

**Minutes of the meetings of the Governing Board of Hunton & Arrathorne C.P. held
online via Microsoft Teams
on Thursday 15th October at 6.00 p.m.**

Governors present online:

Evelyn Armstrong (EA) *from 6.45pm onwards*, Patrick Barber– Chair of Governors (Chair), Andrea Hayes – Acting Executive Headteacher (EHT), Dee Lynn (DL), Julie Sargent (JS), Michelle Saunders (MS), Beverly Smeeton (BS), Louise Wyatt (LW)

In attendance for all or part of the meeting:

Sam Donaldson- New Headteacher (SD), Kitima Robson – SENCo (KR), Lesley Sweeting- Clerk to Governors (Clerk).

(8 governors + 2)

Apologies: Lawren Walker (LW)

AWA:

Minute No.

Action

PART 'A' PROCEDURAL

GB20/20

Welcome and Apologies

The Chair opened the meeting at 6.00pm and welcomed governors. Introductions were made for the benefit of SD. EA is having technical difficulties and was unable to join initially.

One apology was received from the governor named above.

It was agreed that KR should bring the Special Educational Needs (SEN) report to governors first so that she could then leave.

GB021/20

SEN Report

KR shared the following with governors:

- There are currently fourteen children on the SEND list at Hunton & Arrathorne. These pupils are either receiving support from outside agencies or have teaching objectives from another age group than their own. Their range of difficulties includes specific learning difficulties, autism, Asperger's Syndrome, co-ordination difficulties and complex needs.
- Ten other children are identified and are on a watch-list as regards concerns and may need additional boosters. Staff have looked at all children because of missed schooling due to Covid and boosters are being given where necessary. Almost 40% are receiving some support at present.
- In class one two children are receiving additional dyslexia support and a further two are in receipt of in-class literacy and numeracy support. In Class 2 there is a high input of boosters in reading and spelling, number work and handwriting. In Class 3 one child has come from the Scottish education system and is doing additional phonics work and one child is on a personalised curriculum and has opportunity to work on fine motor skills and a referral for speech and language.
- Informal assessment has been carried out to indicate where children are, but there will be a more formal summative assessment in December.
- A Year 2 pupil who is supported by the Hearing Service is now also being referred for dyslexia support. A pupil with high anxiety is currently receiving support from CAMHS.
- A new pupil has entered Year 4 who can have severe anaphylactic

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<p>GB21/20 continued</p>	<p>reactions to peanuts and eggs and staff have received epi-pen training and a Health Care Plan has been drawn up. The Occupational Therapist came into school on 13/10/20 to visit a Year 6 pupil with a condition that affects their nerve endings and extremities. The parents are very happy with how well they have settled.</p> <ul style="list-style-type: none"> • Mrs. Hayes is running a small group twice a week, with three children attending, to help with anxiety and self-assurance, called the Well-Being Warriors. • The available data is from September to March when lockdown occurred. This shows that 90% of SEN children made 4 blocks of progress or more in Reading, Writing and Maths. (The target was to make 6 over the year). • The children have returned to school resilient and the gaps are not as severe as might have been expected. <p><i>GQ: How much are the parents on board with the reading and spelling boosters?</i> <i>Answer: Very much so, they are very supportive and there is a good relationship between parents and school.</i></p> <p><i>GQ: Did the new system for EMS come in?</i> <i>Answer: There are still some referrals being made. The form is different, and the service has been slimmed down. However, the speech and language referral was turned around in two weeks and you can still speak to someone on the other end of a phone if need be.</i></p> <p>The Chair commented that some agency support is harder to access in North Yorkshire at present due to Covid restrictions.</p>	
<p><i>The Chair thanked KR on behalf of the FGB and KR left the meeting at 6.20pm</i></p>		
<p>GB22/20</p>	<p>Role of Vice Chair Since the last FGB, where the issue of succession planning was raised, the Chair has approached Andrea Offord of the Swaledale Alliance who has facilitated contact with two schools who have experience of co-Chairs. An email response has been received today which is very positive about the co-chair role. The Chair would like the opportunity to share this information with the FGB and give them time to reflect before a decision re Vice-Chair is made.</p> <p>Actions: The Chair to circulate the information re co-chairing to governors. Role/Election of Vice-Chair to be added to the 12/11/20 agenda</p>	<p>Chair Clerk</p>
<p>GB23/20</p>	<p>Confidentiality/Declarations of Interest The Chair reminded governors of Governors were reminded of the rules around confidentiality & the declaring of interests. There were no declared interests in respect of today's agenda. Confidential Minutes GB19/20. 2 and 3 were deemed to remain confidential and as such will be filed securely and excluded from the public record. One declared item of other business in relation to staff remuneration was deemed confidential and is minuted separately as Confidential Minute GB37/20. The staff governor left the meeting prior to the discussion of this item.</p>	
<p>GB24/20</p>	<p>Notification of urgent other business The Chair declared one continuing item of urgent other business in relation to staffing which was added to the agenda. The staff governor left the Teams meeting prior to the item's discussion.</p>	

