

<p style="text-align: center;">Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Board held at the school on Thursday 20th September 2018 at 6.00 p.m.</p>		
<p>Present: Mrs E. Armstrong, Mr. P. Barber (Chair), Mrs J.Grainger (H.T.), Mr. M. Gibson (M.G.), Mr D. Lawrenson, Mrs. J. Sargent (J.S.), Mrs M. Saunders (M.S.)</p>		
<p>In attendance: Mrs. Beverly Smeeton (Clerk)</p>		<p>7 Governors + 1</p>
<p>Apologies</p>	<p>Mrs L. Wyatt (L.W.) (Consented)</p>	<p>1</p>
<p>Minute No.</p>		<p>Action</p>
<p>PART 'A' – PROCEDURAL</p>		
<p>GB 01/18</p>	<p><u>Welcome & Introductions</u> The H.T. opened the meeting at 6.04 p.m. welcoming all attendees to the new school year.</p>	
<p>GB 02/18</p>	<p><u>Consideration of the Term of Office for Chair and Vice Chair</u> Governors considered the term of office for Chair and Vice- Chair and agreed that the term should be two year for both offices. Resolved: That by a unanimous decision the Term of Office for Chair and Vice Chair be two years.</p> <p><u>Election of Chair</u> The Clerk invited nominations for the Office of Chair of the Governing Body. Mr. P. Barber was duly proposed and seconded. No other nominations were proposed. Mr. P Barber withdrew from the meeting to allow governors an open and frank discussion during which it was unanimously agreed to elect P.B. Resolved: That by a unanimous decision Mr P.Barber is elected Chair of Governors for a term of two years.</p> <p><u>Election of Vice- Chair</u> The Chair invited nominations for the Office of Vice-Chair of the Governing Body. Mrs. J Sargent was duly proposed and seconded. No other nominations. Resolved: That by a unanimous decision Mrs J Sargent is elected Vice- Chair of Governors for a term of two years.</p>	
<p>GB 03/18</p>	<p><u>Apologies for absence</u> Apologies & reasons for absence were submitted by Mrs L Wyatt. Resolved: That the above apologies be noted & that the absences be consented to.</p>	
<p>GB 04/18</p>	<p><u>Declarations of Interest and Confidentiality</u> The Governing Board noted the rules about confidentiality & declaring interests. No declarations of interest were made.</p>	
<p>GB 05/18</p>	<p><u>Notification of Urgent Other</u> Business - None</p>	
<p>GB 06/18</p>	<p><u>G.B. membership update, Governor Contact details and Self Declaration Forms.</u> The Clerk read out the letter of resignation from Mr. P. Durban and governors noted that this means that there is currently a co-opted governors vacancy and a parent governor vacancy, with the term for two more co-opted members due to end 03.12.18. The Chair updated governors on progress being made to recruit to the vacancies and the H.T. confirmed that an advert is now on the L.A. website for the Co-opted categories. Governors noted the importance of attracting a range of skill sets and personnel from differing backgrounds, as well as targeting the gaps identified through the Skills Audit. It was agreed that the letter to parents should be customised to reflect the range of skills the G.B. are seeking. D.L. reported that the H.T. and himself had met with an interested candidate for co-option – the skill set of the candidate was outlined and D.L. recommended that this appointment be progressed. The H.T. volunteered to make contact and</p>	<p>H.T.</p>

<p>GB 06/18 cont</p>	<p>invite the candidate to the October meeting for formal co-option. Governors returned their completed contact details and self declaration sheets to the clerk. (L.W. to complete at the next meeting.)</p> <p>Resolved: i) That the Clerk will ensure that the governor details list on the L.A. database is updated.</p> <p>:ii) That the Procedure for Parent Governor Elections be swiftly progressed in accordance with statutory regulations.</p> <p>:iii) That the candidate who met with D.L. and the H.T. will be invited to join the G.B. and attend the October meeting when formal co-option will take place.</p> <p>:iv) That an update on G.B. membership be an Agenda item for 25.10.18</p>	<p>H.T.</p> <p>L.W.</p> <p>Clerk</p> <p>H.T.</p> <p>H.T.</p> <p>Clerk to Agenda 25.1018.</p>
<p>GB 07/18</p>	<p><u>Registers of Interests & Hospitality</u> Governors completed the Register of Interests forms for the current academic year and noted that these details form part of the mandatory information which must be published on the school website about Governors.</p> <p>The clerk advised governors of the obligation to make entries on the Gifts & Hospitality register. No entries were necessary and a Nil Return was recorded by the Clerk.</p>	<p>H.T.</p> <p>ALL</p>
<p>GB 08/18</p>	<p><u>Review of Standing Orders, Code of Conduct , Core Functions,T. of R. , Scheme of Delegation and Appendix B.</u> Governors reviewed the above documents, noting the changes to the Model Standing Orders to take account of GDPR / new regulations. It was agreed that the clerk will amend the model version to reflect the systems and practices of H & A Governing Board. The password for the secure governors’ page was updated.</p> <p>Resolved: i)That the Standing Orders, Code of Conduct, Scheme of Delegation and Core Functions documents be approved, adopted, signed by the Chair and placed in the school held file.</p> <p>:ii)That the Scheme of Delegation to the H.T. (virement) as contained in the Budget Management Policy be approved at £5,000.</p>	<p>ALL</p> <p>Chair & Clerk</p> <p>H.T.</p>
<p>GB 09/18</p>	<p><u>Review of Statutory Committees.</u> Governors had received the relevant documents prior to the meeting. Terms of reference for the Statutory committees were agreed and governors confirmed that they would be willing to serve should the need arise, subject to the nature of the business to be determined, prior involvement, skill sets and availability. The updated document to be placed in the school held file. Governors also approved the TOR for the Headteacher’s Performance Management panel and agreed that the panel will be J.S. & L.W.</p> <p>Resolved: i)That the Terms of Reference for Statutory Committees and the P.M. Panel for the H.T. be approved, adopted and signed by the Chair.</p> <p>: ii)That all governors agree to serve on the Committees as required and appropriate. J.S. & L.W. will form the P.M. Panel for the H.T. along with D.M. the new S.I.A.</p>	<p>Clerk</p> <p>ALL Gvnrs as required</p>
<p>GB 10/18</p>	<p><u>Appointment of Governor Link Roles & approval of Schedule for visits</u> Governors had received the suggested structure for the link role visits prior to the meeting and a discussion was had about how to best manage the Link Roles whilst the G.B. is not at full strength. The following structure was agreed :-</p> <p>Leadership & Management – P. Barber</p> <p>Safeguarding & Vulnerable Groups – L.Wyatt</p>	

