame, no longer passes H.&S. requirements so will be barrier taped so it is not used by pupils. • the kitchen proposal went forward for funding but was not successful – the Chair & H.T. are further investigating options • no news on the Lottery Funding Bid or the Additional piece of land • under the MASS agreement the storage heaters in KS1 will be replaced. • agreed work to the windows will go ahead in the summer holidays and have been approved as a Capital spend. • Dampness in EYFS/KS1 building – de-humidifiers are being researched to try to address the damp <p>Other aspects for discussion were of a confidential nature and are recorded as Confidential Minute G.B. 162/15. M.S. left the meeting prior to confidential items 6.25 p.m.</p>	
GB 163/15	<p><u>Staffing Updates</u> Matters arose of a confidential nature and are therefore recorded in Confidential Minute GB 163/15</p>	
PART 'D' – OTHER BUSINESS		
GB 164/15	<p><u>Correspondence</u> All correspondence from the L.A. about the White paper had been forwarded by the Clerk prior to the meeting.</p>	

There being no further business, the Chair thanked all attendees, wished them an excellent summer break and closed the meeting at 6.45 p.m.

Date & Time of next Meeting – The next meeting will be on
Thursday 29th September 2016 at the school at 6.00 p.m.
N.B. Please note that this is a new start time.

*Note: The colour coding links to the three core functions for governors, evidenced through questioning; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the headteacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*