

<p align="center">Minutes of a meeting of Hunton and Arrathorne Community Primary School Governing Board held at the school on Thursday 25th October 2018 at 6.00 p.m.</p>		
<p>Present: Mrs E. Armstrong, Mr. P. Barber (Chair), Mr. Chris Ellis (C.E.), Mrs J.Grainger (H.T.), Mr. M. Gibson (M.G.), Mr D. Lawrenson, Mrs. J. Sargent (J.S.), Mrs M. Saunders (M.S.), Mrs L. Wyatt (L.W.)</p>		
<p>In attendance: Mrs. Beverly Smeeton (Clerk)</p>		<p>9 Governors + 1</p>
<p>Apologies</p>	<p>None</p>	<p>0</p>
<p>Minute No.</p>		<p>Action</p>
<p align="center">PART 'A' – PROCEDURAL</p>		
<p>GB 22/18</p>	<p><u>Welcome & Introductions</u> The Chair opened the meeting at 6.05 p.m. by welcoming all attendees and extending a particularly warm welcome to Mr. Chris Ellis, the newly elected Parent Governor. The Chair noted that the term of Office will be 19.10.18 – 18.10.22. and that the election had been a keenly supported event. Governors introduced themselves and C.E. gave an overview of his professional background and skills sets.</p>	
<p>GB 23/18</p>	<p><u>Co-option</u> The Candidate for co-option was not available.</p>	
<p>GB 24/18</p>	<p><u>Apologies for absence -</u> None</p>	
<p>GB 25/18</p>	<p><u>Declarations of Interest and Confidentiality</u> The Governing Board noted the rules about confidentiality & the declaring of interests. C.E. completed both the Disqualification Declaration and the Register of Interests forms. No declarations of interest were made and no agenda items were deemed to be of a confidential nature at this point in the meeting.</p>	
<p>GB 26/18</p>	<p><u>Notification of Urgent Other Business</u> The H.T. notified governors that there would be a decision about Admissions to be made under item 22.</p>	
<p>GB 27/18</p>	<p><u>Minutes</u> Governors had previously received a copy of the draft minutes. Resolved: That the minutes of the last meeting held on 20th September 2018 be approved and signed by the Chair as a correct record.</p>	<p>Chair</p>
<p>GB 28/18</p>	<p><u>Matters arising</u> The Impact Statements were reviewed and agreed. Governors noted that all other matters would be covered through the Agenda.</p>	
<p>GB 29/18</p>	<p><u>G.B. Membership Update</u> The Chair advised that there would be some forthcoming vacancies to fill, but the advert is still live on the NYCC Jobs site and there had been one expression of interest. The Chair had contacted the candidate, who has skills in the areas identified as gaps through the Skills Analysis, so this would be a good appointment to complement existing skills within the G.B. Resolved: That the Chair will have an informal meeting with the candidate and request a 'Pen Portrait' for governors to consider.</p>	<p>Chair</p>
<p>GB 30/18</p>	<p><u>Date and time of next meeting – Thursday 6th December 2018 at 6.00 p.m</u> The Chair gave apologies for 06.12.18 – J.S. (Vice) to Chair the meeting.</p>	<p>J.S.</p>
<p align="center">PART 'B' - SCHOOL IMPROVEMENT & SAFEGUARDING</p>		
<p>GB 31/18</p>	<p><u>School Development Plan and S.E.F.</u> Governors had accessed these documents on the secure webpage (Overview here appended to these minutes). Action Plans for English, Maths and Engagement had also been made available for consideration . The H.T. explained the main areas of focus and the rationale for these:- <ul style="list-style-type: none"> • English – improvements have been seen in writing, so there will be </p>	

