

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 7th December 2017 at 6.00 p.m.		
Present: Mrs. E. Armstrong (E.A.), Mr. P. Barber (Chair), Mr. P. Durban (P.D.), Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mrs. R. Loadman (R.L.), Mrs. J.Sargent (J.S.), Mrs L. Wyatt (L.W.)		
In attendance: Mrs L. Player (Bursar) until 6.10 p.m. Mrs. Beverly Smeeton (Clerk)		
		8 Governors + 2
Apologies	Mr. D. Lawrenson, Mrs. M.Saunders (Consented)	2
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 47/17	<p><u>Welcome, Co-option & Introductions</u> The Chair opened the meeting promptly, just before 6.00 p.m. by welcoming and thanking all attendees. The Chair noted that following the unanimous decision at the last meeting (02.11.17), it would be a pleasure tonight to formally co-opt Louise Wyatt to the G.B., with the four year Term of Office beginning from today's date. A particularly warm welcome was extended to L.W. on the occasion of her first G.B. meeting and governors introduced themselves. L.W. completed the Declaration and Interests forms which were placed in the School held file.</p> <p>A warm welcome was also extended to Mrs L. Player (Bursar) and the Chair explained that in respect of colleagues time, the financial matters would be considered before 'PART B' of the Agenda.</p> <p>Resolved: That Mrs. L. Wyatt be Co-opted to the Governing Body to serve a four year Term of Office beginning 07.12.17.</p>	
GB 48/17	<p><u>Apologies for absence</u> Apologies & reasons for absence were submitted by Mr. D. Lawrenson and Mrs. M. Saunders</p> <p>Resolved: That the above apologies be noted & that the absences be consented to.</p>	
GB 49/17	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests.</p> <p>Mrs J. Grainger declared an interest in item 20 and resolved to withdraw from the meeting after item 19. This matter was noted as being of a confidential nature (to be minuted separately).</p>	Clerk
GB 50/17	<u>Notification of Urgent Other Business</u> - None	
GB 51/17	<p><u>Minutes</u> Governors had previously received a copy of the minutes of the last meeting for consideration.</p> <p>Resolved: That the minutes of the meeting held on 2nd November 2017 be approved and signed by the Chair as correct record.</p>	Chair Clerk to file
GB 52/17	<p><u>Matters arising</u> With Ref to :-</p> <p>GB 29/17 – Governors discussed the value of the 'Impact Box' and it was noted that it provides a helpful summary of relevant actions / outcomes. A governor requested that, if appropriate, the box also contain any relevant, notable 'headline' data to evidence the impact cited. The Chair noted that the box should always remain sharp and focused.</p> <p>GB 32/17 – It was noted that governors had received the updated SDP.</p> <p>GB 36/17 – The H.T. confirmed that the Maths DEEL event had been well attended. M.G. and P.D. gave feedback and confirmed that this had been both a valuable and positive experience for parents and pupils.</p> <p>G.B. 41/17 – A date for working group for the SFVS will be set for January 2018. (J.S & R.L. to liaise with S.G.)</p>	Chair & H.T. J.S. & R.L.

