

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 16th March 2017 at 6.00 p.m.		
Present: Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. D. Lawrenson (Chair), Mrs R. Loadman (R.L.), Lady S. MacAndrew (S.M.), Mrs J. Morgan (J.M.), Mrs. J. Sargent (J.S.),		
In attendance: Mrs L. Player (Bursar) until 6.10 p.m. Mrs S. Godlee (Office Manager) until 6.25 p.m. Mrs. Beverly Smeeton (Clerk)		
		9 Governors + 3
Apologies	Mrs. M.Saunders (M.S.) (Consented)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 90/16	<u>Welcome & Introductions</u> The Chair opened the meeting at 6.00 p.m. by welcoming and thanking all attendees. A particularly warm welcome was extended to Mrs L. Player (Bursar) and Mrs S. Godlee (School Office Manager). The Chair explained that in respect of colleagues time, the financial matters would be considered after item 4.	
GB 91/16	<u>Apologies for absence</u> Apologies & reason for absence were submitted by Mrs M. Saunders Resolved: That the above apology be noted & that the absence be consented to.	
GB 92/16	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared and no confidential matters were identified at this point in the meeting.	
GB 93/16	<u>Notification of Urgent Other Business</u> None	
PART 'C' – FINANCE		
GB 94/16	<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 that the headline for this monitoring report is that not a great deal has changed, but the figure forecast for the deficit, £23,000 for 2016-2017, had been reduced by the receipt of an M.O.D. grant – this will bring the school very close to a balanced budget with school finances being 'on track'. The Bursar further outlined the reasons for the main variances and explained that there are still likely to be small amounts of money to come back into the budget. The Chair invited Governors' comments and questions :- Governor Question1:- Supply costs have come in significantly higher than the forecast, why is this? Answer: The H.T. explained that sometimes courses come up that are relevant to the key priorities of the School Development Plan and staff therefore are released to attend. It hadn't increased due to illness. Governor Qu. 2: Did we just underestimate it ? Do we need to allocate more of the budget for this next year ? Ans:- The H.T. outlined that this isn't likely to be a constantly rising aspect of the budget, but some of the courses appear at short notice. Sometimes flexibility with staffing allows the H.T. to cover classes, but on occasions this isn't possible and supply cover is needed. The H.T. outlined some of the courses which had been attended by staff. Governor Qu. 3:- The rent element, what is this for ?	

<p>GB 94/16 cont</p>	<p>Ans:- S.G. explained that the Infant building belongs to the LA, but the land is rented. The Bursar gave the historical context to this arrangement and reported that there will be some reimbursement from the L.A. for this rent.</p> <p>Governor Qu. 4:- What proviso does the M.O.D. grant come with ?</p> <p>Ans:- The H.T. explained that the bid was to facilitate an increase in staffing in response to the sudden rise in numbers on roll and that is what it has been spent on.</p> <p>Governor Qu. 5:- Learning resources are quite a bit higher than projected – do we need to increase the allocated budget ?</p> <p>Ans:- The Bursar explained how the residential visit had impacted on this figure and reassured that an amount will be returned.</p> <p>The Bursar reported that she had taken an initial look at the Start Budget and it seemed that it would be a break even situation. The Bursar sounded a note of caution in the fact that there are a number of ‘creep’ factors to expenditure, like the rise in energy prices and the apprenticeship levy, with little hope of the National Funding Formula coming to fruition.</p> <p>Governors noted the position for the school with a rising roll and the Bursar agreed the need to consider staffing, after which the Start Budget could be revised.</p> <p>Resolved: That the Budget Monitoring Report be received and approved.</p> <p>The Chair thanked the Bursar for attending and for valuable input to the meeting. Mrs L. Player left the meeting at 6.15 p.m.</p>	<p>Bursar</p>