<p>GB 31/18 cont</p>	<p>change of emphasis to speaking and listening which will also positively impact on problem solving and reasoning in maths as well as supporting progress in many other areas of the curriculum.</p> <ul style="list-style-type: none"> • Maths - some progress, but more work to do, particularly in Reasoning & Problem Solving – the embedding needs to continue. • Engagement with learning - staff are aiming for all pupils to be authentically engaged, active, confident and resilient. <p>The H.T. further explained the co-dependent nature of literary understanding for solving maths problems and how learning behaviour is also a key priority for progress and success. i.e. S.O.L.E. – self organised learning environment. K.R. will be attending a course in Newcastle led by C.Q. which will support and ensure a cohesive, whole school approach to developing this aspect. Governors further scrutinised the Action Plans for English, Maths and Engagement with Learning, noting that an interim impact column had been added. The Chair noted the importance of these documents to steer enquiries and conversations with pupils when governors make their ‘link’ visits to school. The Chair invited questions :-</p> <p>Governor Qu. 1:- The focused use of Interim milestones was explicitly outlined as an area for further development by the Ofsted Inspector, some of these documents don't include dates – what is the thinking on this ?</p> <p>Answer:- The H.T. explained that staff will be looking at the data in January, which will help to establish the progress made on the actions. Governors agreed that ‘Actions’ need to be evaluated, but also noted that some aspects of progress are less easily captured and quantified for evaluation purposes. The need to include something to mark ‘what success looks like’ was reflected upon and governors noted the way in which their monitoring visits to school might link to the SDP in a tangible way through the interim milestones. Staff described how evaluation usually takes place and the meeting explored and unpicked what the milestones might look like and how impact could be reviewed and articulated.</p> <p>The Chair suggested that perhaps some dates could be added and sharper language used to underpin a sense of sharper strategic priorities. All governors agreed that the SDP / Action Plans need to be useful working documents, but not onerous for staff.</p> <p>Resolved:- That the Action Plans will include more dates to provide a sharper focus for the evaluation of progress and a benchmark to be explored with senior leaders / subject leaders / pupils when governors make their ‘link role’ visits.</p> <p>SEF (Summary SSE)</p> <p>The H.T. gave an overview on how the document is used and noted that it dovetails with the S.D.P. Governors noted the Key Areas, Progress, Strengths and Areas for Developments sections.</p> <p>The Chair suggested that evidence from the parent questionnaire is useful for some aspects. The questionnaire about transition was discussed - it was felt that whilst transition works very well, it would be helpful to continue to gather feedback from parents.</p> <p>The H.T. noted that key priority 4 should link with the aims for the G.B. 2018-2019. This would be discussed as part of Agenda item 12. See GB 33/18</p>	<p>H.T. & Staff</p>
<p>GB 32/18</p>	<p><u>SIA Summer Term Report</u></p> <p>This report had been included as part of the supporting papers for the meeting. Governors noted that the Autumn Term visit will be made by the new S.I.A. Donna Makepeace on 29th November 2018. Governors to join the meeting at 1.45 p.m. (Chair or L.W. -T.B.C.)</p> <p>15th November 2018 – Performance Management Panel for the H.T</p>	<p>Chair or L.W.</p> <p>P.M. Panel</p>
<p>GB 33/18</p>	<p><u>Review of G.B. Aims and Objectives 2018-19,</u></p> <p>The Chair led governors in considering the relevant leadership and</p>	

