

Minutes of a meeting of the Governing Body of Hunton and Arrathorne Community Primary held at the school on Thursday 26th May 2016 at 4.30 p.m.		
Present: Mr. P. Barber (P.B.) , Mr. M. Gibson (M.G.), Mrs. J.Grainger (H.T.), Mr. D. Lawrenson (Chair), Mrs. R. Loadman (R.L.), Mrs. S. MacAndrew (S.M.), Mrs. J. Sargent (J.S.), Mrs. M. Saunders (M.S.), Mrs. K. Yarker (K.Y),		
In attendance: Mrs L. Player (L.P. - Bursar) Mrs S. Godlee (S.G. - School Office Manager) Mrs. Beverly Smeeton (Clerk)		
		9 Governors + 3
Apologies	Mr. N. Haresign (N.H.)	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 124/15	<u>Welcome & Introductions</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees. A warm welcome was extended to L.P. and S.G. and the Chair on behalf of governors expressed gratitude for the expertise they would bring to the meeting. The Chair outlined that items 16 & 17 in Part C of the Agenda would be considered before Part B to allow colleagues to withdraw following those items on which they lead.	
GB 125/15	<u>Apologies for absence</u> Apologies were received from Mr. N. Haresign who was on training connected to his work. The apology was noted and the absence consented to .	
GB 126/15	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. None declared	
GB 127/15	<u>Notification of Urgent Other Business</u> None	
GB 128/15	<u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Resolved: That the minutes of the last meeting held on 20th April 2016 be approved and signed by the Chair as a correct record.	
GB 129/15	<u>Matters arising</u> With ref GB 115/15 – The H.T. reported that G.A. is looking at developing a design for Caring, Aspiring, Excelling. With ref GB 117/15 – An update was given on the issues with the kitchen. During their visit County Caterers suggested that the washing up could be returned to Hipswell. Governors discussed the draw backs with this option. Work on this matter will be on-going.	G.A. & H.T.
GB 130/15	<u>Date and time of next meeting – Thursday 7th July 2016 at 4.30 p.m.</u>	ALL
PART 'C' – FINANCE & PREMISES		
GB 131/15	<u>Outturn Statement 15-16</u> Governors had received the Outturn Statement and Start Budget, both summary and detailed, prior to the meeting (here appended to these Minutes). The Bursar explained the current financial situation for the school and the variances as detailed in the document. Governors noted the impact of the 'lag' with the catering expenditure and income and the Bursar confirmed that the retrospective funding will arrive. Governors were also pleased to note that the deficit previously forecast had been reduced to the extent that the year-end now showed a small surplus of approximately £1,673. The Bursar noted that it had been a good year for saving on electricity and confirmed that the school has £6,700 in the Capital Budget.	

<p>GB 131/15 cont</p>	<p><u>Start Budget 16-17</u> Governors scrutinised the three year forecast noting the improving position for the school and the healthy anticipated rise in numbers of pupils on roll. The Bursar explained that the school would currently be funded on 39 pupils, although 53 pupils would be on roll, due to the system 'lag'. The application for a licensed deficit for 2016/17 has been approved and governors noted how once the allocated funding catches up and reflects the actual pupil numbers the school is in a much more healthy financial position going forward. The Bursar confirmed that a small increase in staffing for September had been factored in. Governors noted that there will be funding changes in 2017-18 when the National Funding Formula will be applied.</p> <p>Governor Question. 1:- Are we still paying for transportation associated with school meals ?</p> <p>Answer: The H.T. explained that this isn't an additional cost going to County Caterers, but part of the arrangement directly with the transporters. Governors further discussed the financial implications and logistics of returning dirty crockery to Hipswell. It was suggested that some research was carried out to find out how this is organised in other areas, for small schools, in a similar position with meal arrangements.</p> <p>Governor Qu. 2:- Is there any flexibility to respond to increased numbers and a need for staffing levels to increase ?</p> <p>Ans: The Bursar confirmed that an additional 0.1 teacher time and six and a half hours GTA time had been factored into the Start Budget. The H.T. noted that the staff had been very helpful with their willingness and flexibility in responding to the needs of the school.</p> <p>The Bursar drew governors' attention to the additional devolved capital allocation due, of £4,300, which would bring the capital total to around £11,000.</p> <p>Resolved: That the Outturn Statement and Start Budget be accepted and approved for submission to the L.A. by the Bursar.</p> <p>: That the Bursar be thanked for the comprehensive Financial Reports and all efforts on behalf of the school.</p> <p>The Bursar withdrew from the meeting 4.50 p.m.</p>	<p>Bursar</p>
