

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Tuesday 22nd May 2018 at 6.00 p.m.		
Present: Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), Mrs J.Grainger (H.T.), Mr. M. Gibson (M.G.), Mr D. Lawrenson (Chair), Mrs J. Sargent (J.S.), Mrs M. Saunders (M.S.),		
In attendance: Mrs L. Player (Bursar) Mrs S. Godlee (S.G. Office Manager) Mrs. Beverly Smeeton (Clerk)		
		7 Governors + 3
Apologies	Mrs. E. Armstrong (E.A.) Mrs L. Wyatt (L.W.)	2
Minute No.		Action
PART 'A' – PROCEDURAL		
GB120/17	<u>Welcome & Introductions</u> The Chair noted that all governors had arrived, so opened the meeting at 5.58 p.m. by welcoming all attendees. An especially warm welcome was extended to the Bursar and S.G., who were thanked for attending.	
GB121/17	<u>Apologies for absence</u> The Clerk reported that Mrs E. Armstrong had forwarded apologies for an unavoidable absence and L. Wyatt had given apologies at the last meeting as she is currently on holiday. Apologies were accepted and absence consented to.	
GB122/17	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. The Confidential Minute to approve was noted and a confidential staffing update in item 18 was confirmed – M.S. declared an interest and resolved to withdraw from the meeting at that point.	
GB123/17	<u>Notification of Urgent Other Business</u> None The Chair explained that in order to respect the time of visitors attending the meeting, items 14 & 15 from Part 'C' of the Agenda, would be taken at this point. Staffing updates, containing time sensitive/ confidential information (item 18) would be taken at the very end of the meeting to allow staff to leave.	
PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB124/17	<u>Outturn Statement</u> Governors had received the Outturn Statement in both summary and detailed formats prior to the meeting. The Bursar confirmed that the school is in a better position than had been expected. Although a Licence for a deficit had been acquired, the financial position of the school had improved since the Revised Budget, to the point where it looked that the 'year end' would just become a positive figure. Some unexpected last minute costs have meant that the Outturn is -£604. Governors noted that this is a much better position than the previously forecast deficit of £3,500. Resolved: That the Outturn Statement be received and accepted. <u>Start Budget</u> Governors had received the Start Budget in both summary and detailed formats prior to the meeting. The Bursar explained that the pay awards for support staff have been agreed and incorporated for the next two years, but as the teachers pay awards decision is still pending, there may be some adjustments in September. The Bursar advised therefore that some flexibility is retained within the budget to take account of this. It was noted that the school is in a very healthy position compared to many schools in N. Yorkshire, with the three year forecast showing	

<p>GB124/17 cont</p>	<p>an improving balance. The Bursar elaborated on the headlines from the three year forecast :-</p> <ul style="list-style-type: none"> • 53 pupils anticipated for 18/19. P.P. funding is based on the census in Jan '18, so the figure is only a best estimate. The H.T. advised that this may rise. Some anticipated staffing changes are incorporated. • 19/20 – looking positive for both ‘in-year’ and the ‘bottom line’ figures – this is based on 54 pupils. • 20/21 – again showing an improving financial trend for the school based on 58 pupils. <p>Capital – This is showing a positive carry forward (£2,500) with another £4,300 to come in.</p> <p>The Bursar explained that further implementation of the National Funding Formula is still an ‘unknown’ as currently a ‘soft’ application is used, but overall the trends are good for the school.</p> <p>Resolved: That the Start Budget be approved for submission to the L.A. by 31st May 2018</p> <p>: That the Bursar be thanked for her valuable input to the meeting and ongoing work for the school.</p>	<p>Bursar / S.G.</p>
<p>GB125/17</p>	<p><u>Arrangements for compliance with General Data Protection Regulations</u></p> <p>S.G. outlined the context to ongoing preparations for the GDPR, which start on 25th May. Governors noted that the school has signed up to the Veritau Package as part of the Bedale Cluster of Schools, which has yielded a small discount. S.G. explained some of the benefits of the Veritau Service :-</p> <ul style="list-style-type: none"> - Free 24 hr telephone advise - Data Protection Officer services - Liaison with the Information Commissioners Office - Data breach services - Freedom of Information requests service - Information Assets Register maintained - Advise on data storage / management - Action Plan to evidence how the school is working towards compliance <p>S,G, further detailed the actions that have already been taken to ensure good progress towards compliance :-</p> <ul style="list-style-type: none"> -Privacy Policy has gone out to Parents - Info Asset Register drawn up in draft -Communication consent form circulated -Signing in and out systems amended in accordance with guidance -Visitors Book amended in accordance with guidance <p>Governor Question 1:- As governors, we now have information on the governors secure page, what other measures should we be taking ?</p> <p>Ans: S.G. advised that Governor support, the Clerk and the Data Protection Officer will keep governors abreast of their responsibilities and advise on systems which ensure compliance with the regulations. Governors reflected on a number of aspects of data protection and explored possible solutions - it was noted that there are some ‘grey’ areas and further guidance is still awaited from central government as all related matters, have not yet been clarified. It was again noted that from 25th May the school only need to show that they are taking steps towards compliance.</p> <p>S.G. confirmed that all aspects that can possibly be addressed at this stage, have been actioned.</p> <p>The Chair and H.T. voiced their gratitude for the vast amount of hard work by S,G, that this has entailed.</p> <p>Resolved: That thanks be extended to S.G. for her time and effort in ensuring that the school is compliant with the GDPR, as far as is practically possible, currently.</p> <p>S.G. left the meeting 6.25 p.m.</p>	<p>ALL</p>

