

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Tuesday 21st May 2019 at 4.30 p.m. & then adjourned until Thursday 23rd May at 6 p.m.		
Present: Mr. P. Barber (Chair), Mr. D. Cooper (D.C.) Mr. C. Ellis (C.E.), Mrs J.Grainger (H.T.), Mr D. Lawrenson (D.La), Ms. D. Lynn (D.Ly.), Mrs J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs L. Wyatt (L.W.)		
In attendance: Katrina Coxon(Bursar) attended 21.05.19 only Mrs S. Godlee (S.G. Office Manager) attended 21.05.19 only Mrs. Beverly Smeeton (Clerk)		
		9 Governors + 3
Apologies	Mrs. E. Armstrong (E.A.) for Part 'C' on 21.05.19	1
Minute No.		Action
PART 'A' – PROCEDURAL		
GB105/18	<p><u>Welcome, Co-option & Introductions</u> The Chair welcomed all attendees and opened the meeting at 4.35 p.m. on Tuesday 21st May. An especially warm welcome was extended to Dee Lynn, Katrina Coxon (new Bursar)and Sandra Godlee (Office Manager). All governors were thanked for their time to attend the meeting in two parts this week, in order to facilitate having the Bursar in attendance for Part C of the Agenda.</p> <p><u>Co-option to the Governing Board</u> The Chair noted that governors had, at the May meeting, unanimously agreed to co-opt Dee Lynn to the G.B. Governors reaffirmed this intention.</p> <p>Resolved: That Mrs. D. Lynn joins the G.B. as a Co-opted Governor for a term of four years 21.05.19 – 20.05.23 D.Ly. accepted this position and the Chair initiated a round of introductions.</p>	
GB106/18	<p><u>Apologies for absence</u> Mrs E. Armstrong was unable to attend Part C of the meeting on 21.05.19. but attended on 23.05.19. (See Attendance sheet)</p>	
GB107/18	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests.</p>	
GB108/18	<p><u>Notification of Urgent Other Business</u> D.La. declared that there may be a matter to be taken as urgent other business. Governors noted that should any confidential aspects, or conflicts of interest, arise as part of this business, protocols would be observed as appropriate. The Chair explained that Part 'C' of the Agenda, would now be addressed, then the meeting would be adjourned, to be resumed on 23.05.19 at 6 p.m. for the remaining items.</p>	
PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB109/18	<p><u>Outturn Statement</u> Governors had viewed the Outturn Statement in both summary and detailed formats on the secure website prior to the meeting. The Bursar confirmed that the surplus figure had increased, with a £5,322 gain and explained that the gain was due to savings on Catering, a refund from the MASS contract and less supplies being purchased. Governors agreed that this was an excellent outcome for the school finances. Resolved: That the Outturn Statement be received and accepted.</p> <p><u>Start Budget</u> Governors had viewed the Start Budget in both summary and detailed formats prior to the meeting. The Bursar stressed that the school is in a very healthy position across the three year forecast, with an increased income. This means that by year 3 the school will show a £41,100 surplus. The Bursar elaborated on the headlines from the three year forecast and governors were invited to raise any queries :- Governor Question 1:- Is the position with Teacher's Pensions still</p>	

<p>GB109/18 cont</p>	<p style="text-align: center;">unsettled, do we know what the impact might be ?</p> <p>Ans: The Bursar explained - no decision has been made, as yet. Current thoughts are that this increase will not hit the schools and that it will need to be supported, as very many schools would be unable to find the funds from their budgets.</p> <p>Gov Qu. 2:- Where should we be aiming with the surplus to make sure that we have an appropriate ‘ financial cushion’ , but also ensure that we are not scrimping on the education of pupils ?</p> <p>Ans: The Bursar confirmed that the school has a healthy forecast - the surplus is not huge, it is appropriate and is a realistic ‘cushion’. The Bursar also confirmed that the ‘carry forward’ is no longer capped.</p> <p>Gov. Qu. 3:- In the past we have made some cuts to achieve necessary savings, are those cuts going to create difficulties ?