

| Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 17th March 2016 at 4.30 p.m. | | |
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| Present: Mr. P. Barber (P.B.) , Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. D. Lawrenson (Chair), Mrs. R. Loadman (R.L.), Mrs. S. MacAndrew (S.M.), Mrs. J. Sargent (J.S.), Mrs. M. Saunders (M.S.), Mrs. K. Yarker (K.Y), | | |
| In attendance: Mrs L. Player (L.P. - Bursar) Mrs S. Godlee (S.G. - School Office Manager) Mrs. Beverly Smeeton (Clerk) | | |
| | | 9 Governors + 3 |
| Apologies | Mr. N. Haresign (N.H.) | 1 |
| Minute No. | | Action |
| PART 'A' – PROCEDURAL | | |
| GB 89/15 | <u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees. An especially warm welcome was extended to L.P. and S.G. and the Chair on behalf of governors expressed gratitude for the expertise they would bring to the meeting. The Chair outlined that Part C of the Agenda would be considered first to allow colleagues to withdraw following the items on which they will lead. | |
| GB 90/15 | <u>Apologies for absence</u> Apologies were received from Mr. N. Haresign who had been detained at work. The apology was noted and the absence consented to . | |
| GB 91/15 | <u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. The Clerk reported that there would be a Confidential Minute to approve at the end of the meeting, after staff had withdrawn. The Chair noted that item 19 would also be considered at the end of the meeting, following the departure of staff. | |
| GB 92/15 | <u>Notification of Urgent Other Business</u> None | |
| GB 93/15 | <u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Confidential minutes GB 87/15 & 88/15 were approved at the end of meeting as previously noted. Resolved: That the minutes, both public and confidential of the last meeting held on 21st January 2016 be approved and signed by the Chair as a correct record. | |
| GB 94/15 | <u>Matters arising</u> With ref GB 75/15 – The Chair outlined that some initial work had begun on the long term overview for the school. Governors agreed that this would be discussed further later in the Agenda. Governors expressed their thanks to K.R. for the recent SEN training which took place on 29.02.16 With ref GB 78/15 – The Chair and the Clerk confirmed that there is currently no further good practice advice for engaging parents and governors noted that they have a number of ongoing strategies in place to encourage good relationships and ensure lines of communication are open. With ref GB 79/15 – The competition for the design to accompany the 'motto' is in progress. | P.B. , Chair & H.T. H.T. H.T. |
| GB 95/15 | <u>Date and time of next meeting – Thursday 20th April 2016 at 4.30 p.m.</u> | ALL |
| PART 'C' – FINANCE & PREMISES | | |

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| GB 96/15 | <p><u>Budget Monitoring Report</u></p> <p>Governors had received the Budget monitoring reports, both summary and detailed, prior to the meeting (here appended to these Minutes).</p> <p>The Bursar explained the current financial situation for the school and the variances as detailed in the reports. Governors were pleased to note that the deficit previously forecast had been reduced by approximately £2,000. The Bursar confirmed that the school would finish the financial year with a very small deficit (£2,500 approx) and that a license had been applied for. Governors considered the draft Start Budget and noted that the school is in a healthy position in terms of growth, which means that by 2018 /19 the budget will be based on 52 pupils and therefore the balance will again be a positive one. Governors discussed the 'lag' between the pupil numbers at the census point, the resulting funding, and the actual pupil numbers for September 2016.</p> <p>Governor Question. 1:- If we decided that we needed to increase the staffing for September 2016, and our allocated funding is for only 39 pupils and not the 47 we will have, would we need to apply for a bigger deficit to accommodate this?</p> <p>Answer: The deficit does allow for some flexibility to address the need for appropriate staffing levels.</p> <p>A governor reported that the 'Bite size Finance for Schools' training delivered by L.P. had been extremely informative and helpful</p> <p>Resolved: That the Budget Monitoring Reports be received and accepted.</p> <p style="padding-left: 40px;">: That the draft Start Budget be accepted and the license be applied for as outlined by the Bursar</p> <p style="padding-left: 40px;">: That the Bursar be thanked for the comprehensive financial Reports and all efforts on behalf of the school.</p> <p style="text-align: right;">The Bursar withdrew from the meeting 4.55 p.m.</p> | Bursar |
| GB 97/15 | <p><u>Capital and Maintenance Programmes</u></p> <p>S.G. explained the difficulties being experienced with the front and back door to the school and additionally noted that two windows in the cloakroom need replacing. The H.T. reported that the Victorian character of the front door will be preserved in the new version.</p> <p>Resolved: That governors approve the plans for the replacement of the doors and windows as described by the Office Manager.</p> | S.G. |
| GB 98/15 | <p><u>Contract Review Schedule</u></p> <p>Governors had received a detailed schedule prior to the meeting (here appended to these minutes) and noted the changes indicated by the green text. S.G. reported on some of the increased costs and suggested a reduction in the number of visits by the I.T. Technician. In order to ensure best value, governors and staff discussed the following aspects :-</p> <ul style="list-style-type: none"> • Staff Absence Scheme – 4 day cover agreed • MASS contract. • H & S – costs have risen due to necessary training. • Legal & Democratic Services clarified. • Grounds Maintenance – the acquired strip of land was discussed and its upkeep considered. Governors noted that a meeting with the Landlord's Office is due to take place. <p>Governor Question. 2:- Could we employ someone to just maintain that strip of land if necessary ?</p> <p>Ans: Yes, that would be a possibility.</p> <p>The Chair noted that six months notice must be given for any change to the current grounds maintenance contract.</p> <p>Resolved: That contracts are renewed as per the schedule to include the reduced I.T. technician support and 4 day staff cover.</p> | S.G. |

