

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 21st March 2019 at 6.00 p.m.		
Present: Mr. P. Barber (Chair), Mr. D. Cooper (D.C.), Mr. C. Ellis (C.E.), Mrs J.Grainger (H.T.), Mrs M. Saunders (M.S.), Mrs L. Wyatt (L.W.)		
In attendance: Mrs. Beverly Smeeton (Clerk) Mrs Sandra Godlee (Office Manager) from 6 – 6.20 p.m. 6 Governors + 2 guest pupils (from 6.00 – 6.10 p.m.)+ 2		
Apologies	Mrs. E. Armstrong (E.A.), Mr D. Lawrenson (D.L.), Mrs J. Sargent (J.S.),	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 84/18	<u>Welcome & Introductions</u> The Chair opened the meeting at 6 p.m. and extended an especially warm welcome to two pupils (members of the Eco Club), who were visiting to give a short presentation which governors noted would be the next item on the Agenda.	
GB 85/18	<u>Presentation by Eco Club members</u> M. and I. gave an informative presentation about the work of the Eco Club, to include the following :- <ul style="list-style-type: none"> • Role of the Eco Committee in encouraging energy saving measures across the school • Bird watching Clubs & the RSPB Survey • Aims – Green Flag Award • Visit to Mowbray School • Bio diversity & the Nectar Cafe • Silver Green Time Governors were invited to ask questions, which the pupils answered confidently and with enthusiasm. M. and I. were thanked for their input to the meeting and left at 6.10 p.m.	
GB 86/18	<u>School Financial Value Standard</u> The Chair outlined that in respect for staff time, item 18 (SFVS) would be considered next. This document had been worked on and completed by the lead governor for finance, J.S., who although unable to attend the meeting, had ensured the document was available for governors to scrutinise prior to the meeting. The Office Manager, Mrs Sandra Godlee, had kindly agreed to attend, to answer any governor questions. Governor Question 1:- Are there any areas of the school's finances that we need to keep an eye on ? Answer:- No, all LMS rules and systems are followed. This is the last time that the SFVS will be in this format as next year it will be a more extensive document. The Chair asked for confirmation that there is no remedial action that needs to be identified in the last section and then governors agreed their approval of the document. Resolved: That the SFVS be approved for submission to the L.A. before March 31st. That J.S. be thanked for the work done to complete the SFVS and that S.G. be thanked for attending the meeting.	S.G.
GB 87/18	<u>Apologies for absence</u> The Clerk reported that apologies had been received from D.L., J.S. & E.A. as recorded above. Governors agreed that these absences should be consented to and the Chair, on behalf of the G.B., voiced hearty congratulations to E.A. on the recent birth of her daughter.	
GB 88/18	<u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. No interests were declared.	

GB 89/18	<u>Notification of Urgent Other Business</u> None	
GB 90/18	<u>Minutes</u> Governors had previously considered the draft minutes of the last meeting, 24.01.19, via the secure governor webpage and the Chair thanked J.S. for stepping in at short notice to Chair the meeting, due to his illness. Resolved: That the minutes of the meeting held on 24th January 2019, be approved and signed by the Chair as a correct record.	Clerk to file.
GB 91/18	<u>Matters arising</u> With ref GB 76/18 - The H.T. gave an update on the Kitchen – there is now a new dishwasher and worktops have been replaced. All washing up is now done on the premises, which should result in a financial saving for the school. Governor Question 2:- Can we look at those aspects of the school's financial situation at the next Budget meeting ? Ans: Yes. With ref :-GB 77/18 - Governors agreed that it would be more appropriate to consider the outcomes of the Skills Audit when J.S. could lead on the item and new member's audits could be included. Resolved: That the updated and collated Governor Skills Audit will be considered at the next meeting 23.05.19.	Gvnrs Clerk to Agenda 23.05.19
GB 92/18	<u>G.B. Membership</u> Governors had viewed the Pen Portrait for the candidate under consideration for Co-option to the G.B., on the secure webpage. The Chair outlined that he and the H.T. and had met with the candidate, who it was felt would bring valuable skills and experience to the group. The Chair invited comments and governors agreed that the skill set is both desirable and complementary. Governors unanimously agreed that the candidate should be invited to the meeting in May to be formally Co-opted to the G.B. The Chair confirmed that it was an advert in the locality which had prompted the candidate to apply.	Chair & Clerk
GB 93/18	<u>Date and time of next meeting – Thursday 23rd May 2019 at 6.00 p.m.</u>	ALL
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB 94/18	<u>Report of the Headteacher :- Statutory Reporting</u> Governors had received the H.T. report prior to the meeting and noted the recording of a Racist Incident. The H.T. assured governors that this was dealt with appropriately. Governor Question 3:- Did the school record one last year ? Ans:- No, it was the year before.. Attendance Governors discussed the impact of small cohorts upon the data and reflected on how 1 child being absent, through genuine illness, might significantly skew the figures. The H.T. explained how the school encourages good attendance and monitors and responds to absence. Pupil Numbers The H.T. noted that figures are very healthy, particularly for the lower school with 53 pupils on roll as of 25.03.19. Governor Question 4:- What is the forecast for September? Answer:- The current indication is that there will be 8 new starters. Governor Question 5:- Did all the Y6 pupils get places at the schools they wanted ?	