GB126/17	<p><u>Minutes</u> Governors had previously received a copy of the draft minutes of the last meeting, held 26.04.18..</p> <p>Resolved: That the minutes of the meeting held on 26th April 2018, both public and confidential, be approved and signed by the Chair as a correct record.</p>	Clerk to file.
GB127/17	<p><u>Matters arising</u> Governors agreed that most matters arising would be dealt with through the planned Agenda items apart from :-</p> <p>With Ref to 111/17 – The School will be having a different S.I.A. due to some internal re-organisation within the service.</p> <p>With ref to 112/17 – The information on the academy status of local schools will be an Agenda item for 5th July.</p>	Chair Clerk to Agenda 05.07.18
GB128/17	<p><u>Date and time of next meeting – Thursday 5th July 2018 at 6.00 p.m.</u></p>	ALL
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB129/17	<p><u>Arrangements for Headteacher Performance Management (Interim)</u> The Chair outlined that the H.T. P.M. panel had lost a member due to the resignation of R.L. It was decided that a governor with previous experience of the process would be best to join P.B. to conduct the interim review. M.G. volunteered.</p> <p>Resolved: That P.B. will be joined by M.G. for the H.T. Interim Review.</p>	P.B. M.G. & H.T.
GB130/17	<p><u>SEND Report</u> Governors had received the report prior to the meeting. The Chair invited governor questions :-</p> <p>Governor Question 2:- Are we satisfied with the progress that pupils are making?</p> <p>Answer:- Yes – increased staffing levels have meant that interventions have been delivered which have been effective and therefore beneficial to pupil progress.</p> <p>Resolved : That the Report of the SENCo be received and accepted with thanks to K.R.</p>	H.T. to pass on.
GB131/17	<p><u>Safeguarding updates</u> The H.T. confirmed that on this occasion, there was nothing to report for this item.</p>	
GB132/17	<p><u>Governor Training</u> No governors had been able to attend the Summer Term GSIN. The Clerk will forward any handouts that are made available after the schedule of network meetings is completed. P.B. reported that the Swaledale meeting for C.o.G.s had been postponed – an alternative date is awaited.</p> <p>Resolved : That the Clerk will forward handouts from the GSIN.</p> <p>: That the feedback from the Swaledale CoGs meeting will be an Agenda item for 05.07.18</p>	Clerk Clerk to Agenda
GB133/17	<p><u>Succession Planning for G.B. membership</u> The Chair summarised the situation with the current vacancy, the resignations that are anticipated and the terms of office which will be expiring in the near future :-</p> <ul style="list-style-type: none"> • One Co-opted vacancy currently (two further terms expire 03.12.18) 	

