

<b>Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 8<sup>th</sup> March 2018 at 6.00 p.m.</b>		
<b>Present:</b> 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 R. Loadman (R.L.). Mrs J. Sargent (J.S.), Mrs M. Saunders ( M.S.), Mrs L. Wyatt		
<b>In attendance:</b> Mrs. Beverly Smeeton ( Clerk )		
<b>10 Governors + 2 guest pupils ( from 6.00 – 6.15 p.m. )+ 1</b>		
<b>Apologies</b>	<b>None</b>	
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' – PROCEDURAL</b>		
<b>GB 81/17</b>	<b><u>Welcome &amp; Introductions</u></b> The Chair noted that all governors had arrived, so opened the meeting at 5.55 p.m. by welcoming all attendees and reminding governors that the next item on the Agenda would be a visit from the 2 pupils who are members of the Eco Club.	
<b>GB 82/17</b>	<b><u>Presentation by Eco Club members</u></b> M. and T. were invited to join the meeting and Governors introduced themselves. An assured presentation was given by these two pupils, covering the following information :- <ul style="list-style-type: none"> <li>• Club Meeting times</li> <li>• Role of the Eco Committee</li> <li>• Aims – Green Flag Award</li> <li>• Objectives – improve Energy efficiency, reduce Waste and increase Bio Diversity</li> <li>• Energy focus/ strategy – 'Be Bright - Turn off the Light'</li> <li>• Wasted food focus / analysis - 'Don't waste it – taste it'</li> <li>• Bio diversity – plans for the outdoor area &amp; the vote for naming it.</li> </ul> Governors were invited to ask questions, which the pupils answered confidently and with enthusiasm. M. and T. were thanked for their input to the meeting and left at 6.15 p.m.	
<b>GB 83/17</b>	<b><u>Apologies for absence</u></b> None	
<b>GB 84/17</b>	<b><u>Declarations of Interest and Confidentiality</u></b> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared.	
<b>GB 85/17</b>	<b><u>Notification of Urgent Other Business</u></b> None	
<b>GB 86/17</b>	<b><u>Minutes</u></b> Governors had previously received a copy of the draft minutes of the last meeting, 18.01.18, for consideration.  <b>Resolved: That the minutes of the meeting held on 18<sup>th</sup> January 2018, be approved and signed by the Chair as a correct record.</b>	<b>Clerk to file.</b>
<b>GB 87/17</b>	<b><u>Matters arising</u></b> <b>GB Membership –</b> M.S. had been re-elected as Staff Governor to serve a further four year term of Office 14.01.18 – 13.01.22 <b>With ref GB 75/17 -</b> The Chair thanked all governors for completing the NGA Skills Audit, noting that the analysis of outcomes will be considered later on the Agenda. <b>With ref GB 80/17 -</b> Governors confirmed that they had received the summary detailing the discussions for the Visioning Exercise. The Chair requested that this be an Agenda item for 26.04.18	<b>H.T. to amend website details</b>  <b>Clerk to Agenda 26.04.18</b>



<b>GB 90/17 cont</b>	<p>The Internet Safety training for Staff and Parents was cancelled due to the snow, but will be re-scheduled. It was confirmed that all governors have completed or updated the online Safeguarding training and some certificates were handed to the H.T.</p> <p><b>Resolved: That the H.T. and L.W. will liaise to prepare the report which will be an Agenda item for the meeting in July.</b></p>	<b>H.T. &amp; L.W.</b>
<b>GB 91/17</b>	<p><b><u>Academy Meeting for local Community Primary Schools</u></b> As it had been previously agreed that it is important to keep an ongoing overview of developments with the Academy agenda locally and to maintain dialogue with the Heads and Chairs of other local Community Schools, the Chair reported that letters have gone out to arrange another meeting on 19<sup>th</sup> April. Governors were invited to forward questions they may have, to be taken by the Chair, to that meeting.</p> <p><b>Resolved : That the Chair, P.B. (Vice Chair ) and H.T. will meet with the Heads and Chairs of other local Community Primary Schools to discuss developments around Academy status – 19.04.18</b></p>	<b>H.T. Chair P.B.</b>