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GB25/20	<p>To re-affirm Standing Orders & Code of Conduct, Core Functions and Scheme of Delegation</p> <ul style="list-style-type: none"> The Standing Orders, Code of Conduct, Core Functions and Scheme of Delegation are all available to view on the secure governor section of the website. They were also circulated with the papers for today's meeting. <p>Agreed: That the above be re-affirmed for 2020-21 academic year.</p>	
GB26/20	<p>Governor Membership – Parent Governor Election</p> <p>Expressions of interest were invited of parents regarding the governor vacancy. Only one response was received from Lawren Walker (LW) who has been duly appointed as the new parent governor from 09/10/20 without an election. The parent body has been informed.</p> <p>The Chair has been in contact with LW and emailed the induction pack and governor meeting dates to her. LW was invited to attend today's meeting but due to the short notice and a child off school at present was unable to attend. Her apology was received by the Clerk immediately following the meeting.</p>	
GB27/20	<p>Minutes of the previous meeting held on 17th September 2020</p> <p><u>a. Approval:</u> The minutes of the previous Teams meeting held on the 17/09/20, including the confidential minutes of the same date, were deemed a true record and APPROVED. A hard copy will be duly signed by the Chair and added to the file in school when possible.</p> <p><u>b. Actions and Matters Arising:</u></p> <ul style="list-style-type: none"> With ref. GB10/20 and Link Governor roles -at present opportunities for governor visits are limited and the Chair encouraged governors to support where possible. It was suggested that LW be invited to shadow another link governor initially. JS is currently the link for Health and Safety and was invited to participate in the next visit of the H&S advisor, Terry Bland, which is on 13th November at 1.30pm. This can be done either on Zoom or as a face-to-face meeting. The EHT suggested that a book scrutiny to look at presentation and handwriting could be carried out at home for both Maths and English with the returned books then being quarantined appropriately. The scrutiny can then be used to inform a presentation policy. <p>Action: The Chair to carry out a Maths book scrutiny of presentation and handwriting and JS to carry out a similar one for English over half-term.</p> <ul style="list-style-type: none"> With ref. GB16/20 the Chair reminded governors that they need to respond to acknowledge that they have read and understood the Keeping Children in Education documentation. 	<p>Chair/Clerk</p> <p>Chair/JS</p>
GB28/20	<p><u>Date and time of next meeting Thursday 12th November 2020 at 6.00p.m.</u></p> <p>The date and time of the next meeting were confirmed. This will be virtual on Microsoft Teams unless informed otherwise.</p>	
PART 'B' SCHOOL IMPROVEMENT & SAFEGUARDING		
GB29/20	<p>Governing Body Action Plan 2020-21</p> <p>A draft was circulated to governors prior to the meeting. The Chair emphasised that whilst the current focus needs to be on the mental health and well-being of both staff and pupils the action plan has been drawn up to provide key objectives to enable governors to focus on accountability in a sensitive way. It is a working document with suggested ways for governors to engage. It is important for the FGB to maintain good communication with parents and also to facilitate and smooth the point of takeover for SD.</p>	

