

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 26 th January 2017 at 6.00 p.m.		
Present: Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), Mr. M. Gibson (M.G.), Mrs. J. Grainger (H.T.), Mr. D. Lawrenson (Chair), Mrs R.Loadman (R.L.), Lady S. MacAndrew (S.M.), Mrs. J. Sargent (J.S.), Mrs. M. Saunders (M.S.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		9 Governors + 1
Apologies	Mrs J. Morgan (J.M.), (Consented)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 67/16	<u>Welcome & Introductions</u> The Chair opened the meeting at 6.02 p.m. by welcoming and thanking all attendees. A particularly warm welcome had been extended by governors to Mrs R. Loadman on her return to the G.B. as a Co-opted governor.	
GB 68/16	<u>Apologies for absence</u> Apology & reason for absence were submitted by Mrs J. Morgan. Resolved: That the above apology be noted & that the absence be consented to.	
GB 69/16	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. The H.T. and M.S declared an interest in the matters recorded at Minute GB 87/16 and resolved to leave the meeting at that point.	
GB 70/16	<u>Notification of Urgent Other Business</u> None	
GB 71/16	<u>Minutes</u> Governors had previously received a copy of the minutes of the last meeting for consideration. Resolved: That the minutes of the meeting held on 1st December 2016 be approved and signed by the Chair as correct record.	
GB 72/16	<u>Matters arising</u> With reference to G.B. 58/16 – The H.T. will forward the K.C.S.I.E. document and governors will email J.G. when they have read part 2. With reference to GB 59/16 – The Chair will forward the example Scheme of Delegation for a MAT to all governors. Governors agreed that all other matters arising would be covered through the Agenda items.	H.T. ALL Chair
GB 73/16	<u>G.B. Membership update</u> Governors noted that the G.B. now has full membership. R.L. to complete the Skills Audit.	R.L.
GB 74/16	<u>Date and time of next meeting – Thursday 16th March 2017 at 6.00 p.m.</u> This meeting will have a Finance focus.	ALL
PART 'B' - SCHOOL IMPROVEMENT		

<p>GB 75/16</p>	<p><u>H.T. Report</u> Governors had received a copy of the H.T. Report prior to the meeting which covered Statutory reporting, Attendance data, Pupil numbers, Pupil Premium, SEND, SEF judgements, SIP overview, Pupil Achievement and Progress – see separate data report, Staffing updates, Safeguarding, L & M, Collaboration, Links with Stakeholders, C.P.D., Premises, H & S and Diary dates(here appended to these minutes). The H.T. outlined some aspects which had been updated since the report had gone out the previous week with the supporting papers.</p> <p><u>Attendance</u> Governors discussed attendance data and the H.T. explained that if a child's attendance dips below 90%, this will be 'flagged up' to parents.</p> <p>Governor Question 1:- If it's not an illness related absence what would the process be? Answer:- Staff would have a meeting with parents – usually the letter home serves as a 'wake up' call as sometimes parents don't realise the percentage for absence which is being accrued. The H.T. agreed to send out some updated absence figures. Governors noted that there are more details about P.P. spend and impact on the website.</p> <p><u>S.D.P.</u> – Governors had received updates for Assessment and EYFS and noted that the school continues to drive improvement forward.</p> <p><u>Stakeholders</u> Governors enquired about attendance at parent's evening and were pleased to note that this had been 98%. A Parent Governor noted that the presentation on reading given to parents had been very good and helpful.</p> <p><u>Premises</u> – The H.T. reported that the school are looking into a scheme for updating the lighting. This discussion will be furthered when a survey has been done and more details are known.</p> <p><u>Data Report</u> – Governors noted the very positive position shown in the data report with pupils 'above expected' at this point of the school year. The Chair invited governor questions and scrutiny.</p> <p>Governor Question 2:- On the actual attainment how do the W+, S+,B+, W+, S+ equate ? Ans : The H.T. explained how progress needs to be shown from the previous year for some aspects. The H.T. explained that Maths is 'below' due to the fact that not all elements have been covered yet and described the challenges posed to show progress in writing as the evidence needs to be documented in pupil's pieces of work.</p> <p>Governor Question 3:- On the average progress graph there is a blue band across R, W & M for Y2, why is this ? Ans: The H.T. explained that Y2 are making good progress but this anomaly is created because last year schools were told that they could move into the Y2 curriculum for those Y1 pupils who needed to be stretched and challenged. This is no longer advised.</p> <p>Governor Question 4:- Does this mean you will have to adopt a different approach with the current year 1 ? Ans: M.S. explained mastery, deeper understanding and the change in the DfE advice – the school can no longer dip into the Y2 curriculum for those able Y1 pupils. M.S. also explained that EYFS get assessed in June, but they do not appear on Target Tracker until October. Governors noted how this affects the data and that the two different curriculums do not relate to each other in terms of assessment.</p> <p>Governor Question 5:- If you are a gifted and talented child, how does this work for you ? Ans: M.S. explained how the school ensure that these pupils still have aspirational targets and continue to be challenged to make progress.</p>	
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<p>GB 75/16 cont</p>	<p>Governor Question 6:- Is this being discussed in the Alliance or with the L.A. ? Ans: The L.A. advice is don't compare these two different curriculums – treat them as totally separate.</p> <p>Governor Question 7:- The Pupil Premium data, can we have it broken down into the different groups ? Ans: Staff and governors debated the difficulties of maintaining confidentiality within very small cohorts. Governors reflected on the moral imperative for P.P. funding and it was agreed that the data would be separated into Forces and LAC / FSM. M.S. gave governors some additional EYFS data sheets and explained pages 1-3. It was noted that some pupils are making a great deal of progress – M.S. confirmed that she is pleased with the progress being shown. Governors agreed that the data is encouraging. Governors enquired about how the organisational change had impacted on Class 1 – I.E. now two year groups rather than three. M.S. outlined the positive aspects and the challenges.</p> <p>Governor Question 8:- Are you happy overall with this organisation ? Ans : Yes.</p> <p>Resolved: That all the reports be received and H.T. and staff be thanked for the comprehensive information provided to help governors to gain an understanding of both pupil attainment and progress and the strengths and areas for development within the school.</p>	<p>Head</p>
<p>GB 76/16</p>	<p><u>SEF – Outcomes for Pupils</u> The H.T. outlined the Headlines from the Outcomes for Pupils document and governors noted that due to the recent constant change in the assessment systems and it being yet another 'Interim Year' it is a challenge to robustly analyse the data when a direct comparison is not applicable or possible.</p> <p>Governor Question 9:- We're graded 'Good' – is this a secure 'Good' ? Ans: Yes, we meet the criteria on the framework.</p> <p>Governor Question 10:- What do we need to do to get to 'Outstanding' ? Ans: The H.T. explained that progress is good, but the end of year attainment needs to be higher. Governors reflected on the impact of the pace of constant change.</p> <p>Governor Question 11:- Are we confident that we have measures in place to do that ? Ans; The H.T. explained how the school will target pupils who are in the 'blue band' and put strategies in place to ensure that they get to 'expected'. Next steps and aspirations were discussed and governors noted the staffing capacity issues with the increased numbers of pupils now in the school. Governors were assured that staff performance management targets reflect the aspiration and the drive for school improvement and are linked to the SDP. The role of the triangulation of evidence was discussed and ways to ensure the robustness of judgements :-</p> <ul style="list-style-type: none"> • Moderation • Book Scrutiny • Peer marking • Rising Stars. • Assertive mentoring • PUMA & PIRA (assessment systems used by some schools locally) <p>Governors noted that the School Profile provides information about the school in different formats. In summary it was agreed that the school is secure in the 'Good' judgement and striving for outstanding – governors reflected that the S.I.A. Report didn't flag up any issues.</p>	

