

Minutes of a meeting of the Governing Body at Hunton and Arrathorne Community Primary held at the school on Thursday 19th September 2019		
Present: Patrick Barber– Chair of Governors (Chair), David Cooper (DC), Chris Ellis (CE), Joanne Grainger– Headteacher (Head), Dee Lynn (DL), Julie Sargent (JS), Michelle Saunders (MS).		
In attendance: Mrs Lesley Sweeting – Clerk to Governors (Clerk). 7 governors + 1		
Apologies	Louise Wyatt (LW) Evelyn Armstrong (EA)	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB01/19	<u>Welcome & Confirmation of Terms of Office</u> The Chair opened the meeting at 6pm by welcoming all attendees. It was confirmed that the FGB had previously agreed the term for officers to be two years. Elections were last held in September 2018. Therefore, PB will continue as Chair and JS as Vice-Chair for the academic year 2019-2020.	
GB02/19	<u>Apologies for absence</u> Apologies were received from the two governors named above and were consented to.	
GB03/19	<u>Declarations of Interest and Confidentiality</u> Governors were reminded of the rules around confidentiality & the declaring of interests. There were no declarations of interest in relation to the items on the agenda. The one item of urgent other business declared under GB04/19 was deemed to be confidential and in minuted separately as Confidential Minute GB15/19	
GB04/19	<u>Notification of Urgent Other Business</u> The Chair notified the governors of one item of urgent other business	
GB05/19	<u>Update on Governor membership, consideration of vacancies and succession planning. Updates on Governor details form and Declaration Form.</u> <ul style="list-style-type: none"> • There is currently one co-opted vacancy on the Governing Body caused by David Lawrenson standing down in July 2019. Action: Governors to consider possible nominees to aid succession planning. • The current contact details for governors and their terms of office were circulated prior to the meeting and checked for accuracy. Action: The details sheet to be updated with the revised link roles as agreed at today's meeting and recirculated. • Those governors present updated disqualification declarations for September 2019. Action: Clerk to ensure that those governors absent from today's meeting complete a disqualification declaration. 	All Governors Clerk Clerk
GB06/19	<u>Update of Register of Interest Forms and Register of Hospitality</u> <ul style="list-style-type: none"> • Those governors present completed Register of Interest Forms for the academic year 2019-20. Action: Clerk to ensure that those governors absent from today's meeting complete a register of interest form. •_Opportunity was given to governors to declare any gifts or hospitality received 	Clerk

GB06/19 continued	in 2018-19. There were no declarations and a nil return was completed for the file.	
GB07/19	<p><u>To re-affirm Standing Orders & Code of Conduct, Core Functions and Scheme of Delegation to include confirmation of the Scheme of Delegation to the Headteacher. (as in Budget Management Policy)</u></p> <ul style="list-style-type: none"> • The Standing Orders were made available on the secure webpage prior to the meeting. The Standing Orders were re-affirmed and a copy signed and placed on file. • The Code of Conduct was made available on the secure webpage prior to the meeting. It was agreed to update the code to the 2019 version provided by the National Governors Association (NGA). The Code of Conduct was re-affirmed and a copy signed and placed on file. • The FGB Terms of Reference/Core Functions and Scheme of Delegation and the Scheme of Delegation to the Headteacher (Annex B of the Budget Management Policy) were all made available on the secure webpage prior to the meeting. They all remain unchanged and were re-affirmed and copies placed on file. 	
GB08/19	<p><u>Appointment of Headteacher Performance Management Panel and review of the Terms of Reference.</u></p> <ul style="list-style-type: none"> • The Terms of Reference for the Headteacher Performance Management were made available on the secure webpage prior to the meeting. There were no changes and the terms were re-affirmed for 2019-20. • It was AGREED that the Headteacher Performance Management Panel, of JS and LW, would remain the same for 2019-20 	
GB09/19	<p><u>Appointment of Governor Link roles and consideration of schedule of visits</u></p> <p>The following Link Governors were AGREED:</p> <p>Class 1: DL Class 2: CE Class 3: EA English: Chair Maths: JS Health and Safety: DC Safeguarding/ SEND: LW Finance: JS SFVS: JS and DC Headteacher's Performance Management – JS and LW</p> <p>The schedule of visits will be followed by all Link Governors with the agreement of the Headteacher.</p> <p>The Chair commented on the benefit of completed Record of Visits (ROVs) coming before the governing body, providing a reference point and contributing to the FGB's understanding of the strengths of the school and the areas for development.</p>	
GB10/19	<p>Minutes of the previous meeting held on 11th July 2019</p> <p>The draft minutes were available to governors on the secure webpage prior to the meeting.</p> <p>a. Approval:</p> <p>The minutes of the previous meeting held on 11/07/19 were APPROVED deemed to be a true record and duly signed by the Chair.</p>	Clerk to file