<b>GB 92/17</b>	<p><b><u>Review of Policies - Safeguarding, Records Management, Curriculum, RE. Safeguarding</u></b> The H.T. reported that this was a new policy, separate to, but supporting the Child Protection Policy, which brings together, in the one place, the associated procedures.</p> <p><b>Records Management</b> The H.T. explained some of the changes associated with the new GDPR. The implications for the school and the way the G.B. conducts its business were discussed. Possible ways of working in the future to ensure compliance, were explored. Governors agreed that this will need further discussion and some decisions before the regulations become statutory in May. Recently joined members of the G.B. requested a copy of the School Visits protocol document – H.T. to circulate.</p> <p><b>Resolved : That the Safeguarding, Records Management, Curriculum and RE. Policies be approved and adopted.</b></p> <p><b>: That the Protocol for Visits to School by Governors document will be forwarded</b></p>	<b>H.T.  H.T.</b>
<b>GB 93/17</b>	<p><b><u>Governor Training - Feedback from the GSIN &amp; Swaledale Chair's meeting</u></b> P.B. gave feedback on the Swaledale Alliance Chair's meeting which he had attended. There had been a presentation about pupil progress and attainment data and some reflection and guidance on what Chair's really need to know and understand :-</p> <ul style="list-style-type: none"> <li>• IDSR is an important document</li> <li>• P.B. happy to share some of the power point slides with governors</li> <li>• Important to know about the allocation of P.P. funding and Sports Funding and to know what impact it has had.</li> </ul> <p><b>GSIN meeting</b> Governors had received a summary of matters discussed in the main meeting from the Chair and notes on the workshop from L.W., both of whom gave further feedback on the headlines. The Summer Term meeting at Northallerton will be on 15<sup>th</sup> May – J.S. volunteered to try to attend Next Swaledale Chair's meeting 16<sup>th</sup> May – P.B. to attend.</p>	
<b>GB 94/17</b>	<p><b><u>Governor Visits to School</u></b> Governors had received 6 Record of Visit forms. Governors noted that these were all very positive and the Chair thanked governors for the effective way the Link roles are ensuring G.B. support and challenge to the school. All governors who had completed the RoVs further underlined that the school is</p>	

<b>GB 94/17 cont</b>	<p>an enjoyable place to be, with lots of great learning happening and pleasing progress in evidence. The enthusiasm of the pupils across all classes was praised, as well as the confidence and maturity with which pupils reflect on their learning and are able to articulate those reflections.</p> <p><b>Governor Question 4:- Is there anything we can do as a G.B. to help with progressing the plans for the garden ?</b></p> <p><b>Ans:</b> We are investigating the need for planning permission currently. M.S. showed governors the plans and talked through the ideas.</p> <p><b>Governor Question 5:- Will it be predominantly for Early Years use ?</b></p> <p><b>Ans:</b> No, it is very much for use by the whole school. Governors discussed the 'change of use' requirement and pledged their support in whichever way may be most helpful and appropriate.</p> <p><b>Resolved: That Governors be thanked for the informative RoV's and that the effective programme for Visits to school be continued as per the timetable.</b></p>	
<b>GB 95/17</b>	<p><b><u>Analysis of Governor Skills Audit</u></b></p> <p>J.S. summarised the analysis sheet, noting the good range of skill sets represented across the G.B. Particular strengths are in evidence for Management &amp; knowledge of the Education Sector, with Finance, Project/ Estate Management, Procurement and H.R. showing as less strong, but nevertheless covered.</p> <p>Governors noted the need to keep an eye on the Skills Audit, so that it can be adjusted when a governor leaves and effectively used to target the skills needed when recruiting to any vacancies.</p> <p>The Chair thanked J.S. for her valuable work on the Skills Audit.</p>	
<b>PART 'C' – FINANCE, PREMISES &amp; PERSONNEL</b>		
<b>GB 96/17</b>	<p><b><u>Lettings and Charges Policy</u></b></p> <p>Governors had received this Policy prior to the meeting for due consideration.</p> <p><b>Resolved : That the Lettings and Charges Policy be approved and adopted.</b></p>	<b>H.T.</b>
