

**Minutes of the meeting of the Governing Board of Hunton & Arrathorne C.P. held
online via Microsoft Teams
on Thursday 22nd April 2021 at 6.00 p.m.**

Governors present online:

Patrick Barber– Chair of Governors (Chair), Sam Donaldson- Headteacher (Head), Dee Lynn (DL), Julie Sargent (JS), Michelle Saunders (MS), Beverly Smeeton (BS), Mark Thompson (MT), Louise Wyatt (LW)

In attendance for all or part of the meeting: Jill Stockdale – FMS Officer (JSt), Ktima Robson (SEnCo), Lesley Sweeting- Clerk to Governors (Clerk).

(8 governors +3)

Apologies: Evelyn Armstrong (EA)

AWA: Lawren Walker (LWa)

Minute No.		Action
GB99/20	<p>Welcome and Apologies</p> <p>The Chair welcomed those online at 6.00pm. There was one apology received from EA which was CONSENTED TO. One governor named above was absent without apology.</p> <p>It was noted that LWa has still not yet attended a meeting since her appointment as parent governor in October additional support from the Clerk to facilitate access to governor email etc. and attempts by DL to contact LWa in a mentoring capacity.</p> <p>Action: DL agreed to continue to try to contact LWa by either phone or email to assist with any practical difficulties she may be having in communication and access to meetings.</p>	DL

PART 'B' FINANCE & RESOURCES

GB100/20	<p>Start Budget</p> <p>JSt explained that she is currently covering for CK and has met with the Head on 21/04/21 to discuss the start budget for which CK has prepared the figures. It is being brought this FGB as JSt is unable to attend the May meeting and approval is needed prior to the end of May submission to the Local Authority. Both the detailed and summary sheets were made available to governors on the secure part of the website prior to the meeting.</p> <p>JSt highlighted the following points from the summary Revenue Financial Forecast:</p> <ul style="list-style-type: none"> • The in-year position for 2021-22 shows a surplus of 17,700. The final out-turn figure for 2020-21 is not yet available but the balance brought forward is in the region of £33,000. This could mean a total surplus of around £51,000. • In 2022-23 a further surplus is predicted of £13,500 to give a carry forward of approximately £64,000 but in 2023-24 current predictions show a budget only just breaking even with a slight loss of £800 in the carry forward. JSt noted that a surplus should not be accrued at the expense of meeting the children's needs but, that providing that is not the case, a slight cushion going forward is prudent. • The figures are based on 58 pupils for the coming year, from the October 2020 census and on 59 pupils expected at October 2021 for 2022-23 (if this increases to 60 it will bring in about £4,000 more income). The numbers for 2023-4 are estimated on 57 children. This and any pay awards are only 'best guess' at present. The budget will be revised at the end of the autumn term. Covid also means there is some additional uncertainty. <p><i>JSt. Invited questions at this point.</i></p> <p><i>GQ: Having taken part on a sparsity consultation I am aware that changes to this funding may have a sizeable impact on H&A as a small school. Is there</i></p>	
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Chair's Signature: _____

Date: _____

<p>GB100/20 continued</p>	<p><i>any further information to date?</i> Answer: North Yorkshire have been seeking clarification from the government on behalf of small rural schools. The maximum sparsity funding that was originally available for primaries was £26,000 and this has been raised to £42,000 for the new financial year. This is weighted towards primaries, with the secondary schools' amount increasing from £67,000 to 75,000. It is to be hoped that the government will recognise the funding. but the school is right to be wary as it could be pulled at any point.</p> <p><i>Chair Comment: This is one reason for maintaining a surplus to a point.</i> Response: It is to be hoped that schools would receive notice and possibly transition funding but the balance you are holding is justified and balance controls are no longer in force to prevent it.</p> <p><i>GQ: The assumptions around capital spending seem light – is this usual?</i> Answer: Capital allocations are much smaller than in the past and are ring-fenced. Schools usually use them for IT or similar smaller projects. If the LA expect a contribution to a major expense e.g. boiler replacement up to a year's capital allocation can now be recalled for this.</p> <p><i>GQ: The spend for Class 1's roof – was that going to be claimed back over several years originally? Or in the new financial year will it be up to 100% of our allocation?</i> Answer: This was budgeted for from last year's allocation as the repair was due to take place in 2019-20. The project was delayed because of Covid and that money has been brought forward and allocated.</p> <p>The Start Budget was UNANIMOUSLY APPROVED for submission to the LA.</p>	
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*JSt left the meeting at 6.15pm
KR joined the meeting at 6.15pm*