GB10/19 continued	<p><u>b. Matters Arising:</u></p> <ul style="list-style-type: none"> • With ref. GB 135/18 the Head reported that some progress has been made with the access to the internet although the glitches have not been fully resolved. Resolved: That the One Drive facility be investigated with a view to using the system in future for storing and sharing documents. • With ref. GB 137/18 and the incentives for reading. The Chair commented that these are working well and even some pupils who never read at home are beginning to do so, The Head explained that in Class 2 and 3 if pupils complete three home reads a week they get to go out to play 5 minutes early on a Monday. The extra time is used to read with those who don't. A governor commented that this 'sure reward' is an improvement on the previous system where only the child whose token was picked out received a reward. • Governors noted the 11/07/19 impact statements. 	Head
GB11/19	<p>Re-affirm schedule of dates and Annual Plan for G.B. Business.</p> <p>The proposed schedule of dates was agreed at the previous meeting and it and the annual plan have been made available to governors on the secure webpage. Agreed: That these be adhered to for 2019-20.</p> <p>Date and time of next meeting- Thursday 7th November at 6.00pm.</p>	
PART 'B' SCHOOL IMPROVEMENT AND SAFEGUARDING		
GB12/19	<p>Headteacher Report</p> <p>A full written report was made available to governors prior to the meeting on the secure website. The Head highlighted the following points:</p> <p><u>a. Statutory Reporting:</u></p> <p>There was only one reportable incident last academic year and no exclusions.</p> <p><u>b. Attendance information:</u></p> <p>The absence rate for 2018-19 was 3.43% which is better than the national average of 4.2%. This is encouraging because small numbers in a school of H&A's size can significantly skew the data.</p> <p><i>GQ: What is the local policy on holidays taken in school time?</i></p> <p><i>Answer: There is a standard NYCC policy with specific criteria for granting a request. Apart from special circumstances e.g. service families it is discouraged. If approval is not given it will go down as unauthorised absence.</i></p> <p>The school's 2018-19 unauthorised absence is very low at 0.17%. Persistent absence was 3.07% which is much lower than the national average for primary schools which stands at 8.7%. The school has case study explanations for these absences.</p> <p><i>Gov. Comment: It is a powerful indication that the children are enjoying school.</i></p> <p><u>c. Admissions information:</u></p> <p>The pupil number is limited to 10 per year group. Class 2 contains Year 2 pupils cannot rise above 30. Recently a few pupils have had to be turned away locally. Governors expressed the view that, amongst other strengths, consistently good teaching is the reason parents wish their children to be educated at H&A.</p> <p>The Head explained that in previous years the school has held a November open morning on a Saturday. Last year only 2 parents came to this. It has not been put in the diary for November 2019 as the Head would prefer that parents considering sending their children to H&A book in to visit during the school day if possible, to get a better picture of the school in action.</p>	

