

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 26th April 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.), Mrs L. Wyatt		
In attendance: Mrs. Beverly Smeeton (Clerk)		
		8 Governors + 1
Apologies	Mrs. E. Armstrong (E.A.)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB102/17	<u>Welcome & Introductions</u> The Chair noted that all governors had arrived, so opened the meeting at 5.56 p.m. by welcoming all attendees.	
GB103/17	<u>Apologies for absence</u> The Clerk reported that Mrs E. Armstrong had forwarded apologies for an unavoidable absence. Apologies accepted and absence consented to .	
GB104/17	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared.	
GB105/17	<u>Notification of Urgent Other Business</u> The Chair notified governors of two matters to be taken at the end of the meeting in Item 17, under urgent other business – a) G.B. membership b) Clerks Terms of Employment. The Clerk declared an interest in the latter and resolved to leave the meeting for item 17 b.	
GB106/17	<u>Minutes</u> Governors had previously received a copy of the draft minutes of the last meeting, held 08.03.18, for consideration. Resolved: That the minutes of the meeting held on 8th March 2018, be approved and signed by the Chair as a correct record.	Clerk to file.
GB107/17	<u>Matters arising</u> Governors agreed that all matters arising would be dealt with through the planned Agenda items.	
GB108/17	<u>Date and time of next meeting – Tuesday 22nd May 2018 at 6.00 p.m.</u> Apologies for this meeting were given by M.G.	ALL Clerk to record 22.05.18
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB109/17	<u>Report of the Headteacher :-</u> Governors had received the written report from the H.T. prior to the meeting. The H.T. underlined that no reportable incidents had occurred and that attendance is o.k. Governor Question 1:- How is the persistent absenteeism compared to last year ? Answer:- We do have some pupils at below 90%. The H.T. explained the strategy adopted by the school to promote good attendance by 'flagging up' to parents, through a letter home, any dips below 94%. This has generally been welcomed by parents and the H.T. gave an example of how the letter had helped to secure a more proactive approach by the medical profession, in one instance.	

<p>GB109/17 cont</p>	<p>Admissions</p> <ul style="list-style-type: none"> • A Y2 pupil starting on Monday – therefore 55 on roll • YR numbers for September =10 • More parental visits in May planned, so these figures may change again soon. <p>Residential Visit The H.T. reported that the school are planning a Residential Visit to London for next March (2019). The H.T. has sought safety advice on visits to the Capital. Risks are not considered significant by DfE.</p> <p>Governor Question 2:- Would this be along with other schools? Answer:- Yes - the H.T. explained that a number of rural schools are joining together with potentially a party of 50 Y5 & Y6 taking part. The schedule was outlined to governors who agreed their support for the visit.</p> <p>There were no further questions on the comprehensive H.T. report.</p> <p>Pupil progress Data Governors had also received updated pupil progress data prior to the meeting and the H.T. elaborated on the analysis and the trends. Governors scrutinised the data and discussed likely outcomes for Y6. The H.T. described how confidence levels can affect pupil performance as SATS draw nearer and confirmed that the Booster Classes have had a positive impact. Governors also scrutinised the Early Years data – staff confirmed that all pupils are now working securely within the 40-60 month band. M.S. explained the interface between EYFS and Y1 in terms of Target Tracker.</p> <p>Governor Question 3:- Do Y1 get assessed in September when they move up, as a baseline ? Answer: Yes, M.S. explained the system.</p> <p>Governor Question 4:- Can governors be confident that the data supports the ‘Outstanding’ judgement for EYFS agreed by the S.I.A. ? Answer: Yes. M.S. described how the next few weeks may give pupils the opportunity to move on even further with their progress.</p> <p>Pupil Premium Strategy Statement Governors had received this document prior to the meeting and it was approved for inclusion on the school website.</p> <p>Resolved: That governors support the intended residential visit to London. : That the Pupil Premium Strategy Statement be approved. : That the H.T. be thanked for the informative updates.</p>	<p>H.T.</p>
<p>GB110/17</p>	<p><u>Ofsted Inspection Visit Report</u> Governors had received the Ofsted Inspection Report as soon as it had become available. Governors congratulated the H.T. and staff on the glowing report and on being very secure within a ‘Good’ judgement, against an even more rigorous and demanding framework. Governors noted that it will be 4 years before the next inspection. The H.T. made reference to the very positive comments about the G.B. and thanked governors for all the many and various ways in which they support the school. Everyone agreed that ‘next steps’ will now be the focus following what had been a rigorous, thorough, but fair process. Governors discussed their aspirations for an ‘Outstanding’ judgement and reflected on how this could be achieved in a future visit from Ofsted, given the good platform from which the school can move forward.</p> <p>Resolved: That the H.T. and staff be congratulated on the ‘Good’ judgement and on the extremely positive comments in the Report.</p>	

