

Minutes of a meeting of the Governing Body at Hunton and Arrathorne Community Primary held at the school on Thursday 5th December 2019		
Present: Evelyn Armstrong (EA), Joanne Grainger– Headteacher (Head), Dee Lynn (DL), Julie Sargent (JS), Michelle Saunders (MS), Louise Wyatt (LW)		
In attendance: Mrs Lesley Sweeting – Clerk to Governors (Clerk), Katrina Coxon - Bursar (KC) 6 Governors + 2		
Apologies AWA	Patrick Barber– Chair of Governors (Chair), Chris Ellis (CE) David Cooper (DC)	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB35/19	<p>Welcome</p> <p>In the absence of the Chair JS opened the meeting as Vice-Chair at 6pm by welcoming all attendees.</p> <p>It was agreed to take agenda item 8 - Budget Monitoring Report/Revised Budget and Forecast – first so that KC could then leave the meeting.</p>	
PART 'B' FINANCE AND RESOURCES		
GB36/19	<p>Budget Monitoring Report/Revised Budget and Forecast</p> <p>Finance documentation was made available on the secure governor part of the website prior to the meeting however an updated version of the monitoring report for KC meeting with the Head today was tabled at the meeting: KC highlighted the following: <u>Budget Monitoring:</u></p> <ul style="list-style-type: none"> • There have been some movements between revenue and capital to allow for the fact that the April capital will be taken by North Yorkshire for the roof repairs. The notes explain the variances. • Actual expenditure has been calculated to the end of October and the projected estimated expenditure from there to end of March 2020. • The expected outturn figure for the end of the financial year 2019-20 has been revised only slightly from an accumulated deficit of minus £1004 to minus £927. • The PTA contribution to the bird hide is now at £3240 – which is shown as an in and out figure. • The £2000 outdoor learning grant goes out in small amounts. <p><u>Revenue Forecast:</u></p> <ul style="list-style-type: none"> • Year 1 is the current year 2019-20. Moving forward into Year 3 2020-21 and Year 3 2021-22 the funding delegated by the Local Authority is predicted to rise and to include pay fund and pension grant to help with the increases. However, no concrete figures are yet available. • Pupil numbers are expected to rise to 61 in 2021-22 which will help increase funding and the pupil premium amount is expected to increase. • There are six options out for consultation in North Yorkshire regarding the funding formula, but no feedback received yet. The calculations for Year 2 and 3 have been worked out on the worse case scenario (the best case would mean an extra £15,000 in 2020-21 and £20,000 in 2021-22 but realistically that seems unlikely. 	

GB36/19 continued	<ul style="list-style-type: none"> The figures are based on staffing remaining the same and majority on current costs. By the end of 2020-21 a surplus of £11,800 is predicted rising to £41,000 at the end of 2021-22. This position is mainly due to the expected increase in pupil numbers. <p><i>GQ: There is no danger of claw back on the 2021-22 surplus?</i> <i>Answer: No, there is no claw back on balances at that level.</i></p> <p><i>GQ: What about the capital balance of £1873 saved this year?</i> <i>Answer: It isn't possible to protect that. However, certain ICT costs and H&S costs can come from capital.</i></p> <p><i>GQ: Are we reasonably certain of the figures for 2020-21?</i> <i>Answer: Fairly confident.</i></p> <p>Resolved: Governors agreed the budget forecast.</p>	
<i>The Vice-Chair thanked KC on behalf of the FGB and KC left at 6.15pm</i>		
PART 'A' PROCEDURAL continued		
GB37/19	<p>Apologies for absence There were two apologies received prior to the meeting which were CONSENTED TO. One governor named above was absent without apology.</p>	
GB38/19	<p>Declarations of Interest and Confidentiality Governors were reminded of the rules around confidentiality & the declaring of interests.</p> <p>Confidential Minute GB33/19 remains confidential and as such will be filed separately and securely. The Head and MS were required to leave the meeting for Item 16 re the overview of the Headteacher's Performance Management which was dealt with at the end of the meeting.</p>	
GB39/19	<p>Notification of Urgent Other Business JS declared one item re the Acceptable Use Policy which is minuted under GB49/19</p>	
GB40/19	<p>Minutes of the previous meeting held on the 7th November 2019 The draft minutes were available to governors on the secure webpage prior to the meeting.</p> <p><u>a. Approval:</u> The minutes of the previous meeting held on 07/11/19 including the Confidential Minutes of the same date were APPROVED deemed to be a true record and duly signed by the Vice-Chair.</p> <p><u>b. Actions & Matters Arising:</u></p> <ul style="list-style-type: none"> With ref. GB27/19 the Maths meeting between the Head and JS is to take place on 06/12/19. MS has written an Early Years action plan. With ref. GB28/19 LW met with the SENCo on 29/11/19 and discussed the report. 	Clerk to file
GB41/19	<p><u>Date and time of next meeting Thursday 16th January 2019 at 6.00 p.m.</u> The date and time of the next meeting were confirmed. Action: Clerk to contact DC regarding communication to ensure that e-mails sent on the school address are being received.</p>	Clerk

