

Minutes of a meeting of the Governing Body of Hunton and Arrathorne Community Primary School held at the school on 20th March 2014 at 4.30 p.m.		
Present: Mr. M. Gibson (M.G.), Mrs J.Grainger (H.T.), Mr. N. Haresign (N.H.), 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 T. Woodhead (T.W.), Mrs S. Yates (S.Y.).		
In attendance: Mrs S. Godlee (S.G. -Business Manager),Mrs Beverly Smeeton (Clerk) 10 Governors + 2		
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 45/13	<p><u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees and noting that this was the first meeting of all governors since the Ofsted Inspection. The Chair extended thanks to all staff, pupils and governors for the very successful outcome of the inspection visit. An especially warm welcome was given to Mrs Michelle Saunders as the new staff governor. The Self Declaration form, Register of Business Interests and contact details forms were completed by M.S.</p>	
GB 46/13	<p><u>Apologies for absence</u> None – all governors attending.</p>	
GB 47/13	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules about confidentiality & the declaring of interests. MS and SG declared an interest in the matter recorded at Minute GB 64/13 and accordingly left the meeting and took no part in the consideration or voting thereon. The Chair noted that part of item 20 would be treated as confidential and that this item would be moved up the Agenda to follow item 4, as S.G. was in attendance to offer input to the discussion.</p> <p>Resolved: That the matters recorded at Minute GB 64/13 be treated as confidential and excluded from the minutes to be made available for public inspection.</p>	
GB 48/13	<p><u>Consideration of the Budget</u> The H.T. and S.G. summarised the financial situation for the school and governors noted the need to make savings due to the government's new funding formula and the loss, this summer, of a large cohort of children in Y6.</p> <p>Staff Absence Scheme:- The staff absence insurance scheme was considered as the premiums for the L.A. scheme have gone up by 34%. S.G. outlined a comparative study undertaken of 2 other providers, with a view to outsourcing this contract. Governors compared and contrasted but concluded that whilst some options appeared cheaper initially, the detail in the small print revealed that these other options would not be prudent financially in many respects.</p> <p>Resolved : That the school remains with the L.A. Staff Insurance Scheme, but at the slightly reduced cover (staff - day 11 / senior staff - day 16)</p> <p>Grounds Maintenance:- This contract is currently with the L.A. and governors considered the relative merits of this and other options based on information offered by S.G. and the H.T.</p> <p>Resolved: That the school formally leave the L.A. scheme at the end of the current financial year and that the procurement of alternative necessary services be referred to the Resources Committee.</p> <p>Photocopying :- Alternatives have been progressed through NYCC procurement and a new contractor has been secured for September at a saving of £461 annually.</p> <p>MASS Contract:- S.G. outlined some packages from alternative contractors which would be cheaper.</p>	<p>S.G.</p> <p>S.G. Clerk to Agenda</p>

GB 48/13 cont..	<p>a) Resolved : That the MASS contract will continue for the next 12 months but that formal notice will be given of the intention to leave in 2015/16;</p> <p>b) That further deliberations on alternative service providers be forwarded to the Resources Committee.</p> <p>S.G. reported a saving of £720 as the School Library Service will soon cease to operate. Discussion of the implications of this in terms of 'the gap' left will be forwarded to the Improvement Committee.</p> <p>S.G. was thanked for her hard work in preparing the financial details of the contracts and left the meeting.</p> <p>Confidential staffing matters were considered and this was minuted separately in Confidential Minute 65/13.</p>	<p>S.G.</p> <p>Clerk to Agenda</p> <p>Clerk to Agenda</p>
GB 49/13	<p><u>Notification of Urgent Other Business</u> Two items were identified to be considered at the end of the meeting under AOB.</p>	
GB 50/13	<p><u>Governing Body Membership</u> The Clerk reported that there is currently a Parent Governor vacancy and that the term of office for S.M. expires on 15.09.14. G.B. membership will be an Agenda item at the Summer term meeting 03.07.14. The parent governor vacancy will be addressed in September to include the parents of new starters.</p>	<p>Clerk to Agenda</p>
GB 51/13	<p><u>Minutes 05.12.13</u> Governors had previously received a copy of the draft minutes for consideration. Resolved: That the minutes of the last meeting held on 5th December 2013 be approved and signed by the Chair as a correct record.</p>	<p>Chair</p>
GB 52/13	<p><u>Matters arising</u> <u>With ref : 33/13</u></p> <p>a) Resolved: That J.S., M.G. & the Chair will attend the next Governor School Improvement Network meeting on 26.03.14 at Solberge Hall</p> <p>b) That the clerk will forward details of the workshops to those attending.</p>	<p>J.S.</p> <p>M.G.</p> <p>Chair</p> <p>Clerk asap</p>
GB 53/13	<p>The date and time of the next meeting was confirmed as Thursday 3rd July 2014 at 4.30 p.m.</p>	<p>ALL</p>
<p>PART 'B' - SCHOOL IMPROVEMENT</p>		
GB 54/13	<p><u>Report from the Headteacher</u> A written report had been circulated to Governors prior to the meeting (here appended to these minutes) which included information & updates on the following :-</p> <ul style="list-style-type: none"> • Staffing update • Key dates and events for pupils and for parents • The Curriculum • Community Cohesion • Health and Safety • Visitors • Premises • Staff C.P.D. • Diary Dates <p>Additionally, the H.T. advised governors that the DEEL day had been very well supported and received. Governors noted that the next DEEL event is planned for 3/4/14 when pupils will perform and present their work to parents</p> <p>The H.T. gave an overview of the global schools initiative. The Chair thanked all those who had attended the very successful Quiz night. Governors noted that a number of teachers are visiting the school to observe the excellent practice in FS/KS1. The H.T. outlined the role of M.S. as a Peer Support</p>	

