

<p align="center"><b>Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Board held at the school on Thursday 21<sup>st</sup> September 2017 at 6.00 p.m.</b></p>		
<p><b>Present:</b> Mr. P. Barber ( P.B. ), Mr. P. Durban ( P.D. ), Mrs J.Grainger ( H.T. ), Mr D. Lawrenson (Chair), Mrs R. Loadman (R.L.), Mrs M. Saunders ( M.S.)</p>		
<p><b>In attendance:</b> Mrs. Beverly Smeeton ( Clerk )</p>		<p>6 Governors + 1</p>
<b>Apologies</b>	Mr. M. Gibson ( M.G. ), Mrs. J. Sargent ( J.S.), ( <b>Consented</b> )	<b>2</b>
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' – PROCEDURAL</b>		
<b>GB 01/17</b>	<p><b><u>Welcome &amp; Introductions</u></b> The H.T. opened the meeting at 6.00 p.m. welcoming all attendees to the new school year.</p>	
<b>GB 02/17</b>	<p><b><u>Review of Ofsted Process</u></b> The Chair explained that due to the two governor vacancies and two apologies sent for this meeting, it had been thought wise to re-schedule the visit of the SIA to a time when the G.B. is at full strength and can maximise on the opportunity offered by L.M. It was proposed that some preparatory work goes ahead with the H.T., Chair &amp; Vice when the SIA next visits the school. The outcomes from this and the next steps will be discussed at the November G.B. meeting.</p>	
<b>GB 03/17</b>	<p><b><u>Consideration of the Term of Office for Chair and Vice Chair</u></b> Governors considered the term of office for Chair and Vice- Chair and agreed that the term should be one year. <b>Resolved: That by a unanimous decision the Term of Office for Chair and Vice Chair is one year.</b></p> <p><b><u>Election of Chair</u></b> The Clerk invited nominations for the Office of Chair of the Governing Body. Mr. D. Lawrenson was duly proposed and seconded. There were no other nominations. <b>Resolved: That by a unanimous decision Mr D. Lawrenson is elected Chair of Governors for a term of one year.</b></p> <p>The Chair thanked governors for their vote of confidence and explained that he would not be seeking re-election when this current term of office expires. Mr. D. Lawrenson chaired the meeting from this point onwards.</p> <p><b><u>Election of Vice- Chair</u></b> The Chair invited nominations for the Office of Vice-Chair of the Governing Body. Mr. P. Barber was duly proposed and seconded. There were no other nominations. <b>Resolved: That by a unanimous decision Mr P.Barber is elected Vice- Chair of Governors for a term of one year.</b></p>	
<b>GB 04/17</b>	<p><b><u>Apologies for absence</u></b> Apologies &amp; reasons for absence were submitted by Mr. M. Gibson and Mrs J. Sargent. <b>Resolved: That the above apologies be noted &amp; that the absences be consented to.</b></p>	
<b>GB 05/17</b>	<p><b><u>Declarations of Interest and Confidentiality</u></b> The Governing Board noted the rules about confidentiality &amp; declaring interests. No declarations of interest were made.</p>	
<b>GB 06/17</b>	<p><b><u>Notification of Urgent Other Business</u></b> None</p>	
<b>GB 07/17</b>	<p><b><u>G.B. membership update, Governor Contact details and Self Declaration Forms.</u></b> Governors noted that progress is being made with the plans to recruit to the vacancies for a Co-opted governor and a Parent Governor. Adverts have gone</p>	

<p><b>GB 07/17 cont</b></p>	<p>out and the closing date for the receipt of applications for both categories will be 13<sup>th</sup> October. Depending on levels of interest, there will be an Election for the Parent Governor, and Interviews held for the Co-opted position, after which a recommendation will be made to the G.B. at the November meeting. Governors returned their completed contact details and self declaration sheets to the clerk. ( M.G. &amp; J.M. to complete at the next meeting.)</p> <p><b>Resolved: i) That the Clerk will update the governor contact details list on the L.A. database.</b></p> <p><b>:ii)That the Procedure for Parent Governor Elections will be progressed in accordance with statutory requirements.</b></p> <p><b>:iii) That should interviews be necessary, these will be conducted by the Chair and P.D. in order to fill the Co-opted vacancy.</b></p> <p><b>: iv)That the new governors will be invited to the November meeting</b></p>	<p><b>Clerk</b></p> <p><b>H.T.</b></p> <p><b>Chair &amp; P.D.</b></p> <p><b>Chair</b></p>