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| GB 98/15 cont | : That the outcomes from discussions with the Landlord's Office with regards to the new strip of land available to the school are reported to governors at the next meeting. | H.T. Clerk to Agenda |
| GB 99/15 | <p><u>Schools Financial Value Standard</u> Governors had received the draft version of the document prior to the meeting. The Chair invited governors' comments or questions. Governors agreed that the responses in the SFVS accurately reflect the good financial systems, processes and practices of the G.B. and the school.</p> <p>Resolved: That the SFVS be approved for submission to the L.A. by 31st March 2016.</p> <p style="text-align: right;">S.G. withdrew from the meeting 5.20 p.m.</p> | S.G. |
| PART 'B' - SCHOOL IMPROVEMENT | | |
| GB 100/15 | <p><u>Headteacher's Report</u> A written report had been circulated to Governors prior to the meeting (here appended to these minutes) along with the updated S.D.P. The H.T. elaborated on aspects of the report which included information & updates on the following :-</p> <ul style="list-style-type: none"> • Staffing • Numbers on roll and notable events in the Spring term • Parental engagement • Updates on the Curriculum & collaborative partnerships with other schools • British values • Premises / Health & Safety • Continuing Professional Development for Staff <p>Governors noted that the school will have 40 pupils by the end of the year with a possible 10 admissions expected for September. Governors were pleased that the DEEL Day and Parent's Evenings had been very well attended (92%). The H.T. outlined the plans for a forthcoming workshop led by the Islamic Diversity Centre with a follow up visit for pupils to the Mosque in Middlesborough and plans for a joint visit with other local schools to the Houses of Parliament in June.</p> <p>Governors noted the success of the Quiz Night in the Village Hall, which had raised £550 for the school – thanks were extended to the organisers, helpers and supporters of this event.</p> <p>The Health & Safety Report has now been received from the L.A. Advisor, with no aspects for concern and a third quote is awaited for the intended work in the playground.</p> <p>Resolved : That the H.T. be thanked for the informative report</p> | |
| GB 101/15 | <p><u>G.B. Self Review Activity – Analysis of how the Core Functions are evidenced in the Minutes of meetings</u></p> <p>The Clerk explained the activity that has been recommended by the L.A. and originated in the National Training for Clerks and the course for Chairs. In pairs, governors analysed different sets of Minutes across the school year, by highlighting the evidence provided, through their questioning and discussions, that they are fulfilling the Core Functions and ensuring an appropriate level of challenge and support to the School Leadership.</p> <p>Governors noted that all three core functions had been evidenced in their particular set of minutes and agreed that overall the majority of the G.B. work could be seen to reflect the second function 'to hold the H.T. to account for the educational performance of the school'. Governors noted that whilst all three core functions support each other and are equally necessary, the weighting does reflect the G.B.s main priority of ensuring the very best educational experience possible for each pupil at the school through offering challenge and support in appropriate measure.</p> | |