PART 'C' – FINANCE		
GB 53/17	<p><u>Revised Budget and Forecast</u> Governors had received the Revised Budget and Forecast, in both detailed and summary format, prior to the meeting. The Bursar outlined the situation nationally, reporting that there are still many 'unknown' aspects about the National Funding Formula, to be introduced by the DfE. There had recently been a consultation period – the Finance Link governor had looked at the documents. The Bursar explained that once set, all L.A.s will be required to move towards the new formula, but there are options in terms of a 'soft' implementation or a more immediate 'direct' route. For these reasons the Revised Budget and Forecast has had to be constructed on a number of assumptions and is therefore offered as an 'indicator' rather than a secure reflection of end figures. The Bursar referred governors to significant aspects in the summary and explained the variances :</p> <ul style="list-style-type: none"> • Pupil Premium – positive adjustment to the budget • Sports Premium – this had doubled • Income for residential trips – the Bursar explained the nature of this • Adjustments to staffing – the relationships between supply and contract <p>Governors noted that a deficit had been predicted in April 2017, for which a licence had been granted. However, the Bursar is hopeful that a deficit situation may be narrowly avoided. Governors agreed that this more positive picture is most welcome news.</p> <p>3 Year Forecast – The Bursar advised that this presumes a constant of 53 pupils on roll :-</p> <ul style="list-style-type: none"> • Moving forward the budget becomes increasingly positive • Pay awards are pending and whilst currently unknown, it is anticipated that they might be higher than previously anticipated from April '18. <p>Governors questions were invited :-</p> <p>Governor Question 1: Do we know when there will be some clarity ? Answer: There is no certainty at the moment, but the likely pay awards can be absorbed by the budget, as it is heading in a positive direction. Firm figures on a range of funding matters are expected in February.</p> <p>Governor Qu. 2: Is there a figure where the L.A. will claw back carry forward funds ? Answer: Governors discussed the historical approach and the Bursar confirmed that any carry forward balance would remain with the school.</p> <p>Resolved: That the Revised Budget and Forecast Report be received and approved for submission to the L.A. by December 31st.</p> <p>The Chair thanked the Bursar for attending and for the valuable input to the meeting and on-going support for the school.</p> <p style="text-align: right;">Mrs L. Player left the meeting at 6.15 p.m.</p>	Bursar
GB 54/17	<p><u>Date and time of next meeting – Thursday 18th January 2018 at 6.00 p.m.</u> This meeting will have a strategic focus with a visit by L.M. (School Improvement Advisor) and a presentation by pupils in the Eco Club. .</p>	ALL M.S.
PART 'B' - SCHOOL IMPROVEMENT		
GB 55/17	<p><u>H.T. Report – S.D.P.</u> Governors had received a copy of the updated S.D.P. prior to the meeting and the H.T. invited comments and questions :- English – The Chair underlined that as outlined in his recent ROV he had noted a real focus on gap analysis. Engagement for Learning – The H.T. described the 'push' to ensure that pupils are more actively and authentically engaged in their learning, so that there is a real sense of purpose and ambition. Governors discussed Growth Mindset and the aim to support pupils to be more resilient and have a more positive approach</p>	

<p>GB 55/17 cont</p>	<p>to failure. The H.T noted how this work links to attitudes to Maths and gave examples of the pleasing response to learning times tables and the visit by Y5 & Y6 to Masham.</p> <p>The Chair noted that this was a pertinent time to consider the ROVs from governors, to gauge their perception of how the drive for engagement is progressing. J.S. gave some feedback on the science lesson observed:-</p> <ul style="list-style-type: none"> • Pupils were enthusiastic • Pupils were showing tenacity in their approach to overcoming the more difficult aspects of their learning • More reticent members of the group soon became animated and purposeful. <p>M.G. reported that his visit to a maths lesson also confirmed the enthusiastic engagement of pupils and governors agreed that the DEEL events help parents to be part of this drive.</p> <p>Governor Question 3:- Has the trend of pupils not understanding ‘how to learn’ been improved ?</p> <p>Answer:- Yes, the H.T. gave examples of how the mindset of pupils is changing and improving.</p> <p>Governor Question 4:- Will another DEEL Day be planned ?</p> <p>Ans : Yes, possibly. We would like to try a meeting for parents on how they can support and prepare their children for the rigours and demands of the curriculum.</p> <p>Assessment - The H.T. reported on the ASP (Analysing School Performance) training that she had attended. Governors noted that Target Tracker will be updated at the end of the month and agreed that this should help provide an accurate picture of pupil progress and gaps to be addressed.</p> <p>Resolved: That the updated SDP be received and accepted with thanks to the H.T. and Staff.</p>	
<p>GB 56/17</p>	<p><u>SEF, I.D.S.R. & document from the S.I.A.</u></p> <p>The H.T. thanked governors for their input, which has been fed into the updated version of the SEF. Governors agreed that the 3 page summary is more easily followed.</p> <p>The Chair referred to page 3 Leadership and Management :-</p> <p>Governor Question 5:- Have all new staff done the Prevent training ?</p> <p>Ans: The H.T. confirmed that this training has been completed by all staff.</p> <p>The H.T. reported on an email from L.M., updating about OFSTED:-</p> <ul style="list-style-type: none"> • 1 day section 8 for all ‘good’ schools • 20% of good school are likely to have a section 5 - From January the convert to a Sec. 5 will happen within 48hrs if for Safeguarding or Behaviour reasons, if for other reasons, there will be a letter of concern issued to the school and OFSTED will return within 1 to 2 years to give school the time to consolidate. This will also be the case for schools who may have a section 5 called to go from a ‘good’ to ‘outstanding’. <p>IDSR – Inspection Data Summary Report</p> <p>Governors had received this document prior to the meeting and the H.T. led governors through some scrutiny of the sections and charts.</p> <p>The Chair noted the Maths progress on page 9, which is a priority in the SDP. The H.T. advised that the light and dark blue bands are helpful. Governors reflected upon the way data is affected by small cohorts and explored the need to ensure that data is ‘meaningful’.</p> <p>Document from L.M. – SIA</p> <p>The H.T. described how this document had evolved and the Chair recommended it as very useful in gaining a real insight into the work of the school and the role of governance to support that work. Governors noted that L.M. will be joining the January G.B. meeting for an update on the role of governors in the Ofsted process.</p> <p>Governor Question 6:- On page 4 – ‘ the impact is that 88% are at ARE’ -</p>	<p>Clerk to Agenda 18.01.17</p>

