Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 8th March 2018 at 6.00 p.m.

Present: Mrs. E. Armstrong (E.A.), 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 R. Loadman (R.L.). Mrs J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs L. Wyatt

In attendance: Mrs. Beverly Smeeton (Clerk)

Apologies	None	
Minute No.		Action
	PART 'A' – PROCEDURAL	
GB 81/17	Welcome & Introductions The Chair noted that all governors had arrived, so opened the meeting at 5.55 p.m. by welcoming all attendees and reminding governors that the next item on the Agenda would be a visit from the 2 pupils who are members of the Eco Club.	
GB 82/17	Presentation by Eco Club members M. and T. were invited to join the meeting and Governors introduced themselves. An assured presentation was given by these two pupils, covering the following information: Club Meeting times Role of the Eco Committee Aims – Green Flag Award Objectives – improve Energy efficiency, reduce Waste and increase Bio Diversity Energy focus/ strategy – 'Be Bright - Turn off the Light' Wasted food focus / analysis - 'Don't waste it – taste it' Bio diversity – plans for the outdoor area & the vote for naming it. Governors were invited to ask questions, which the pupils answered confidently and with enthusiasm. M. and T. were thanked for their input to the meeting and left at 6.15 p.m.	
GB 83/17	Apologies for absence None	
GB 84/17	Declarations of Interest and Confidentiality The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared.	
GB 85/17	Notification of Urgent Other Business None	
GB 86/17	Minutes Governors had previously received a copy of the draft minutes of the last meeting, 18.01.18, for consideration. Resolved: That the minutes of the meeting held on 18 th January 2018, be approved and signed by the Chair as a correct record.	Clerk to file.
GB 87/17	Matters arising GB Membership – M.S. had been re-elected as Staff Governor to serve a further four year term of Office 14.01.18 – 13.01.22 With ref GB 75/17 - The Chair thanked all governors for completing the NGA Skills Audit, noting that the analysis of outcomes will be considered later on the Agenda.	H.T. to amend website details
	With ref GB 80/17 - Governors confirmed that they had received the summary detailing the discussions for the Visioning Exercise. The Chair requested that this be an Agenda item for 26.04.18	Clerk to Agenda 26.04.18

PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING eport of the Headteacher :- sit by the School Improvement Adviser ne H.T. reported that the S.I.A. visit had taken place earlier that day and had cused on English and Writing. The SIA's work with K.R. had included a book crutiny, pupil voice work and an audit of opportunities for pupils to engage with riting across the curriculum. SIA feedback had been very positive and emplimentary about the effectiveness of the Marking and Feedback Policy, the upil progress seen through the books and the breadth of the curriculum on offer the H.T. had received feedback on the SDP and suggestions of ways to better ridence the impact on progress. OP Updates	
sit by the School Improvement Adviser ne H.T. reported that the S.I.A. visit had taken place earlier that day and had cused on English and Writing. The SIA's work with K.R. had included a book crutiny, pupil voice work and an audit of opportunities for pupils to engage with riting across the curriculum. SIA feedback had been very positive and emplimentary about the effectiveness of the Marking and Feedback Policy, the upil progress seen through the books and the breadth of the curriculum on offer the H.T. had received feedback on the SDP and suggestions of ways to better ridence the impact on progress. **DP**Updates**	
•	
overnors had received updates to the Action Plans for all areas of the SDP ior to the meeting. The H.T. noted that the Engagement with Learning section ad been extended (here appended to these Minutes) and gave examples of aprovements to the ways in which pupils are able to have a dialogue about their arning. The impact of Growth Mindset was also explored – the H.T. referred overnors to the colour coded statements on the wall and explained how these e used to help pupil's awareness of their depth of understanding. The H.T. wited comments or questions:-	
overnor Question 1:- Will the SIA do a Report as previously, which we will receive? nswer:- Yes, she has also been given the in-year tracking outcomes. arent View was discussed and the H.T. requested that Parent Governors mind parents about this forum for feedback.	Gvnrs
upil Premium ne H.T. reported that she had been on a training course which was very useful clarifying details about allocation and eligibility. Staff and governors unpicked e vulnerable groups within P.P. and the H.T. described how the school will eparate FSM and LAC from Forces pupils for tracking impact and progress.	
overnor Question 2:- So is it more the social aspect that's supported for the forces pupils? nswer:- Yes, the H.T. explained how the school does this, but assured that tainment is also monitored closely as disruption, through changes of school, in cause progress to stall.	
vernor Question 3:- Are there any pupils that are Ever 6 (FSM)? swer: Yes, 7.5% of pupils	
e H.T. explained that the training course had suggested that withdrawal from ss for 1:1 support with T.A.s is not effective, but staff at H & A had found that en used wisely and appropriately, this can help with progress for some dren.	
esolved: That governors will receive the S.I.A. Report when available.	H.T.
: That Parent Governors be requested to promote Parent View.	Gvnrs
: That the H.T. be thanked for the informative updates.	
nnual Safeguarding Report to Governors overnors had received the Report from the previous year and arrangements ere made with L.W. (Safeguarding Link) for the completion and submission of	
<u>n</u> ov	: That Parent Governors be requested to promote Parent View. : That the H.T. be thanked for the informative updates. nual Safeguarding Report to Governors /ernors had received the Report from the previous year and arrangements