PART 'C' SCHOOL IMPROVEMENT & SAFEGUARDING

<p>GB101/20</p>	<p>SEND Report A detailed report was made available to the FGB prior to the meeting on the secure governor part of the website. KR highlighted the following:</p> <ul style="list-style-type: none"> • With regards to SEND a timetable of interventions for January 2021 was originally drawn up based on the analysis of the data from the December 2020 assessments. This wasn't started because of the January lockdown. The programme has now been revised based on the new assessment data from just before the Easter break which was carried out to assess how the pupils had fared during the lockdown. • A comprehensive programme of intervention is now in place over all three classes with Class 3 being the area of greatest need with the highest number of children who have fared the most poorly. The pupils will be assessed again just before half-term to give a benchmark figure and to ensure that Year 5 will have made sufficient progress by September. • The TAs are doing an excellent job and there is a great deal of work going on. The children overall were keen to return to school and work together and their mental well-being is good. • The speech and language support service are not coming into school at present and this is difficult for a child in MS' class who isn't comfortable with working on a screen. MS has a programme to work through in the meantime. The hearing service have been into school to work with a pupil. <p><i>GQ: Thank you for a clear informative report. Are most of the children having</i></p>	
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Chair's Signature: _____

Date: _____

GB101/20 continued	<p><i>their interventions with the TA in their class?</i> Answer: Yes – predominantly – they are familiar with the children and their needs and this provides consistency. <i>GO: You commented on Year 5 being a year group where some pupils are harder to reach – I assume those with SEND needs who came in with keyworker children over lockdown would have had to adapt to different teachers and routines?</i> Answer: Yes – a couple of them found adapting very difficult.</p> <p style="text-align: center;"><i>The Chair thanked KR and she left the online meeting at 6.25pm.</i></p>	
PART 'A' PROCEDURAL		
GB102/20	Confidentiality/Declarations of Interest The Chair reminded governors of the rules around confidentiality & the declaring of interests. Confidential Minute GB98:20 from the FGB of 11 th March 2021 was deemed to remain confidential and as such will be filed separately and excluded from the public record. (This minute was viewed and approved at the close of the meeting after MS had left.) There were no agenda items declared confidential at this point.	
GB103/20	Notification of urgent other business None declared.	
GB104/20	Minutes of the previous meeting held on 11th March 2021 a. Approval: The minutes of the previous Teams meeting held on the 11/03/21 were deemed a true record and duly APPROVED . A hard copy will be signed by the Chair and added to the file in school when possible. b. <u>Actions and Matters Arising:</u> <ul style="list-style-type: none"> • With reference GB90/20:d the Chair confirmed that he had written a letter of thanks to Mrs. Ashe on behalf of the FGB. • The Chair drew attention to the impact of the meeting on 11/03/21 being: <ol style="list-style-type: none"> 1. Different actions were undertaken that aim to ensure FGB is active, engaged and balanced (with a strong range of appropriate skills). 2. Staffing updates and staff wellbeing both remain high priority for FGB. 3. Continued close monitoring of school finances in light of NYCC communications 	
GB105/20	<u>Date and time of next meeting Thursday 20th May 2021 at 6.00p.m.</u> The date and time of the next meeting were confirmed. This will be virtual on Microsoft Teams unless informed otherwise. The Chair asked governors to let him know in advance of any agenda items for this meeting.	
PART 'C' SCHOOL IMPROVEMENT & SAFEGUARDING (Continued)		
GB106/20	Headteacher Report A thorough, written report was circulated prior to the meeting. The Head highlighted a couple of changes since the report was written: <ul style="list-style-type: none"> • The number of Foundation Stage new starters for September is now 9 not 8. 	