GB 56/17 cont	<p style="text-align: center;">what is the date for this data ?</p> <p>Ans: The H.T. confirmed that this data was from July 2017. Governors also clarified the meaning of a statement on page 5, which it was decided related to the change in G.B. meeting times to facilitate participation by a wider group.</p> <p>Resolved :That the SEF, I.D.S.R. and the document from the SIA be received, accepted and used by governors to further their understanding of the strengths of the school and the priorities for development.</p>	
GB 57/16	<p><u>SENCO Report</u></p> <p>The H.T. outlined that in future it is anticipated that the Link governor for SEND will meet with the SENCo so that the report can then be presented by that Link governor at the meeting. Governors agreed that the report evidences that pupils are being targeted in a meaningful way.</p> <p>Governor Question 7:- Do we need some sense of how the support has impacted ? Could that be added to the Report in the future ?</p> <p>Ans: The H.T. agreed that this would be added.</p> <p>Resolved : That the SENCO Report be received and accepted with thanks to K.R.</p> <p style="text-align: center;">: That some examples of the impact from strategies and interventions will be included in future reports.</p>	H.T. Senco & L.W.
GB 58/17	<p><u>Safeguarding updates</u></p> <p>The H.T. reported that the guidance from the L.A. is that the Safeguarding Audit is not required to be completed this year. Governors noted that the standard format for the Annual Safeguarding Report to Governors will still be completed and contains much of the same information.</p>	
GB 59/17	<p><u>Collaboration / Academy Status updates</u></p> <p>The H.T advised governors that the Church of England M.A.T. in the area will be called the Dales Academy Trust and will be made up of 11 Church Primary Schools and 1 Secondary School.</p> <p>Governor Question 8:- Who is in the DAT in our area ?</p> <p>Ans: Barton, Bolton-on-Swale, Croft, Middleton Tyas, Eppleby Fawcett, South Otterington, East Cowton, Ainderby Steeple, Kirkby Fleetham, Ravensworth , Richmond and All Saints Academy (Secondary at Ingleby Barwick, Stockton).</p> <p>The H.T. noted that local Community Primary School Heads and Chairs had met last summer and it would be timely to now meet again. It was agreed that this will be an Agenda item for the January meeting to progress arrangements.</p> <p>Resolved :That governors will continue the ‘watching brief’ and a meeting for local C.P. schools will be arranged for the Spring term</p>	Clerk to Agenda 18.01.17 Chair & H.T.
GB 60/17	<p><u>Policy Review</u></p> <p>Governors had received the SEND Policy and Child Protection Policy prior to the meeting.</p> <p>Resolved :- That the above mentioned Policies be approved and adopted subject to the inclusion of the Link Governors’ names as to be agreed in item 14 and recorded at Minute GB 61/17</p>	H.T.
GB 61/17	<p><u>Review of the Link Roles & Reports on Governor Visits to School</u></p> <p>Record of Visit reports had been submitted by J.S. (Science), M.G.(Maths – linked to Maths Action Plan) and D.L. (Class 2 – Assessment Action Plan), prior to the meeting. Governors present had given feedback as part of item 8, reported at GB 55/17.</p> <p>The Chair briefly described the role and remit for a ‘Link Governor’, noting that as new members had joined the G.B., the Link Roles would need to be reviewed. Governors discussed the areas of expertise within their collective skill set and</p>	

