

Minutes of a meeting of Hunton and Arrathorne Community Primary School Board of Governors held at the school on Thursday 2nd July 2015 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. S. MacAndrew (S.M.) , Mr. N. Haresign (N.H, late arrival) Mr. P. Barber (P.B.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		8 Governors + 1
Apologies	Mrs S. Yates (S.Y.) consented	1
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 51/14	<u>Welcome</u> The Chair opened the meeting at 4.30 p.m. by welcoming all attendees and thanking everyone for attending. A particularly warm welcome was extended to Mr. Patrick Barber, who was introduced to the group.	
GB 52/14	<u>Co-option of Governor</u> Mr. P. Barber left the meeting. After due consideration of the considerable skill set which Mr. P. Barber could bring to governance at the school, the co-option was proposed, seconded and unanimously agreed. P.B. was invited to re-join the meeting and accepted the appointment as co-opted governor at the school. Resolved: That Mr. P. Barber be co-opted to the Governing Board of Hunton and Arrathorne C.P. School in accordance with the 2012 Regulations for the period 2nd July 2015 to 1st July 2019. : That the clerk will inform the Governance Unit at County Hall.	Clerk
GB 53/14	<u>Apologies for absence</u> The Clerk reported that apologies had been submitted by Mr. N. Haresign for a late arrival due to work commitments. Mrs S.Yates had also sent apologies and the Chair reported that he had received a letter of resignation w.e.f. 20 th July 2015 from S. Y. due to an anticipated relocation. Resolved: a)That governors wish to express their sincere thanks for the hard work and valuable contributions made by Mrs S. Yates during her time as a governor at the school. b)That the Chair will write to S.Y. to express the thanks of the whole school community. c) That the above apology for a late arrival be noted.	
GB 54/14	<u>Visit to the EYFS / KS1 Outdoor Learning Environment</u> Governors left the meeting to visit the newly developed area and M.S. outlined some of the benefits and intended learning outcomes for the different aspects within this learning environment. Governors returned to the meeting room and the Chair invited comments and questions. Governors discussed what they had seen and agreed that the area provided very stimulating, rich and varied learning opportunities. Governors reflected that it was very good use of the available space and discussed ways of clearing the last 'rough patch' to make it ready for further development. Governor Qu. 1:- You mentioned that a range of other materials/ implements would be welcomed for the building site - what is on the wish list ? Answer: M.S. described a range of everyday tools and materials which could be seen as 'junk', but which would be helpful to further resource the outdoor learning environment. Governors agreed to source items when possible. Governors asked about the issues in the front playground and the H.T. explained that the school are awaiting a visit from the safety firm to check the climbing frame - once this had been resolved, plans for the new surface will be progressed. Resolved: That M.S. be thanked for the visit to and explanations about the new areas and that all staff and pupils are congratulated on the progress made with this outdoor space.	ALL H.T.

GB 55/14	<p><u>Declarations of Interest and Confidentiality</u> The Governing Board noted the rules about confidentiality & the declaring of interests. M.S. declared an interest in item 23 and left the meeting immediately prior to that item.</p>	
GB 56/14	<p><u>Notification of Urgent Other Business</u> None.</p>	
GB 57/14	<p><u>Minutes</u> Governors had previously received a copy of the minutes for consideration. Resolved: That the minutes of the last meeting held on 19th March 2015 be approved and signed by the Chair as a correct record.</p>	Chair
GB 58/14	<p><u>Matters arising</u> With Ref:- GB 51/14 p.1 – The Chair reported that he had spoken with C.L. about the financial implications for the school and had received a full response from the Director. The Bursar will be looking into the matter further. With Ref:- GB 51/14 p.2 – The article by the Chair is ready for the July newsletter and information about the Macmillan coffee morning run by the Friends Group will also be included.</p>	HT
GB 59/14	<p><u>Draft Schedule of Meetings</u> Governors considered the schedules as prepared by the Chair and discussed the relative merits of the two different G.B. structures in ensuring that the G.B. works with maximum effectiveness and efficiency. Governors agreed that in working a full G.B. meeting only approach, with no committees, a more rounded knowledge of the school in relation to governance responsibilities would be facilitated for all. Governor Qu. 2:- How will the business of the committees fit into the alternative structure ? Ans:- The H.T. outlined how the school year works and how G.B. business would be dovetailed to ensure that G.B. meetings had an appropriate focus at the most effective time. Governors discussed the options for the number of meetings and agreed that they would prefer to have 3 meetings in the Autumn term (general/ procedural focus, school improvement focus, finance focus). The Chair agreed to amend the schedule to reflect this decision. Resolved :- That the G.B. will move to a FGB meetings only structure, as of September 2015 with 3 meetings in the Autumn Term, 2 in the Spring Term and 3 in the Summer Term. :-That the schedule of meetings for 2015 -2016 be amended by the Chair as agreed and circulated to all.</p>	ALL Chair
GB 60/14	<p><u>Date and Time of next meeting – October 1st 2015 at 4.30pm</u></p>	ALL
PART 'B' - SCHOOL IMPROVEMENT		
GB 61/14	<p><u>Headteacher's Report</u> A written report had been circulated to Governors prior to the meeting (here appended to these minutes) and the H.T. began by expanding on some aspects of the report as follows :-</p> <ul style="list-style-type: none"> • Numbers on roll – 33 currently (on track to rise to 39 for the Autumn term) • Staffing - new lunchtime arrangements are working well • Overview of activities for pupils / DEEL day for parents/ carers • The Curriculum / Assessment (see target Tracker presentation below) • Health & Safety / premises – the H.T. gave an update on the kitchen. • CPD for staff <p><u>Target Tracker</u> The H.T. then gave governors an overview presentation and demonstration of the</p>	

