

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 10th November 2016 at 6.00 p.m.		
Present: Mr. P. Durban (P.D.), Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. D. Lawrenson (Chair), Lady S. MacAndrew (S.M.),Mrs J. Morgan (J.M.), Mrs. J.Sargent (J.S.), Mrs. M.Saunders (M.S.)		
In attendance: Mrs L. Marsden (L.M.) S.I.A. (School Improvement Advisor) until 7.20 p.m. Mrs. Beverly Smeeton (Clerk) 9 Governors + 2		
Apologies	Mr. P. Barber (P.B.), (Consented)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 21/16	<u>Welcome & Introductions</u> The Chair opened the meeting at 6.00 p.m. by welcoming all attendees. A particularly warm welcome was extended to Mrs Marsden S.I.A.	
GB 22/16	<u>Apologies for absence</u> Apologies & reason for absence were submitted by Mr. P. Barber Resolved: That the above apology be noted & that the absence be consented to.	
GB 23/16	<u>G.B. Self Review of 'Ofsted Readiness' – L.M.</u> The Chair explained that in consideration of L.M.s time, this activity would be taken at this point in the meeting and further explained that this was an opportunity to explore the G.B.'s ability to be effective in answering the likely questions posed during the Ofsted Inspection process. L.M. gave governors a handout showing aspects from the Schedule which are likely to be probed by an Inspector and example questions likely to be asked during the meeting with governors. L.M. challenged governors on the following :- <ul style="list-style-type: none"> • Statutory Duties, how these are met – particularly for safeguarding and how governors are trained to effectively fulfil their role in this area. • How pupils are prepared for life in Modern Britain (tolerance, respect, faith, culture & lifestyles) • Clarity of vision, aims, ethos and how governors contribute to the Strategic Direction for the school • Understanding of, and contribution to the SEF • Knowledge of Data Dashboard, RAISE, National averages and the strengths and weaknesses of the school – possible 'lines of enquiry' • Rigour of the assessment process and how governors triangulate the evidence of outcomes • Understanding of the impact of Teaching and Learning – how progress made in different subjects, cohorts and with vulnerable groups is monitored. • How the G.B. provides challenge and holds the H.T. to account for standards and the drive for school improvement • Knowledge of Pupil Premium spend and the impact it has in overcoming barriers and ensuring progress for vulnerable learners • How governors ensure financial probity and 'value for money' • Understand how Sports Premium is used and know the impact/ outcomes • Performance Management systems -how do governors know that targets are rigorous and do they understand how decisions are made about teacher's salaries / the links to the assessment cycle, SEF and S.D.P. (the challenges of maintaining confidentiality in a small school were acknowledged). • How do governors effectively engage with stakeholders and ensure transparent and accountable systems across all aspects of Leadership. <p>Governors discussed their capacity to respond to the questions and L.M. gave guidance on how to elaborate and better evidence or articulate the effectiveness of systems that are in place. Some action points emerged :-</p>	

