

<p align="center">Minutes of a meeting of the Governing Board at Hunton and Arrathorne Community Primary held at the school on Thursday 6th December 2018 at 6.00 p.m.</p>		
<p>Present: Mrs E. Armstrong (E.A.), Mr. Chris Ellis (C.E.), Mrs J.Grainger (H.T.), Mrs. J. Sargent (J.S. Vice Chair), Mrs M. Saunders (M.S.), Mrs L. Wyatt (L.W.)</p> <p>In attendance: Mrs L. Player (Bursar) until 6.10 p.m. Mrs S. Godlee (Business Manager – B.M.) Mrs. Beverly Smeeton (Clerk)</p> <p align="right">6 Governors + 3</p>		
Apologies	Mr. P. Barber (Consented)	1
Minute No.		Action
<p align="center">PART 'A' – PROCEDURAL</p>		
GB 44/18	<p><u>Welcome & Introductions</u> It had been previously agreed that, due to the absence of the Chair, the Vice Chair (J.S.), would Chair this meeting. The Chair opened the meeting at 6.00 p.m. by welcoming and thanking all attendees. The Bursar was introduced for the benefit of new members. The Chair explained that in respect of colleagues' time, the financial matters would be considered before 'PART B' of the Agenda.</p>	
GB 45/18	<p><u>Apologies for absence</u> Apologies for absence had been given at the previous meeting, by Mr. P. Barber Resolved: That the above apology be noted & that the absence be consented to.</p>	
GB 46/18	<p><u>Declarations of Interest and Confidentiality</u> The Governing Board noted the rules around confidentiality & the declaring of interests. Mrs J. Grainger declared an interest in item 23 and staff resolved to withdraw from the meeting after item 22. This matter was noted as being of a confidential nature (to be minuted separately).</p>	Clerk
GB 47/18	<u>Notification of Urgent Other Business</u> - None	
GB 48/18	<p><u>Minutes</u> Governors had previously viewed on the secure site a copy of the minutes of the last meeting 25.10.18. Resolved: That the minutes of the meeting held on 25th October 2018 be approved and signed by the Chair as correct record.</p>	Chair Clerk to file
GB 49/18	<p><u>Matters arising</u> With Ref to :- GB 34/18 – L.W. reported that the SENCo Report is now on the governors' secure page and further scrutiny of Target Tracker to review pupil progress is ongoing. H.T. & L.W. to liaise GB 39/18 – J.S. gave an update on plans for the Quiz at the Village Hall to raise funds for the school. Saturday 9th Feb 2019.</p>	L.W. & H.T. J.S. & Gvnrs
GB 50/18	<p><u>G.B. Membership update and Co-option of New Governor</u> Governors had seen the Pen Portrait for the candidate and unanimously agreed that the skill set offered will be very welcome on the G.B. and help to fill some gaps identified by the Skills Audit. Resolved: That Governors unanimously agree that the candidate should be co-opted to the G.B. at the meeting in January 2019. The H.T. outlined that a previously considered candidate is no longer available. L.W. suggested that the Village Website can be utilised for the advert in order to communicate the need for new governors to the wider village community. Governors noted that there are currently two Co-opted governor vacancies as the term of Office for D.L. & M.G. had expired 04.12.18. The HT explained that there may be some scope for retaining the considerable skills of former</p>	P.B. & L.W. to liaise.

GB 50/18 cont	members until the end of the current school year. The Clerk outlined the remit for Associate Members of a G.B. and governors agreed that this might be a possible way of strengthening the G.B. as an interim measure. Resolved: That the H.T. will approach the former G.B. members as discussed.	H.T.