PART 'B' FINANCE AND RESOURCES (Continued)		
GB42/19	<p>Contract Review Schedule Copy of the latest schedule was made available to governors on the secure part of the website prior to the meeting.</p> <ul style="list-style-type: none"> • Both the photocopier and the broadband contracts have been bought in this year for 3 years. • The school is waiting to hear the cost of the North Yorkshire MASS scheme for next year before a decision is made. The Head commented that being part of MASS is very helpful to H&A as a small school. <p><i>GQ: Why does the school only have bags for recycling rather than a bin?</i> Action: Head to request a bin to make recycling easier.</p>	Head
GB43/19	<p>SFVS Arrangements for Completion It has been arranged that JS and DC will complete the SFVS on behalf of the FGB. Mrs Godlee in the office has populated some of the document which is in a new format for this year. Some of the questions are new but now that the budget has been agreed a meeting can be arranged for its completion.</p> <p>Actions: DC to be contacted in January to determine whether he can still be involved. (CE to be a back-up if necessary). Completed SFVS to come to the 12/03/2020 FGB meeting for signing off.</p>	Clerk to agenda 12/03/20
GB44/19	<p>Policies for Review Medical Policy A copy of the revised policy was made available to governors on the secure part of the website prior to the meeting. The section regarding the administration of medicines at school has been amended after the head sought clarification.</p> <p>Resolved: That the policy be APPROVED.</p> <p>It was noted that the school does not have its own defibrillator. Action: If possible LW to obtain the code for the village hall defibrillator for the school to use in case of an emergency.</p>	LW
GB45/19	<p>Health and Safety</p> <ul style="list-style-type: none"> • The H&S advisor, Terry Bland visited school on 07/11/19 and carried out an evaluation of H&S paperwork including the Fire and Asbestos policies and action plan. The paperwork evaluation checklist report was circulated to governors on the secure part of the website prior to the meeting. • There were two medium priority actions on Page 7: a. Recommendation that little used outlets (taps) are flushed weekly and recorded – the caretaker has been informed and this will be added to the legionella procedures. b. Applicable staff to complete a display screen risk assessment – this has been actioned. <p>Action: Head to do a walk-round with H&S governor prior to the next advisor visit. (Check that DC is still available to take on the H&S governor role)</p>	Head
PART 'C' SCHOOL IMPROVEMENT AND SAFEGUARDING		
GB46/19	<p>Safeguarding Update There is nothing to report to governors since the last FGB meeting.</p>	

