

Minutes of a meeting of Hunton and Arrathorne Community Primary held at the school on Thursday 24th January 2019 at 6.00 p.m.		
Present: Mrs. E. Armstrong (E.A.), Mr. D. Cooper (D.C.), Mr. C. Ellis (C.E.), Mrs J.Grainger (H.T.), Mr D. Lawrenson (D.L.), Mrs J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs L. Wyatt (L.W.)		
In attendance: Mrs. Beverly Smeeton (Clerk)		8 Governors + 1
Apologies	Mr. P. Barber (Chair)	
Minute No.		Action
PART 'A' – PROCEDURAL		
GB 68/18	<p><u>Welcome & Introductions</u> The Vice Chair opened the meeting at 6.00 p.m. by welcoming all attendees.. It was agreed by all that due to the Chair being ill, the Vice Chair, J.S., would Chair this meeting.</p> <p><u>Co-options</u> Governors noted that it had been unanimously agreed at the December meeting to co-opt Mr. David Cooper. Mr. David Lawrenson withdrew from the meeting and governors unanimously agreed that he should also be co-opted to the G.B.</p> <p><u>Resolved: That Mr. D. Lawrenson and Mr. D. Cooper join the G.B. as Co-opted Governors.</u> As a new member, a warm welcome was extended to D.C. and also to returning member, D.L. The Chair initiated a round of introductions.</p>	
GB 69/18	<p><u>Apologies for absence</u> As previously noted, Mr. P. Barber had forwarded his apologies to the clerk, due to illness.</p> <p><u>Resolved: That the above apology be noted & that the absence be consented to.</u></p>	
GB 70/18	<p><u>Declarations of Interest and Confidentiality</u> The Governing Body noted the rules around confidentiality & the declaring of interests. It was noted that there would be confidential minutes to approve (item 16). The H.T. & M.S. declared an interest and resolved to withdraw from the meeting after item15.</p>	
GB 71/18	<p><u>Notification of Urgent Other Business</u> None</p>	
GB 72/18	<p><u>Minutes</u> Governors had previously received a copy of the draft minutes of the last meeting for consideration.</p> <p><u>Resolved: That the Public minutes of the meeting held on 6th December 2018, be approved and signed by the Chair as a correct record.</u></p>	Clerk to file.
GB 73/18	<p><u>Matters arising</u> With ref GB 54/18: – Governor Question 1:- Have some costs now been taken from Capital as identified ? Ans: Yes, and an additional £ 4,000 (approx) has come into the Capital Budget from central Government. The Deficit Licence has not been applied for as it is anticipated that the school will now avoid a negative financial situation for the current year. The H.T. outlined the factors which have contributed to a more healthy Revenue Budget. Governor Question 2 :- Do we know when that will come in ? Ans: It's expected imminently. Governor Qu. 3:- Can we use more from Capital to help the Revenue ? Ans: Yes, that will be a discussion with the H & S Advisor.</p>	H.T.

GB 74/18	<p><u>Date and time of next meeting – Thursday 21st March 2019 at 6.00 p.m.</u></p> <p>D.L. gave apologies for this meeting and governors noted that the School Eco Committee will visit at the start of the meeting to give a short presentation.</p>	<p>ALL</p> <p>M.S.</p>
PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING		
GB 75/18	<p><u>H.T. Report</u></p> <p>The H.T. reported that there has been good uptake for the wraparound care now provided on school premises, with positive feedback received. Governors discussed the booking process and voucher system.</p> <p>Governor Qu. 4:- What is the average number of children? Ans: Tonight there were 15, but it varies – sometimes there are 4 children.</p> <p>Governor Qu. 5:- Is there capacity to expand? Ans: Yes, we can get extra staff as appropriate. The H.T. expanded on how well this care provision is working.</p> <p>Governor Qu. 6:- Is it working ok for staff and not interfering with preparation time? Ans: Yes, it's working well and no problems are arising for teaching staff.</p> <p>Governor Qu. 7:- In terms of the costings, how do we benchmark the charging? Ans: The 'going rate' in other local schools was investigated – our charges are in line with other providers and we're offering good quality provision, which is making a small profit.</p> <p><u>Pupil Performance Updates</u></p> <p>Governors had received, prior to the meeting, a comprehensive set of supporting papers to provide updates on pupil performance data (here appended to these Minutes).</p> <p>Governors considered the RoV (Record of Visit) from the School Improvement Advisor (SIA) and the H.T. added that the SIA was pleased with what she had seen on her 'learning walk' i.e. pupils actively engaged with their learning, opportunities to improve speaking and listening skills and good co-operative learning in evidence. The identified Agreed Actions were scrutinised by governors and the H.T. explained the Swaledale Alliance Project on meta-cognition, confirming that Hipswell have been approached to work in collaboration on this.</p> <p>Governor Question 8:- Are you seeing progress in the Maths ? Answer:- Yes, this has been helped by the T.A. time. Governors noted that the SIA will make a return monitoring visit in the Summer Term.</p> <p>Governor Question 9:- The school were well served by the last SIA, do you have the same confidence in the current SIA ? Answer: It takes time to get to know the school, its pupils and staff – we are in the process of building a beneficial relationship. Positive comments in the SIA RoV were noted by governors.</p> <p>IDSR (Inspection Data Summary Report – provided prior to the meeting) The H.T. noted that progress from Y2 to Y6 had been flagged up and assured governors that the reasons for this have been identified. Governors scrutinised the Data Report (from Target Tracker outcomes) which was discussed under the headings - Average Attainment, Actual Attainment, Average Progress, Vulnerable groups Progress. The H.T. explained the colour bandings.</p> <p>Governor Question 10:- Does the % for SEND hide what is being achieved - are we satisfied with our SEND provision and are we closing the gap ? Answer: Staff confirmed that they are confident that the provision is good and that it is having an impact.</p>	