<p>GB 132/15</p>	<p><u>Capital and Maintenance Programme updates</u> S.G. updated governors on progress with the replacement of 9 windows and the front and back door. As this matter was of a confidential nature further reporting is contained in Confidential Minute 132a/15</p> <p>The Chair thanked S.G. for her valuable input. S.G. left the meeting 5.05p.m.</p>	<p>S.G. to progress</p>
<p>PART 'B' - SCHOOL IMPROVEMENT</p>		
<p>GB 133/15</p>	<p><u>Headteacher's Report</u> A written report had been circulated to Governors prior to the meeting (here appended to these minutes). Governors noted that the new format for the report, as recommended by the Swaledale Alliance, was very helpful and informative. Admissions and pupil attendance data was discussed with governors noting that the school data is much better than the national figures. Governors reflected on the slightly negative aspect highlighted in the RAISE document and FSM & SEN attendance noted in the Ofsted Report.</p> <p>Governor Qu. 5:- Can this data be included so as to be monitored ?</p> <p>Ans: The H.T. outlined that as such small cohorts are being considered there is the danger of identifying pupils, also the data for 1 or 2 pupils can translate into a distorted overview.</p> <p>Governors agreed that the detailed breakdown of information on Pupil Premium spending and identified linked outcomes was very informative and the SIP priorities were clear.</p> <p>The H.T. noted that this format does not include updates on SMSC or staff</p>	

GB 133/15 cont	C.P.D. and invited governors' further comments – governors agreed that the grids make the information very focused, simple and accessible. Resolved : That the H.T. be thanked for the informative report	
GB 134/15	<p><u>School Improvement Plan Review</u> Governors had received the updated action plans associated with the S.I.P. prior to the meeting. (EYFS, Assessment, Literacy and British Values)</p> <p>Governor Qu. 6:- Is it possible to standardise the Action Plans ? The Literacy one is very different to the EYFS one, which seems more focused and shows the journey – an excellent format. In some of the plans the impacts are actually actions.</p> <p>Ans: The meeting reflected on the above comments and all agreed that the format should be consistent, impact does need tightening up and the use of data to evidence the impact would be helpful.</p> <p>Resolved:- That the Action Plans for the S.I.P. be received and accepted with suggested amendments as detailed in discussions.</p>	
GB 135/15	<p><u>Parent and Pupil Questionnaires</u> Governors had received the collated outcomes of the questionnaire for both pupils and parents prior to the meeting (here appended to these Minutes). Parental responses :- The Chair invited the H.T. perspective on this consultation with stakeholders. The H.T. noted that the response to question 1 had improved - the 100% responses for feeling safe and secure, good behaviour, warm, friendly, welcoming and caring approach of staff, attitudes to attendance and punctuality, feedback on progress were all very heartening. The anomaly with question 3 was explained. The Chair noted that responses to 18 & 19 were disappointing as these would suggest that despite best efforts and a range of strategies employed, only a small percentage of parents feel that governors are accessible or consult with them. Governors reflected on this outcome and suggested that perhaps they need to flag up their attendance at parents evenings and other school events or have a communication box.</p> <p>Governor Qu. 7:- Only 12 out of 30 families have responded - is this representative ? Those that have responded feel unable to comment about some aspects.