GB 28/16	<p><u>Date and time of next meeting – Thursday 1st December 2016 at 6.00 p.m.</u> This meeting will have a Finance focus.</p>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 29/16	<p><u>SEF – Leadership and Management</u> The H.T. outlined the five main areas from the Ofsted Framework and gave governors a handout for the Leadership and Management section. Governors were asked to decide, based on the document, where the school currently 'sits' and what the evidence is for that judgement. This will be an Agenda item for the next meeting. Governor Question 2:- To be 'Outstanding' do you have to meet all aspects of the criteria? Answer:- No, it is a 'best fit'. Resolved: That SEF judgements by governors for L & M, will be an Agenda item for the meeting on 1st December 2016.</p>	Gvnrs Clerk to Agenda
GB 30/16	<p><u>School Development Plan</u> Governors had received the Foreword and the Action plans for Assessment, EYFS and English prior to the meeting. The H.T. explained that all staff had worked on the SDP and the format is now standardised for each aspect. The H.T. also outlined how the Action Plans are informed by the SEF, the last Ofsted Report and the Performance Management cycle and the rationale for incorporating the references to the Ofsted Framework and the Teachers Standards document. <u>Assessment</u> Governors discussed life without levels, the interim framework and how monitoring progress effectively works in between Y2 & Y6. Governor Question 3:- Is Target Tracker fulfilling it's brief ? Ans:- Yes, in some senses- once the information is on there it is good for analysis of groups and identifying gaps in learning, but as with all data it depends on the quality of what is put in, as to how useful it then is. <u>English</u> Governors discussed the work still to do on writing. <u>EYFS</u> The H.T. explained that this is an area of strength for the school and that the Action Plan is in place because it is 'Good' and aspiring to 'Outstanding'. <u>Governor Action Plan</u> The Chair asked for governor feedback on the format and content and it was suggested that, as with the other action plans, there should be a column for progress. The Chair confirmed that he would add this and an Ofsted criteria column. Governors considered the training section and noted that both new governors have completed the online Safeguarding training and will complete the Prevent training also. Resolved: That the S.D.P. Action Plans are approved subject to the minor additions to the Action Plan for Governance as detailed above.</p>	Chair
GB 31/16	<p><u>RAISEonline</u> Governors had received the Ofsted Summary Report and the Inspection Dashboard prior to the meeting and were reminded about the RAISEonline training at Spennithorne School on 11th January at 6.30 p.m. to be led by Kirsty Hallet (L.A. Advisor on Pupil Performance Data). Governors confirmed their intention to attend and three Governors requested a paper version of the RAISE document as they prefer to prepare with the hard copy. Resolved : That Governors will attend the above mentioned training about RAISEonline</p>	H.T. Gvnrs
GB 32/16	<p><u>Safeguarding updates</u> The H.T. confirmed that there were no further updates since the last G.B. meeting.</p>	

GB 32/16 cont	Governors had considered their statutory duties and role in this aspect of the work of the school, as part of Agenda item 2 as recorded in G.B. 23/16	
GB 33/16	<p><u>SEND Report</u> S.M., the Link Governor, read out the SEND Report as forwarded to the meeting by K.R., the SENCo. Governors noted the arrangements in place for pupils with additional needs and the outside agencies with whom the School works in partnership to ensure appropriate support. The H.T. explained how she is liaising with the H & S Advisor to problem solve the access issue for the upper level of the school - potential places to site a 'through floor' lift are being considered currently. Governors were given a copy of the Accessibility Plan to consider – the Chair & S.M. have done a 'walk round' to identify issues but would appreciate governors' feedback on the document and any other aspects to be considered.</p> <p>Resolved:- That the SENCo be thanked for the informative report and continued efforts on behalf of the pupils at the school.</p> <p>: That the Accessibility Plan is considered at the December Meeting and that governors email the H.T. with any helpful feedback prior to that time.</p>	<p>Gvnrs</p> <p>Clerk to Agenda</p>
GB 34/16	<p><u>Policy Review</u> The Chair invited any governor comments on the Child Protection Policy for review, which governors had received prior to the meeting.</p> <p>Resolved :- That the Child Protection Policy be approved and adopted.</p>	H.T.
GB 35/16	<p><u>Reports on Governor Visits to School</u> Record of Visit Reports had been submitted by M.G. (Maths) and S.M. (EYFS) prior to the meeting and governors were thanked for these. Governor noted that P.B. (English) and J.S. (Science) are scheduled to visit this half term.</p> <p>Resolved : That S.M. & M.G. be thanked for their Reports which contribute to the sharing of information on the important monitoring aspect of the link role.</p>	P.B. & J.S.
GB 36/16	<p><u>Governor Training – report on GSIN by the Chair</u> Governors had received the Report from the Chair summarising all important updates and discussion points from the Autumn Term Governors School Improvement Network Meeting. Aspects were discussed and governors were encouraged to attend these informative events on a rota system. Dates for the Spring Term will be forwarded to governors and the Agenda, when it is available.</p>	Chair Clerk
GB 37/16	<p><u>Governor Skills Audit Analysis and review of implications for parent Governor vacancy</u> Governors had received the comprehensive summary and analysis by J.S. prior to the meeting. J.S. handed out the summary of the outcomes of the Governor Skills Audit, which was discussed. Governors noted the areas which are less strong to include:-</p> <ul style="list-style-type: none"> • Financial planning / management • Knowledge of the local and regional economy • Links with local businesses <p>Governors considered how the areas of strength and weakness might reflect on their capacity to provide strong challenge and questioning in meetings and discussed the analysis in relation to the current parent governor vacancy. The Chair confirmed the DfE 'good practice' stance that a parent governor election should be informed by the needs of the school i.e. the G.B. can state which skills they are looking for. Whilst there are a good range of skills within the G.B, now that some less strong areas have been identified e.g. financial skills and knowledge of the local / regional economy, every effort should be made to</p>	