<b>GB 97/17</b>	<p><b><u>Approval of SFVS</u></b></p> <p>The Chair thanked J.S. and R.L. for their work on this document.</p> <p><b>Governor Question 6:- Is there anything that you need to flag up for us ?</b></p> <p><b>Ans:</b> No, we have been able to update the answers to all of the questions which has evidenced the school's sound financial systems. The H.T. advised that Question 17 was in need a small update regarding the MASS contract – J.S. to forward the document to S.G.</p> <p><b>Resolved: That the SFVS be approved for submission to the L.A. before March 31<sup>st</sup> subject to the small amendment agreed and that J.S. &amp; R.L. be thanked for their work on this.</b></p>	
<b>GB 98/17</b>	<p><b><u>Health &amp; Safety / Buildings updates</u></b></p> <p>The H.T. reported on the following:-</p> <ul style="list-style-type: none"> <li>• Leak in the Kitchen now fixed – washing up from lunchtime is currently done at Hipswell</li> <li>• Lighting – partially completed. The H.T. explained.</li> </ul> <p><b>Governor Question 7:- When are they returning to finish the work ?</b></p> <p><b>Ans:</b> In the Easter holidays.</p> <ul style="list-style-type: none"> <li>• The concerns raised about the climbing frame in the playground were outlined and the interim safety measures, that have been put in place, were explained.</li> </ul> <p>Installer to meet with H &amp; S advisor next week. H.T. to liaise with Chair on outcome.</p>	<b>Chair &amp; H.T.</b>

<b>PART 'D' – OTHER BUSINESS</b>	
<b>GB 99/17</b>	<p><b><u>Feedback from the PTA</u></b> E.A. reported that the PTA had met on Tuesday and gave feedback to governors on their work so far :-</p> <ul style="list-style-type: none"> <li>• Bank Account has been set up</li> <li>• S.G. has agreed to be a signatory to ensure consistency</li> <li>• Raffle funds have paid for PTA Association membership</li> <li>• Charities Commission number is awaited as this is needed in order to further progress a number of initiatives in the pipeline</li> <li>• First Big Event – Bedale Car Boot in May</li> <li>• Further plans for a Quiz, Co-op &amp; Tesco initiatives</li> </ul> <p><b>Governor Question 7:- Is there a headline project to raise funds for ?</b> <b>Ans:</b> Yes, the garden.</p> <p>Governors expressed their appreciation and agreed that having a thriving PTA again is very beneficial to the school. The Chair requested that governors are kept informed of any PTA activities so that they might support them. The H.T. will include the date of the 'Car Boot Sale' in the article for the Parish Magazine.</p> <p><b>Resolved: That congratulations and thanks are forwarded to the members of the PTA and that governors are informed of any fundraising events, to which they could lend their support.</b></p>
<b>GB100/17</b>	<p><b><u>Correspondence</u></b> Governors noted the information received in the two letters forwarded by the Clerk from the Governance Support Unit.</p>
<b>GB101/17</b>	<p><b><u>Urgent Other Business</u></b> The H.T. invited governors to volunteer to support SATs week – wk beg.14th May. Governors to liaise with the H.T.</p> <p>A suggestion was made for an Agenda item at the next meeting 26.04.18 – Wraparound care update.</p>
<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 thanked all attendees and closed the meeting at 7.30 p.m.</p> <p><b><u>Date &amp; Time of next Meeting</u></b> – The next meeting will be on</p> <p style="text-align: center;"><b>Thursday 26th April 2018 at the school at 6.00 p.m.</b></p>	
<p><b><u>IMPACT resulting from this G.B. Meeting</u></b></p>	
<ol style="list-style-type: none"> <li>1. Skills Audit update – Governing Body knowledge of skills available important and essential for future governor recruitment.</li> <li>2. P.T.A. – new area of support for the school and governors kept aware of progress to enable appropriate support to be offered to assist in development of P.T.A. for benefit of the School.</li> <li>3. SFVS – Completion by Governors reinforces and gives assurance to GB about the robustness of financial arrangements.</li> </ol>	