</p> <p>Ans: Governors reflected on some of the wording in the questionnaire and decided that this may be a barrier to participation and that the questions will be reviewed prior to being sent out next year. The Chair noted that there has been a shift in the profile of governors due to the steady 'drip, drip' effect of governor attendance at parents evenings, school events and the summary of GB meetings in the newsletter. Governors reflected that the majority of parents may be perfectly happy and may not feel the need to be 'engaged'. The comments on the P.T.A. were discussed as 58% of parents felt it would be a good idea to start this again – governors decided that September might be an appropriate time to consider how this might be developed again. The H.T. explained that a meeting had been held to address parental concerns about the rise in numbers for the forthcoming school year. The Chair noted the many positives from this consultation with parents.</p> <p>Pupil Responses:- The Chair invited the H.T.'s perspective. It was explained that further work had been done to ensure that question 3 & 4 had been understood.</p> <p>Governor Qu. 8:- What did you think to the Science response ? Ans: The H.T. reflected on how the school had tried to address pupil's feelings about science, but the perceptions seem to remain. The practical aspects are enjoyed – so we need to 'unpick' why the outcomes are like this. Question 32 was discussed:-</p>	

GB 135/15 cont	<p>Governor Qu. 9:- Do you think it might be worth changing the language to assessment rather than ‘things’.</p> <p>Ans: Perhaps it does need to be more specific.</p> <p>The H.T. reported that playtimes have been re-energised – the School Council have had some input and Playtime Buddies have been active.</p> <p>Governors noted that it has been some time since the Governor Questionnaire was completed. This will be circulated soon, so that responses can be completed in time for the analysis to be done and considered at the next meeting. M.G. volunteered to co-ordinate this process and provide the analysis.</p>	H.T. M.G. Clerk to Agenda 07.07.16
GB 136/15	<p><u>SEN Report</u></p> <p>Governors had received a Report from the SENCo prior to the meeting (here appended to these Minutes).</p> <p>Resolved: That the Report be received and accepted with thanks to the SENCo</p>	
GB 137/15	<p><u>Safeguarding Updates</u></p> <p>The H.T. reported that all safeguarding matters are in order and Prevent training completed.</p>	
GB 138/15	<p><u>Long Term Strategic Plan</u></p> <p>Governors had received the 5 year strategic plan prior to the meeting (here appended to these minutes). Governors noted the areas covered within the plan - Standards, Buildings, Collaboration, Stakeholders, Governance, Finance and Staffing.</p> <p>The Chair invited comments or questions :-</p> <p>Governor Qu. 10:- Replacement of the building, is that by 2020 and how will that be progressed ?</p> <p>Ans: The Chair explained the system for a capital funding bid and the likely timescales. Governors noted that this work links to decisions that need to be made about the kitchen The paperwork has gone to J.H. and the Chair will follow this up.</p> <p>Succession planning and the recruitment of governors will be considered at the next meeting.</p> <p>Resolved: That the 5 Year Strategic Plan be approved and adopted.</p> <p>: That the Chair will follow-up matters concerning the building replacement with the appropriate L.A. Officers.</p> <p>:That succession planning will be an Agenda item for 07.07.16</p>	Chair Clerk to Agenda 07.07.16
GB 139/15	<p><u>Policy Review</u></p> <p>The Chair invited any governor comments on the Complaints Policy and Procedure which governors had received prior to the meeting. The Chair noted that it is an NYCC model document, customised for the school – there were no queries.</p> <p>Resolved :- That the following Policies be approved and adopted :-</p> <p>Complaints Policy and Procedure.</p>	H.T.
GB 140/15	<p><u>Governor Training - GSIN Feedback</u></p> <p>K.Y. reported on the Summer Term GSIN meeting outlining the headlines for both sessions 1 & 2.</p> <p>Part 1 – Ofsted Inspections – advice to governors :-</p> <ul style="list-style-type: none"> • Prepare a briefing sheet with key points – you can take this into meeting • Inspectors will focus on the website – must be up to date – look at this as a prospective parent to see if it measures up • Positive messages out through media – Inspectors will do a Google search on the school 	