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GB29/20 continued	<p>JS suggested that that it might perhaps be useful to invite staff to take part in an FGB meeting to be able to thank them and also to get to know one another. The EHT is intending to use the next after school staff meeting as a social and is planning a 'treat' – coming to part of the staff meeting could be a way of governors engaging with staff more informally.</p> <p>The Chair also stressed the importance of training and support for the new parent governor and any future co-opted governor and the need to be clearer about succession planning.</p>	
GB30/20	<p>Annual Governance Statement 2019-20</p> <p>The Chair circulated the statement to governors prior to today's meeting. A key area of the last academic year was the fifteen-month journey to recruit a new headteacher. The statement also outlines the challenges presented by the Covid pandemic.</p> <p>Agreed unanimously: That the Annual Governor Statement be APPROVED.</p>	
GB31/20	<p>Contingency Plan</p> <p>The EHT explained that matters have moved on and that by 22nd October all schools are required to have a remote learning plan in place which will supersede the contingency plan which governors have seen.</p> <p>The EHT is liaising with SD to complete the Remote Learning Plan which will come to governors in due course.</p>	
GB32/20	<p>EHT Report</p> <p>The EHT provided governors with a short, written update prior to the meeting and highlighted the following:</p> <ul style="list-style-type: none"> • Feedback from parents following the return to school is still positive. The initial problems with social distancing at pick-up and drop-off times have largely been resolved. The set times for arrival remain but children can enter school as soon as they arrive and there is a steady flow. The mixing of children is not a difficulty as the school is one bubble, however the parents are still mixing rather too much outside the gates. • The EHT has completed a learning walk focusing on learning behaviour which showed that most of the children are positive with no serious issues being identified. Overall behaviour is good • SD will be on a part-time contract with Hunton and Arrathorne after half-term of three days. Monday he will be working as headteacher all day whilst on Thursday and Friday he will be teaching in Class 3 in the mornings and carrying out headteacher work in the afternoons. The EHT will be present in H&A on Tuesdays while Mrs. Robson will cover as Base Leader on Wednesdays with the EHT as the named Head, to be called on if needed. (If SD and the EHT coincide at H&A on occasion they will need to clarify who is named Head). These arrangements will ease SD's transition, mindful of his continuing two-day commitment at Kirkby Malzeard until Christmas. Staff are happy with the new arrangements. <p><i>GQ: As EHT you will be in on Tuesdays – you mention that you might coincide with SD would this be in addition to that?</i></p> <p><i>Answer: We will need to be flexible – there may be occasions when I need to meet with SD.</i></p> <p>Action: The Chair will write to parents informing them of the arrangements after half-term.</p> <p>The EHT added that, although the pupils know her, she has not played a normal headteacher role deliberately so that they do not get too attached to her.</p>	Chair

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GB32/20 continued	<ul style="list-style-type: none"> • Staff morale did take a dip, partly due to everyone being tired. Staff meetings have looked at well-being; the positives of most children academically and identifying vulnerable pupils. A feedback session on metacognition and growth mindset was held and this will feed into the behaviour policy and marking policy. SD will be taking this aspect forward. • It is not possible to hold parent evenings at present and so staff will be given time to prepare short reports to parents with brief comments on English, Maths and general wellbeing. It is hoped that parents' evenings might be arranged in December, either as face-to-face or as Zoom meetings. • After a child bumped their head and required medical attention a staff meeting was spent on staff training on dealing with head bumps and other accidents in school. • An advert has gone out for a GTA to provide maternity cover for Rebecca Webster, four applications have been received and will be shortlisted ready for interviews to take place after half-term. SD has completed the Safer Recruitment Training. 	
GB33/20	Safeguarding There are no safeguarding items to report.	
GB34/20	Policies A considerable number of policies require review and updating. The EHT is completing an Excel spreadsheet of policies showing review dates and whether they are statutory or additional as well as who is responsible for their checking so that a clear review cycle can be developed. The list will be rag-rated as regards urgency. Action: EHT to provide copy of completed list to SD and the Clerk.	EHT
PART 'C' OTHER BUSINESS		
GB35/20	Catering Consultation The EHT has a meeting with Red Box on 22/10/20 at 10.30am who will carry out a procurement exercise for a consultancy fee and work with a school to find the best solution. Many schools who have taken this route have earned back the fee within a year and if NYCC choose to tender they often reduce costs. Governors are interested but would like to find out the financial cost. Action: EHT to provide the link so that JS can attend the meeting and feedback to the FGB.	EHT/JS
GB36/20	Correspondence Carol Kirby, the new FMS Officer, has provided budget management reports which have been circulated to governors. Action: Clerk to invite Carol Kirby to the November meeting.	Clerk
GB37/20	Staffing Remuneration This item was deemed confidential and is minuted separately as Confidential Minute 37/20. <i>MS left the meeting before this item.</i>	
There being no other business the Chair thanked the governors and closed the meeting at 7.50pm		
Date & Time of next Meeting – Thursday 12th November 2020 at 6.00pm online via Microsoft Teams		

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*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 STATEMENTS

- **In terms of strategic direction, the FGB discussed their Action Plan for 2020-2021. This live document was shared with all present. It will steer our priorities during the Covid-19 difficulties.**
- **Support and challenge given by FGB to school leadership (EHT & new HT) in terms of educational provision for all pupils during the Autumn Term.**
- **Greater clarity in terms of the role of SENCo, more direct communication between SENCo and the FGB; both developments feeding into sharper FGB awareness of SEN performance in school.**

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