<p><b>GB 08/17</b></p>	<p><b><u>Registers of Interests &amp; Hospitality</u></b> Governors completed the Register of Interests forms for the current academic year and noted that these details form part of the mandatory information which must be published on the school website about Governors.</p> <p>The clerk advised governors of the obligation to make entries on the Gifts &amp; Hospitality register. No entries were necessary and a Nil Return was recorded by the Clerk.</p>	<p><b>H.T.</b></p> <p><b>ALL</b></p>
<p><b>GB 09/17</b></p>	<p><b><u>Review of Standing Orders, Code of Conduct , Core Functions,T. of R. , Scheme of Delegation and Appendix B.</u></b> Governors reaffirmed their approval of the above documents.</p> <p><b>Resolved: i)That the Standing Orders, Code of Conduct, Scheme of Delegation and Core Functions documents be approved, adopted and signed by the Chair.</b></p> <p><b>:ii)That the Scheme of Delegation to the H.T. ( virement ) as contained in the Budget Management Policy be approved as £5,000.</b></p>	<p><b>Chair</b></p>
<p><b>GB 10/17</b></p>	<p><b><u>Review of Statutory Committees,</u></b> Governors had received the relevant documents prior to the meeting. Terms of reference for the Statutory committees were agreed and governors confirmed that they would be willing to serve should the need arise, subject to the nature of the business to be determined, prior involvement, skill sets and availability.</p> <p>The updated Committee document to be placed in the school held file. Governors also approved the ToR for the Headteacher’s Performance Management panel and agreed that the panel will be <b>R.L. &amp; P.B.</b></p> <p><b>Resolved: i)That the Terms of Reference for Statutory Committees and the P.M. Panel for the H.T. be approved, adopted and signed by the Chair.</b></p> <p><b>: ii)That all governors agree to serve on the Committees as required and appropriate. P.B. and R.L. will form the P.M. Panel for the H.T. along with L.M. ( S.I.A. )</b></p>	<p><b>Clerk</b></p> <p><b>ALL Gvnrs as required</b></p>
<p><b>GB 11/17</b></p>	<p><b><u>Appointment of Governor Link Roles &amp; approval of Schedule for visits</u></b> Governors had received the suggested structure for the link role visits prior to the meeting and confirmed their roles as detailed below:-</p> <p><b>Leadership &amp; Management</b> – D. Lawrenson</p> <p><b>Safeguarding &amp; Vulnerable Groups</b> – J.Sargent ( to be confirmed )</p> <p><b>Class 1 (EYFS &amp; Y1)</b> - P.Durban</p> <p><b>Class 2</b> - D.Lawrenson</p> <p><b>Class 3</b> - P.Durban</p>	

<p><b>GB 11/17 cont</b></p>	<p><b>English</b> - P. Barber  <b>Maths</b> - M. Gibson  <b>Science &amp; MFL</b> - J. Sargent  <b>Finance</b> - R.Loadman  <b>Health &amp; Safety</b> - D. Lawrenson</p> <p>The Chair noted that there may need to be some adjustment depending on the skills sets of the new governors.</p>	<p><b>ALL</b></p>
<p><b>GB 12/17</b></p>	<p><b>Minutes</b>  Governors had previously received a copy of the draft minutes for consideration.</p> <p><b>Resolved: That the minutes of the last meeting held on 6<sup>th</sup> July 2017 be approved and signed by the Chair as a correct record.</b></p>	<p><b>Chair</b></p>
<p><b>GB 13/17</b></p>	<p><b>Matters arising</b></p> <p><b>With ref GB146/16:-</b> The Chair noted that there would be further analysis and discussion on Pupil Progress outcomes and data from SATs at this meeting and the next.</p> <p><b>With ref GB153 /16 –</b> Governors noted that the Chair had written an extensive Article for ‘Governor Corner’ in the last Newsletter.</p> <p>Governors discussed the suggestion from the Clerk that at the end of the Minutes an ‘Impact Box’ could be included to summarise the positive outcomes for the school from the decisions made at the meeting. This idea, to further augment established good practice, will be trialled.</p>	<p><b>H.T.</b></p> <p><b>H.T. &amp; Chair</b></p>
