

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 18th May 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.), Mrs. M. Saunders (M.S.-withdrew before item 24)		
In attendance: Mrs L. Player (Bursar) until 6.10 p.m. Mrs S. Godlee (Office Manager) until 6.15 p.m. Mrs. Beverly Smeeton (Clerk)		
		10 Governors + 3
Apologies	None	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB115/16	<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 to respect colleagues' time, the financial matters would be considered after item 4.	
GB116/16	<u>Apologies for absence</u> None	
GB117/16	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. M.S. declared an interest in item 24 and resolved to withdraw from the meeting. Governors noted that the Confidential Minutes would also be considered as part of item 24.	
GB118/16	<u>Notification of Urgent Other Business</u> None	
PART 'C' – FINANCE		
GB119/16	<u>Outturn Statement and Start Budget</u> Outturn Statement Governors had received the Outturn Statement 16-17 and Start Budget 17-18, in both detailed and summary format, prior to the meeting. The Bursar outlined that the headline for the Outturn is that the expected figure of -£22,858 has been reduced and is actually -£5170. The difference has been made by the M.O.D. grant of £21,000 – Governors noted that there is a licensed deficit in place. The Bursar reported some overspend in various areas, notably the £2,000 grounds maintenance associated with the additional area of land acquired. The Chair invited Governors' comments and questions – governors agreed that the information on the detailed report makes all aspects clear. Start Budget Governors scrutinised the Summary Start Budget and noted the question marks over Universal free school meals. The Bursar outlined the relationship between the deficit and the in-year surplus for 17/18 of £1,800 which means that the overall position will be -£3,500, for which the school already has a licence. Governors noted that the 2018-19 figure becomes positive putting the school budget back on track. Governor Question1:- Why are there only 8 pupils coming into Reception in 2019-20? Answer: The Bursar explained that this is a cautious figure based on what is known of the demographic trend locally. Governor Qu. 2: Is this budget predicted on the current funding formula ? Ans:- Yes, the Bursar explained that there is no further guidance on the Fairer Funding Formula and none is expected in the run up to the General Election.	

GB119/16 cont	<p>Governor Qu. 3:- The detailed Start Budget appears to show less hours for T.A.s, but I thought an increase had been planned ?</p> <p>Ans:- The Bursar explained that some T.A. hours are linked to the Swaledale Alliance agreement.</p> <p>Resolved: That the Outturn Statement be received and the Start Budget be unanimously approved for submission to the L.A. by 31.05.17</p> <p>The Chair thanked the Bursar for attending and for valuable input to the meeting. Mrs L. Player left the meeting at 6.10 p.m.</p>	Bursar
GB120/16	<p><u>Capital Programme / Buildings Maintenance</u></p> <p>The Chair invited S.G. to report and it was explained that as there are no funds for a Capital project. S.G. updated governors about the proposed lighting upgrade – two quotes have been received and a third is awaited. As this was highlighted as a H & S issue it may be possible to use the small amount of Capital for this work. Governors agreed that the Lighting upgrade will be discussed again at the next G.B. meeting when all quotes will be available for comparison.</p> <p>Resolved: That the Lighting upgrade will be considered at the next G.B. Meeting 06.07.17 when all three quotes are available.</p>	Clerk to Agenda 06.07.17
GB121/16	<p><u>Parent Pay</u></p> <p>S.G. reported that Parent Pay will go 'live' on 5th June. Parents will be given a letter of explanation with a username and password. The school appreciates that this system may not be the best choice for all parents, but other school office managers have noted that generally there is around an 85% uptake. S.G. explained the scope and ease of the system.</p> <p>Resolved: That the school moves towards a cashless system by way of introducing Parent Pay in June, with the aim that most parents will be using the system by September 2017.</p> <p>: That S.G. be thanked for her valuable input to the meeting and continued hard work on behalf of the school.</p> <p>S.G. left the meeting at 6.15 p.m.</p>	
