

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 21st January 2016 at 4.30 p.m.		
Present: Mr. P. Barber (P.B.) , 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. K. Yarker (K.Y),		
In attendance: Mrs. Beverly Smeeton (Clerk)		10 Governors + 1
Apologies	None	0
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 70/15	<u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees.	
GB 71/15	<u>Apologies for absence</u> None	
GB 72/15	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. The Headteacher and Mrs. Saunders declared an interest in the matter recorded at Confidential Minute GB 88/15 (Headteacher Performance Review) and Mrs Saunders also declared an interest in the matter recorded at Confidential Minute GB 87/15 (Staffing matter). The Headteacher and Mrs Saunders accordingly left the meeting and took no part in the consideration or voting on those matters. The Clerk reported that there would be a Confidential Minute to approve at the end of the meeting after staff had withdrawn.	
GB 73/15	<u>Notification of Urgent Other Business</u> The Chair notified governors that there would be an additional Policy to approve under item 13. The H.T. notified that there would be a staffing matter to consider at the end of the meeting.	
GB 74/15	<u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Confidential minutes GB 69/15 & 70/15 were approved at the end of meeting following staff departure. Resolved: That the minutes of the last meeting held on 3rd December 2015 be approved and signed by the Chair as correct record.	
GB 75/15	<u>Matters arising</u> With ref GB 53/15 – The H & S 'walk round' is taking place on 22.01.16 With ref GB 55/15 – A diary date is to be confirmed for the group tasked to work with staff on the long term strategic overview for the school. With ref GB 57/15 – The Chair thanked P.B. for his input to the newsletter. With ref GB 59/15 – J.S. had forwarded the certificate of completion for the Prevent training. N.H. to provide a certificate to evidence completion of the basic online Safeguarding training which is mandatory. With ref GB 65/15 – SEND training for governors led by K.R. will take place on Mon 29 th February at 4.30 p.m.	Chair P.B. , Chair & H.T. N.H. Gvnrs
GB 76/15	<u>Date and time of next meeting – Thursday 17th March 2016 at 4.30 p.m.</u>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 77/15	<u>Target Tracker Demonstration on the Whiteboard</u> The H.T. gave some context to the practical demonstration and outlined that the aims would be :- <ul style="list-style-type: none"> • To show governors how staff are currently using target tracker • To demonstrate how staff input the data 	

**GB 77/15
cont**

- To explore what the package can tell us about pupil progress

The H.T. explained aspects of the programme and the associated terminology e.g. what is 'expected', the 'bands', and the 6 steps within each band i.e. 'beginning', 'beginning+', 'working in', 'working in +', 'secure' and 'secure+'.

Governor Question 1:- Is that expected or aspirational ?

Ans: Expected. The H.T. gave examples and reflected that how more than 'expected' can be shown, is up for debate at the moment. M.S. explained the mismatch between EYFS and KS1 and the difficulties posed in showing progress and challenging pupils when the DfE guidance is that pupils are not to move into the work of the next year group, even though they may be capable of this. Governors noted the various anomalies with current guidance.

The H.T. explained that it will be possible to have collated data for the whole Swaledale Alliance so that schools can benchmark themselves and know how they are doing.

Governors were given the opportunity to scrutinise the statements for Y3 band 3 and Y4 band 4 and the H.T. demonstrated how the statements change colour to show which pupils have achieved which statement.

Governor qu 2:- How often do you input the data ?

Ans: For Maths, for example, it would be updated when a topic is completed – there may a test a few weeks later to confirm that the learning was secure.

Governor qu. 3:- The target for the pupil, is it an annual one ?

Ans:- Yes, it will have been set from the Y2 data.

Governor qu. 4:- Is Target Tracker helping or are you spending a lot of time managing the programme ?

Ans: Staff explained that it is getting more manageable – it's easier to navigate and use the system with increased familiarity and once everything is established during the Autumn term.

The H.T. outlined the way in which the package is maintained by Target Tracker to ensure it is up to date with the national drivers.

Governors discussed with staff Key Performance Indicators and the child friendly and positive 'I can' statements. Governors noted how these are used in the homework books, with a targets sheet to guide parents. The links to Performance Management were also explored.

Governor qu. 4 :- For future effectiveness and efficiency, should we ensure that the S.I. focused G.B. meetings are set just after assessment points ?

Ans: Yes, as we move forward with this, that should work well.

Governor qu. 5:- When Ofsted arrive will they understand this system ?

Ans: It's staff that need to be able to work with the intricacies of it and get the best from the system, to show that we can evidence the progress pupils are making. Staff explained the difficulties with dates of birth and how they need to be mindful of how this affects the outcomes of the data produced.

Governor qu. 6:- What happens when National updates occur, will it retain what had been inputted already and adjust accordingly ?