GB 94/18 cont	<p>Answer: Yes. The H.T. outlined the various schools that Y6 pupils will be joining. Governors had also been provided with the updated S.D.P. Action Plans.</p> <p>Resolved: That the H.T. be thanked for the informative updates.</p>	
GB 95/18	<p><u>Safeguarding Audit</u> The H.T. outlined that the Lead governor for Safeguarding (L.W.), had thoroughly reviewed the document prior to it being placed on the secure webpage for governors to scrutinise. Governors approved the document for submission to the L.A.</p> <p>GDPR Audit The H.T. reported that as part of this work, it is a requirement that governors have a secure email, so governors will be set up with a school email address.</p> <p>Governor Question 6:- Will this make the sharing of information more streamlined ?</p> <p>Answer: Governors discussed the current system for accessing documents on the secure governor webpage and how processes could be more effective and secure.</p> <p>Governors noted that the Annual Safeguarding Report to Governors will be considered in the Summer Term.</p> <p>Resolved: That the Safeguarding Audit be approved for submission to the L.A. with thanks to the H.T. and L.W. for their hard work in completing this extensive document.</p> <p>: That in addition to the secure webpage, governors will have a school email address to ensure that all information remains secure and contained within the school’s systems.</p>	<p>H.T. & L.W.</p> <p>H.T.</p> <p>H.T. & Gvnrs</p>
GB 96/18	<p><u>Report of the SENCo</u> The Lead governor for SEND (L.W.) elaborated on aspects of the report which governors had viewed on the secure site prior to the meeting. Governors noted that the inclusion of pupil performance data, at the back of the report, was a welcomed and helpful addition in keeping the G.B. fully informed on progress.</p> <p>Governor Question 7:- The pupil numbers are quite high – are there any issues that governors need to be aware of ?</p> <p>Answer: The G.B. discussed T.A. time for interventions and financial implications for the school. The H.T. outlined how both of these aspects are managed.</p> <p>In response to a query, the H.T. explained the system for admissions to the school.</p> <p>Resolved : That governors receive the report with thanks to the Senco and L.W.</p>	
GB 97/18	<p><u>Review of Policies - Complaints Policy, Policy for Managing Serial Unreasonable Complaints, Substance Misuse Policy and Smoke Free Policy</u> (All policies for review had been placed on the secure webpage.)</p> <p>The H.T. explained the new Complaints Policy and the Chair noted that the layout is helpful for parents. The Social Media element was also discussed.</p> <p>Resolved : That the Complaints Policy, Policy for Managing Serial Unreasonable Complaints, Substance Misuse Policy and Smoke Free Policy, all be approved and adopted.</p>	H.T.
GB 98/18	<p><u>Governor Training - Future events and Feedback on training attended</u> The Chair reported that he will be attending the Swaledale Alliance Chairs meeting on 30th April and C.E. volunteered to attend the GSIN meeting on 06.06.19, work permitting. (C.E. to confirm attendance at the GSIN as soon as possible). D.C. reported that he had attended the ‘New to School Governance’ training and had found this to be worthwhile and helpful in clarifying aspects of</p>	C.E.