GB 90/17 cont	The Internet Safety training for Staff and Parents was cancelled due to the snow, but will be re-scheduled. It was confirmed that all governors have completed or updated the online Safeguarding training and some certificates were handed to the H.T. Resolved: That the H.T. and L.W. will liaise to prepare the report which will be an Agenda item for the meeting in July. Academy Meeting for local Community Primary Schools	H.T. & L.W.
	As it had been previously agreed that it is important to keep an ongoing overview of developments with the Academy agenda locally and to maintain dialogue with the Heads and Chairs of other local Community Schools, the Chair reported that letters have gone out to arrange another meeting on 19 th April. Governors were invited to forward questions they may have, to be taken by the Chair, to that meeting.	
	Resolved: That the Chair, P.B. (Vice Chair) and H.T. will meet with the Heads and Chairs of other local Community Primary Schools to discuss developments around Academy status – 19.04.18	H.T. Chair P.B.
GB 92/17	Review of Policies - Safeguarding, Records Management, Curriculum, RE. Safeguarding The H.T. reported that this was a new policy, separate to, but supporting the Child Protection Policy, which brings together, in the one place, the associated procedures. Records Management The H.T. explained some of the changes associated with the new GDPR. The implications for the school and the way the G.B. conducts its business were discussed. Possible ways of working in the future to ensure compliance, were explored. Governors agreed that this will need further discussion and some decisions before the regulations become statutory in May. Recently joined members of the G.B. requested a copy of the School Visits protocol document – H.T. to circulate. Resolved: That the Safeguarding, Records Management, Curriculum and RE. Policies be approved and adopted. : That the Protocol for Visits to School by Governors document will be forwarded	H.T. H.T.
GB 93/17	Governor Training - Feedback from the GSIN & Swaledale Chair's meeting P.B. gave feedback on the Swaledale Alliance Chair's meeting which he had attended. There had been a presentation about pupil progress and attainment data and some reflection and guidance on what Chair's really need to know and understand: • IDSR is an important document • P.B. happy to share some of the power point slides with governors • Important to know about the allocation of P.P. funding and Sports Funding and to know what impact it has had. GSIN meeting Governors had received a summary of matters discussed in the main meeting from the Chair and notes on the workshop from L.W., both of whom gave further feedback on the headlines. The Summer Term meeting at Northallerton will be on 15 th May – J.S. volunteered to try to attend Next Swaledale Chair's meeting 16 th May – P.B. to attend.	
GB 94/17	Governor Visits to School Governors had received 6 Record of Visit forms. Governors noted that these were all very positive and the Chair thanked governors for the effective way the Link roles are ensuring G.B. support and challenge to the school. All governors who had completed the RoVs further underlined that the school is	