Chair's Signature: _____

Date: _____

<p>GB106/20 continued</p>	<ul style="list-style-type: none"> • The face-to-face H&S training with Terry Bland has been postponed due to the Covid situation. • The Head, Chair and DL interviewed for a new member of staff for September and an NQT, Sarah Pole, has been appointed. Her final teaching practice is at Ravensworth where her mentor has spoken very positively about her. • As regards school improvement phonics and reading are moving forward well with the targeted group being heard read every day and using phonics flashcards every day. <p><i>The Head invited questions at this point.</i></p> <p><i>GQ: Regarding the staff training logged – would it be possible to identify which is statutory and required for compliance and what is additional and part of CPD?</i></p> <p><i>Answer: The Head could report annually, at the start of the school year, on statutory training to make sure it has all been met.</i></p> <p><i>GQ: Regarding parent and pupil questionnaires do these have to be amended because of Covid and the changed relationship with school?</i></p> <p><i>Answer: The questionnaires ought to have been done in October/November 2020 soon after the Head took up post, but currently careful wording is needed to gain an accurate picture.</i></p> <p>Actions Agreed:</p> <ul style="list-style-type: none"> • Draft questionnaires to be discussed at FGB on 20th May to go out after half term. • DL and LW to work on draft questions prior to 20th May. (Chair will provide the previous ones). <p><i>GQ: How is the new reward system working?</i></p> <p><i>Answer: It is working well – the children can explain the golden rules and they are becoming embedded. Pupils look forward to the celebration assemblies which are held at 2.45pm on Fridays in the playground and to which governors are welcome.</i></p> <p><i>GQ: Can you say more about the move from Target Tracker to Insight?</i></p> <p><i>Answer: There has been an historical problem in that Target Tracker can't be made to be bespoke. Insight is cheaper and is more user friendly. The school progression documents can be sent to Insight and once they are programmed in the system can be tailored to the school and its mixed age range classes. The Head has received training on the new system, and training will be rolled out to staff ready for the new academic year. (Governors could also be trained.)</i></p> <p><i>Insight can be linked with SIMS and the attendance data to give a joined-up picture as well as recording clearly those children who join the school partway through their education. It also allows PUMA and PiRA to be added in as well as starting points.</i></p> <p><i>GQ: How do you make sure the curriculum is covered?</i></p> <p><i>Answer: It is linked to national curriculum objectives but can be made bespoke to link in with the school's long-term plans.</i></p>	
<p>GB107/20</p>	<p>Data and Outcomes</p> <p>A data summary report was shared with governors prior to today's meeting. The Head made the following points:</p> <ul style="list-style-type: none"> • The staff were not able to analyse the December data as deeply they would have wished because of lockdown in January. • New assessments have been carried out in April using PiRA and Puma to identify gaps in reading, writing and mathematics and to look at whether pupils are still on target. 	

Chair's Signature: _____

Date: _____

GB107/20 continued	<ul style="list-style-type: none"> • From December to April not many children have fallen behind and there has been incremental movement forward in some – which is pleasing. • The gap analysis has been taken off and from the 'ready to progress' documents for Maths which have key objective statements those which have not yet been covered will be the focus for the remainder of the year. • Year 5 has the highest identified SEND need but only one child has not made the expected percentage of progress. 3 children with SEND were in school for lockdown with another two working from home but returning work. Engaging these children was tricky but they are now back in school. <p><i>GQ: Have you any thoughts on progress now that pupils are back in school? Are there any case studies?</i></p> <p>Answer: It is difficult as there are only one or two completed pieces of work so far. Looking at individual pupils some have made progress and others have maintained their current standard. It is hoped to have a good set of progress data by the end of term.</p>	
GB108/20	Safeguarding Update There have been no reportable safeguarding incidents since the last FGB. Two children have continued with the Early Help Team. School sends reports but communication at present back is limited and the Early Help lead is going to request feedback.	
GB109/20	Policy Review The following policies were shared with governors on the secure governor part of the school website prior to the meeting: <ul style="list-style-type: none"> a. Capability This is a standard NYCC policy. b. Developing Performance This is a standard NYCC policy One governor highlighted some minor textual errors in the two above policies and queried the structure of the template as being unnecessarily wordy. c. Mathematics The Head explained that at the training day immediately after Easter the staff spent time looking at best practice for Maths. The resulting policy is part of the curriculum review and is underpinned by the White Rose Maths and the work of the Centre for Excellence Maths Hub). Resolved: That the above three policies be approved.	
GB110/20	Link Governor Visits The Chair explained that the FGB is slowly moving towards considering visits into school for link governors. JS has a meeting date scheduled as Maths link and the Chair is arranging an English visit date for after half-term. More guidance may be available for after May 17 th . BS asked whether it would be sensible to take a lateral flow test before visiting school. <p>Action: For future link visits to be considered at the May 22nd FGB.</p>	Clerk to agenda 22/05/21
<i>DL left the meeting at 7.00pm</i>		
PART 'C' OTHER BUSINESS		
GB111/20	Skills Audit JS explained that the rationale behind a regular skills audit is to make sure there is a breadth of skills across the FGB with no significant gaps. Peoples' personalities effect how they mark themselves. The results grid was shared	