<p>GB 61/14 cont</p>	<p>Target Tracker now being used by the school to track and monitor pupil progress and analyse attainment data. Governors noted assessment arrangements for Reading, Writing, SPAG and Maths. The H.T. explained that by the end of term all pupils will have been assessed via this new system so that it is fully embedded for the start of the new academic year. Governors noted that the Swaledale Alliance will be offering training for Governors and that it will be possible for Governors to 'log on' to the target tracker and look at the progress of different groups of pupils. Governors agreed that this will be an excellent tool to keep them informed about pupil progress and gain a greater awareness of the statements in each subject that pupils are working towards attaining. Staff agreed that it will be easier for them to see the gaps and plan accordingly.</p> <p>Governor qu.3:- What about the process of entering and editing information ?</p> <p>Answer:- The H.T. and staff governor reported that it is really easy to enter and edit information.</p> <p>Governor qu. 4:- Thinking about the nature of the school and our Forces families, how will this fit for those pupils arriving at non-standard times from schools where this system may not be in use ?</p> <p>Answer: The H.T. described the process for ensuring that all pupils receive a baseline assessment, once they have 'settled' into the school.</p> <p>Governor question 5:- When can governors access the training – will you let us know ?</p> <p>Answer: Yes, and we will need to explore the issues around computer compatibility to ensure governors can have access to the Target Tracker.</p> <p>Resolved: That the H.T. be thanked for the informative presentation about Target Tracker and the comprehensive report on all aspects of school life.</p>	<p>H.T.</p>
<p>GB 52/14</p>	<p><u>Minutes of the Resources Committee</u></p> <p>Governors had received the committee Minutes prior to the meeting and the Chair of the Committee gave governors an overview of the meeting and reported that the main headline is that the finances of the school are looking slightly better than had previously been expected. However, the year 3 projection of the Start Budget is negative – governors agreed that there are a vast many variables which come into play over such a long time frame, so that it is very difficult to project accurately at this point.</p> <p>Governors were given the opportunity to make comment or ask questions.</p> <p>Governor qu. 6:- Did the Bursar get a reimbursement for the transport charged by the school meals service ?</p> <p>Ans:- This is an ongoing matter that is still being investigated and negotiated.</p> <p>Resolved :-That the draft Minutes of 14.05.15 be received and accepted.</p>	
<p>GB 53/14</p>	<p><u>Minutes of the Improvement Committee</u></p> <p>Governors had received the committee Minutes and supporting papers prior to the meeting. The Vice Chair gave an overview of the main points and governors were invited to ask questions :-</p> <p>Governor qu. 7:- Are we now o.k. with the Safeguarding certificates ?</p> <p>Answer:- The H.T. reported that all except one certificate has now been filed in school. The safer recruitment training was discussed and it was agreed that when the H.T. updates on that training, in the not too distant future, one other governor will also do the course.</p> <p>The H.T. reported that progress had been made on enthusing pupils about reading with lots of new strategies and ideas 'in the pipeline'.</p> <p>Governors noted the overwhelmingly positive responses from pupils in the questionnaire.</p> <p>Resolved :- That the Minutes of the Improvement Committee meeting held</p>	