<p>GB 75/18 cont</p>	<p>Governor Question 11:- Is there a reason why there are no ‘W’s in Science? Ans: The H.T. explained the nature of curriculum coverage and that pupils cannot achieve a purple banding at this stage.</p> <p>Governor Question 12:- Are you happier with progress at this point during this academic year ? Ans: Yes, the H.T. explained. Governors focused on Vulnerable Groups Progress – governors noted that writing has dipped and the H.T. outlined the reasons why this is being seen and the work of the school to improve it. The H.T outlined the aim of Pupil Premium Funding (P.P.), and explained which pupils qualify.</p> <p>Governor Question 13:- Is that a blanket application ? Ans: The H.T. explained the differing needs of the groups included in P.P. Governors noted the ‘Blue’ banding for Year 3 in the ‘Other Children’ graph – i.e. not P.P. and the H.T. assured that staff are ‘keeping an eye’ on this cohort.</p> <p>Governor Question 14:- Are Y3 getting the differentiated learning they need in with the other year groups ? Ans: Yes. The Attainment Summary for the EYFS was scrutinised and discussed:-</p> <p>Governor Question 15:- Are we happy with the level of attainment ? Ans: Yes, pupils did come in below expected in some aspects so they have done well and pupils have been identified to be targeted for a push for Greater Depth i.e. above expected.</p> <p>Governor Question 16:- Can you explain how you have 1.7 pupils making 3 steps progress ? Ans: M.S. explained how the figures are collated and how gaps in learning are identified.</p> <p>Resolved: That governors receive the Data updates with thanks to the H.T. & Staff.</p>	
<p>GB 76/18</p>	<p><u>Safeguarding Updates</u> Safeguarding Audit The H.T. Reported that work on the Audit is ongoing – governors noted that L.W. and the H.T. are planning to meet to progress the work further.</p> <p>Health & Safety The H & S Advisor will visit on Thursday 7th February and D.L. volunteered to meet with him as part of his Link Role. The H.T. reported that there has been no further update on the climbing frame and provided a brief summary of the issues. D.C. agreed to look into the matter.</p> <p>Catering at Lunchtime. The H.T. gave an overview of progress on the ‘washing up’ issues following a meeting with key personnel from the L.A. – in February half term a new sink and dishwasher will be installed, which will allow the washing up after lunch to again be done at school. County Caterers are meeting all costs for these improvements. Governors raised concerns about this proposal and the H.T. assured everyone that issues identified previously, like the electricity supply and the water pressure, will be raised. Once the ‘washing up’ issues are resolved, the lunchtime costs to the school will reduce.</p> <p>Resolved: That work on the Safeguarding Audit will be progressed by the H.T. and L.W.</p> <ul style="list-style-type: none"> : That D.L. will meet with the H & S Advisor - 07.02.19 : That D.C. will investigate the situation with the climbing frame. : That the H.T. will keep governors informed about plans for the updating of kitchen equipment. 	<p>H.T. & L.W D.L. D.C. H.T.</p>

