

<p align="center">Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Board held at the school on Thursday 29th September 2016 at 6.00 p.m.</p>		
<p>Present: Mr. P. Barber (P.B.), Mr. P. Durban (P.D.), 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.)</p>		
<p>In attendance: Mrs. Beverly Smeeton (Clerk)</p>		<p>8 Governors + 1</p>
Apologies	Mr. M. Gibson (M.G.), Mrs J. Morgan (Consented)	2
Minute No.		Action
<p>PART 'A' – PROCEDURAL</p>		
GB 01/16	<p><u>Welcome & Introductions</u> The H.T. opened the meeting at 6.00 p.m. welcoming all attendees. A particularly warm welcome was extended to Mr. Paul Durban , the new Parent Governor</p>	
GB 02/16	<p><u>Apologies for absence</u> Apologies & reasons for absence were submitted by Mr. M. Gibson and Mrs J. Morgan. Resolved: That the above apologies be noted & that the absences be consented to.</p>	
GB 03/16	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules about confidentiality & declaring interests. No declarations of interest were made.</p>	
GB 04/16	<p><u>Notification of Urgent Other Business</u> None</p>	
GB 05/16	<p><u>G.B. membership update and succession planning Governor Contact details and Self Declaration Forms.</u> Governors noted that although the G.B. currently has full membership, this would be the last meeting for R.L. as her term of office expires shortly, which means that there will a Parent Governor vacancy as of November 1st. With regards to succession planning, the Chair reported that P.B. has expressed an interest in shadowing the Chair this year, with a view to being prepared to stand for Office as Vice-Chair in September 2017. Governors expressed their appreciation for this phased plan for the leadership of the G.B. Governors returned their completed contact details and self declaration sheets to the clerk. (M.G. & J.M. 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</p>	<p>Chair & P.B. M.G. & J.M.</p>
GB 06/16	<p><u>Registers of Interests & Hospitality</u> Governors completed the Register of Interests forms for the current academic year and noted that these details form part of the mandatory information which must be published on the school website about Governors. The clerk advised governors of the obligation to make entries on the Gifts & Hospitality register. No entries were necessary and a Nil Return was recorded by the Clerk.</p>	<p>H.T. ALL</p>
GB 07/16	<p><u>Review of Standing Orders, Code of Conduct , Core Functions,T. of R. & Scheme of Delegation</u> Governors reaffirmed their approval of the above documents. Resolved: That the Standing Orders, Code of Conduct, Scheme of Delegation and Core Functions documents be approved, adopted and signed by the Chair.</p>	<p>Chair</p>