GB 54/13 cont	<p>Teacher.</p> <p>Governor Question 1:- Is that part of the work with the cluster ?</p> <p>Answer :- It started as part of the Swaledale Cluster, but is now part of an initiative with the National College for School Leadership to promote good practice and C.P.D. for teachers called the Swaledale Alliance.</p> <p>Governors noted the rigorous process to quality assure the role of P.S.T. The Clerk suggested that the Alliance may provide free training for Governors and the Chair offered to make enquiries about this.</p> <p>Resolved : That governors receive the report and that the H.T. be thanked for her continued hard work in leading the school forward.</p>	Chair
GB 55/13	<p><u>Resources Committee 06.02.14</u></p> <p>Governors had received a copy of the draft Minutes of the meeting on 06.02.14 and the Chair of the Committee invited questions or comments.</p> <p>Governors considered the SFVS which had been completed and forwarded for approval.</p> <p>Resolved : That the SFVS be approved and duly signed by the Chair and is then returned to the L.A.</p> <p>The Chair of the Resources Committee further reported that the Finance Working Group had met for a second time on 07.01.14. Governors confirmed receipt of the Minutes. There were no further questions.</p>	Chair
GB 56/13	<p><u>Improvement Committee Meetings – 23.01.14 & 06.03.14</u></p> <p>Governors had received both sets of draft Minutes prior to the meeting. The Chair of the Committee gave an overview of the main points from the meetings to include updates on :-</p> <ul style="list-style-type: none"> • Coffee mornings to promote stronger links between governors and parents and future plans for linking to a Help for Heroes event. (30.04.14) • Feedback on parental choice of school • Numbers of potential new starters • Ideas for promoting the school in the local area to include flyers in Crakehall & Hunton Village Halls, invite to Coffee Mornings and DEEL events for Crakehall pre-school and Hunton Toddler Group. • Details of the analysis of the pupil questionnaire • Parent, staff and governor questionnaires <p>Governor Question 2:- Could Mrs Saundrrs visit the pre-school ?</p> <p>Answer: Yes, this is a possibility - there is more timetable flexibility with the change of swimming time.</p>	S.Y & H.T. H.T. & M.S. H.T & Chair H.T. & M.S.
GB 57/13	<p><u>Governor Action Plan</u></p> <p>An overview of progress made was given at the Improvement Committee meeting and M.G. reported that the area of least progress was that of working with Stakeholders. Governors noted that work on this is on-going as detailed in Minute GB55/13.</p> <p>Governors were asked to ensure that their photo has been taken for the display in school.</p>	ALL
GB58/13	<p><u>Governing Body and Committee Structure</u></p> <p>The Chair asked governors for feedback on how effective the current structure has been in ensuring the efficient working of the G.B.</p> <p>Governors offered constructive observations to include :-</p> <ul style="list-style-type: none"> • Feeling a sense of dislocation from some areas of G.B. business, i.e. if not serving on the committee that considers that aspect of the work of the school. • Minutes aren't a substitute for hearing the in-depth discussions. • More committee meetings can mean the role is more time consuming 	