<p>GB 95/16</p>	<p><u>Contract Review Schedule</u></p> <p>Governors had received the full schedule prior to the meeting. The Office Manager (S.G.) gave a brief overview of the main rises – cleaning services 6%, MASS scheme 4.5%, grounds maintenance may rise due to additional piece of land. Governors noted the services delivered through the L.A. Traded system and the benefits they bring to the school as described by the Office Manager.</p> <p>Governor Qu.6: What Governor training comes as part of the Energy Service ?</p> <p>Ans: S.G. outlined the options and the Chair reported on the advert in the N.G.A. magazine. Governors discussed ways to gain energy efficiencies.</p> <p>Governor Qu. 7:- Would they look at the building and identify how it could be more energy efficient ?</p> <p>Ans:- S.G. agreed to explore the advice available through the LA. The H.T. noted that the lighting quote, which governors had received prior to the meeting, would be considered in a later Agenda item.</p> <p>Resolved: That the Contract Review Schedule is received and accepted with thanks to S.G.</p>	
<p>GB 96/16</p>	<p><u>Approval of the SFVS</u></p> <p>Governors thanked J.S. & P.D. for their work with S.G. on this document and noted that the licensed deficit is addressed as part of the responses. Governors suggested that at point 19 the new heaters, windows and doors, to improve energy efficiency, should be added.</p> <p>Resolved: That the SFVS is approved subject to the amendments as indicated above and returned to the L.A. by 31.03.17</p>	
<p>GB 97/16</p>	<p><u>Lettings and Charges Review</u></p> <p>Governors had received the document prior to the meeting and noted the current community use of the building and the charges. S.G. outlined the rationale for the revised charge for colour photocopying.</p> <p>Resolved: That the Lettings and Charges Policy be approved and adopted.</p>	

GB 97/16 cont	<p><u>Parent pay</u></p> <p>S.G. raised the question of using Parent Pay at the school and outlined how it would be beneficial for the school. Governors discussed this cashless system and how it might work for the parents at Hunton & Arrathorne.</p> <p>Governor Qu. 8:- What happens if parents don't pay ?</p> <p>Ans: As with trips at the moment, if enough voluntary contributions aren't received the trip cannot proceed.</p> <p>Governor Qu. 9:- What happens if dinner money isn't paid ?</p> <p>Ans: Staff assured governors that a child would not be allowed to go hungry. S.G. explained about the pay point option, for any parents who do not have a smart phone. There are 6 pay points on Catterick Garrison and 4 in Bedale. S.G. has spoken with other Office managers who speak very highly of this system.</p> <p>Resolved: That the school moves to a cashless system by way of introducing Parent Pay as facilitated through the L.A.</p> <p>The Chair thanked Mrs S. Godlee for attending and giving valuable guidance to the meeting and explained that the Agenda order would now resume with item 4. Mrs S. Godlee left the meeting at 6.30p.m</p>	
PART 'A' – PROCEDURAL - resumed		
GB 98/16	<p><u>Minutes</u></p> <p>Governors had previously received a copy of the minutes of the last meeting 26.01.17 for consideration.</p> <p>Resolved: That the minutes of the meeting held on 26th January 2017 be approved and signed by the Chair as correct record.</p>	
GB 99/16	<p><u>Matters arising</u></p> <p>With Ref GB 78/16- Chair, Clerk & H.T. to review the documents as noted.</p> <p>With Ref GB 80/16:- P.B. confirmed that he had completed the Safer Recruitment training. Governors all signed to evidence that they have read part 2 of K.C.S.I.E.</p> <p>Confidential Minute 26.01.17 – approved.</p> <p>It was agreed that P.B. would continue to shadow M.G. and take over from R.L. on the H.T. P.M. panel in September, after the current panel has completed the review in July.</p> <p>Governors agreed that all further matters would be covered through the Agenda items.</p>	H.T. Chair Clerk
GB100/16	<p><u>G.B. Membership L.A. Governor</u></p> <p>J.S. took no part in the following discussions:-</p> <p>The Chair outlined the new arrangements for the appointment of an L.A. Governor and explained that the Term of Office for J.S. will expire in August 2017. The skill sets needed were discussed and governors agreed that J.S. would continue to be a valuable member around the table.</p> <p>J.S. signalled her willingness to continue in the role of L.A. governor.</p> <p>Resolved: That J.S. will complete the necessary forms to secure another four year term as L.A. governor and return to the L.A. asap.</p>	J.S.