<p>GB 33/18 cont</p>	<p>management aspects for Key Priority 4 as in the SEF. Governors discussed these areas :-</p> <ul style="list-style-type: none"> Ensuring stability – G.B. populated by individuals with the right skills, the vision and commitment to deliver on the 3 Core Functions - G.B. aiming for members who are well trained to ensure a highly effective relationship in supporting the school. G.B. to be effective in communicating and championing the ‘Vision’ to the whole school community – the Chair invited governor input for new, fresh ideas for the development of this element. It was noted that ‘Governor Corner’ in the school newsletter had been popular and served a purpose as part of this drive. The Chair requested that S.G. offer him a prompt for when materials to be included will be needed for each publication. Sharpening the focus for governor monitoring visits / Link roles – n.b. milestones in action plans as discussed GB 31/18 Governor support and challenge around data Engagement with Stakeholders, particularly parents will continue. Governors noted that the P.T.A. has been very welcome and beneficial and that as a parent governor, E.A.s dual role has been very helpful. Securing financial stability for the school <p>Resolved: That the Chair and Vice-Chair will put a draft document together to encompass the above ideas which will be returned to the December meeting of the G.B. for approval.</p> <p>: That ‘Governors Corner’ will continue to be a feature of the School Newsletter</p>	<p>S.G./ H.T.</p> <p>Chair & Vice Chair</p>
<p>GB 34/18</p>	<p><u>Report of the SENCo</u> L.W. had visited the school to meet with the SENCo and receive a Report. L.W. provided a verbal overview for governors, to include:-</p> <ul style="list-style-type: none"> Additional Support is working well with new members of staff in place Booster sessions are ongoing External services are providing relevant additional support for pupils Data – pupils on the register are making progress – more work to be done on closing the gap. L.W. to meet with K.R. & H.T. to ‘log on’ to view the detail on Target Tracker. 90% passed phonics. <p>The Chair noted a comment on the S.I.A. Report - L.W. to explore this aspect.</p> <p>Resolved: That L.W. be thanked for the verbal overview and that the full written report will be forwarded to governors.</p>	<p>L.W.</p> <p>L.W./K.R. & H.T.</p>
<p>GB 35/18</p>	<p><u>Safeguarding updates and arrangements for the completion of the Audit</u> The KCSIE document had been placed on the governors’ secure page and the H.T. circulated a sheet for governors to sign to evidence that they have read at least part 1 in order to be compliant with regulations, as advised in the NYCC Governors’ Newsletter. C.E. had been given the NYCC ‘Welcome to Governance’ letter which detailed expectations around the KCSIE document, the mandatory online safeguarding training and the prevent training. (C.E. to forward certificates of completion to the H.T.) The H.T. noted that the Safeguarding Audit has been reinstated this year and needs to be completed for March 31st. H.T. & L.W. will arrange a meeting to begin work on this document</p> <p>Resolved: That the H.T. & L.W. liaise to progress work on the Safeguarding Audit</p> <p>:That the H.T. will forward the last Audit to L.W.</p>	<p>ALL</p> <p>C.E.</p> <p>H.T. & L.W.</p> <p>H.T.</p>
<p>GB 36/18</p>	<p><u>Governor Link Roles & visits to school</u> Although governors had agreed the ‘links’ at the September meeting, the Chair noted that with a new member of the G.B. joining, it would be advisable to</p>	

GB 39/18 cont	:That funds from the Capital Budget be used to secure a new computer for the H.T. Office.	H.T./S.G.
GB 40/18	<u>Health and Safety Updates</u> D.L. reported that he would be conducting a H & S ‘walk round’. The H.T. reported that the H & S Advisor had updated all necessary policies and paperwork.	D.L.
GB 41/18	<u>P.T.A. update</u> E.A. outlined that the PTA would be holding the A.G.M. 26.10.18 when new members would hopefully be joining. Other proposed events include <ul style="list-style-type: none"> • Christmas Fayre – 02.12.18 in the Village Hall • Quiz Night TBC • 100 Club • Application made for Bedale Car Boot • Events for pupils e.g. End of Term disco etc A decision has not yet been made about the application to the Charities Commission. Resolved: That PTA members, and E.A. in particular, be thanked for their energy and support for the school.	

PART ‘D’ – OTHER BUSINESS

GB 42/18	<u>Correspondence</u> - The Clerk gave the updates from the letter from Governor Support, in particular, the proposed discussion points for the GSIN meeting as detailed in GB 37/18 .	
GB 43/18	<u>Urgent other Business as agreed in item 5</u> The H.T. explained that the published admission figure for the school is ten. The historical context and rationale for this number was outlined in terms of school organisation. The H.T. recommended that the figure remains as ten. Resolved: That governors agree that the published admission figure remains as ten (10) pupils.	H.T.

The Chair and the H.T. noted that this would be the last meeting for both D.L. and M.G., and gave thanks for the dedication and support given to the school over a number of years. The immense contribution, from both governors, will be greatly missed.

There being no further business, the Chair thanked governors and closed the meeting at 7.45 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 have a sharper focus on monitoring the SDP. In particular, on *the impact of actions on pupil progress* within the timeframe of each interim milestone.
2. Key Agenda items & discussion ensured clarity regarding realignment of Link Governor roles; training to support governance needs; timeframe for focused Link Governor visits.
3. A clear plan of action was formulated to support the school's drive to provide a stimulating outdoor learning space.