</p> <p>Ans: The H.T. confirmed that the levels of provision are currently working well. Governors were reassured that there will be a review in September and the revised Budget will be considered in the Autumn term. The Bursar advised that should any staffing increase be needed, it would be prudent to ensure that this were done on a fixed term basis.</p> <p>Gov. Qu. 4:- In the surplus there was some funding for the garden – is that now in the Capital ?</p> <p>Ans: It went into the ‘fund raising’ pot.</p> <p>Resolved: That the Start Budget be approved for submission to the L.A. by 31st May 2019 subject to a small adjustment as agreed under Agenda item 4 (see GB 114/18)</p> <p style="text-align: center;">: That the Bursar be thanked for her valuable input to the meeting and ongoing work for the school.</p>	<p style="text-align: center;">Bursar / S.G.</p>
<p>GB110/18</p>	<p><u>Capital Programme and Maintenance updates</u></p> <p>The Bursar confirmed that the Capital Budget had increased due to additional Government funding (originally £ 5,023 with additional £4,500 = £9,523). There is a mechanism whereby devolved Capital can be clawed back in some circumstances, so the Bursar recommended wise use of the funds. The H.T. advised that as the Server had ceased to function it had needed to be replaced, so £3,500 of the Capital had been used. Governors noted that the Bird Hide, computers for Class 1 and laptops for Class 2 would also come out of the Capital budget.</p> <p>Governors approved the outlined uses of Capital funds for the ongoing development of the school.</p> <p>Resolved: That the Capital Budget be used for the ongoing development of the school, as identified.</p>	<p style="text-align: center;">H.T. / Bursar / S.G. /</p>
<p>GB111/18</p>	<p><u>Staffing updates</u></p> <p>The H.T. updated governors on some of the working patterns for members of staff and confirmed that T.A. hours have been reviewed and are working well.</p>	
<p>GB112/18</p>	<p><u>Health & Safety updates</u></p> <p>The H.T. reported that staff are soon to update their Prevent Training and had undertaken training on ‘Lock Down’. All staff and pupils are now aware of ‘invacuation’ procedures and the H.T. advised that pupils have adopted a sensible and accepting approach to this drill. Governors noted that since the training event the ‘Lock Down’ advice has been updated, so some further work is needed and will be completed. The H.T. confirmed that procedures will be practised.</p> <p>The Chair thanked the H.T. and Staff for managing this work sensitively.</p>	<p style="text-align: center;">H.T. to pass on to staff</p>
<p>GB113/18</p>	<p><u>Information Governance Audit Report</u></p> <p>The Report from Veritau had been viewed by governors, via the secure site, prior to the meeting. Governors discussed the Report with S.G. :-</p> <p>Gov. Qu. 5:- What are the implications from this Report ?</p>	

GB118/18	<p><u>H.T. Report – Data Update</u> Governors had viewed the data update on the secure site prior to the meeting. The H.T. gave some insights into the significance and implications of the colour coding and Target Tracker was discussed.</p> <p>Gov. Qu. 9:- Would it be possible to look at the whole school picture with SEND extracted ? Ans: Yes – governors and staff discussed the vulnerable groups and the possible value of such data.</p> <p>Gov. Qu. 10:- What would you expect to generally see in schools for the percentage of pupils with SEND ? Ans: The H.T. explained that with the context for each school being different, it is difficult to compare, but 20% of the ‘all pupils’ figure would be on the higher side of the norm.</p> <p>Gov. Qu. 11:- Are we seen as having particular skills with SEND pupils ? Ans: Governors agreed that smaller schools with a caring and ‘individual pupil’ approach are often favoured by parents.</p> <p>Gov. Qu. 12:- Do we also need to separate out the forces pupils to ensure we know that they are making good progress ? Ans: The H.T. confirmed that these pupils do perform well. This data has been looked at in the recent past and could be collated for the next data point. The H.T. reported that the Y6 had done their SATs and seemed happy about their endeavours. Those governors that had helped during SATs week were thanked.