GB101/16	<p><u>Date and time of next meeting – Thursday 18th May 2017 at 6.00 p.m</u></p>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB102/16	<p><u>H.T. Report</u></p> <p>Governors had received a copy of the report and a number of other supporting documents prior to the meeting (here appended to these minutes).</p> <p>The H.T. explained the reporting of incidents requirement, the nature of the one reported and the procedure followed. Governors noted that this was the only reportable incident in 9 years.</p> <p>Attendance - Data provided was scrutinised, with governors noting the</p>	

<p>GB102/16 cont</p>	<p>reduction in absence.</p> <p>Governor Question 10:- What is absence, does it include medical appointments ?</p> <p>Answer:- Yes – a child is absent if they are not physically in the building for whatever reason - governors discussed registration procedures. The H.T. reported that the school had that day, been informed that there would be 10 new starters in September 2017.</p> <p>SEF- Governors considered the Personal Development, Behaviour and Welfare section of the SEF. The H.T. explained that in response to the 'Growing up in North Yorkshire' survey outcomes, a key focus for development will be encouraging resilience in pupils to aid well-being. This has been discussed with the Service Pupils Champion, to gain from her expertise and in May the school will look at support for Y6 & Y2 to ensure well-being during the approach to National tests.</p> <p>Governors noted that the Safer Recruitment training completed by P.B. could be included and discussed strengthening and growing the 'safe school' culture. It was agreed that internet safety training for parents and grandparents should be 'rolled out' again as young people spend an increasing amount of time online.</p> <p>Governor Question 11:- Are we happy with the grading, are we good ?</p> <p>Ans : Governors were agreed in their confidence that the school is 'Good' overall with some outstanding features and an aspiration to be wholly outstanding.</p> <p>School Improvement Advisor Report</p> <p>The H.T. explained the purpose of the visit and governors discussed the report, agreeing that it was very positive.</p> <p>Subject Leader Report – Science</p> <p>The issue of the outcomes, as reported on the final page, was raised and the H.T. explained strategies used to raise levels of scientific understanding and attainment including the use of the science characters.</p> <p>Governor Qu. 12:- Do you have the same system for investigations as outlined at the science evening with the 'post its', etc ?</p> <p>Ans: The H.T. explained further.</p> <p>Governor Qu. 13:- And do you think these initiatives will be enough to close the gap evidenced in the results ?</p> <p>Ans: The H.T. explained how the new class structure has made it easier to ensure that the entirety of the curriculum is covered appropriately.</p> <p>SEND Report – Governors noted the content of this report and thanked K.R. The H.T. reported that the School will be applying for the Dyslexia Kite Mark.</p> <p>Data Dashboard</p> <p>Governors noted the arrangements on reporting if the cohort is below 10 and the H.T. explained 'coasting' in response to governor enquiry.</p> <p>Lighting Report</p> <p>Governors discussed the quote for the proposed change to LED lighting.</p> <p>Governor Qu. 14:- Is the saving guaranteed?</p> <p>Ans: H.T. to ask – governors feared that this would not be the case, which the small print may reveal. It was noted that a return on the investment will take 5 years and with such a large outlay governors reflected on</p> <ul style="list-style-type: none"> • the flexibility to do the work in stages. • the importance of other quotes • detail of the small print <p>Resolved: That this matter would be considered again at the May meeting when other quotes have been obtained.</p>	<p>H.T. Clerk to Agenda 18.05.17</p>
<p>GB103/16</p>	<p><u>Review of G.B. objectives set in September 2016.</u> The Chair reported that he had reviewed the objectives set in September many</p>	

GB103/16 cont	<p>of which have already been met :-</p> <ul style="list-style-type: none"> • Skills Audit updated and analysed • Full membership of the G.B. with gaps in skills addressed • A schedule of Governor training completed and more that is on-going • Quality of G.B. leadership secured with a succession plan in place • The Aims and Vision kept in focus and added to the bottom of the Agenda accordingly <p>Governors noted the importance of regular self review in the pursuit of 'Outstanding' governance.</p>	
GB104/16	<p><u>5 Year Strategic Plan</u> The Chair reported that he had reviewed this document and that the school is on track with most aspects. Governors noted that one area still under development (effective communication with Stakeholders) would be further discussed under item 15. The Chair explained that a 'progress' column will be added and when the document has been updated, it will be circulated to all and will be an Agenda item for the 18.05.17 meeting.</p> <p>Resolved : That Governors will consider the updated 5 year Strategic Plan on 18.05.17</p>	<p>Chair</p> <p>Clerk to Agenda 18.05.17</p>