GB 76/16 cont	Resolved :That the Outcomes for Pupils element of the SEF is received.	
GB 77/16	<p><u>Report of the S.I.A. (School Improvement Advisor)</u> Governors had received the Report prior to the meeting. This had been returned to the SIA for some amendments to ensure accuracy. Governors agreed that the anomalies had been erased.</p> <p>Governor Qu. 12:- Some schools have been relying on these Reports as validation from an ‘external eye’ and they have been proven not to be sharp enough – are you confident that the judgements of the SIA are robust and the service offered represents value for money ?</p> <p>Ans: The H.T. confirmed that she felt the visits of the SIA to be rigorous – The Swaledale Alliance are suggesting that peer reviews should be used more. The Chair and Vice Chair, who generally meet with the SIA termly, concurred with the view of the H.T. on the quality and rigour offered.</p> <p>Governors discussed the training session run by the SIA and the subsequent follow up conversations about preparing for the Ofsted process.</p> <p>Resolved : That Governors receive the SIA Report.</p>	
GB 78/16	<p><u>Improving Governance – Ofsted Report</u> Governors had received this document prior to the meeting and the Chair highlighted some important aspects that are brought into focus throughout the document.</p> <p>Governors reflected on the self evaluation process for the G.B. - both the impact of what has already taken place and possible next steps in the pursuit of an ‘Outstanding’ judgement for Leadership & Management.</p> <p>It was generally agreed that the session with the SIA had been helpful in identifying areas which governors need to be sharper on.</p> <p>Resolved : That the Chair, Vice Chair and Clerk will complete the Healthcheck for Governance as used by the L.A. and review the 20 questions for governors document as the next stage of self –review.</p> <p>: That outcomes from the above exercise will be discussed at a future meeting.</p>	Chair Vice Clerk
GB 79/16	<p><u>Ofsted Overview Sheets</u> The Chair outlined the purpose and scope of the document and suggested that governors consider whether they already have the information required or can be signposted to where it can be obtained, in order to answer the probing questions. The Chair outlined his experiences as a governor going through the Ofsted Inspection process recently and governors reflected on some of the questions asked. The Chair confirmed that the Inspectors had been very rigorous but fair.</p> <p>Governor Qu. 13:- Is it ‘best fit’ to the Ofsted Framework ?</p> <p>Ans: Yes. Governors discussed how to best be prepared for questioning and the preparation that it might involve to ensure that they are able to communicate all of their understanding of the school when ‘on the spot’.</p> <p>Governors agreed that it is very important to have a sense of self-awareness of themselves as a G.B. and the Chair confirmed with everyone that they are happy with the format of the Ofsted sheets.</p> <p>Resolved:</p> <p>a) That the document will be revisited in the Summer Term and in the meantime governors use the document to inform their knowledge of the school.</p> <p>b) That a date is arranged for the SIA to return and repeat the exercise to further the understanding of the Governing Body.</p>	ALL Chair HT