GB 98/18 cont	<p>the role.</p> <p>L.W. had attended a course on ‘Leadership of More than One School’ and gave an overview of the headlines and points covered :-</p> <ul style="list-style-type: none"> • Good practice when federating • Financial benefits • Importance of clear strategy and long term view • Sustainability • School Improvement • Increased opportunity for staff development, cross school support and flexibility. • Examples and pointers from a Chair who had been through the process • Collaboration prior to federation • Improved chances of H.T. recruitment • Need for a generous timeframe • Importance of Consultation <p>The Chair thanked governors for attending the training events and giving feedback.</p>	
GB 99/18	<p><u>Governor Visits to School</u></p> <p>The Chair outlined that he would be making a visit to school in April as part of his role as the English link governor.</p> <p>Similarly, J.S. will be visiting in April to discuss Maths.</p> <p>C.E. and M.S. will meet to review ‘Engagement with Learning’ before May.</p> <p>J.S. had been into school to talk to pupils about Science in Farming.</p> <p>L.W. had met with the SENCo – see GB 96/18.</p> <p>Resolved: That the programme for visits to school be continued as discussed and as per the agreed timetable.</p> <p>: That all RoVs from the above list of visits are shared ahead of the next FGB meeting.</p>	<p>Gvnrs</p> <p>Gvnrs</p>
GB100/18	<p><u>Visioning Exercise</u></p> <p>The Chair noted the importance of a strong ethos and clear forward planning for setting the strategic direction.</p> <p>Governors reviewed the notes for the previous Visioning Exercise (2018) and it was decided to ‘set aside’ 30 minutes at the end of the Agenda to explore the broad themes and update thoughts.</p>	ALL
GB101/18	<p><u>Arrangements for Stakeholder Consultations</u></p> <p>Governors had had the opportunity to consider both the Parent Questionnaire and the one for pupils, prior to the meeting.</p> <p>After reflecting on the wording of some of the questions, amendments were made to try to eliminate aspects that were possibly ambiguous and to ensure that responses are meaningful. The H.T. agreed to re-work the documents.</p> <p>It was decided that the H.T. and M.S. would meet on a separate occasion to devise a suitable questionnaire for Class 1.</p> <p>The Chair agreed to mention the parent questionnaire in Governor’s Corner to try to encourage a good number of returns.</p> <p>Resolved: That the new versions of the questionnaires, as agreed, will be made available for completion.</p> <p>: That the Chair will encourage parental participation through the Governor’s Corner section of the school newsletter.</p> <p>: That responses will be collated and presented for analysis at a future G.B. meeting.</p>	<p>H.T.</p> <p>Chair</p> <p>Clerk to Agenda</p>
PART ‘C’ – FINANCE, PREMISES & PERSONNEL		
GB102/18	<p><u>Health & Safety / Buildings updates</u></p> <p>Governors noted that D.L. (lead governor for H & S) had met with the H & S</p>	

GB102/18 cont	<p>Advisor during his visit to school and that the resulting Report had been uploaded for governor scrutiny. The H.T. confirmed that there were no major concerns to address – just a few category 3 (moderate) observations noted by the Advisor, which will be actioned.</p> <p>The current arrangements for dealing with the climbing frame issue were re-visited and discussed.</p> <p>The H.T. was pleased to report that the plans for the Bird Hide have been submitted and gave thanks for the work done by D.C. to move this forward. The response from NYCC is awaited.</p> <p>Resolved : That governors receive the H & S Report with thanks to the HANDS Advisor and D.L. and that necessary remedial work is completed.</p>	H.T. & D.L.
PART 'D' – OTHER BUSINESS		
GB103/18	<p><u>Feedback from the PTA</u></p> <p>The Chair voiced thanks to all those who had helped to make the quiz night a success and also thanked the PTA for their continued efforts with a number of fundraising events.</p> <p>The organisers of the Steam Gathering were thanked for their contribution to the school and ways in which the Business Enterprise Project could also support the school, were explored.</p> <p>Resolved: That congratulations and thanks are forwarded to members of the PTA and that governors are kept informed of any future fundraising events, so that they can lend their support.</p>	E.A.
GB104/18	<p><u>Correspondence</u></p> <p>The Clerk reported that whilst she would be retiring from clerking in July, an experienced clerk, recommended by D.L., has agreed to 'take over' the role from September.</p>	
<p><u>GB 100/18 cont :- Visioning</u></p> <p>The Chair suggested that due to the lateness of the hour, just two aspects of the Visioning Exercise (Demographics and School Site) would be considered for 15 minutes. The notes from this discussion would be drafted separately from the minutes, as before.</p> <p>Resolved: That governors will resume discussions on other relevant aspects of 'Visioning' at a future meeting.</p>		
<p><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></p>		
<p>There being no further business the Chair thanked all attendees for their contribution and closed the meeting at 8.05 p.m.</p> <p><u>Date & Time of next Meeting</u> – The next meeting will be on</p> <p style="text-align: center;">Thursday 23rd May 2019 at the school at 6.00 p.m.</p>		
<p style="text-align: center;"><u>IMPACT resulting from this G.B. Meeting</u></p> <ol style="list-style-type: none"> 1. Careful completion of the SFVS with all LMS rules and systems followed. 2. Within the context of a significantly high ratio of learners with SEND, governors provided a strong level of support and challenge to the Headteacher in terms of monitoring the academic performance of all learners. 3. A thoughtful and wide-ranging discussion in the Visioning Exercise ensured clear governance focus on clarity of ethos and strategic direction. 		