<p>GB 08/16</p>	<p><u>Review of Statutory Committees,</u> Governors had received the relevant documents prior to the meeting. Terms of reference for the Statutory committees were agreed and governors confirmed that they would be willing to serve should the need arise, subject to the nature of the business to be determined, prior involvement, skill sets and availability. The updated Committee document to be placed in the school held file. Governors also approved the ToR for the Headteacher’s Performance Management panel and agreed that the panel will be M.G. & P.B.</p> <p style="text-align: center;">Resolved: That the Terms of Reference for Statutory Committees and the P.M. Panel for the H.T. be approved, adopted and signed by the Chair.</p> <p style="text-align: center;">: That all governors agree to serve on the Committees as required and appropriate. P.B. and M.K. will form the P.M. Panel for the H.T. along with L.M. (School Improvement Advisor)</p>	<p>Clerk MG/PB</p> <p>ALL Gvnrs as required</p>
<p>GB 09/16</p>	<p><u>Appointment of Governor Link Roles</u> Governors had received the suggested structure for the link role visits prior to the meeting, as part of the Governor Visits Policy, and confirmed their roles as detailed below:-</p> <p>Safeguarding, SEND & LAC – S. MacAndrew Health & Safety - D. Lawrenson EYFS & KS1 - S. MacAndrew English - P. Barber Maths - M. Gibson Science & MFL - J. Sargent KS2 - M. Gibson (shadowed by P. Durban) Finance – J.Sargent Leadership & Management – D. Lawrenson</p> <p>Link role for J.M. to be confirmed at the November meeting.</p>	<p>ALL</p> <p>Chair & J.M.</p>
<p>GB 10/16</p>	<p><u>Minutes</u> Governors had previously received a copy of the minutes for consideration.</p> <p style="text-align: center;">Resolved: That the minutes of the last meeting held on 7th July 2016 be approved and signed by the Chair as a correct record.</p>	<p>Chair</p>
<p>GB 11/16</p>	<p><u>Matters arising</u></p> <p>With ref GB149/15:- The H.T. updated governors on progress with the Logo design. All agreed that the words are more important than a design, which could potentially detract from the impact of the message. Colours and font were discussed and it was agreed that the sketch of the school would be the focus for the design with the words wrapped around it.</p> <p style="text-align: center;">Resolved : H.T. to work on marrying the words and sketch and P.D. to consult a graphic designer so that a decision will be made at the November meeting from a choice of the best three of four options.</p> <p>With ref GB153 /15 – The SIA will be invited to the next G.B. meeting. H.T. to confirm.</p> <p>With ref GB158/15 - After they have been reviewed, the Link Roles will form part of the Annual Plan so that governors’ feedback to the G.B. meetings on this monitoring is timetabled across the year.</p>	<p>H.T.</p> <p>H.T. P.D.</p> <p>H.T.</p> <p>Chair</p>
<p>GB 12/16</p>	<p><u>Date and time of next meeting – Thursday 10th November 2016 at 6.00 p.m</u></p>	<p>ALL</p>

PART 'B' - SCHOOL IMPROVEMENT

GB 13/16

Report from the Headteacher

A written report had been circulated to Governors prior to the meeting (here appended to these minutes) which included information & updates on the following :-

- Admissions and Attendance
- Pupil Premium Funding – allocation and outcomes
- SEF Judgements
- School Improvement Plan priorities
- Achievement & Standards – analysis of SATs results and pupil progress
- Leadership & Management - Staffing and CPD
- The Curriculum
- Premises / Health & Safety
- Diary dates

The H.T. had also included updates on the Action plan for Assessment, EYFS, reports on action and impact for English and British Values as well as the RoV information and analysis of data which the SIA (School Improvement Advisor) will discuss on her next visit. M.S. provided a verbal update on the EYFS and K.S.1. Governors noted that the baseline and systems for tracking progress in the EYFS are still being subject to change from the DfE and there are still anomalies in the way this moves over to Target Tracker for Y1. There will be a meeting for EYFS teachers to look at this interface.

Governor Question 1:- If we had an Ofsted Inspection, how would you demonstrate and prove progress ?

Answer:- There are also learning journeys. M.S. explained how the information from these feeds into Target Tracker and outlined the new app, 'Seesaw' which is being introduced so that parents can follow the progress of their children's, learning at home. A governor reported that his experience of this app has been very positive – the teacher comment alongside the photo helps parents to feel both engaged and informed. Governors noted that appropriate safeguarding measures are in place and a letter would be going out to parents to ensure the boundaries and expectations are fully understood and agreed.

Governor Question 2:- Is this manageable for you and other staff ?

Answer :- Yes, it's really easy.

Governors noted that a high priority for the school is to continue to embed and refine the assessment systems.

Governor Question 3:- Is this a government led Tracker ?

Answer :- No, the H.T. explained that following the 'life after levels' initiative the Tracker system had been developed by Essex and is now widely used including by all schools in the Swaledale Alliance which has benefits for collaborative conversations and C.P.D.

Governors and Staff reflected on the need for another push to promote reading in K.S.2, particularly as an activity for pupils and parents to enjoy together at home. The H.T. confirmed that more volunteers in school to read to, or with pupils will always welcomed.