</p> <p>Gov. Qu. 13:- Do you follow up the link from SATs to GCSEs ? Ans: This data is not available to the primary schools. The relationship between baseline data, SATs and GCSEs was discussed.</p> <p>Foundation Stage Data The H.T. explained the Early Learning Goals, the significant twelve subsections and the weightings. M.S. elaborated on the data and governors noted how positive and encouraging the overview is. The H.T. underlined the limitations of Target Tracker as a tool for measuring true progress.</p> <p>Gov. Qu. 14:- Are there any over-arching concerns across the data set for the school ? Ans: Maths, as part of the SDP. The H.T. confirmed that the language of Maths seems to have improved.</p>	
GB119/17	<p><u>Arrangements for Headteacher Performance Management (Interim)</u> The Chair confirmed with L.W. & J.S. that a date will be arranged for the Interim meeting for H.T. Performance Management.</p> <p>Resolved: That the H.T., J.S. & L.W. will set a date for the H.T. Interim Review.</p>	H.T., J.S. & L.W.
GB120/18	<p><u>Safeguarding updates</u> The H.T. confirmed that there were no updates but confirmed that the Annual Safeguarding Report to Governors 2018-19 will be tabled for the July meeting.</p> <p>Resolved: That the H.T. & L.W. will meet to work on the Annual Safeguarding Report to Governors which will then be forwarded to the G.B. meeting 11.07.19.</p>	H.T. & L.W.
GB121/18	<p><u>Reports on Governor Visits to School</u> The Chair noted that two RoVs had been available on the secure site and both governors elaborated on their visits to school.</p> <p>English – CoG</p> <ul style="list-style-type: none"> • Work Scrutiny undertaken – very positive, clear progression and consistent good habits in evidence with young writers. • SPAG – good • Reading across the school very positive <p>Maths – J.S.</p> <ul style="list-style-type: none"> • Book scrutiny for each year group undertaken 	

GB121/18 cont	<ul style="list-style-type: none"> • Progress was very evident • Differentiation was clear and consistent • Evidence of practicing maths language i.e. – turning the discussion / problem / reasoning into a ‘sum’. • Term 3 visit will be set, when work in the classroom will be observed. <p>C.E. gave a verbal report of his meeting with M.S. to discuss Engagement.</p> <ul style="list-style-type: none"> • Engagement levels are high as evidenced by work around the classroom. • Enterprise Project visit to school by C.E. & 6th Formers confirmed that levels of pupil engagement are good. This Project will be ongoing. <p>J.S. echoed the comments on engagement as this had also been evident on her visit to school for work on Science and Farming.</p> <p>The Chair thanked governors for their informative reports and their time and efforts in visiting the school.</p>	
GB122/18	<p><u>Outcomes from the Governor Skills Audit</u></p> <p>J.S. commented on the outcomes for the collated NGA Skills Audits, as placed on the secure site and assured governors that the recent recruitment drive had filled the gaps, as evidenced by the document.</p> <p>Governors agreed that the G.B. now has a comprehensive range to the collective expertise as all areas with a previously low score, had improved.</p> <p>The Chair thanked governors for completing this exercise and thanked J.S. for the considerable work it had taken to produce a clear and concise summary of Governor Skills.</p>	
GB123/18	<p><u>Succession Planning for G.B. membership 2019-2020</u></p> <p>The Chair thanked D.La for returning from retirement to continue to support the G.B., making a big contribution as always. It was noted that the July meeting would be D.La 's last and therefore in September there would be one Co-opted governor vacancy. The Chair encouraged governors to use their networks to have conversations with potential candidates who could strengthen the G.B. further with their range of skills and dedication to the role,</p>	