<p>GB12/19 continued</p>	<p><u>d. Pupil Premium (PP):</u> The Head advised governors that County had previously over-estimated the amount of PP that the school would receive for 2019-20. The actual is £6740. The expectation of more PP may mean some repercussions in what can be funded.</p> <p><u>e. SEND:</u> The current number of pupils in school with special educational needs is above the national average.</p> <p><i>GQ: Will receiving less PP than anticipated impact on SEND support?</i> <i>Answer: The two groups are not necessarily the same. The Head feels pupils are appropriately supported at present.</i> There are two children on an Educational Health Care plan (EHCP).</p> <p><u>f. Self Evaluation Form (SEF) Judgements:</u> The judgements in the report are still based on the old Ofsted framework titles. The new framework has different areas of focus and the SEF is currently under review. The Head will share the revised SEF with governors at a later date.</p> <p><u>g. Staffing:</u> Mrs Heap GTA supports individuals in Class 2 and Class 3. Mrs Webster is now employed as a GTA rather than as an ATA.</p> <p><i>GQ: Is there a good take-up for the wrap round care?</i> <i>Answer: Yes – there were 15 or 16 this afternoon – the use of different adults means they bring different skills and areas of experience to the task.</i></p> <p><i>GQ: Is the booking system working?</i> <i>Answer: Yes – the need can be flagged up. The Head can sit in as an extra adult if necessary.</i></p> <p><u>h. Links with Stakeholders:</u> The parents’ meeting for Year 5 and 6 pupils going to Bewerley Park took place on 11/09/19. The AGM of the PTA is on 26/09/19 at 7 pm in school.</p> <p><u>i. Premises:</u> Planning permission has been granted for the bird hide. A request to pay for this from capital has been made.</p> <p><u>j. Health and Safety:</u> The Health and Safety advisor will next visit on 07/10/19 at 1.30pm. This will be primarily to look at the H&S paperwork.</p> <p>Action: DC and the Head to book in a walk-round for a premises check before the Advisor’s next visit.</p> <p><u>k. Children’s Activities:</u> Activities which took place in Summer Term 2 are listed in the report. This included a 6-week course by PC Godfrey for year 5 and 6 pupils called ‘Be Aware’ which covered current and future challenges these pupils may face e.g. peer pressure, drugs, alcohol, internet etc. It was noted that the gardening club has had to be limited to 12 participating children because of the need for supervision. The Parish Council voted for wild-flower planting in Hunton on 18/09/19 and are keen for the school to be involved.</p>	<p>Head/ DC</p>
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<p>GB12/19 continued</p>	<p><u>l. Future Dates:</u> Governors were reminded that Harvest is on 18th October.</p> <p><u>m. Data:</u> Governors were supplied with the data sheet of July 2019 on the secure webpage. The following points were made by the Head:</p> <ul style="list-style-type: none"> • The progress data is not as positive as the attainment scores. In the school's defence some children were not at H&A all the way through. • In EYFS 1 child did not reach a good level of development but made excellent progress from starting • The percentage at Key Stage 1 Reading at expected standard or higher has dropped from 2018. This Year group were not challenged as much with vocabulary. Unseen text is not always predictable whereas in Writing evidence can be gathered throughout the year. <p><u>Key Question for Governors:</u> In terms of tracking the current Year 6 are you confident that the progress gap will be closed?</p> <p><i>The Chair thanked the Head for her report on behalf of the FGB</i></p>	
<p>GB13/19</p>	<p>Annual Governance Statement 2018-19 including Governor Attendance Figures</p> <p>The Annual Governance Statement was drafted by the Chair and circulated to governors with the attendance at meetings figures for the academic year 2018-19 following the July 2019 FGB.</p> <p>The Chair congratulated governors on the regularity of their attendance over the year. There were no observations.</p> <p>Resolved: that the Annual Governance Statement and Attendance Figures be approved and published on the school website.</p>	Head
<p>GB14/19</p>	<p>Review of Governing Board Aims and Objectives for 2019-20</p> <p>The Chair has drafted a Governor Action Plan for 2019-20 which has been shared with governors on the secure webpage. The Chair commented on the five objectives as follows:</p> <ol style="list-style-type: none"> <u>1. To ensure active pursuit of collaboration and/or federation with other schools where that is in the best interests of the pupils of H&A.</u> Agreed: This matter to be a regular agenda item. <u>2. To continue to grow the effectiveness of the Governing Board in monitoring the impact of the SEF and SDP.</u> The role of the GB being to both support and challenge <u>3. To use robust self-evaluation to target training needs.</u> As well as training individual skills can be used to support each other's needs e.g. JS' work with audit. <u>4. To further strengthen relationships with the local community.</u> There will be items to pursue and keep to the forefront in this respect. <u>5. To ensure that secure financial performance continues.</u> This is an increasing challenge. <p>The Chair invited governor feedback: Governors agreed that the plan gave a good starting point and would help</p>	

GB14/19 continued	them maintain focus. The Chair added that it was intended the action plan be a live document to be revisited regularly. He welcomed any future feedback from governors.	
GB15/19	Agreed Priorities for Strategic Direction including Collaborative Working This item was deemed confidential and is minuted separately as Confidential Minute GB15/19	
GB16/19	Safeguarding Updates – Keeping Children Safe in Education The up to date copy of Keeping Children Safe in Education is available on the secure webpage. Appendix H outlines the changes. The section on governance is particularly important. Action: Governors to read the whole document and sign to verify at the next FGB meeting.	All governors
GB17/19	Policies for Review The following two policies were made available on the secure webpage for consideration prior to the meeting: Appraisal Policy This has been updated in line with changes to the NYCC policy: APPROVED Charging and Lettings Policy Unchanged from last review. APPROVED The following policy was not available for governors to review prior to the meeting: Governor Visits Policy This was APPROVED IN PRINCIPLE and will be made available on the secure webpage.	
GB18/19	Governor Training Governors were made aware of the following: <ul style="list-style-type: none"> • Complaints Training by LA Tuesday 15th October, Cairn Hotel, Harrogate. 9 am to 12.30pm. • Governor School Improvement Network - at Northallerton, Allerton Ct Tuesday 19 November 5pm – 8pm (now only half-yearly) • Swaledale Alliance: Introduction to Governance – Tuesday 8th October 5pm – 8pm. • Swaledale Alliance: CoG Network Meeting – Wednesday 16th October 6pm – 8pm. 	
There being no further business, the Chair thanked all attendees, and closed the meeting at 8.10pm		
Date & Time of next Meeting – Thursday 7th November 2019 at the school at 6.00 p.m.		
<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>		

IMPACT resulting from this G.B. Meeting

- Link Governor Roles were discussed and agreed on; polite reminder shared in terms of collective responsibilities, the sequence of visits to the school and the sharing of RoVs
- Governor Action Plan discussed and agreed by all. In particular, the importance of strategic direction for the FGB underlined through it being placed as a standing item of the agenda for this year.
- Support and challenge given to HT regarding attainment and progress data.