Governor Question 4:- Is there an opportunity for this to be promoted through the governors' input on the newsletter ?

Answer : Yes – the H.T. outlined that ultimately the reading results are o.k. but staff are mindful of the relationship with the improvement of writing. The profile of reading has been raised in the school, but staff recognise that there's a need to work against any perception that once a child can read, the 'job is done'. A governor volunteered to take this invite back to the 'Friends' group.

British values – The H.T. reported that pupils are now much more informed and governors reflected on highlights, like the visit to the Mosque and work on Democracy.

<p>GB 13/16 cont</p>	<p>Attendance & Admissions Data :- Governors and staff discussed the higher than usual persistent absenteeism figures and the H.T. outlined the story behind the data. Governors noted that the pleasing and significant number of admissions, whilst very positive for the school, brings some challenges and the need for clarity about school policy in limiting the cohort to ten when other year groups have space. This was discussed by governors and the Chair noted that there is an appeals process. The Chair, whilst acknowledging the constraints of the budget, proposed that governors allow the H.T. to consider the staffing needs of the school moving forward, so that a coherent strategic vision, can guarantee the best possible education for the pupils.</p> <p>The Chair reported that the S.I.A. will support an application for funding due to exceptional circumstances with numbers accelerating so rapidly and the H.T. reported that a M.O.D. grant has also been applied for.</p> <p>Achievement and Standards.</p> <p>The H.T. explained how end of Key Stage outcomes had been assessed, tracked and analysed this year. Governors scrutinised the data and were advised that due to the size of the cohort, (3 pupils) the floor standards do not apply and neither will results be published. Governors noted that 100% of pupils reached the A.R.E. (Age Related Expectation) in Maths and congratulated staff. The H.T. outlined that writing is an issue and continues to be a key priority in the school. The RoV sheet for the visit of the S.I.A. was also scrutinised and governors noted the very pleasing outcomes for progress measures.</p> <p>Governors and staff further debated the context for the outcomes this year in moving to 'life after levels'.</p> <p>The Chair reported that the S.I.A. has asked the H.T. to be a Mentor for a colleague of a similar sized school. The H.T. explained the role and remit and governors agreed to this.</p> <p>Premises.</p> <p>The H.T. Report gave a very clear overview of work completed to improve the general fabric of the school and aspects of the learning environment. Further to this the H.T. reported that the kitchen is now much improved and is a very useable space. The Chair thanked staff for the amount of time spent at the school over the summer break in order to ensure that refurbishment work would be 'on track'. The H & S visit was noted.</p> <p>A bid to the Ernest Cook Trust will be considered in October</p> <p>Resolved:- i) That future staffing needs are fully examined and considered by a working group who will report back to the G.B. – H.T., P.B., M.G., J.S.</p> <p>: -ii) That governors receive the report of the H.T. with thanks and that, on behalf of Governors, the H.T. expresses sincere thanks and congratulations to the staff team.</p>	<p>Gvnrs</p> <p>H.T.</p>
<p>GB 14/16</p>	<p><u>Review of G.B. Aims and Objectives 2016-17, Reaffirm Ethos and Vision for the School</u></p> <p>Governors discussed their aims and objectives and reaffirmed the vision and ethos as on the School website.</p> <p>The Chair summarised the G.B. aims as follows :-</p> <ul style="list-style-type: none"> • Ensure full membership of the G.B. with clear understanding for all governors of the 'skills around the table' and how they can be best utilised to help drive school improvement. • Ensure access to and completion of relevant training for governors • Secure the quality of leadership of the G.B. through effective succession planning and a smooth transition. <p>Resolved:- That to keep the 'Vision' in focus, this will be added to the bottom of each G.B. Agenda</p> <p>: -That the Governor Skills Audit will be re-issued to ensure full awareness of any 'gaps' that need to be filled through new</p>	<p>ALL</p> <p>Chair & P.B.</p> <p>Clerk</p> <p>J.S. & ALL</p>