GB 80/16	<p><u>Safeguarding updates</u> Safeguarding updates had been included as part of the H.T. Report and governors noted that the Audit needs to be completed by March 31st 2017. H.T. and S.M. to liaise. P.B. confirmed that he has booked the Safer Recruitment training and the H.T. explained that at the SIN it was acknowledged by H.T.s that there is a lack of available training for the Designated Senior Leaders.</p> <p>Resolved: That the H.T. will liaise with S.M. to progress the Safeguarding Audit ready for return to the L.A. by 31.03.17 That P.B. will complete the Safer Recruitment training.</p>	H.T. S.M. P.B.
GB 81/16	<p><u>Collaboration / Academy Status updates</u> As noted in GB72/16, the Chair will circulate the example Scheme of Delegation from a MAT.</p> <p>Resolved :That governors will continue the ‘watching brief’ and take all opportunities to share intelligence gathered so as to ensure that a fully informed debate can take place as required and the process of due diligence can be guaranteed prior to any future decision. : That the Chair will forward the Scheme as outlined above.</p>	ALL Chair
GB 82/16	<p><u>Policy Review</u> Governors had received the Science Policy, Educational Visits Policy and the Parent Behaviour Policy with accompanying notes, prior to the meeting. Governors discussed the rationale for the Parent Behaviour Policy and gave their full support for this. It was agreed that the ‘Communication to Parents’ document will be sent out prior to further consideration of the Policy at the March meeting.</p> <p>Resolved :- That the Science Policy and Educational Visits Policy be approved and adopted. :- That the Parent Behaviour Policy be forwarded to the March meeting of the G.B.</p>	H.T.
GB 83/16	<p><u>Reports on Governor Visits to School</u> Record of Visit reports had been submitted by M.G. & P.D. (Geography) prior to the meeting and governors noted that these visits were found to be very helpful in gaining further insights to the work of the school. Governors noted that M.G. and P.D. are scheduled to make a joint Maths visit.</p> <p>Resolved : That M.G. & P.D. be thanked for their Report which contributed to the sharing of information on the important monitoring aspect of the link role. : That feedback on Maths will be given on 16.03.17</p>	M.G. & P.D.
GB 84/16	<p><u>Governor Training</u> Governors had attended RAISE training at Spennithorne School on 11th January 2017 at 6.30 p.m. led by Kirsty Hallet (L.A. Advisor on Pupil Performance Data). Governors agreed that this had given them a much better understanding of this tool and how to use it. Spring Term GSIN at Allerton Court, Northallerton 14th February 2017 6.00pm M.G. & P.D. to attend P.D. will attend the Bite size Finance training and governors will liaise to decide on who attends the Effective Monitoring course Clerk to forward Governor Training Schedule 2016-17 to P.D. for information on the ‘Getting Started’ course run by the L.A.</p>	MG, PD P.D. Gvnrs Clerk
PART ‘C’ FINANCE, PREMISES & PERSONNEL		

GB 85/16	<u>Website Audit</u> Governors noted the important role of the website for the school. The Chair confirmed that he, and the Vice Chair had worked through the L.A. Checklist for School Websites and it had been found to be compliant in all respects.	
GB 86/16	<u>Staffing Updates -</u> these were included in the H.T. Report. No further matters for discussion. The H.T. and M.S. declared an interest in the matters recorded at Minute GB 87/16 and accordingly left the meeting and took no part in the consideration or voting thereon.	
GB 87/16	<u>H.T. Performance Management</u> These discussions were deemed to be of a Confidential nature and are therefore Minuted separately under Confidential Minute G.B. 87/16	
PART 'D' – OTHER BUSINESS		
GB 88/16	<u>Correspondence</u> The Clerk had emailed to governors the new Governance Handbook 2017 and Competency Framework from the DfE, along with a letter about the G SIN meeting from Governor Support and the Improving Governance Guidance from Ofsted. Governors had also received information about the 'Bite Size' Finance training and the Nominations and Elections for the Schools Forum.	
GB 89/16	<u>Urgent Other Business</u> None.	
<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>		
There being no further business the Chair thanked all attendees and closed the meeting at 8.00 p.m.		
<u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 16th March 2017 at the school at 6.00 p.m.		