<p>GB 10/18 cont</p>	<p>EYFS - E. Armstrong English - S.D.P. Priority 1 - P. Barber Maths - S.D.P. Priority 2 - J. Sargent Engagement with Learning Priority 3 - E. Armstrong Finance - J. Sargent Health & Safety - D. Lawrenson</p> <p>Govs noted that these roles will be adjusted appropriately upon arrival of new members.</p>	<p>Gvnrs as outlined</p>
<p>GB 11/18</p>	<p><u>Minutes</u> Governors had previously received a copy of the draft minutes for consideration. Resolved: That the minutes of the last meeting held on 5th July 2018 be approved and signed by the Chair as a correct record.</p>	<p>Chair</p>
<p>GB 12/18</p>	<p><u>Matters arising</u> With ref GB153/17:- D.L. reported that he had been unable to obtain any data about the rates of conversion to Academy Status across the Authority. Governors agreed that all other matters would be covered through the Agenda.</p>	
<p>GB 13/18</p>	<p><u>Annual Planner for G.B. Business</u> Governors had received and approved the schedule of meetings and plan for G.B. business at the July meeting. Governors re-affirmed the dates and the chair noted the importance of good attendance at meetings. <u>Date and time of next meeting – Thursday 25th October 2018 at 6.00 p.m</u></p>	<p>ALL</p>
<p>PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING</p>		
<p>GB 14/18</p>	<p><u>Report of the Headteacher</u> A written report had been available to Governors prior to the meeting (here appended to these minutes) which included information & updates on the following :-</p> <ul style="list-style-type: none"> • Statutory Reporting • Admissions and Attendance • Pupil Premium Funding & PE funding – allocation and impact • SEND updates • SEF Judgements • School Development Plan priorities • Staffing updates • Links with Stakeholders • Premises / Health & Safety • Children’s Activities & Diary dates <p>Governors noted that there were no reportable incidents, no exclusions and that attendance was considerably better than National figures.</p> <p>Governor Question 1:- What is the target for attendance this year ? Answer:- Our target is in line with the National target – 96%. The H.T. also advised that persistent absenteeism had dropped dramatically. The Admissions information was considered, with the H.T. explaining the rationale for either accepting or declining requests in terms of how this affects subsequent class sizes for KS1.</p> <p>Governor Question 2:- Are you happy with the balance of staff across classes to ensure the best outcomes for all learners, has the term started well ? Answer :- Yes – we have plenty of support where it is needed and having some T.A. support in Class 3 too, is having a noticeable impact. Governors noted that both the P.P. funding and the PE funding have risen</p>	