	governor appointments.	
GB 15/16	<p><u>The Annual Governance Statement</u> Governors had received this document prior to the meeting :- Resolved:- That the Annual Governance Statement be approved and placed on the school website.</p>	H.T.
GB 16/16	<p><u>Multi Academy Trusts update</u> The Chair summarised the current situation nationally for schools in terms of the Academy Agenda and reflected on the position locally. The Clerk advised that there are a couple of new guidance documents being released by NYCC to give schools a step by step overview of the process. Clerk to forward to governors. The Chair reported that there will be an opportunity for governors to hear about the ‘first hand’ experiences of a local school who are in the process of joining a Multi Academy Trust. The H.T. will arrange a mutually convenient time for the Chair and H.T. of the school to meet with governors on a Thursday evening. Details to be confirmed.</p>	Clerk H.T.
GB 17/16	<p><u>Safeguarding – Annual Report to Governors</u> The H.T. explained the context for the above document which Governors had received prior to the meeting. The H.T. and P.B. outlined the current status of their Safer Recruitment training – P.B. to complete. Governors confirmed that they have completed both the basic online Safeguarding training and the Prevent online training. The new governor was advised of the need to complete this mandatory training and given the web address. The H.T. will liaise with S.M., as the newly appointed Safeguarding ‘link’ in order to work on the Safeguarding Audit and as when appropriate. Resolved:- That the Annual Safeguarding Report to Governors be received and accepted</p>	P.B. P.D. H.T. & S.M.
GB 18/16	<p><u>Policy review</u> The Chair invited any governor comments on the Policies for review which governors had received prior to the meeting. Governors considered the blank sections of the Governors’ Allowances Policy and the rates for travel, subsistence and care arrangements were agreed. The H.T. explained the underpinning work and philosophy behind the Feedback Policy and governors were pleased to note that the new approach is already having an impact, particularly on the quality of writing. Resolved :- i)That the following Policies be approved and adopted :- <p style="margin-left: 40px;">Governor Attendance Policy Governor Visits Policy Governor Allowances Policy Health & Safety Policy Feedback Policy and Poster Pay Policy Budget Management Policy</p> ii) That the Scheme of Delegation to the H.T. (expenditure and virement) as contained in the Budget Management Policy be approved.</p>	ALL H.T.
GB 19/16	<p><u>Governor Training .</u> The Chair reported on the content of the Agenda for the Autumn Term GSIN meeting. The Chair confirmed that he will be attending and invited other governors to attend also, noting that the G.B. try to ensure all governors attend at some point across the year. P.B. will also try to attend. GSIN meeting - 11th October at Allerton Court , Northallerton 4.30 -5.30 Workshop, refreshments, then 6 -8.30 p.m. Meeting.</p>	Chair P.B.

<p>GB 19/16 cont</p>	<p>The Chair encouraged all governors to look at the NYCC training schedule in the light of their own training needs. The Swaledale Alliance Governor training schedule is not yet available.</p>	
<p>PART 'C' – OTHER BUSINESS</p>		
<p>GB 20/16</p>	<p><u>Correspondence</u> None</p> <p>Expression of Sincere Thanks :- The Chair noted that as this is the last G.B. meeting for Mrs. R Loadman, on behalf of the G.B. and the whole school community, he wished to express sincere thanks for the considerable contribution made over the last four years. R.L. has been a great supporter of the school and the skills brought to the G.B. will be missed. The H.T. echoed these sentiments and the G.B. wished Mrs R. Loadman all the best for the future.</p> <p>Dates and times for meetings were confirmed as detailed on the Annual Planner.</p> <p>Next meeting -Thursday 10th November 2016 at the school at 6.00 p.m.</p>	
<p>There being no further business the Chair thanked all attendees and closed the meeting at 7.50 p.m.</p>		