PART 'A' – PROCEDURAL - resumed		
GB122/16	<p><u>Minutes</u></p> <p>Governors had previously received a copy of the minutes of the last meeting 16.03.17 for consideration.</p> <p>Resolved: That the minutes of the meeting held on 16th March 2017 be approved and signed by the Chair as a true and correct record.</p> <p>:That the Confidential Minute 16.03.17 be considered under item 24</p>	Clerk to file
GB123/16	<p><u>Matters arising</u></p> <p>With Ref GB 105/16- The Chair noted that the letter to the NYCSB is pending.</p> <p>With Ref GB 80/16:- P.D. confirmed that the second day of the governor induction training had been worthwhile and helpful.</p> <p>Governors agreed that all further matters would be covered through the Agenda items.</p>	
GB124/16	<p><u>G.B. Membership- L.A. Governor nomination & Co-opted Governor vacancy</u></p> <p>The Chair reported that J.S., following a rigorous application process, had been nominated by the L.A. to continue in her role as L.A. governor. The Chair thanked J.S. for her continued valuable contribution to the G.B.</p> <p>The Chair also noted that S.M. will shortly be relocating to a different part of the country and will therefore have to resign from the G.B.</p> <p>Governors discussed the process for recruitment, the skills gap identified by the audit and the needs of the school and the G.B. The Chair suggested that the post of Co-opted governor be advertised locally and interviews held if a number of interested parties come forward.</p>	

GB124/16 cont	<p>Governor Qu. 4:- Where would we advertise ? Ans: Suggestions were made to include Village News, posters in the shop & pub, on the Notice Board, on the School Website, in the Newsletter and in the Parish Magazine.</p> <p>Governor Qu. 5:- Have you got an advert drafted ? Ans: Not as yet. The Chair suggested that he liaise with P.B. & M.G. on this matter. Governors agreed that if this strategy is fruitless, the networking routes can be a 'fall back' position. It was noted that governor Recruitment and Retention is the subject of the GSIN Workshop. (Clerk to attend the workshop & J.S. & D.L. the main meeting.)</p> <p>Resolved: That J.S. be accepted as L.A. governor for a further term of four years running from 01.09.17 : That the Chair , M.G. and P.B. will draft an advert for a Co-opted Governor which will be broadcast as detailed in the preamble above.</p>	Clerk to Notify L.A. Chair, M.G. & P.B.
GB125/16	<u>Date and time of next meeting – Thursday 6th July 2017 at 6.00 p.m</u>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB126/16	<p><u>H.T. Report</u> Governors had received a copy of the pupil progress data report (here appended to these Minutes) and the EYFS section of the SEF. The H.T. explained the data as generated by Target Tracker and governors noted the positive outlook for pupil progress across the school.</p> <p>Governor Qu. 6:- As this system is bedding down, are you finding it to be an accurate measure ? Ans:- It doesn't marry up with the other national assessments, but we have found that it is helpful for marking progress. Table 2 was further explained and the H.T. outlined that staff are aiming to get pupils to S+ in the Autumn term.</p> <p>Governor Qu. 7:- Why is there an additional B+ in Y2 ? Ans : The H.T. explained that the Y2 have dipped into Y3 band. Governors discussed the trajectory for progress and the average progress (points) table – the H.T. noted that pupils do not make progress in a linear fashion and the blue highlights for concern were reflected upon. The tables for the vulnerable groups were scrutinised and the challenge of showing progress for mobile groups, who may join the school at non-standard times, was discussed.</p> <p>Governor Qu. 8:- Is there anything Target Tracker can do to support with a transient group ? Ans : Not really. The H.T. outlined how schools generally approach this and the impact on pupils, of a change of school, was considered as well as the impact of change within school from one building & teacher to another.</p> <p>Governor Qu. 9:- Is it valid to compare between subjects ? Has writing caught up ? Ans : Yes, writing has improved. It's been slow, but we feel that the effort is now paying off – staff and governors explored the rigorous requirements for Y6.</p> <p>Governor Qu. 10:- Just to go back to transition, might it be something to consider - might you do something different to support pupils with this ? Ans: Yes, we're looking at staffing and other strategies are in place to support a smooth transition from EYFS/Y1 to Y2 in the main building.</p> <p>SEF and School Improvement Advisor Visit (S.I.A.) Governors considered the EYFS section of the SEF & the EYFS pupil progress data, as received prior to the meeting. The H.T. reported that the S.I.A. visit had focused on the EYFS provision and pupil progress data. Governors noted the</p>	

