

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 25th September 2014 at 4.30 p.m.		
Present: Mr. M. Gibson (M.G), Mrs J.Grainger (H.T.), Mr D. Lawrenson (Chair), Mrs R.Loadman (R.L), Mrs. J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs T. Woodhead (T.W) 5.25 p.m onwards, Mrs S. Yates (S.Y.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		8 Governors + 1
Apologies	Mr. N. Haresign (N.H.), Mrs S. MacAndrew (Consented)	2
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 01/14	<u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. welcoming all attendees to the new academic year.	
GB 02/14	<u>Apologies for absence</u> The Clerk reported that apologies & reasons for absence had been submitted from Mr. Haresign. Mrs Woodhead had sent apologies for a late arrival. Resolved: That the above apologies be noted & that the absence be consented to.	
GB 03/14	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules about confidentiality & declaring interests. The H.T. advised that an item for the end of the meeting under AOB would need to be treated as confidential and the clerk noted that there would need to be approval of a confidential minute. No declarations of interest were made.	
GB 04/14	<u>Notification of Urgent Other Business</u> The H.T. notified the meeting that there would be two items of AOB to be taken at the end of the meeting – the above mentioned confidential matter and the Swaledale Alliance Memorandum of Understanding.	
GB 05/14	<u>Governor Contact details and Self Declaration Form.</u> Governors returned their completed contact details sheets to the clerk. (Mr. N. Haresign and Mrs S. MacAndrew to complete at the next meeting.) Resolved: That the Clerk will update the governor contact details list, circulate to all governors and forward to the Governance Unit	N.H. & S.M. Clerk a.s.a.p.
GB 06/14	<u>Registers of Business Interests & Hospitality</u> Governors returned the completed Register of Business Interests forms for the current academic year. Clerk to copy and return to the school to be filed. (Forms still to be completed by absent governors). Governors were advised of the obligation to make entries on the Gifts & Hospitality register. No entries were necessary.	Clerk N.H. & S.M.
GB 07/14	<u>Review of Standing Orders & Code of Practice.</u> Governors had received these documents for review prior to the meeting. The Standing Orders and Code of Practice were reviewed and updated to ensure the document is current for 2014 -2015 Resolved: That the Standing Orders and Code of Conduct be approved, adopted and signed by the Chair.	Chair
GB 08/14	<u>Draft Instrument of Government /G.B. Constitution and membership update</u> Governors had received the draft Instrument of Government (IoG) prior to the meeting which outlined G.B. membership in accordance with decisions made at the summer term meeting. Governors confirmed that the I.o G. was in order and the Chair outlined the process for re-constitution, which will take place, subject to the necessary paperwork being completed by the L.A., at the next F.G.B. meeting (04.12.14). The H.T. advised that there will be a meeting at Bedale High School on 16 th	

GB 08/14 cont	<p>October at 7p.m.for governors of the Primary Schools in the cluster, when re-constitution will be discussed and Bedale High will share their approach and experiences. The Chair confirmed his intention to attend. Governors noted that this was the same date as the Improvement Committee meeting, but with the committee having a 4.30 p.m. start, it should allow time for attending both meetings should governors wish.</p> <p>Governors noted that Mrs Sarah MacAndrew’s term had recently expired and following proposal, unanimously confirmed her re-appointment as a Community Governor.</p> <p>Resolved: a) That the clerk forwards the Instrument of Government (2012 Regs) to the L.A. to be checked for compliance, sealed and become active as of 04.12.14</p> <p>b) That by a unanimous decision Mrs Sarah MacAndrew is</p> <p>1. re-appointed as a Community Governor for the period 25th September 2014 to 24th September 2018.</p>	<p>Chair</p> <p>Clerk</p> <p>Chair to notify</p>
GB 09/14	<p><u>Review of Committees, T. of R. & Scheme of Delegation</u></p> <p>Governors had received this document for review prior to the meeting. The Chair confirmed with governors that they were happy to continue with the membership of the Committees as outlined in the T.o R. document and updated governors on the positive conversations with Hackforth about a collaborative approach to the Essential Committees, should they be required. The Chair offered to develop some protocols around the balance of members from each school when establishing the essential committees – it was suggested that there are two members of the panel from the school whose matter is under consideration.</p> <p>Governors discussed the membership of the H.T. Performance Management group and R.L. offered to forward to S.Y. the guidance document. The Chair reminded governors of the need for an Appeal Governor. This will be M.G. The updated Committee document to be placed in the school held file when revised.</p> <p>Resolved: a) That the Committees, their Terms of Reference & Scheme of Delegation be approved and adopted.</p> <p>b) That the Chair will develop protocols for the collaboration with Hackforth on Essential Committees.</p> <p>c) That R.L. & S.Y. will be on the H.T. Performance Management Group on 07.10.14 along with the E.D.A.</p> <p>d) That M.G. will be the Appeal Governor should one be required.</p>	<p>Chair</p> <p>Clerk a.s.a.p.</p> <p>Chair</p> <p>R.L. & S.Y. M.G.</p>
GB 10/14	<p><u>Appointment of Governor Link Roles</u></p> <p>Governors discussed and confirmed their ‘Link’ roles as detailed below:-</p> <p>Safeguarding – Mrs R. Loadman & Mr. M. Gibson</p> <p>SEND & LAC – Mrs S. Yates (to liaise with Mrs Robson the SENCO)</p> <p>EYFS - Mr. D. Lawrenson</p> <p>Maths - Mr. M. Gibson</p> <p>English - Mrs S. MacAndrew</p> <p>Health & Safety – Mr. N. Haresign</p> <p>Training - Mrs J. Sargent</p> <p>Induction - Mr. D. Lawrenson</p> <p>P.E. - Mr. D. Lawrenson</p> <p>Science & Humanities – Mrs J. Sargent</p> <p>Pupil Premium - Mrs R. Loadman</p> <p>Computing - Mr. D. Lawrenson</p> <p>MFL - Mrs J. Sargent</p>	
GB 11/14	<p><u>Minutes</u></p> <p>Governors had previously received a copy of the minutes for consideration.</p>	