GB133/17 cont	<ul style="list-style-type: none"> • One parent governor vacancy in September <p>A confidential matter arose during discussions, which is therefore recorded separately under Confidential Minute 133a /17. P.D. declared an interest and withdrew from the meeting at 6.45 p.m., returning to the meeting at 7 p.m.</p> <p>The Chair thanked J.S. for re-working the Skills Audit to take account of the skills which will be lost, a copy of which governors had received prior to the meeting. Governors noted that skills gaps can be targeted for the 3 Co-opted vacancies, but for parent governor vacancy it is only possible to inform about the skills gaps needing to be filled, as this is an elected position.</p> <p>J.S. outlined which gaps will emerge when the vacancies take effect to include, financial acumen, estate management, community cohesion, H.R., local business connections, change and risk management.</p> <p>Governors discussed the best approach for securing the ‘right people around the table’ and unanimously agreed that in the interests of fairness and transparency, all of the co-opted positions will be filled through an application and interview process, as before. Governors also agreed that to attract high calibre candidates some advertising in the wider sense, would be appropriate. The following suggestions were made for how this might be achieved :-</p> <ul style="list-style-type: none"> • N. Yorks website • Village News • Village Website • Parish Magazine • Notice Boards • Village Hall • Village Shop • Networking by governors to target known personnel with appropriate skill sets in order to encourage them to apply. <p>Resolved : That J.S. and P.B. will draft an advert for the Co-opted vacancies. (Recruitment for the 3 vacancies to run concurrently and begin as soon as possible).</p> <p>:That nominations for a Parent Governor will be sought in September to give ‘new starter’ parents the opportunity to take part.</p>	J.S. & P.B.
GB134/17	<p><u>Policy Review</u></p> <p>Governors had been advised of the link to gain access to the following Policies on the school website, prior to the meeting:-</p> <ul style="list-style-type: none"> • Educational Visits Policy • Gifted & Talented Policy • Whistleblowing Policy • Information Security Incident Reporting Policy <p>Resolved : That the above policies are approved and adopted with immediate effect.</p>	
PART ‘C’ resumed – FINANCE, PREMISES & PERSONNEL		
GB135/17	<p><u>Capital programme and Maintenance updates</u></p> <p>The H.T. reported that there are some improvements to be made to the ICT provision at the school and the lighting costs are yet to come out of the Capital Budget. Other than these two aspects, no specific Capital programme is planned.</p> <p>The Chair requested that Capital programme be an Agenda item for 05.07.18.</p>	Clerk to Agenda 05.07.18
GB136/17	<p><u>Health & Safety / Buildings updates</u></p> <p>The H.T. reported that the school are still awaiting a visit by the Independent expert who has been appointed to review the playground equipment and ensure that the correct H & S advice is followed and necessary remedial action taken.</p>	

GB136/17 cont	<p>The H.T. updated governors about the current arrangements for ‘washing up’ after school meals, the role of the Dining Room Assistant and the difference of opinions voiced by catering services personnel, about the status as ‘fit for purpose’ of the Horsa building kitchen. The H & S Advisor will be visiting to give definitive guidance.</p> <p>Governor Question 3:- The response to the issues with the play equipment in the playground seems very slow. Are pupils currently unable to use it ?</p> <p>Answer:- The H.T. explained that pupils are able to use the equipment from one side only, until the risk potentially posed by the proximity of the fence, is clarified.</p> <p>Resolved : That Governors are kept informed of developments about the kitchen arrangements and the playground equipment</p>	H.T.
GB137/17	<p><u>Staffing updates</u> This was a Confidential item and is therefore minuted separately under Confidential Minute GB 137/17</p>	
PART ‘D’ – OTHER BUSINESS		
GB138/17	<p><u>Correspondence</u> None</p>	
GB139/17	<p><u>Urgent Other Business</u> None</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>There being no further business the Chair thanked all attendees and closed the meeting at 7.20 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on</p> <p style="text-align: center;">Thursday 5th July 2018 at the school at 6.00 p.m.</p>		
<p style="text-align: center;"><u>IMPACT resulting from this G.B. Meeting</u></p> <ol style="list-style-type: none"> 1. Start Budget - The Governing Board exercising one of its 3 Statutory responsibilities in a responsible way. 2. Governing Board vacancies - Governors discussed in detail the filling of the current and upcoming vacancies and re-affirmed the appointments process utilising the Skills Audit. 3. GDPR - Governors are now more aware of the impact and responsibilities created by the introduction of the Regulations.. 		