GB 61/17 cont	<p>agreed the following :-</p> <p>Leadership & Management – D. Lawrenson</p> <p>Safeguarding, SEND & Disadvantaged Groups - L.Wyatt</p> <p>Class 1 (EYFS & Y1) - E. Armstrong (mentored by P.Durban)</p> <p>Class 2 - D.Lawrenson</p> <p>Class 3 - P.Durban</p> <p>English - P. Barber</p> <p>Maths - M. Gibson</p> <p>Science & MFL - J. Sargent</p> <p>Finance - R.Loadman</p> <p>Health & Safety - D. Lawrenson</p> <p>Resolved : That J.S., M.G. & D.L. be thanked for their Reports which contribute to the sharing of information on the important monitoring aspect of the link role.</p> <p>: That governors continue the programme of agreed Governor Visits for the Link roles, as identified above, and complete the ROV for submission to the H.T. firstly, which will then be circulated to all governors.</p>	ALL
GB 62/17	<p><u>Governor Training</u> E.A. and L.W. gave feedback on the training for new governors which they had attended. Governors noted the forthcoming training opportunities :- P.B. to attend Swaledale Alliance Chairs meeting 21st January 2018 Spring Term GSIN at Allerton Court, Northallerton 25th January 2018 – Agenda when available will be on the N.Y. Education Services website. (D.L. & M.G. mat attend)</p>	P.B. D.L. & M.G.
PART 'C' continued – PERSONNEL		
GB 63/17	<p><u>Staffing Updates</u> The H.T. reported that the staffing structure is currently working well and will remain as it is. After a period of consolidation, this will be reviewed in the future, to reassess how well the school are meeting pupils' needs.</p>	
PART 'D' – OTHER BUSINESS		
GB 64/17	<p><u>Correspondence/ updates from the Clerk.</u> The Clerk advised governors on the forthcoming N.Y. Leadership Conference – Inspiring Excellence in Times of Change 28.03.18. Details of two other courses – Online Safety and Preparing for Statutory RSE as part of PHSE, were given to the H.T. The H.T. declared an interest in item 20 and left the meeting at 7.15pm.</p>	
GB 65/17	<p><u>Urgent Other Business</u> None.</p>	
GB 65/17	<p><u>H.T. Performance Management</u> This item was of a confidential nature and is therefore minuted separately under Confidential Minute GB 66/17.</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>There being no further business the Chair thanked all attendees, wished everyone a Merry Christmas and closed the meeting at 7.25 p.m.</p>		
<p>Date & Time of next Meeting – The next meeting will be on Thursday 18th January 2018 at 6.00 p.m.</p>		

IMPACT resulting from this G.B. Meeting

1. **GB56/17** Governors are aware of the OFSTED expectations of the governing body's working knowledge of the school
2. **GB 57/17** Governors are to be better informed about SEN support as the impact of interventions is to be included in future reports.
3. **GB 59/17** Governors are considering the future direction of the school and are mindful of local developments