GB111/17	<p><u>School Improvement Adviser Visit Report</u> Governors had received the report prior to the meeting but noted that it had been somewhat superseded by the Inspection Report. The H.T. reported that Book Scrutiny had taken place during the SIA visit in order to monitor consistency across the curriculum and also judge the breadth of the curriculum on offer. The SIA had confirmed that both consistency and breadth were evidenced. The Chair noted that the work of the SIA has been valuable in supporting the school. The H.T. confirmed that the next visit will be at the end of June when the focus will be pupil progress data.</p> <p>Resolved : That the Report of the SIA visit be received and accepted.</p>	
GB112/17	<p><u>Academy Meeting for local Community Primary Schools</u> The Chair confirmed that the Heads and Chairs of other local Community Primary Schools had been sent a letter inviting them to attend another meeting on 19th April. As replies had not been forthcoming, the meeting did not take place. The Chair confirmed that a watching brief will remain in place and reported that he had looked on the DfE website to gauge how many schools in N.Y. have already converted. A chart will be put together to analyse the conversions in the area, which will be discussed at a future meeting.</p> <p>Resolved : That the Chair will develop a chart to analyse the number of Academy conversions locally and across the County.</p>	Chair
GB113/17	<p><u>Follow up to the Visioning Exercise</u> The following points from the briefing paper were further discussed :-</p> <ul style="list-style-type: none"> • 2) School site – the Chair suggested that the L.A. be approached to give advice on possible options for the expansion / upgrade of the school site/buildings. • 3) Community Links - As part of PSHE the school have planned a ‘Community Afternoon’ – the H.T. outlined what will take place. Village website to be launched in June and the school are welcomed to have a presence on this forum • 4) Use of the Village Hall – the Chair outlined some possibilities • 5) School Finances - Part of Start Budget discussions at May meeting • 6) Leadership – as in the briefing paper- SIA to be made aware. • 7) Academy Status - As in briefing paper • New points raised – Support for technology. The H.T. outlined some of the frustrations associated with the Wi-fi. – H.T. to contact Schools ICT about the hub limitations. • Rigorous, impartial scrutiny of and support for School Improvement (Discussion point) - How would the much valued input from the SIA be replaced if the school were no longer part of the L.A. ? Governors reflected on the potential impact of not having a SIA. <p>Resolved : That the follow up actions to the Visioning Exercise be progressed, as detailed above.</p>	<p>Chair</p> <p>H.T.</p> <p>Clerk to Agenda</p> <p>H.T.</p> <p>H.T.</p>
GB114/17	<p><u>Wraparound Care update</u> P.B. outlined the context to the development of the current wraparound provision available to parents and the following aspects were discussed :-</p> <ul style="list-style-type: none"> • Provision is vulnerable due to current small numbers and fluctuations in ‘take up’ • Market forces / financial viability • Use of a bus to Le Cateau for P.T. Club <p>The Chair noted that the school can signpost to the provision and all governors agreed that there cannot be a return to the former situation, which was unfair to staff.</p>	

GB115/17	<p><u>Arrangements for Stakeholder Consultations</u> M.G. volunteered to work on the questions on the Parental Questionnaire 2017, which had been forwarded to governors and also volunteered to provide the analysis of the returns.</p> <p>Governor Question 5:- Would it be worth adding a question about use of the Before and After School club ?</p> <p>Answer: Governors agreed to the inclusion of a question to gauge parental views on the need for wraparound care. M.G. suggested that governors email to him any further thoughts / comments.</p> <p>Governor Question 6:- Are there any threads we need to consider from the responses to Parent View ?</p> <p>Answer: The H.T. shared the outcomes from the analysis of Parent View. Governors were pleased to note that 100% of parents agree that their child feels safe at school and 100% would recommend the school. The Chair suggested that helpful elements of the Ofsted questions are incorporated in the G.B. Parent Survey.</p> <p>Resolved : That M.G. will review the current version of the Questionnaire and include aspects as agreed.</p> <p>That governors email M.G. with any further suggestions.</p>	M.G. Gvnrs
PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB116/17	<p><u>Health & Safety / Buildings updates</u> The H.T. reported on the following:-</p> <ul style="list-style-type: none"> • Asbestos Management – the H.T. confirmed that the necessary form has been completed and submitted. • Playground Equipment – the H.T. updated governors on developments. Governors noted that an Independent expert has been appointed to review the equipment and ensure that the correct H & S advice is followed and necessary remedial action taken. <p>Resolved : That the H & S Link governor will liaise with the H.T. and that Governors are kept informed of developments</p>	Chair & H.T.
PART 'D' – OTHER BUSINESS		
GB117/17	<p><u>Correspondence</u> None</p>	
GB118/17	<p><u>Urgent Other Business</u> a) G.B. Membership The Chair reported that R. Loadman has resigned, P.D. will be stepping down as Parent Governor at end of the current term and M.G. & D.L.'s term of Office expires in December 2018. The Chair suggested that some planning will be necessary to ensure smooth transitions and succession, which secures the 'right people around the table'. J.S. volunteered to re-collate and analyse the Skills Audit as the first step in the process. G.B. membership / Succession Planning will be an Item on the Agenda for the meeting on 22nd May 2018. The Clerk declared an interest and withdrew from the meeting prior to discussions on item 17 part b) which is recorded in Confidential Minute GB119/17</p>	Clerk to Agenda 22.05.18
<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>		

There being no further business the Chair thanked all attendees and closed the meeting at 7.20 p.m.

Date & Time of next Meeting – The next meeting will be on

Tuesday 22nd May 2018 at the school at 6.00 p.m.

IMPACT resulting from this G.B. Meeting

1. Governors used the data analysis provided to triangulate evidence from other sources and challenge school leaders.
2. Parent questionnaire was reviewed and amended to ensure that responses will provide meaningful and useful Stakeholder feedback
3. Governors continue to remain informed about local and national developments with regards to Academisation to ensure that all possibilities are considered in striving to provide the best future for the school.