GB 51/18	<u>Date and Time of next meeting – Thursday 24th January 2019.</u>	
PART 'C' – FINANCE, PREMISES & PERSONNEL		
GB 52/18	<p><u>Revised Budget and Forecast</u> Governors had viewed the Budget Monitoring Report and the Revised Budget and Forecast, in both detailed and summary format, prior to the meeting. (summary here appended to these minutes).</p> <p>Summary Budget Monitoring Report -The Bursar noted that this was to the end of October and explained the income and expenditure variances:-</p> <ul style="list-style-type: none"> • High level needs • Pupil Premium – difficult to predict as there was only an indicative figure when the budget was set. • Overspend on some staffing aspects • Learning Resources – clarification of how this cost code is affected by Residential Visit funds coming in and then out again. <p>Governors noted that the deficit figure currently is not as stated on this document – there has been an improvement which can be seen in the Revised Forecast.</p> <p>Summary Revised Budget and Forecast 2018/19 - Some funds have come back into Revenue –the Bursar explained the detail.</p> <p>2019/20 – Originally looked positive but now in deficit – contributing factors :- 51 Pupils rather than the anticipated 54. Additional T.A. Hours. School income not keeping pace with expenditure.</p> <p>2020/21 – Deepening Deficit situation</p> <p>The Bursar further explained that the Pay Grant from the DfE had helped to ensure that the pay award hasn't dealt a significant blow, but the Pension pot is being re-evaluated and support staff are being re-banded, so the total impact is still unknown, but shouldn't be particularly worrying.</p> <p>Governor Qu. 1: Will the full year costings for HLN bring more funds ? Answer: No – the Bursar explained.</p> <p>The Bursar advised that a deficit situation for the current year may yet be avoided with careful management and no financial surprises, but it would be prudent to apply for the Deficit Licence and be prepared to show how the Budget could be trimmed and financial stability secured The Chair confirmed that the Licence will be applied for and that a working party will look at formulating the plan to address the budget, which needs to be included with the application for the Licence.</p> <p>Resolved: That the Revised Budget and Forecast Report be received and approved for submission to the L.A. by December 31st.</p> <p style="padding-left: 40px;">: That a Licence for the deficit will be applied for and that the accompanying recovery plan will be worked on by the H.T., P.B., J.S. , the Bursar and the Business Manager.</p>	Bursar Chair, H.T. , J.S. Bursar
GB 53/18	<p><u>Financial Benchmarking</u> Governors had viewed the comparative statistics prior to the meeting and noted that the school is around average in most aspects. The Bursar confirmed that there is nothing unusual to note and explained that the Report is compiled from submitted school budgets in N.Yorks - the information is fairly current with</p>	

<p>GB 53/18 cont</p>	<p>schools of 48 -55 pupils used as the statistical neighbours. Governors noted that 60% of schools in N.Yorks are facing a deficit budget situation. The Bursar reported that the percentage allocation of the budget to teaching staff is higher than the comparative data</p> <p>Governor Qu. 2: Is this to do with the teaching team being well established and therefore expensive?</p> <p>Answer: Yes, partly, but experienced staff deliver high quality, which is a benefit to the school.</p> <p>The Bursar reported that the Income per pupil is not as high as it looks as the rent for the village hall and field rent is included in the figure. The Bursar re-iterated that nothing jumps out from the data and that all schools are facing the same issues. Governors noted that energy costs have gone down and that there may be most income from the wraparound care. The Bursar underlined that whilst these aspects will help the budget, more work needs to be done on 'the bigger picture', as discussed in GB 52/18.</p> <p>Resolved: That the Benchmarking document be received and accepted with thanks to the Bursar.</p> <p>The Chair thanked the Bursar for attending and for the valuable input to the meeting and for on-going support for the school. The Bursar left at 6.25 p.m</p>	