Chair's Signature: _____

Date: _____

	with the FGB. There are no significant areas of concern at present.	
GB112/20	<p>SFVS</p> <p>The draft SFVS was shared with governors prior to the meeting. JS explained that the checklist question: 'Have results of the dashboard been considered by governors' has to be completed and dated. The dashboard information on the budget is from last year and is accurate but out of date as staffing was very different at that point. The school is required to use those figures and cannot update with the interim ones. All figures are within the norm for similar schools. It was noted that PPA costs were lower because it was taken at times when pupils were engaged in swimming, sport etc. The cost per teacher ratio will change for next year.</p> <p>JS read out the summary of agreed action and timetable for reporting back from the SFVS:</p> <p>'Average Teacher costs will be monitored. Staff changes through the year will result in more teaching hours, at a different grade and should reduce the average teacher cost to within the norm. The extra teaching hours going forward will reduce the teacher contact ratio and allow greater flexibility for PPA time. Timetable for changes, September 2021 - Staffing changes will be implemented'</p> <p>The Chair asked the FGB to note that the numbers quoted are out of date because of the requirements of the document.</p> <p>Resolved unanimously: To agree the completed SFVS be signed by the Chair for submission.</p> <p>JS was thanked for her work on this document.</p>	
GB113/20	<p>Staff Wellbeing</p> <p>BS and DL met with the Head and looked at which parts of the well-being audit would be meaningful and helpful now. Five questions were looked at and the following quick wins were identified:</p> <ul style="list-style-type: none"> • To look at the governor timetable and plan in input from subject leaders at FGB meetings. • To combat the danger of unrealistic expectations of staff – by use of the 'out of office' or delay button at evenings and weekends and to remind parents not to expect emails to be answered immediately. • To look at start time and frequency and length of FGB meetings. • At meetings highlight key points of documents rather than talk through in detail. • At the right time, a polite reminder will be placed in the Governors' Corner section of the newsletter asking parents to <i>expect office hours only</i> when communicating via email with school <p>The Head added that the next steps were for well-being to be part of the culture of the school. A few questions will be looked at each time. It is important that the audit that is supposed to help with wellbeing doesn't become onerous.</p> <p>Agreed: Wellbeing to be a standard item on the FGB agenda.</p>	Clerk
GB114/20	<p>Correspondence</p> <p>A new email was received by the Chair from the National Governors Association yesterday which will be circulated to governors. It highlights possible training opportunities.</p> <p>Action: Chair to circulate.</p>	
<i>MS left the online meeting</i>		

Chair's Signature: _____

Date: _____

GB115/20	<p>Confidential Minute Confidential Minute GB98:20 was viewed onscreen and duly APPROVED.</p> <p>The Head added that following conversations with HR and with the staff involved the arrangements discussed on the 11/03/21 will be put in place for September.</p>	
<p style="text-align: center;">There being no other business the Chair thanked the governors and closed the meeting at 7.35pm</p>		
<p style="text-align: center;">Date & Time of next Meeting – Thursday 22nd April 2021 at 6.00pm online via Microsoft Teams</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 STATEMENTS:</p> <ul style="list-style-type: none"> • FGB Skills Audit undertaken and discussed in detail. FGB fully constituted, with a strong range of appropriate skills. • Educational Performance of pupils studied closely. Attainment secure. We wait for Progress Data later in the academic year. • Continued close monitoring of school finances following close analysis of Start Budget and SFVS. 		

Chair's Signature: _____

Date: _____