GB124/18	<p><u>Governor Training</u></p> <p>The Chair reported on the Swaledale Alliance meeting for C.o.G.s. An Ofsted Inspector had been the speaker and the group had discussed the new Ofsted Framework (live in Sept 2019). The Chair summarised the headlines :-</p> <ul style="list-style-type: none"> • Three Pillars to future Inspection visits <ol style="list-style-type: none"> 1) School Vision and the Curriculum 2) Implementation of the Curriculum 3) Impact • New judgement on Personal Behaviour <p>The Chair explained that there was a sense of the inspections being more inviting of and receptive to the contextual difference and nuances within schools. Governors noted that it is important to be aware of the changes to the Framework.</p> <p>Resolved : That governors will take opportunities to learn more about the new Ofsted Framework.</p> <p>: That the Chair will continue to attend the Swaledale Alliance CoGs Meetings.</p>	ALL Chair
GB125/18	<p><u>Policy Review</u></p> <p>Governors had viewed the Educational Visits Policy on the secure governor site, prior to the meeting and noted that teachers must post details of all visits on the 'Evolve' site.</p> <p>Resolved : That the Educational Visits Policy is approved and adopted with immediate effect.</p>	H.T. & Staff
GB126/18	<p><u>Questionnaire Feedback – Pupils / Parents</u> Parents</p>	

GB126/18 cont	Governors had received the collated outcomes prior to the meeting and noted that there had been 15 replies from parents, which represents a 38% response. J.S. confirmed that there were no follow up comments for Questions 15 or 18. Governors agreed that overall a very positive picture had emerged. Improvements to the survey and governor accessibility were discussed. Pupils Governors agreed that the outcomes had been very positive overall with 100% for some particularly significant aspects. Questions 3, 8 and 24 were discussed and governors noted the popularity of 'Jigsaw' learning'. The H.T. confirmed that this approach is also used in classes 2 & 3 for some activities.	
PART 'D' – OTHER BUSINESS		
GB127/18	<u>Correspondence</u> Governors noted that the Agenda for the Summer Term GSIN meeting had been Placed on the secure site – Thursday 6 th June, 5 – 8 p.m. Allerton Court. C.E. to attend. The Clerk advised that she had corresponded with the new Clerk, Lesley Sweeting, who will be attending the July G.B. meeting and also meeting with the H.T. and B.S. on 05.06.19 4.30 p.m. to ensure a smooth handover. (Chair to attend if possible).	C.E. H.T. Chair B.S.
GB128/18	<u>PTA Update</u> E.A. gave an update on the fund raising activities of the P.T.A. and the forthcoming events planned :- <ul style="list-style-type: none"> • Duck Race 30th June 2 p.m. • Chariot Race • Raffle – need to register with District Council • Bedale Car Boot Sale – 22nd June – all helpers very welcome • Christmas Fair plans are underway • Healthy balance for funds The Chair thanked E.A. for her energy and leadership.	E.A. ALL
GB129/18	<u>Urgent Other Business / Visioning Exercise</u> A matter of a confidential nature was considered as part of this item so it is minuted separately under Confidential Minute GB 129/18	
There being no further business the Chair thanked all attendees for their particularly generous contributions during this week and closed the meeting at 8.15 p.m.		
<u>Date & Time of next Meeting</u> – The next meeting will be on Thursday 11th July 2019 at the school at 6.00 p.m.		
<u>IMPACT resulting from this G.B. Meeting</u>		
<ol style="list-style-type: none"> 1. Excellent attendance at the rescheduled finance section of the meeting where the FGB's close monitoring of the financial health of the school was celebrated by the new bursar. H&A compared most favourably with other similar sized schools. 2. A wide ranging discussion about strategic direction of the school confirmed a depth of knowledge of the school from the FGB and a clear sense of our direction of travel. 3. Clear and effective analysis followed the Headteacher's informative report on (anonymised) pupil performance. 		
<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>		