<p>GB 54/18</p>	<p><u>Contract Review Schedule</u> A comprehensive contract review schedule had been placed on the governors' secure page prior to the meeting for governors to consider. The Business Manager reported on :-</p> <ul style="list-style-type: none"> Broadband provider – rising costs with L.A. so a more favourable 3 year contract with R.M. has been secured. The costs and spec. were outlined. <p>Gov. Qu. 3 : Are they good at responding should there be a problem ?</p> <p>Ans: Yes, they have a good reputation with other schools and offer a 24hr cover helpline, with a promise of a quick response and experts available up to 9 p.m. The school will remain with the L.A. for some ICT aspects.</p> <ul style="list-style-type: none"> Photocopying – B. M reported that she has negotiated a better machine with lower costs with the same provider. MASS – costs have gone up. <p>Gov. Qu. 4 : Are we getting best value from MASS ?</p> <p>Ans: Yes – the B.M. explained that the school do get value for money and also may receive a small refund.</p> <ul style="list-style-type: none"> CAPITA/SIMS – unknown cost as quote has not been received. <p>Gov. Qu. 5 : Are you looking at comparisons?</p> <p>Ans: Yes, but it's all about getting the same – SIMS is known and works well.</p> <p>Gov. Qu. 6 : Are we getting value from the School Improvement Service ?</p> <p>Ans: Yes, the school benefits from the input. The B.M. reported that some quotes are still awaited but generally there are no major hikes in costs anticipated.</p> <p>Resolved: That the schedule be received and identified contracts continued.</p>	
<p>GB 55/18</p>	<p><u>Arrangements for the Completion of the SFVS</u> The Chair confirmed that she would be prepared to work on this again with the B.M. in order to have the document ready for submission to Governors for the March meeting so that the document is ready to go to the L.A. before 31.03.19</p> <p>Resolved : That J.S. will work on the Schools Financial Value Statement with the B.M. on behalf of the G.B., as agreed.</p>	<p>J.S. & B.M.</p>
<p>GB 56/18</p>	<p><u>Budget Management Policy Review</u> – forwarded to the meeting 24.01.19</p>	<p>H.T.</p>

GB 57/18	<p><u>Buildings Maintenance / H & S updates / Outdoor learning Space</u> H & S update -The H.T. reported that there is no further information about the climbing frame. Outdoor Learning Space / Bird Hide update – the H.T. reported on progress - necessary forms have been completed and permission for access has been granted by the land owner.</p> <p>Gov. Qu. 7:- Can the costs come out of Capital ? Ans: The H.T. explained and further sources of funds and fundraising opportunities were discussed i.e. Tesco Blue Tokens, Xmas Fayre, Cake Sale and P.T.A. existing funds. The Chair reported that the Chair is liaising with HEADS, the Steam Gathering and the Parish Council. Governors noted that a path will also be needed and that a quote from grounds maintenance has been awaited for some time – this is very frustrating and consuming much of the H.T.'s time to chase up. Quotes from other contractors have been sought. Further consideration was given to the path and other necessary elements of this outdoor space, to include the following:-</p> <ul style="list-style-type: none"> • Around 40 metres of pathway will be needed • Community project possibilities were explored • Possible other contractors discussed • Donation of a Fire Pit (J.S.) • Recycled Lick Buckets, upturned, to be trialled as a flexible seating solution for pupils. <p>Resolved: That work to progress the completion of this area continues</p>	J.S. E.W.
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB 58/18	<p><u>H.T. Overview and updates</u> IDSR – Inspection Data Summary Report Governors had viewed this document on the secure page prior to the meeting and the H.T. outlined that this is for Governors to refer to.</p> <p>Transition Questionnaire for parents – governors noted the very positive responses and M.S. gave some further insights.</p> <p>Gov. Qu. 8:- Would a Childminder take children to a Nursery ? Ans: M.S. clarified that all new starters have a transition visit at their Nursery or Pre-school provision, if they attend one, and also explained the rationale for the decision about visits to the home of Childminders.</p> <p>Wraparound care – the H.T. reported that the current provider will be finishing at the end of the Autumn term. Provision has been secured on the school premises from January. The H.T. explained the arrangements and governors approved the Terms and Conditions document.</p> <p>Safeguarding – the H.T. and L.W. will liaise to progress work on the Safeguarding Audit.</p> <p>Resolved: That the H.T. and L.W. will liaise to plan work to complete the Safeguarding Audit during the Spring Term.</p>	H.T. & L.W.