	Resolved: That the minutes of the last meeting held on 3rd July 2014 be approved and signed by the Chair as a correct record.	
GB 12/14	<p><u>Matters arising</u></p> <p>With ref-76/14:-</p> <p>Governor Question 1:- How has the homework Policy been received?</p> <p>Answer:- The H.T. advised governors that whilst parent support had been mixed, overall the policy was well received, particularly the Homework Diary. The H.T. outlined plans to make the most of this useful form of communication with parents and reported that the Homework set has been well supported, but consistent and sustained parental input to reading is an area that needs to be improved.</p>	
GB 13/14	<u>Date and Time of next meeting – Thursday 4th December 2014 at 4.30 p.m.</u>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 14/14	<p><u>Report from the Headteacher</u></p> <p>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 structure & timetables. • Numbers on roll and notable events in the summer term • Uptake of free school meals and catering issues • Pupil attainment data – Summary of Key Stage result • The New Curriculum • Premises / Health & Safety • Staff C.P.D. <p style="text-align: right;">(T.W. joined the meeting).</p> <p>The H.T. elaborated on aspects of the report and governors asked questions :-</p> <p>Governor Question 2:- Has anyone been to look at the kitchen or the chimney pot to follow up on the issues identified ?</p> <p>Answer :- No, not yet.</p> <p>The Chair said he would chase this up.</p> <p>The H.T. noted that governors had been sent the Memorandum of Understanding for the Swaledale Alliance and the benefits of joining were discussed.</p> <p>Resolved:- That the School will join the Swaledale Alliance.</p> <p>The H.T. also outlined the plans for collaborative work being formulated by the Bedale Cluster of Schools.</p> <p>Governors noted the separate additional report on the new curriculum.</p> <p>The H.T. explained that this has given staff the opportunity to approach learning in a different way and that the pupils are responding well to the new elements of the curriculum e.g. philosophy - pupils are developing their questioning skills, opinions, and ability to give a rationale. The H.T. described the approach to 'Key Instant Recall Facts' and the work being done to improve pupils' skills in this area.</p> <p>Governor Question 3:- Are staff liking the new curriculum ?</p> <p>Answer :- Yes, generally – each year group now has more to cover, earlier - for example the technical terms once used in KS2 Literacy are now being introduced lower down the school & elements in maths, are being introduced earlier.</p> <p>Governor Question 4 :- When the assessment system is up and running will we be able to tell if the new curriculum has helped pupils make better or faster progress?</p> <p>Answer :- The H.T. explained that the school will be running assessment along the old lines whilst the new system is developed. Y2 will now be doing what Y3 had to do, so by the end of the year the expected progress jump will be a bigger one. There are commercially produced packages available for assessment, which will be considered perhaps in partnership with a group of small schools.</p>	<p>Chair</p> <p>H.T.</p>