Ans: The system is 'live' so we wouldn't have to re-input data after any central updating had been done

The H.T. outlined that staff cannot 'tick off' statements if there isn't any evidence from the pupil. – this may result in better test scores than teacher assessments simply because the teacher hasn't seen the evidence, even though the child may have the skill/ ability. The movement away from a 'best fit' approach to a more mechanical focus to assessment was discussed.

Governor Qu. 5:- You've highlighted some issues which are being thrown up and consequently debated locally and nationally regarding the requirement to remain within the age-related area of work i.e. not pushing a child on to the next stage, keeping the cohort together – are you confident that this

<p>GB 77/15 cont</p>	<p>national brief will allow you to challenge learners at the top end and support those at the bottom end ? Ans: There is a lot of emphasis on developing depth and breadth for high achievers – this is easier in some areas of the curriculum than others. The H.T. explained the use of ‘P’ scales for those pupils who may remain ‘working towards’ for some time, in order to show and inform progress.. Governors debated this aspect and other related changes to the assessment landscape. Resolved : That the H.T. be thanked for the informative demonstration</p>	
<p>GB 78/15</p>	<p><u>Report from the Headteacher:- SDP & SSE updates, Progress data & analysis, Raise-on-line, Inspection Dashboard, P.P. expenditure and Impact.</u> Governors had received the documents relating to the above aspects prior to the meeting. The H.T. explained elements of the Target Tracker sheets and governors asked for clarification on the EYFS ‘Speaking’ data, which was explained by M.S. Governors noted the relationship between the age of the pupil and the point at which the analysis is sought – if there is a mismatch it can skew the figures i.e. if the assessment is done in December and ‘expected’ is not ‘clicked’ at the same time. Governor questions were invited :- Governor qu. 7:- How are you feeling about what the data is telling you ? Answer:- M.S. explained that she is really happy with progress shown by pupils and that the tracker gives an instant view of what needs further work. Governors scrutinised the progress breakdown report and noted the good progress of YR. Governors considered the Progress and Attainment Summary sheets provided by the H.T. and the colour coding was further explained. Governor qu. 8:- Is it possible for the chart to show the number of pupils in each year group ? Ans: Yes, the H.T. gave governors the figures and confirmed that this information is usually included. Governor qu. 9: Is the reading improving, given the strategies that have been put in place - do you think they have had an impact ? Ans:- Yes, there is more of a buzz about reading and a general enthusiasm. There has been limited progress with the level of parental support. Governor qu. 10:- Has the Chair had the opportunity to speak with the Governance Manager to glean any good practice tips for engaging parents? Ans: Not yet but, the Chair will be able to raise this with A.J. in the next few weeks. The clerk will also make enquiries to colleagues about this aspect. Governors scrutinised all aspects of the data to include vulnerable groups,(SEN, FSM, LAC and Service children) and concurred with the H.T.’s analysis that all pupils are making good progress. The H.T. explained that the RAISE document is still un-validated and governors commented on the very positive summary page for the Inspection Dashboard Report. The H.T. made some hard copies of RAISE available for governors, confirmed that this also presents a positive picture. (RAISE will be forwarded to governors separately due to its size and governors can then ‘drill down’ into the data and return with questions to the next meeting). Governor Comment:- KS1 progress is substantial and across the data there are very healthy trends. The Chair summarised that it is clear that the H.T. and staff are on top of the tracking and analysis and that all strategies in place to ensure good pupil progress are validated by the data. SDP The H.T. reported that this has been worked on at a recent staff meeting – the impact for ‘slow burners’ is not being shown in some areas, so this will be given further consideration and the updated SDP will be forwarded to the next meeting.</p>	<p>Chair Clerk</p> <p>H.T.</p> <p>H.T.</p>