GB 59/18	<p><u>Collaboration / Academy Status updates</u> The H.T advised that the school had been tentatively approached with a view to forming a Collaboration, but this had not materialised.</p> <p>Resolved :That governors will continue the ‘watching brief’ on the local and National situation.</p>	
GB 60/18	<p><u>Policy Review</u> Governors had viewed the SEND Policy, Child Protection Policy and Green Procurement Policy prior to the meeting. The H.T. advised that there were no major changes to the SEND policy following review. The Child Protection Policy had been updated to take account of all aspect of the Keeping Children Safe in Education document. Governors noted that the Green Procurement Policy forms part of the work of the</p>	

GB 60/18 cont	Eco Club to secure the Eco Green Flag – M.S. gave updates and governors invited some Eco Crew representatives to join the meeting on March 21 st 2019 to give a short presentation about their work. Resolved :- That the above mentioned Policies be approved and adopted. :- That the Eco Club present at the G.B. meeting 21.03.18	Clerk to Agenda 21.03.19 M.S.
GB 61/18	<u>Reports on Governor Visits to School</u> Record of Visit reports had been submitted by J.S. (Maths), P.B. (English) and L.W. (DEEL day), prior to the meeting (here appended to these Minutes). The Chair invited questions. The H.T. noted that it had been helpful to scrutinise and drill down into the data with governors during the visits. C.E. and E.A. to liaise with staff to arrange visits as per the timetable. Resolved : That J.S., P.B. & L.W. be thanked for their Reports which keep governors informed. : That governors continue the programme of agreed Governor Visits for the Link roles and complete the ROV for submission to the H.T. firstly, which will then be forwarded to the clerk for inclusion in the papers for the following meeting.	ALL
GB 62/18	<u>Governor Training / GSIN feedback / New Governor Induction Pack</u> Governors had received a summary report from the GSIN, which was discussed and the Chair gave further advice on pertinent updates. New Governor Induction Pack Governors agreed that this was a very helpful and useful pack and the Chair thanked P.B. for collating it. The Acronyms guide was noted as being especially valuable for new members.. Resolved : That the Governor Induction Pack be approved and placed in a dedicated 'Induction' file on the governor secure page and then reviewed and updated on a rolling programme.	Chair / H.T.
GB 63/18	<u>Governing Board Action Plan</u> Governors agree that this Action plan was comprehensive and provided a good focus for maximising on the effectiveness of the G.B. The H.T. reported that the expectation for milestones had been discussed at the cluster meeting. Resolved : That the Governor Action Plan is received and approved.	
PART 'D' – OTHER BUSINESS		
GB 64/18	<u>Correspondence/ updates from the Clerk.</u> The Clerk sought governors' approval to circulate their email addresses and telephone number details to all members of the G.B. as part of a summary sheet which also outlines the dates of meetings across the year and the Link Roles for 2018-19 Resolved: That the summary sheet be forwarded to all governors.	Clerk
GB 65/18	<u>Urgent Other Business</u> The H.T. thanked the P.T.A. for the Christmas Fayre which raised an excellent amount of funds for the school - £455. E.W. reported that the stall holders were happy and governors noted that there were good quality products on offer - it is hoped that this will take place again next year. Gov. Qu. 9:- Could we link this event into a school's Enterprise Academy? Ans: Governors agreed that this would be a good plan. C.E. to co-ordinate. A chocolate Tombola was also suggested for future fundraising. The H.T. and M.S. declared an interest in item 23 and left the meeting at 7.35pm	C.E.
GB 66/18	<u>H.T. Performance Management</u> This item was of a confidential nature and is therefore minuted separately under	

	Confidential Minute GB 66/18.	
GB 67/18	<u>Date and time of next meeting – Thursday 24th January 2019 at 6.00 p.m.</u>	ALL
<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 and closed the meeting at 7.45 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. Governors are aware of a potential deficit budget and are forming a working party to formulate a recovery plan. 2. A Working Party has been convened to consider this year's completion of the SFVS. 3. Governors to be mindful of the New Governor Induction Pack when updating procedures. 		