GB 37/16 cont	<p>secure those skills to have 'around the table'.</p> <p>Resolved: i)That J.S. be thanked for the comprehensive and informative analysis of the Governor Skills Audit returns.</p> <p>ii)That the summary document is used to inform recruitment to the Parent Governor vacancy- the Chair will provide a covering letter to accompany the standard L.A. materials to be sent out.</p>	Chair & H.T.
PART 'C' – FINANCE & PREMISES		
GB 38/16	<p><u>Budget Monitoring Report to October 31st 2016.</u></p> <p>Governors had received the Budget Monitoring Report both detailed and summary prior to the meeting and the Chair summarised the financial situation in that the licensed deficit has risen slightly, but the Bursar has indicated that all financial matters are going according to the forecast.</p> <p>The H.T. explained that there may be an opportunity to gain some additional funding either from the L.A. or the M.O.D., but the rationale for the L.A. position is currently unclear as it seems dependant on the outcome of the M.O.D. funding bid. The email from the L.A. was read out by the H.T. and governors were assured that clarity is being sought. The H.T. confirmed that the school don't appear to meet the criteria for pupil growth funding.</p> <p>The Chair confirmed that L.P. (Bursar) will be attending the next G.B. meeting so there there will be an opportunity on 01.12.16 to seek clarity on this and pose all governor questions.</p> <p>Resolved: That the Budget Monitoring Report is received and accepted.</p> <p>: That the Revised Budget and Forecast will be an Agenda item 01.12.16 when the Bursar will be in attendance.</p>	Bursar Clerk to Agenda
GB 39/16	<p><u>Financial Benchmarking</u></p> <p>Governor had received the comparative statistics prior to the meeting and noted that the school is around average in most aspects. There were no questions and governors confirmed that the benchmarking provided a positive picture for this financial aspect.</p> <p>Resolved: That the Benchmarking document be received and accepted with thanks.</p>	
GB 40/16	<p><u>Arrangements for the Completion of the SFVS</u></p> <p>The Chair asked J.S. if she would be prepared to work with S.G. on this again to have it ready for submission to Governors for the meeting 17.03.16 and to the L.A. for 31st March 2017.</p> <p>J.S. and P.D. agreed to liaise with S.G. to progress this work.</p> <p>Resolved : That J.S. & P.D. will work on the Schools Financial Value Statement with S.G. on behalf of the G.B.</p>	
GB 41/16	<p><u>Health and Safety Updates</u></p> <p>The H.T. advised that the H & S Advisor, T.B. had visited the previous day and updated all of the H.& S. Policies. The 'Walkround' had been satisfactory and ideas had been discussed to make the fence by the climbing frame less of a hazard (turn it upside down to create a smooth top). Cages have been fitted on the heaters with funds from the Capital revenue. T.B. had discounted the area identified for a lift to the upper floor as it doesn't allow adequate space.</p>	
GB 42/16	<p><u>Buildings Maintenance</u></p> <p>The H.T. updated governors on the status of recent maintenance work to include:-</p> <ul style="list-style-type: none"> • New Heaters in the Infants • Kitchen work • Doors and windows • Grant to develop fencing around the new part of the school grounds to 	

GB 42/16 cont	<p>make it secure.</p> <ul style="list-style-type: none"> • Hedge to be trimmed to maximise on the new outside space • New LED lighting to be explored <p>The Chair, on behalf of the G.B. thanked the H.T. for her work in securing various funding streams.</p>	
PART 'D' – OTHER BUSINESS		
GB 43/16	<p><u>Correspondence</u> The Clerk advised that a new Governance Handbook is to be released by the DfE which will be forwarded to Governors.</p>	
GB 44/16	<p><u>Urgent Other Business</u> None.</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 and closed the meeting at 8.35 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 1st December 2016 at the school at 6.00 p.m.</p>		