GB 77/18	<p><u>G.B. Self Review – NGA Skills Audit and the Competency Framework</u> Governors had received the above documents prior to the meeting. The Chair explained the importance of completing the Skills Audit annually to identify any gaps in the combined skills of the G.B. and identify any governor training needs. Governors were given a handout of the summary from the Competency Framework and the benefits of this document, as another tool for G.B. self review, were discussed. The H.T. informed governors about available training for those new to the G.B. delivered by the Swaledale Alliance. (07.03.19 5p.m – 8 pm.) C.E. and D.C. agreed to liaise with the H.T. about their availability for this event. Governors agreed to complete the Skills Audit by 01.02.19 and forward to J.S., who will collate them and prepare the analysis to report back to the meeting in March.</p> <p>Resolved: That Governors will complete the N.G.A. Skills Audit and forward to J.S. by 01.02.19.</p> <p>: That J.S. will collate and analyse the outcomes in readiness for Feedback to be given at the meeting 21.03.19.</p> <p>: That C.E. & D.C. will attend the training for new governors if possible and liaise with the H.T. about booking a place on the course.</p>	<p>ALL</p> <p>J.S. / Clerk to Agenda</p> <p>C.E. / D.C. H.T.</p>
GB 78/18	<p><u>Visioning Exercise - Review of 5 year Plan and priorities for the G.B.</u> It was agreed that due to the absence of P.B, who would have taken the lead on this item, it should be forwarded to the March meeting.</p>	<p>Clerk to Agenda 21.03.19</p>
GB 79/18	<p><u>Review of the Business Management Policy</u> This document had been placed on the governors' secure site prior to the meeting. Governors noted in Annex B, the Scheme of Delegation to the H.T., that the amount for virement remains as agreed at the September meeting - £5,000</p> <p>Resolved : That the Business Management Policy be approved and adopted.</p>	<p>H.T.</p>
PART 'C' – OTHER BUSINESS		
GB 80/18	<p><u>Update on School Finances</u> As noted in GB73/18, several changes since the Start Budget was set in May, have meant that whilst it had looked like the school would be facing a deficit budget for 2018-19, the situation is now more positive. The Revenue budget should remain in credit if no unforeseen circumstances arise - the Bursar has visited and updated the financial documents to reflect the changes. It was agreed that whilst the current financial year was looking secure, future years needed serious consideration. The Chair proposed that a Finance working Party should be formed and this was agreed.</p> <p>Governor Qu. 17 : What are pupil numbers like for this year and next ? Ans: We have 51 pupils currently with some possible in-year admissions and potentially 8 new starters for September.</p> <p>Gov. Qu. 18:- We have some extra income from the wraparound - if the costs are included in the general staffing budget, could we identify them, so we can see the costs and the profit ? Ans: The H.T. confirmed that there are 7 ½ hrs of staff time for wraparound - this is currently included in the overall staffing cost code. It would be possible to make clear the associated expenses on the accompanying notes.</p> <p>Resolved: That a Finance Working Group will be formed by the H.T., P.B, J.S & D.C.</p> <p>: That staffing costs for the wraparound care will be identified on the Budget Monitoring Report in future.</p>	<p>H.T. & Govs</p> <p>H.T. & Bursar</p>

GB 81/18	<p><u>Correspondence / updates from the H.T.</u> The Clerk advised governors about the next GSIN – 06.06.19. 5p.m. – 8 p.m. at Allerton Court, Northallerton. Governors agreed that it is a good idea for different governors to attend these events/updates. The H.T. advised governors of a letter about training available for School Leaders on Pupil Performance Data, which would include both a general overview and a specific focus on school data. Governors agreed that if similar training is available from the Swaledale Alliance, the H.T. could then cascade this information to governors through an ‘in house’ training session. The H.T. also outlined an event about ‘Leadership of more than one School’ (Collaborations and Federations). The date was not suitable, so it was agreed to perhaps take up a similar opportunity at a later stage.</p> <p>Resolved: That a willing attendee for the GSIN in June will be sought at the next meeting.</p> <p>: That information about the Leadership of more than one School will be accessed at a convenient and appropriate time.</p>	<p>Chair</p> <p>H.T. & Chair</p>
GB 82/18	<p><u>Urgent Other Business</u> None Staff declared an interest and withdrew from the meeting at this point. 7.15 pm</p>	
GB 83/18	<p><u>Approval of the Confidential Minutes</u> Governors were given reading time for the Confidential Minutes 06.12.18.</p> <p>Resolved: That the Confidential Minutes 06.12.18 be approved as a true and correct record.</p>	

*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’*

There being no further business, the Chair thanked all attendees and closed the meeting at 7.25 p.m.

Date & Time of next Meeting – The next meeting will be on

Thursday 21st March 2019 at the school at 6.00 p.m. – School Improvement Focus

IMPACT resulting from this G.B. Meeting

1. A skills audit will be completed to initiate a review of governor competency and identify any gaps to be targeted when recruiting new governors.
2. Governors acknowledge and commit to the importance of training in being part of an effective governing body.
3. Financial awareness led to Governors creating a small group to consider options for the next Start Budget.