GB 53/14 cont	<p>11.06.15 are received and accepted.</p> <p>:- That one other governor updates their safer recruitment training at the same time as the H. T. in 2016</p>	Chair & H.T.
GB 54/14	<p><u>Safeguarding - Annual Report to Governors</u> The H.T. reported that the Safeguarding Audit had been completed, an action plan formulated and the report started.</p> <p>Resolved: That the Annual Report on Safeguarding be forwarded to a meeting in the Autumn Term.</p>	Clerk to Agenda
GB 55/14	<p><u>Annual Governance Statement</u> Governors had received the example format prior to the meeting and noted that whilst this report is not mandatory, it is good practice to have this statement on the school website and a valuable opportunity to raise awareness of the work of the governors across the whole community. Governors discussed various aspects of the exemplar and the suggested G.B. matters for inclusion in the report. The Chair advised that he has made a start on this and that the completed document would be submitted in the Autumn Term following input from the H.T. and clerk.</p> <p>Resolved: That the H.T., Chair and Clerk will progress the development of an Annual Statement from the Governing Board for submission and approval in the Autumn term.</p>	Chair H.T. Clerk
GB 56/14	<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 noted that all of the policies for approval were the NYCC model policies, which have been customised for the needs of the school.</p> <p>Resolved :- That the following Policies, having been duly reviewed, are approved and adopted :- Child Protection, Looked After Children, Health & Safety, Whistleblowing, Standards of Conduct, Acceptable Use.</p>	H.T.
GB 57/14	<p><u>Publication of Governor Information on the School Website</u> Governors had received guidance on what information must be published on the school website from September 1st 2015 and submitted their completed and signed 'Interests' forms to ensure compliance by the above date.</p> <p>Resolved :- That the information required by the new regulations be collated and placed on the school website by 1st September 2015.</p>	H.T. and school admin
GB 58/14	<p><u>Governor Training / Skills Audit</u> The Chair recommended the 'Getting Started' training to new governors. P.B. reported that he had attended the Governors' School Improvement Network meeting and provided an overview of the 'Prevent' training that was delivered. Governors noted that there is a self-assessment document advised for governors to go through with their schools and a suggested list of questions for governors to ask about British Values within the school. P.B. further advised that a key message for all agencies and establishments from the training is Notice, Check, Share. The 'Prevent Strategy' will sit under the wider safeguarding umbrella. The clerk gave a copy of all documents from the GSIN to the Chair. Governors agreed that a Skills Audit should be completed again prior to analysis of training needs and the Chair recommended the N.G.A. version.</p> <p>Resolved :- That the Chair will forward the N.G.A. Skills Audit to J.S. for action</p> <p>:- That when available on the CYPS website, the clerk will forward the above mentioned 'Prevent' materials to all governors.</p>	Chair Clerk
GB 59/14	<u>Governor Visits to School and review of Link Roles.</u>	

GB 59/14 cont	<p>The H.T. proposed a new approach to the Link role and circulated a paper outlining how this might work, here appended to these Minutes Governors agreed that this would give greater flexibility to the times when visits can take place and facilitate a wider range of activities through which governors can monitor the performance of the school.</p> <p>Governor qu. 8:- Could 'Student Voice' be included in this ? Ans: Yes, with the book scrutiny.</p> <p>Governor qu. 9:- How might the decisions on the links be progressed ? Ans: The Chair suggested that governors make an expression of interest to the H.T. after the meeting</p> <p>Governors further debated how the roles would work in practice and agreed that the system would potentially allow them a much more rounded picture of the work of the school and link very well with having access to Target Tracker. It was agreed that a small change would need to be made to the Governor Visits Policy.</p> <p>Governor qu. 10:- How are these visits and activities then reported ? Ans:- P.B. explained the effective 'Record of Visit' and helpful reporting systems used at the High School and volunteered to review the visit form and customise, where necessary, to ensure suitability for primary school use.</p> <p>Resolved :- That the proposed new structure for governors' links is adopted with effect from September 2015.</p> <p style="padding-left: 40px;">:- That the remit for over-seeing 'British Values' be included in the link roles</p> <p style="padding-left: 40px;">:- That P.B. will forward an example 'Record of Visit' form for consideration.</p>	<p>Chair</p> <p>ALL</p> <p>H.T.</p> <p>P.B.</p>
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PART 'C' – OTHER BUSINESS

GB 60/14	<p><u>Update on the 'Friends of the School' Group</u></p> <p>S.M. outlined for governors details of the group and what their aims are. Governors noted the plans for the Macmillan World's Biggest Coffee Morning to be held on 25th September 2015 at the Village Hall, with the pupils of the school providing a musical interlude.</p> <p>S.M. reported that there are also plans to hold a coffee morning in November or December to raise funds for the school. Governors noted the links with the community that the Friends Group is fostering.</p>	
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GB 61/14	<p><u>Correspondence / Red Bag items</u></p> <p>None</p>	
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PART 'D' – PERSONNEL

GB 62/14	<p><u>Staffing Updates</u> The staff governor left the meeting at this point - 6.10p.m.</p> <p>The H.T. reported that there were no further updates to the staffing structure for 2015-2016 and that staffing arrangements would remain as reported at the Resources Committee meeting 14.05.15 and recorded at Minute RC 47/15.</p>	
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There being no further business the Chair closed the meeting at 6.20 p.m.

Date & Time of next Meeting – The next full Governing Body Meeting will be held on **Thursday 1st October 2015 at 4.30 p.m.**