GB58/13 cont	<ul style="list-style-type: none"> • The committee structure has helped to channel focus to areas that were not being given the in-depth consideration needed – there is now a stronger hold on the agenda for school improvement. • The former practice of ‘follow on’ meetings made G.B. business feel very rushed – there is now time for much greater consideration of the issues and the smaller groups feel better informed about the work of the school. • It’s important that all governors enjoy the experience, so a review of practice is important. • Governors may feel more fully informed if they receive all the supporting papers for both committees and can join a meeting if there is an aspect up for discussion in which they have a particular interest. <p>Resolved :</p> <p>a) That for the new academic year (2014/15) there will be 1 Improvement Committee meeting per term instead of 2;</p> <p>b) That the Agenda and supporting papers for each Committee meeting are forwarded to all governors.</p>	<p>Chair</p> <p>Clerk</p>
GB 59/13	<p><u>Safeguarding</u> Governors noted that, as the designated person, the H.T. had been on training and is fully updated on all Safeguarding procedures and practices.</p> <p>Governors were asked to bring their certificates from the online Safeguarding training into the school for S.G. so that a copy could go on file.</p> <p>Governors reflected on the need for some additional governors to complete the safer recruitment training. As the H.T. is trained and Chair is undergoing training, this will be reviewed in the future as necessary.</p>	<p>S.G.</p>
GB 60/13	<p><u>School Website</u> The H.T. gave an overview of the development of the new website, now hosted by Schools ICT, but managed by the H.T. and a demonstration was given on the whiteboard.</p> <p>Governors felt that this was improved and made suggestions for further developments :-</p> <p>Governor Question 3:- Do you have a feedback section ? Answer: - There are parental comments in the speech bubbles at the bottom, but that would be a good idea. All agreed that this would be almost like a visitor comments book about either the website or the school in general.</p> <p>Governor Question 4:- On the homepage, somewhere in bold, would it be possible to the have the Ofsted inspection judgement ? Answer: Yes, some schools have a flashing logo. Ofsted will be contacted to explore if this is a possibility.</p> <p>Governors suggested a picture of the children at the front of the school around the Ofsted ‘Good’ banner, pictures of governors and that the Minutes of G.B. meetings should be on the website also.</p> <p>Resolved :</p> <p>a) That all Minutes of G.B. meetings with the exception of confidential matters be posted on the website;</p> <p>b) That governors photos be placed on the website;</p> <p>c) That a comments section is created, the homepage includes the Ofsted judgement and there are more photos of the children in the classrooms</p>	<p>HT</p> <p>H.T.</p> <p>H.T.</p>
GB 61/13	<p><u>Governor Training</u> The clerk advised governors of training available from Q & I on Pupil Premium. The Chair suggested that the interest in attending this training be explored with the cluster of schools with a view to holding a joint training event for a number of schools.</p>	<p>Clerk to email flyer to Chair</p>

	Resolved :- That the Chair will progress this idea with the schools in the Cluster.	Chair
GB 62/13	<u>Governor Visits to School</u> Governors had sent school visit reports to the H.T. The H.T. will contact governors about the next scheduled visits.	H.T.
PART 'C' – OTHER BUSINESS		
GB 63/13	<u>Correspondence</u> The H.T. explained that information about possible Strike Action had been sent out in the Red Bag – there are no members of staff taking strike action at the school on 26.03.13. The H.T. outlined that a letter had been received from the Educational Visits Co-ordinator to advise the school about possible disruption in the area during the Tour de France Grand Depart (05.07.14). Governors discussed the likelihood of travel difficulties and potential solutions, but agreed that overall the school shouldn't be affected greatly. A governor suggested that inviting the riders or members of the support teams to visit the school would be a good idea. Resolved: That N.H. will try to progress this idea with Gary Verity.	N.H.
PART 'D' – PERSONNEL		
GB 64/13	<u>Confidential</u> Some elements of this Agenda item had been considered as part of GB 48/13. Discussions of a confidential nature are Minuted separately as Confidential Minute 64/13.	
GB 65/13	<u>AOB</u> a) <u>Holidays in term time</u> Governors discussed and debated the change to legislation on the taking of holidays in term time. Governors noted that the unclear guidance as to what constitutes 'exceptional circumstances' can make it difficult for the H.T. as decisions can be quite burdensome. The H.T. explained that NYCC advice to Heads is to toughen up and take a relatively harsh stance – 'exceptional' must be just that. b) <u>Getting to Outstanding</u> The Chair outlined that whilst the school are very pleased to be judged as a 'good' school, the aspiration must be to move this forward to become Outstanding. As part of this drive the Chair suggested that governors may like to invite the Chair of a G.B. judged as outstanding to a meeting to give a 15 minute talk about how their G.B. operates. Resolved: That governors would welcome this input at a G.B. meeting and that the Chair will co-ordinate plans to provide this opportunity to learn from best practice.	Chair
As there was no further business the Chair thanked all attendees and closed the meeting at 6.25 p.m.		
<u>Date & Time of next Meeting</u> – The next Full Governing Body Meeting will be on Thursday 3rd July 2014 at the school at 4.30 p.m.		