GB105/16	<p><u>Safeguarding Audit and Safeguarding updates</u> Governors queried the few blank spaces and the H.T. explained that the form would not allow input in these areas. Governors reflected on the time and energy that such a lengthy and unwieldy form takes – the H.T. confirmed that whilst some aspects are a helpful reminder there is a lot of repetition. Governors agreed that there should be some feedback to the NYCSB and a request that they look to make the document more succinct</p> <p>Resolved: That subject to the resolution of the issues with the drop down boxes the completed Audit be approved for submission to the L.A. by 31.03.17</p> <p>:That the H.T. and Governors send a letter to NYCSB to give feedback about the format of the Audit.</p>	<p>H.T. & Chair</p>
GB106/16	<p><u>Collaboration / Academy Status updates</u> The Chair outlined the march of progress of the Academy Agenda reporting that there are now 41 schools in N.Y. that have converted with a further 40 live projects underway. Governors discussed the situation locally and the likely groupings which will form around C.of E. MATs, whilst speculating about a possible forum where small, local Community schools could share and discuss their current thoughts.</p> <p>Resolved: That the H.T., Chair and P.B. will work on a cordial invite to the Schools identified and proceed with a meeting as discussed.</p>	<p>Chair, H.T. & P.B.</p>
GB107/16	<p><u>Policy Review</u> Governors noted the various procedures in place to ensure the suitability of personnel either employed by, or associated with the school, including the requirement for governors to declare.</p> <p>Resolved : That the Declaration of Offences Policy be approved and adopted.</p>	
GB108/16	<p><u>Consultation with Stakeholders</u> Governors had received the parent questionnaire prior to the meeting and agreed that questions 18 & 19 could be improved upon. The Chair suggested that a small working group look at the questions and return a draft for the next G.B. meeting.</p> <p>Resolved: That M.G., P.D. & J.M. will work on the areas identified for improvement on the parent questionnaire.</p>	<p>M.G., P.D, & J.M.</p>

GB109/16	<p><u>Governor Training</u> Governors noted that a number of training events had been attended by governors. M.G. & P.D. gave feedback from the GSIN 14.02.17, which had been a disappointing network meeting as it was not as helpful or informative as usual.</p> <p>Bitesize Finance for Schools training – P.D. had attended this and found it useful as an overview of all financial aspects. The need to ensure all F.S.M. are correctly recorded was ‘flagged up’.</p> <p>Getting Started – Governor Induction – P.B. had attended Day 1 of this training and will attend day 2 shortly.</p> <p>Monitoring and Accountability for Governors – J.M. had attended this course run by the Swaledale Alliance and recommended it as an excellent training event. A brief overview was given of aspects covered and the good practice advice offered – J.M. to forward all handouts to all governors.</p>	<p>P.D.</p> <p>J.M.</p>
GB110/16	<p><u>Reports on Governor Visits to School</u> Record of Visit reports had been submitted by P.D. & M.G.(Maths) and P.B. (English) prior to the meeting and governors noted that these visits were found to be very helpful in providing an additional overview and a more detailed context to the work of the school. P.D. noted that it was enlightening to see differentiation in action in the classroom and P.B. raised the concern for provision in September with larger groups moving through the school and greater levels of differentiation required. The Chair outlined that this would be discussed as part of item 24.</p> <p>Resolved : That P.D., M.G. & P.B. be thanked for their Reports which contribute to the sharing of information on the important monitoring aspect of the link role.</p> <p>: That the programme of monitoring visits to school continues to be followed</p>	<p>ALL</p>
GB111/16	<p><u>Health & Safety</u> Governors had received the report from the H & S advisor and noted that there were no aspects needing urgent attention and that all suggestions made will be addressed. Governors agreed that other aspects of H & S had been covered by the H.T. Report and consideration of the SFVS.</p>	
PART ‘D’ – OTHER BUSINESS		
GB112/16	<p><u>Correspondence</u> None</p>	
GB113/16	<p><u>Urgent Other Business</u> None.</p>	
PART ‘E’ – PERSONNEL		
GB114/16	<p><u>Update from the Staffing Working Group</u> Governors agreed that item 24 was of a confidential nature and would therefore be minuted separately under Confidential Minute GB113/16.</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 8.05 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 18th May 2017 at the school at 6.00 p.m.</p>		