<p>GB 78/15 cont</p>	<p><u>Pupil Premium</u> Governors considered the information on expenditure and impact as reported on the school website and noted that this is updated as needs arise and are responded to.</p> <p>Governor qu.11:- Is there a sense of following on from last year's successes ? Ans: Yes, the 2014-15 details are still there with the outcomes.</p> <p>The H.T. expanded on some staffing details within the report and confirmed that the new arrangement for Y2 in the mornings is working well.</p> <p>Governors were pleased to note that 10 pupils have nominated the school as their 1st choice for September and there have been other enquiries for pupils wishing to join other year groups. The growth of the school is a positive trend which the Chair noted will be further explored in Agenda item 18.</p> <p>Governor qu. 12:- How will the numbers impact on our budget ? Ans: Governors agreed that this will impact in a positive way, but there will be a lag, so a deficit budget may still need to be applied for in the short term.</p> <p>H & S – The H.T. confirmed that the school do need to get three quotes for the work on the climbing frame and then the lottery grant will be applied for as planned.</p> <p>The H.T. and Chair gave an update on the on-going issues with the Kitchen and governors gave their full support to any plans by the L.A. for a re-build. Governors will be kept abreast of any developments with this.</p> <p>Resolved:- i) That the H.T. will email the full RAISE report to governors. ii) That the updated SDP will be considered at the next meeting. ii) That the H.T. and staff be thanked for all informative reports.</p>	<p>H.T. H.T.</p>
<p>GB 79/15</p>	<p><u>Review of the School Website</u> The Chair confirmed that he has reviewed all information on the website and finds it to be compliant. The new 'strap line' does need to be added and governors discussed the best way to generate a design based on the three words:- Caring , Aspiring, Excelling</p> <p>It was agreed that the opportunity to create a design will be offered to the school community, perhaps through a competition for pupils.</p> <p>Governor Question 13:- Is it possible to include some photos on the website of the P.E. opportunities that the school offers, through the village hall or the green, perhaps ? Ans:- Yes, good idea.</p> <p>Governors discussed the benefits of a short 'pen portrait' of each governor along with a photo for inclusion on the website.</p> <p>Resolved:- i) That the school community will be given the opportunity to create a design for the words Caring, Aspiring, Excelling. ii) That governors will provide a short pen portrait for inclusion on the website</p>	<p>H.T. ALL</p>
<p>GB 80/15</p>	<p><u>Safeguarding Updates</u> The H.T. outlined that the NYCC Safeguarding Audit has been updated and this will be worked on by the H.T. with S.G. and K.Y. The clerk gave the H.T. updated details about the NYSCB website and what it can offer.</p> <p>Resolved: That the H.T. & K.Y. will liaise on a date for working on the Safeguarding Audit</p>	<p>H.T. & K.Y.</p>
<p>GB 81/15</p>	<p><u>Policy Review</u> The Chair invited any governor comments on the E Safety Policy for review, which governors had received prior to the meeting. Governors noted that there was an additional Policy, as notified under item 4, for approval. The H.T. explained that this is the Leave Policy, which is an NYCC policy from HR and is supplementary to the Attendance Policy already approved.</p>	

	Resolved :- That the following Policies be approved and adopted :- E Safety Policy Leave Policy	
GB 82/15	<p><u>Reports on Governor Visits to School</u> The Clerk reported that visit forms had been received from J.S. for a meeting with M.S. to discuss Science and attending the Carol Service. S.M. had met with M.S. about assessment and K.Y. with K.R. about SEND. Governors summarised visits that had taken place and outlined plans in place for future monitoring visits:- P.B. – 03.02.16 – English R.L. – 26.01.16 – History K.Y. – SEND with K.R. (Tuesday) Governors re-visited the discussion about the best format for a Record of Visit form. Clerk to email the alternative to the H.T.</p> <p>Resolved: That visits to school take place as planned and RoV sheets are completed and forwarded to the clerk.</p> <p>:That any change to the RoV form be considered at the next G.B. meeting in March.</p>	ALL Clerk
PART 'C' – FINANCE & PREMISES		
GB 83/15	<p><u>Financial Benchmarking</u> Governors had received the Benchmarking and comparative data document prior to the meeting and noted the following:-</p> <ul style="list-style-type: none"> • Energy use is high due to the age and type of building • Greater spend on teaching staff than group average • Experienced staff, although expensive are good value (no TLRs) • Supply costs explained (now a contract in place) • The Chair noted the zero sickness record for the staff and extended congratulations and thanks on behalf of the G.B. and school community. • All schools in the group are forecasting an in-year deficit. <p>Resolved: That the Benchmarking information be noted.</p>	
GB 84/15	<p><u>Projected Future Pupil Numbers & Catterick Garrison Proposals</u> The Headteacher reported that the LA is consulting about the future delivery of education at Primary and Secondary level in Catterick Garrison having regard to future residential development in the Garrison area. The proposals envisaged that an additional 800+ primary school places will be required to meet demand. Governors considered the proposals and the potential effect on Hunton School having regard to parental choice and other factors and the need to safeguard the future of the school.</p> <p>Resolved: That the report be received and that the Headteacher responds to the Consultation by recommending that consideration be given to extending the catchment area of Hunton School to incorporate part of the Parish of Scotton up to and including the roads named after birds and trees.</p>	
GB 85/15	<p><u>Health and Safety Update</u></p> <p>This item was dealt with above at Minutes GB 75/15 and GB 78/15.</p>	
PART 'D' – OTHER BUSINESS		
GB 86/15	<p><u>Correspondence</u> Guidance documents from the DfE had been forwarded by the clerk to the H.T. and the Chair:- Best Practice Advice for School Complaints Parental Responsibility – Guidance for Schools</p>	

<p>GB 87/15</p>	<p><u>Urgent Other Business</u> As notified under item 4 governors considered a further matter which is recorded under Confidential Minute GB 87/15. Confidential Minute G.B. 88/15 records a matter arising from Confidential Minute GB 69/15</p>	
<p>There being no further business the Chair thanked all attendees and closed the meeting at 6.55 p.m. Date & Time of next Meeting – The next meeting will be on Thursday 17th March 2016 at the school at 4.30 p.m.</p>		