<p><b>GB 14/17</b></p>	<p><b>Annual Planner for G.B. Business</b>  The Chair explained that he and the Clerk had reviewed this document and then outlined the rationale for the short Agenda at the January meeting. Governors explored the value of the opportunity for a visioning exercise and a less formal ‘audit’ of the life of the school.</p> <p>It was suggested that this may be a meeting that the S.I.A. could join. (H.T. to suggest 18.01.17 to L.M )</p> <p>M.S. requested a visit to a G.B. meeting for the Eco Club:-</p> <p><b>Resolved: i) That the Eco Club will deliver a short presentation to the G.B. on 18<sup>th</sup> January 2018.</b></p> <p><b>ii) That the H.T. will liaise with L.M. to reschedule the visit to a G.B. meeting – 18<sup>th</sup> January being the preferred date</b></p> <p><b><u>Date and time of next meeting – Thursday 2nd November 2017 at 6.00 p.m</u></b></p> <p>R.L. advised that she may be late for this meeting. If the Revised Budget is available for consideration at this meeting the Agenda will be amended to facilitate R.L.’s attendance for that item.</p>	<p><b>M.S.</b></p> <p><b>H.T.</b></p> <p><b>ALL</b></p>
<p><b>PART ‘B’ - SCHOOL IMPROVEMENT</b></p>		
<p><b>GB 15/17</b></p>	<p><b>Report of the Headteacher</b>  A written report had been circulated to Governors prior to the meeting (here appended to these minutes) which included information &amp; updates on the following :-</p> <ul style="list-style-type: none"> <li>• Admissions and Attendance</li> <li>• Pupil Premium Funding &amp; PE finding – allocation and impact</li> <li>• SEND data</li> <li>• SEF Judgements</li> <li>• School Improvement Plan priorities</li> <li>• Achievement &amp; Standards – analysis of SATs results and pupil progress</li> <li>• Leadership &amp; Management - Staffing and CPD</li> <li>• The Curriculum</li> <li>• Premises / Health &amp; Safety</li> </ul>	

<p><b>GB 15/17 Cont</b></p>	<ul style="list-style-type: none"> <li>• Diary dates</li> </ul> <p>The H.T. had provided governors with an additional data sheet on the SATs outcomes and this was scrutinised. The H.T. advised that the teacher assessments for writing will return to the 'best fit' model next year and that the dip in Maths will be addressed in the Action Plan and remain a priority for the school.</p> <p>Governors noted the focus on 'authentic engagement' through a project called . SOLE (the Self-Organised Learning Environment). This is designed to develop enthusiasm, interest and passion for learning. The H.T. explained meta-cognition and governors explored the potential opportunities for also engaging parents in this work to help drive up standards in partnership.</p> <p>The breakdown of the 57% for R,W &amp; M was explored and the H.T. advised that the replacement for Raise is ASP ( Analyse School Performance ).</p> <p><b>Governor Question 1:- Are they going to provided a Data Dashboard like Raise did ?</b></p> <p><b>Answer:-</b> This is unclear currently as training on ASP is anticipated. NYCC are now charging schools if they want to access their School Profile.</p> <p>The H.T. flagged up the figure for persistent absenteeism i.e. 5.89% and advised that as soon as a child's attendance dips below 94% there will be a letter going home to parents.</p> <p>Admissions information was considered and the H.T. requested that in view of the 30 rule for KS1, future enquiries for places will be advised that year groups with 10 pupils are full. Governors agreed this decision and noted that potential pupils for KS2 had been looking round the school earlier that day.</p> <p><b>Governor Question 2:- Have the new starters settled well ?</b></p> <p><b>Answer :-</b> Yes - the H.T. provided an overview of the start to the term.</p> <p>Governors noted that both the P.P. funding and the PE funding have risen considerably this year and the H.T. gave details.</p> <p>The SEF will be updated and brought to a G.B. meeting, a section at a time across the year, as last year</p> <p><b>Governor Question 3:- If we needed a copy of the complete document, would this be available?</b></p> <p><b>Answer:-</b> Yes.</p> <p>The H.T. updated governors on staffing matters :-</p> <ul style="list-style-type: none"> <li>• Dining room assistant appointed – awaiting Safeguarding clearance</li> <li>• T.A. from the Swaledale Alliance will not be taking up the post – the H.T. explained the circumstances.</li> </ul> <p><b>Governor Question 4:- Would the budget allow for any additional staffing if needed ?</b></p> <p><b>Answer :</b> The H.T. explained the advantageous financial arrangements that would have been in place had the T.A. come via Swaledale and advised that staff have adjusted and that systems are in place at the moment, which are working.