<p>GB 14/18 Cont</p>	<p>considerably this year - the H.T. gave details, noting that there will probably be a noticeable drop next year. Governors reflected on how this will negatively impact on the budget in forthcoming years.</p> <p>Governors noted that the Internet Safety meeting had been very informative :-</p> <p>Governor Question 3:- Has the power point for that come through? Answer:- Yes, but the Advisor has suggested that aspects are lifted, then links created, rather than the whole pp being available, as it does need some context.</p> <p>Governor Question 4:- Are you addressing the potential issues in PSHE ? Answer:- Yes – staff outlined how their own awareness and knowledge of what to look out for had been improved by this session.</p> <p>E.A. updated governors on the work of the P.T.A. and reported that there would be a P.T.A. meeting on 26th September at 6.30 p.m.</p> <p>Governor Question 5:- If you don't register with the Charities Commission what are the implications? Answer : E.A. explained that this can affect access to larger pots of money. Governors discussed possible ways for the money raised so far, to be put to good use, and staff described plans for the outdoor learning area / classroom. A quote for a path is awaited from Grounds Maintenance. The possibility of utilising some Capital funding and some from the PTA for the outdoor classroom was explored.</p> <p>Premises – The H.T. gave updates on the kitchen, the playground equipment and the visit from the DfE representative who prepares a condition survey on the fabric of the building.</p> <p>Governor Question 6:- How does it work if parts of the building are found to be unacceptable ? Answer: The EHT explained that a report will be received in 8 – 10 weeks and governors speculated on possible outcomes.</p> <p>Data Report – The HT summarised the main points from the separate report received by governors (here appended to these minutes).</p> <p>Governor Question 7:- Do you feel that the targeted work of T.A.s has supported SEND attainment ? Answer: Yes, but there are a lot of gaps in learning for some pupils, who have made huge progress, but need to improve further.</p> <p>The HT outlined the finer detail for the Y6 SATs results (July '18) and assured governors that staff have analysed the outcomes so as to pinpoint the areas for improvement – speaking and listening, meta-cognition, attitude to learning all link to the S.D.P. priorities for Maths and English and staff have clear plans for how these will be targeted this year. Governors noted the success with SPAG outcomes and that Maths attainment is lagging behind.</p> <p>Governor Question 8:- You've described the complex literary demands made on pupils for a good maths performance, how does this relate to the good SPAG outcomes ? Answer: The H.T. further explained that reading performance was lower for the school this year and how this links to the Maths and pupils' ability to extrapolate the Maths element from the complexity of the question. Governors noted that the school have plans for how they will address the literary demands of the Maths questions. The HT reminded governors that each year the outcomes are cohort dependant and can be skewed by particular strengths and weaknesses when analysing such a small numbers of pupils.</p> <p>The Chair noted the highly impressive trends for the EYFS outcomes and M.S. was congratulated</p> <p>Resolved:- That governors receive the report of the H.T. with thanks.</p>	
<p>GB 15/18</p>	<p><u>Review of G.B. Aims and Objectives 2018-19,</u> It was decided that this Agenda item would be forwarded to the October meeting.</p>	<p>Clerk to Agenda 25.10 .18</p>
<p>GB 16/18</p>	<p><u>Before and After School Club</u> The Chair summarised the historical context to the current situation and</p>	

<p>GB 16/18 cont</p>	<p>explained there is now in place a one term trial for 'Mini Explorers', providing wraparound care in the village hall for one hour in the morning and one in the evening, which will increase. Governors agreed that wraparound care is important to the school and expressed hopes that parents would use this facility after a great deal of time and effort had been expended to establish it by all involved. Resolved: That H.T be thanked for her efforts during the summer holidays.</p>	
<p>GB 17/18</p>	<p><u>The Annual Governance Statement 2017-18</u> Governors had received this draft document prior to the meeting :- Resolved:- That the Annual Governance Statement be approved and placed on the school website, with thanks to D.L.</p>	<p>H.T.</p>
<p>GB 18/18</p>	<p><u>Safeguarding – Updates – Keeping Children Safe in Education</u> The H.T. confirmed that the KCSIE document will be placed on the governors' secure page and governors will read at least part 1 and sign to evidence this in order to be compliant with regulations, as advised in the Governors' Newsletter.</p>	<p>Gvnrs</p>
<p>GB 19/18</p>	<p><u>Policy review</u> Governors reflected on the Acceptable Use Policy, particularly noting the wording for the younger age group and the clear steer that the version for adults gives to staff. The H.T. confirmed that this had been well received on the training day. The H.T. outlined the protocol for sharing this with parents. A query arose about governors using their personal ICT equipment and if this is compatible with the policy statement at the bottom of page 1 – a small amendment to the wording was suggested and this will be further discussed at the next meeting. Resolved :- That the following Policies be approved and adopted :- SRE Policy and Behaviour Policy Acceptable Use Policy - subject to some possible amendments.</p>	<p>Clerk to Agenda 25.10.18</p>
<p>GB 20/18</p>	<p><u>Governor Training .</u> Governors had received the full schedule prior to the meeting. GSIN 08.11.18 5 – 8 p.m. Allerton Court, Northallerton – D.L to attend Swaledale Alliance Chairs meeting 07.11.18 – P.B. to attend</p>	<p>D.L. P.B.</p>
<p>PART 'C' – OTHER BUSINESS</p>		
<p>GB 21/18</p>	<p><u>Correspondence-</u> Governors noted that they had received the September Newsletter from Governor Support and the L.A. SEND Strategy document. Next meeting -Thursday 25th October 2018 at the school at 6.00 p.m.</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>IMPACT resulting from this G.B. Meeting</p> <ol style="list-style-type: none"> 1. Positive steps were made towards ensuring the GB has a complete and balanced membership. 2. All governors are clear and informed about statutory requirements (systems, procedures & policies). 3. Close analysis of pupil performance data will enable the GB to offer appropriate support and challenge on the SDP targets 2018-19 (which will be presented at next FGB mtg). 		