GB 14/14 cont	<p>There is currently not a specific way to assess the new curriculum – the H.T. explained that staff can judge attainment, but progress will be harder because the comparison will not be like with like.</p> <p>Governors noted the separate report on end of Key Stage results, which also detailed sub levels progress and average points progress.</p> <p>The H.T. advised that NYCC are looking for schools to get at least 14 points progress. Governors noted that the school achieved above 14 for their average points progress in all areas.</p> <p>The H.T. updated governors on the recovery of a staff member who sustained an injury through a fall at school and advised that a return to work form has been completed. Governors noted that Jacobs will be visiting the school to check that all is in order and that the cleaning service had been notified to ensure surfaces aren't slippery. The Chair asked for very best wishes for a continued speedy recovery to be passed on to the staff member by the H.T. on behalf of governors.</p> <p>Resolved : That governors receive the report of the H.T. and that the H.T. be thanked for the thorough and comprehensive overview of the work of the school.</p>	
GB 15/14	<p><u>Review of Aims and Objectives</u></p> <p>Governors were reminded of the content of this document and the Chair invited comment. The Chair suggested that himself and the Vice Chair revised and updated the aims and objectives to ensure suitability for the forthcoming academic year.</p> <p>The H.T. advised that following a search for a suitable document, a governor questionnaire will be forwarded to all.</p>	Chair & Vice Chair H.T.
GB 16/14	<p><u>Policy review</u></p> <p>The Chair invited any governor comments on the Policies for review which governors had received prior to the meeting. The H.T. advised that the Pay Policy which had been circulated, had very recently changed and would need to be re-issued after customisation and was therefore not for consideration at this meeting.</p> <p>Resolved :- That the following Policies having been duly reviewed are approved and adopted :- Appraisal Policy, Capability Policy Developing Performance Policy, Disciplinary Policy & Resolving Issues at Work Policy.</p>	H.T.
GB 17/14	<p><u>Correspondence & Items from the Red Bag / Governance updates</u></p> <p>The clerk advised that there was no correspondence and Governors confirmed the system for sharing information sent to schools via the e Red Bag. S.G. will continue to circulate to governors as necessary and the clerk will forward any documents sent out via the clerking service.</p>	S.G. & Clerk
GB 18/14	<p><u>Governor Training .</u></p> <p>Governors had received the Training Booklet for 2014-2015 prior to the meeting. The possibility of organising some Finance Training for governors through the cluster of schools was explored. The H.T. will research this option.</p> <p>Attendance at the GSIN meetings across the year was discussed.</p> <p>15th October at Solberge Hall – J.S. and M.G. 11th March 2015 at Allerton Court – Chair & R.L. 17th June 2015 at Allerton Court – S.Y. & T.W.</p>	H.T.
PART 'C' – OTHER BUSINESS		
GB 19/14	<p><u>Schedule of Meetings</u></p> <p>Dates and times for meetings were confirmed as per the document previously received by governors with the next meetings as follows:-</p> <p>School Improvement - Thursday 16th October 4.30 p.m. at the school Resources – Thursday 6th November 4.30 p.m. at the school. F.G.B. – Thursday 4th December 2014 4.30 p.m. at the school.</p>	

	Governors noted that the summer term meeting for the Resources committee will be re-scheduled at the meeting on 6/11/14.	Res. Com
GB 20/14	<u>Safeguarding</u> Governors noted that there hadn't been any further news of, or guidance on the Policy on the Declaring of Convictions which was to be developed by the H.R. dept at the L.A. Clerk to follow up.	Clerk
GB 21/14	<u>Urgent Other Business</u> Governors noted that the Swaledale Alliance had been considered as part of item 14. Governors considered partnerships with the wider community and noted that the P.T.A. contribution to school life is still missed. The H.T. advised that there are parents who would be willing to help out for a one-off but don't want to commit to a long term official role. Governors agreed that the Quiz in the village hall was a great success and decided that this should be repeated. The Chair suggested that a 100 Club could be launched at the same time, as this would provide funds for the school without an onerous amount of work. Governors discussed the need for a licence and the Chair volunteered to progress this. The Staff governor left the meeting prior to the confidential item. (5.50 p.m.)	Chair
PART 'D' – PERSONNEL - Confidential		
GB 22/14	<u>A.O.B - Confidential Minute</u> This item was minuted separately as Confidential Minute GB 22/14	
There being no further business the Chair closed the meeting at 6.00 p.m.		
<u>Date & Time of next Meeting</u> – The next Full Governing Body Meeting will be on Thursday 4th December at the school at 4.30 p.m.		