</p> <p>The H.T. gave further updates – M.S. did the phonics Talk for parents – 5 had attended. Y6 Booster sessions have started, along with other school clubs.</p> <p><b>Governor Question 5:- Did everyone get into the clubs who wanted to ?</b></p> <p><b>Answer:</b> Mostly, there were some disappointments but these were due to late replies. There has been a pleasing uptake for all clubs.</p> <p><b>Governor Question 6:- Just going back to the issues around the impact on staff of the School Clubs, has the PT Club for before and after school wraparound care made a difference ?</b></p> <p><b>Answer:</b> Yes, it's working well having the childcare aspect in the P.T. Clubs in the Village Hall, which means the school clubs can have an educational focus.</p> <p><b>Governor Question 7:- Are you staying with that number of clubs ?</b></p> <p><b>Answer:</b> Yes – staff explained the constraints.</p>
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<p><b>GB 15/17 cont</b></p>	<p>Governors noted that the production of 'Joseph and the Amazing Technicolour Dreamcoat' had been very good and the staff noted the excellent performances of the pupils on the sponsored run, which has been a good fundraiser.</p> <p><b>Future Dates – Harvest Festival will be held at Hunton Methodist Church Friday 20<sup>th</sup> October at 2.30 p.m.</b></p> <p><b>Resolved:- That governors receive the report of the H.T. with thanks.</b></p>	
<p><b>GB 16/17</b></p>	<p><b><u>Review of G.B. Aims and Objectives 2017-18.</u></b> Governors discussed their aims and objectives and reaffirmed the vision and ethos as on the School website. The Chair outlined that this document will evolve and further work on it will be done at the next meeting.</p> <p><b>Resolved:- That the Aims and Objectives document is received.</b></p>	<p><b>ALL</b></p>
<p><b>GB 17/17</b></p>	<p><b><u>The Annual Governance Statement 2016-17</u></b> Governors had received this document prior to the meeting :-</p> <p><b>Resolved:- That the Annual Governance Statement be approved and placed on the school website.</b></p>	<p><b>H.T.</b></p>
<p><b>GB 18/17</b></p>	<p><b><u>Safeguarding – Updates</u></b> Governors confirmed that they have completed both the basic online Safeguarding training and the Prevent online training. The H.T. will liaise with J.S., as the newly appointed Safeguarding 'link' in order to work on the Safeguarding Audit, as and when appropriate.</p>	
<p><b>GB 19/17</b></p>	<p><b><u>Academy &amp; Collaboration update</u></b> The Chair summarised the current situation nationally and reflected on the position locally, noting that the formation of the Church MAT is moving forward and that Richmond will convert in December. The proposed meeting for Chairs of local Community Primary Schools will be pushed back into next term to allow time for a better understanding of how things may or may not develop locally and nationally.</p>	
<p><b>GB 20/17</b></p>	<p><b><u>Policy review</u></b> The Chair invited any governor comments on the Policies for review which governors had received prior to the meeting.</p> <p><b>Resolved :- That the following Policies be approved and adopted :- Feedback Policy, Pay Policy, Homework Policy</b> Governors noted that the <b>Behaviour Policy</b> had also been reviewed and that the approval of this Policy had been delegated to the H.T.</p>	
<p><b>GB 21/17</b></p>	<p><b><u>Governor Training.</u></b> <b>GSIN meeting – 2nd October at Allerton Court , Northallerton 4.30 -5.30 Workshop, refreshments, then 6 -8.30 p.m. Meeting.</b> <b>Swaledale Alliance Chairs meeting 31.01.18 – P.B. to attend</b> Clerk to forward the full schedule of training with the draft Minutes</p>	<p><b>Chair</b> <b>P.B.</b> <b>Clerk</b></p>
<p><b>PART 'C' – OTHER BUSINESS</b></p>		
<p><b>GB 22/17</b></p>	<p><b><u>Correspondence-</u></b> None Dates and times for meetings were confirmed as detailed on the Annual Planner. Next meeting -<b>Thursday 2nd November 2017 at the school at 6.00 p.m.</b></p>	
<p><b>There being no further business the Chair thanked all attendees and closed the meeting at 7.35 p.m.</b></p>		

**IMPACT resulting from this G.B. Meeting**

- GB 03/17 Commitment to succession planning
- GB 07/17 Strengthening the governing body by using the skills' audit and an interview process with recommendation to the governing body
- GB 18/17 Identification of safeguarding as a core function