<p>GB126/16 cont</p>	<p>very rigorous and in-depth scrutiny and moderation exercise by the S.I.A., as described by M.S., and also noted that all judgements had been upheld. The H.T. reported that the SEF had been adjusted to reflect the extremely high quality of work achieved in the EYFS department and the 'Outstanding' judgement had been agreed by the S.I.A. Governors were delighted to note that 'Outstanding' provision is embedded in all aspects of the EYFS, as gauged against the Ofsted judgement descriptors (which governors had received prior to the meeting). M.S was congratulated by all. It was noted that this is a team effort - the very valuable input from the T.A.s was also praised.</p> <p>Governor Qu. 11:- Will you have time to train the new T.A. ready for September ?</p> <p>Ans : M.S. explained that there may be some time before the summer holidays, but training in the systems would be more effective 'on the job'.</p> <p>Resolved: That the H.T. data report and other supporting papers be received with thanks.</p> <p>:That the Headteacher, M.S. and team be congratulated on an 'Outstanding' judgement agreed by the S.I.A.</p>	
<p>GB127/16</p>	<p><u>5 Year Strategic Plan</u> Governors had received the document prior to the meeting (here appended to these Minutes). The Chair highlighted that a progress column had been added and relevant comments inserted. It was suggested that a rationale be added to the buildings section, i.e. that no funding is available. This was agreed by all.</p> <p>Resolved : That Governors approve the updated 5 year Strategic Plan, subject to the suggested addition.</p>	<p>Chair</p>
<p>GB128/16</p>	<p><u>Safeguarding updates</u> The H.T. reported that H.R. had reviewed the Single Central Record and governors were thanked for providing Photo I.D. and proof of address as requested. As noted in matters arising, the intended letter to NYCSB is pending.</p> <p>Resolved: That a letter will be sent to the NYCSB to give feedback about the format of the Audit.</p>	<p>H.T. & Chair</p>
<p>GB129/16</p>	<p><u>Collaboration / Academy Status updates</u> The Chair reported that H & A had hosted the meeting for Community Primaries on 15.05.17 as previously agreed. Seven schools were represented at the meeting, which had been very positive. As it was agreed by all, to be an informative and helpful opportunity to explore and reflect on the current relevant issues with regards to Academy conversion, another meeting has been planned for the Autumn term. The Chair and Vice Chair noted that many schools are like minded in their approach - they are not feeling under pressure to rush into a decision or panic, but prefer to maintain a watching brief.</p> <p>Governor Qu. 12:- In terms of the scale, what kind of numbers would there be in a MAT formed by the schools at the meeting ?</p> <p>Ans: The Chair and H.T. speculated on the numbers on roll of the schools who had attended and governors discussed the DfE guidance on viability.</p> <p>Governor Qu. 13:- Does it seem that schools have recoiled from the idea of a vertical approach ?</p> <p>Ans: The H.T. noted that in terms of School Improvement a vertical MAT is problematic as it offers little scope for the secondary involved. The H.T. reflected further on some of the thoughts that were expressed at the meeting.</p> <p>Resolved: That the 'watching brief' be maintained by all.</p> <p>:That another meeting for interested Community Primaries will be arranged in the Autumn Term</p>	<p>Chair, H.T. & Vice Chair</p>

GB130/16	<p><u>Policy Review</u> Governors had received the Teaching and Learning Policy and the English Policy prior to the meeting.</p> <p>Resolved : That the above named Policies be approved and adopted.</p>	H.T. & Staff