GB 94/17 cont	an enjoyable place to be, with lots of great learning happening and pleasing progress in evidence. The enthusiasm of the pupils across all classes was praised, as well as the confidence and maturity with which pupils reflect on their learning and are able to articulate those reflections.	
	Governor Question 4:- Is there anything we can do as a G.B. to help with progressing the plans for the garden? Ans: We are investigating the need for planning permission currently. M.S. showed governors the plans and talked through the ideas.	
	Governor Question 5:- Will it be predominantly for Early Years use? Ans: No, it is very much for use by the whole school. Governors discussed the 'change of use' requirement and pledged their support in whichever way may be most helpful and appropriate.	
	Resolved: That Governors be thanked for the informative RoV's and that the effective programme for Visits to school be continued as per the timetable.	
GB 95/17	Analysis of Governor Skills Audit J.S. summarised the analysis sheet, noting the good range of skill sets represented across the G.B. Particular strengths are in evidence for Management & knowledge of the Education Sector, with Finance, Project/ Estate Management, Procurement and H.R. showing as less strong, but nevertheless covered.	
	Governors noted the need to keep an eye on the Skills Audit, so that it can be adjusted when a governor leaves and effectively used to target the skills needed when recruiting to any vacancies. The Chair thanked J.S. for her valuable work on the Skills Audit.	
	PART 'C' – FINANCE, PREMISES & PERSONNEL	
GB 96/17	Lettings and Charges Policy Governors had received this Policy prior to the meeting for due consideration.	
	Resolved : That the Lettings and Charges Policy be approved and adopted.	н.т.
GB 97/17	Approval of SFVS The Chair thanked J.S. and R.L. for their work on this document.	
	Governor Question 6:- Is there anything that you need to flag up for us? Ans: No, we have been able to update the answers to all of the questions which has evidenced the school's sound financial systems. The H.T. advised that Question 17 was in need a small update regarding the MASS contract – J.S. to forward the document to S.G.	
	Resolved: That the SFVS be approved for submission to the L.A. before March 31 st subject to the small amendment agreed and that J.S. & R.L. be thanked for their work on this.	
GB 98/17	Health & Safety / Buildings updates The H.T. reported on the following:-	
	Leak in the Kitchen now fixed – washing up from lunchtime is currently done at Hipswell Lighting — partially completed. The LLT, applyinged.	
	 Lighting – partially completed. The H.T. explained. Governor Question 7:- When are they returning to finish the work? Ans: In the Easter holidays. 	
	The concerns raised about the climbing frame in the playground were outlined and the interim safety measures, that have been put in place, were explained.	
	Installer to meet with H & S advisor next week. H.T. to liaise with Chair on outcome.	Chair & H.T.

	PART 'D' - OTHER BUSINESS		
GB 99/17	Feedback from the PTA E.A. reported that the PTA had met on Tuesday and gave feedback to governors on their work so far :- • Bank Account has been set up • S.G. has agreed to be a signatory to ensure consistency • Raffle funds have paid for PTA Association membership • Charities Commission number is awaited as this is needed in order to further progress a number of initiatives in the pipeline • First Big Event – Bedale Car Boot in May • Further plans for a Quiz, Co-op & Tesco initiatives		
	Governor Question 7:- Is there a headline project to raise funds for ? Ans: Yes, the garden.		
	Governors expressed their appreciation and agreed that having a thriving PTA again is very beneficial to the school. The Chair requested that governors are kept informed of any PTA activities so that they might support them. The H.T. will include the date of the 'Car Boot Sale' in the article for the Parish Magazine.		
	Resolved: That congratulations and thanks are forwarded to the members of the PTA and that governors are informed of any fundraising events, to which they could lend their support.	E.A.	
GB100/17	Correspondence Governors noted the information received in the two letters forwarded by the Clerk from the Governance Support Unit.		
GB101/17	<u>Urgent Other Business</u> The H.T. invited governors to volunteer to support SATs week – wk beg.14th May. Governors to liaise with the H.T.		
N. T.	A suggestion was made for an Agenda item at the next meeting 26.04.18 – Wraparound care update.	Clerk to Agenda 26.04.18	

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'

There being no further business the Chair thanked all attendees and closed the meeting at 7.30 p.m.

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

Thursday 26th April 2018 at the school at 6.00 p.m.

IMPACT resulting from this G.B. Meeting

- 1. Skills Audit update Governing Body knowledge of skills available important and essential for future governor recruitment.
- 2. P.T.A. new area of support for the school and governors kept aware of progress to enable appropriate support to be offered to assist in development of P.T.A. for benefit of the School.
- 3. SFVS Completion by Governors reinforces and gives assurance to GB about the robustness of financial arrangements.