GB47/19	<p>Link Governor Updates JS stressed the importance of reporting on link visits on behalf of the Chair. Action: CW needs to liaise to visit Class 2.</p> <ul style="list-style-type: none"> • EA visited Class 3 on 25/11/19 and her report has been circulated. EA observed an English lesson. Initially the class were carrying on from their homework. There were three differentiated groups and the children were all focussed. Those accessing dictionaries were using them well. The children were polite when EA chatted to them about their work. Will plan to observe a different subject next visit. <i>GQ: Did you find the children were engaged in their learning?</i> <i>Answer: Yes, very much so.</i> • The Chair made a monitoring visit in respect of English on 28/11/19. His report has been circulated. In the Chair's absence the Head commented on the importance of the self-editing that he observed the pupils carrying out. MS commented that the children are learning to love words. • Governors need to be aware that reading is a major focus for Ofsted. School has recently purchased some new reading books. <i>GQ: Is the extra breaktime reward working in regard to children reading?</i> <i>Answer: Yes – it has particularly encouraged those who weren't reading at home.</i> • LW completed a visit to the SENCo on 29/11/19 and has yet to write her report. She discussed the recent SEN report with Mrs Robson (KR) and the changes being made going forward. The steps progress and attendance of pupils with SEN will be on the next report to governors. 	CW
GB48/19	<p>Governor Training Update</p> <ul style="list-style-type: none"> • DC and DL have recently been on the New Governor Induction training. DL explained that most of the content was basic and introductory, but that it was useful to meet governors from other schools. • DL attended the autumn Governor School Improvement Network (SIN) meeting. This included an update on the new Ofsted framework including topic teaching, the importance of the children knowing what subject is being taught them, children remembering, scaffolding and embedding. It also emphasised that governors need to see evidence of value statements in the curriculum. Staff CPD was seen as important to develop subject knowledge and governors should consider how they support it and how subject knowledge is demonstrated in small schools. <p>Other updates shared at the SIN meeting were to do with staff appraisal, flexible working and the national problem of teachers leaving the profession. DL offered to share the presentation information from the SIN online if governors were interested.</p>	
PART 'D' OTHER BUSINESS		
GB49/19	<p>Correspondence/ Any Other Urgent Business</p> <ul style="list-style-type: none"> • The Chair had asked JS to recap on the section of the Acceptable Use Policy which deals with the internet and she asked governors to be mindful of the policy and reiterated the following points: <ul style="list-style-type: none"> ➤ I will not use chat and social networking sites in the school in 	

	<p>accordance with the school policies</p> <ul style="list-style-type: none"> ➤ I will not engage in any online activity that may compromise my professional responsibilities ➤ I will not 'discuss' any school issues on social media. For governors this is covered in the Governors code of conduct. <ul style="list-style-type: none"> • The School Improvement Advisor visit has been scheduled for next term because Donna Makepeace couldn't visit before Christmas. • The Head explained that the ISDR Summary is now on the secure part of the website for governor information (this is the analysis of school performance which has replaced the previous RAISEonline). The data is not yet ratified and much of it is in grey because of the small cohort numbers. 	
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GB50/19	<p>H.T. Performance Management – Overview from the Panel <i>The Head and MS left the meeting prior to this item.</i> The performance management panel consisting of LW, JS and the SIA met with the Head on 21/11/19. JS informed governors of the following non-confidential points from what was described as a very positive and productive meeting:</p> <ul style="list-style-type: none"> • That the Panel had revisited the three objectives for 2018-19, looked at the evidence, and were agreed that these had been fully met. • That new objectives have been agreed for 2019-20 based on the School Development Plan. • That the importance of head teacher well-being was acknowledged and the need for this to be a continuing focus and linked to the Healthy Schools Award. 	
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There being no further business, the Vice Chair thanked all attendees, and closed the meeting at 7.10pm

Date & Time of next Meeting – Thursday 16th January 2020 at the school at 6.00 p.m.

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'

IMPACT resulting from this G.B. Meeting

1. Governors are aware there is likely to be a positive outturn for the 2020/21 financial year.
2. Governor link visits work closely with the SDP
3. All governors are given the opportunity to be informed of local developments in education