GB131/16	<p><u>Consultation with Stakeholders</u> M.G. reported that he had met with P.D. & J.M. to review the questions and had forwarded the amended Parent Survey to the H.T. It was agreed that this would be circulated by email and governors would signal their approval by return so that this could be sent out to parents and the collated responses reported at the July meeting.</p> <p>Governors reviewed the many ways in which they try to engage with parents and other Stakeholders - additional suggestions were made to include :-</p> <ul style="list-style-type: none"> • Governor Surgery • More regular governor attendance at Parent's Evenings – notification of this to be added to the letter about Parent's Evening / inclusion of a return slip for an appointment with a governor. • A schedule for governor attendance at school events across the school year • Importance of wearing the identification badge • Chair visits to school on the See Saw app <p>Resolved: That the Chair will include details of how to meet or contact governors when writing the next 'Governor Corner' for the School Newsletter</p> <p>:That when the School Calendar of Events is fixed there is a Schedule / Rota decided for governors' attendance at events.</p> <p>: That the Chair will take part in the SeeSaw app.</p> <p>: That the Parent Survey will be circulated and approval communicated by governors to the H.T.</p>	<p>H.T. & ALL</p> <p>Chair</p> <p>Gvnrs</p> <p>Chair</p> <p>H.T. & Gvnrs</p>
GB132/16	<p><u>Governor Training</u></p> <p>Getting Started – Governor Induction Day 2 – P.D. had given feedback as part of GB 123/16</p> <p>GSIN – The Clerk had forwarded the Agenda for the Workshop and main Networking Meeting – J.S. & Chair to attend 23.05.17 at Allerton Court.</p>	Chair & J.S.
GB133/16	<p><u>Reports on Governor Visits to School</u> Record of Visit reports had been submitted by P.D. & S.M. and circulated prior to the meeting.</p> <p>P.D. noted how very enjoyable and successful the Wensleydale Tournament of Song had been. Pupils were a real credit to the school and showed an appropriate mix of competitive spirit, whilst being model citizens.</p> <p>S.M. noted that she had enjoyed an excellent visit to Class 1 and echoed the findings reported earlier on the outstanding nature of the teaching and learning and professionalism of M.S. and team.</p> <p>Visits for the summer term – The H.T. invited governors to join staff for Book Scrutiny work.</p> <p>M.G. to liaise with the H.T.</p> <p>J.M. to liaise with K.R. for a visit to Class 2 for a focus on differentiation and some pupil voice work around transition to Y2.</p> <p>Resolved : That P.D. & S.M. 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 as agreed.</p>	ALL

GB134/16	<p><u>G.B. Self Review</u> Governors had received the completed 'Health check for Governance' prior to the meeting and the Clerk explained the context for this self review document. Governors discussed the two highlighted aspects :</p> <ul style="list-style-type: none"> • Minutes – colour coding system for capturing governor challenge agreed to be helpful • System for monitoring Parent View discussed <p>Resolved: That the G.B. maintains the programme of strategies for self review to aid the pursuit of 'Outstanding' governance</p>	ALL
GB135/16	<p><u>Health & Safety</u> The H.T. reported that the H&S Advisor will be undertaking the Fire Risk Assessment. A thorough report has been received from the last 'walk round' visit and any matters raised are being addressed. The H.T. explained that the Fire Alarm systems between the two buildings need to be in better 'synch' and the H & S Officer is returning to advise on this.</p>	
PART 'D' – OTHER BUSINESS		
GB136/16	<p><u>Correspondence</u> None</p>	
GB137/16	<p><u>Urgent Other Business</u> The Chair reported that the S.I.A. had agreed to return to a G.B. meeting to re-visit the 'Mocksted' exercise. This will be in the new school year, probably in October. The Chair noted the importance of this opportunity for governors to articulate their thorough knowledge of the school, their effective and efficient governance and also to reflect on any areas of weakness which are in need of development.</p>	
PART 'E' – PERSONNEL		
GB138/16	<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 GB138/16. M.S. declared an interest and withdrew from the meeting prior to discussions.</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>The Chair reported that the Vice Chair would be chairing the final meeting of the school year on 06.07.17. as he has a prior commitment on that date. There being no further business the Chair thanked all attendees for their support throughout the year and closed the meeting at 7.45 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 6th July 2017 at the school at 6.00 p.m.</p>		