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| GB 101/15 cont | Resolved:- That the clerk will use the colour coding system when documenting governor questions to highlight how the Core Functions and governor challenge are reflected in the Minutes. | Clerk |
| GB 102/15 | <p><u>Safeguarding Updates</u> The H.T. explained to governors the purpose and scope of the School Emergency Response Guide, giving examples of how the document informs the responses, procedures and processes in a variety of different situations and potential emergencies.</p> <p>Governor Question. 3:- Is there a disaster recovery plan ? Ans :- Not specifically - Governors discussed how the Village Hall had been used in the past, when necessary. There were no further updates.</p> | |
| GB 103/15 | <p><u>SEN Report</u> Governors had received a Report from the SENCo prior to the meeting (here appended to these Minutes).</p> <p>Governor Question. 4:- We have good access to various kinds of support for pupils, but it is of concern that the SALT service are noted as being very busy and still have not attended. Is there any more we can do? Ans : The H.T. outlined the challenges over the past six months in trying to gain access to this over stretched service which is in high demand, but has few Speech and Language Therapists on the ground to respond. The H.T. will follow up the referral again with another telephone call and keep governors updated on progress.</p> <p>Resolved: That the SENCo be thanked for the informative report and continued efforts on behalf of the pupils at the school.</p> | H.T. |
| GB 104/15 | <p><u>Policy Review</u> The Chair invited any governor comments on the No Smoking Policy for review, which governors had received prior to the meeting. There were no queries.</p> <p>Resolved :- That the following Policies be approved and adopted :- No Smoking Policy</p> | |
| GB 105/15 | <p><u>Reports on Governor Visits to School</u> The Clerk had forwarded to all governors the example RoV forms and a completed visit form as received from P.B. for a routine monitoring visit to observe and discuss English. S.M. reported that she also had a visit form for an EYFS/ KS1 visit to forward to the clerk . Governors noted that there had been a number of governor visits which were well spread across the term, subject areas and Key Stages. Governors had a further discussion about the best format for a Record of Visit form and it was decided to use the new version as modelled by P.B., with the helpful prompts from the original sheet to be used, if needed, when observing a lesson.</p> <p>Resolved: That governors' visits to school continue to take place as planned and that the pre-visit sheet & new RoV forms are completed and forwarded to the H.T. and Clerk.</p> | ALL |
| GB 106/15 | <p><u>Governor Training GSIN Feedback</u> The Chair reported on the Spring Term GSIN outlining the headlines for sessions 1 & 2. Governors noted the NYCC Schools Strategy Paper and the very recent responses by the Director and the N.G.A. to the Government White paper, as forwarded by the clerk. Governors reflected that this will mean both extensive and potentially rapid changes to the educational systems and structures nationally and locally and the Chair further explained the particular challenges that could be faced by small schools through this period of change with the added challenge of a decrease in funding, in real terms. The Chair explained that the Strategic Plan for the school had been worked on</p> | |

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| <p>GB 106/15 cont</p> | <p>by the H.T., P.B. and himself, but for all the above reasons, a five year overview is difficult to foresee. The H.T. reported on a number of recent changes that have been made by the DfE with regards to the end of Key Stage assessments in the Summer term. Governors voiced their concerns about the amount and the pace of change that staff are having to respond to.</p> <p>Governor Question 5:- Do you think parents fully understand how much change has gone on recently ?</p> <p>Ans: Not really – Governors discussed how the ‘bar’ has been raised and noted that an Open Letter to Nicky Morgan had been printed in the TES, which summarised many of the current concerns of teachers and schools. Clerk to circulate.</p> <p>S.M. reported that she had attended the ‘bite size’ Finance training which had been very good and recommended it to all.</p> <p>Resolved: That the draft 5 Year Strategic Plan will be forwarded to the next G.B. meeting</p> <p style="text-align: right;">M.S. withdrew from the meeting 6.30 p.m.</p> | <p>Clerk</p> |
| <p>GB 107/15</p> | <p><u>Review of the Staffing Structure</u></p> <p>This item was of a confidential nature and is therefore minuted separately under Confidential Minute G.B. 107</p> | |
| <p>PART ‘D’ – OTHER BUSINESS</p> | | |
| <p>GB 108/15</p> | <p><u>Correspondence</u></p> <p>As previously noted, the NYCC School Strategy Document, the letter from the Corporate Director and the N.G.A. comment on the Government White Paper had been forwarded by the clerk to all governors.</p> | |
| <p>GB 109/15</p> | <p><u>School ISR</u></p> <p>R.L. reported that the working party had met and outlined for governors the likely timescale and process for progress with this matter.</p> <p>Governors agreed that this should be reviewed in the Spring term of 2017.</p> <p>Governors considered and approved the Confidential Minute associated with this matter.</p> | |
| <p>There being no further business, the Chair thanked all attendees and closed the meeting at 6.37 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on Wednesday 20th April 2016 at the school at 4.30 p.m.</p> | | |
| <p><i>Note: The colour coding links to the three key roles of governance questioning; 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> | | |