

**Minutes of the meeting of the Governing Board of Hunton & Arrathorne C.P. held
online via Microsoft Teams
on Thursday 11th March 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: Carol Kirby – FMS Officer (CK), Lesley Sweeting- Clerk to Governors (Clerk).

(8 governors +2)

Apologies: None

AWA: Evelyn Armstrong (EA), Lawren Walker (LWa)

Minute No.		Action
GB84/20	<p>Welcome and Apologies The Chair welcomed those online at 6.00pm. There were no apologies received. The two governors named above were absent without apology. It was noted that LWa has not yet attended a meeting since her appointment as parent governor in October, despite an additional online welcome meeting being put on, and our tried and tested Induction Pack being shared with LWa. Action: Clerk to follow up and facilitate LW's attendance if possible as the difficulties may be IT related. DL offered to 'buddy' LW as mentor if it would help. Clerk will make initial contact and let DL know outcome.</p>	Clerk DL

PART 'B' FINANCE & RESOURCES

GB85/20	<p>Additional Financial Item/ Budget Update The Chair explained that CK had been invited to explain a change to the budget to the FGB. Governors agreed to take PART 'B' first to then allow CK to leave.</p> <ul style="list-style-type: none"> • CK explained that the revised budget shows an outcome £8,000 lower than expected. The largest part of this is due to not being eligible for rent funding in this financial year. The school pays rent for two properties, namely the village hall and the playing fields. Last year the combined rent was 1.49% of the total budget and was rounded up to 1.5% which was the threshold for rent funding and brought in £5,180. This year the rent is calculated to be only 1.4% of funding, which falls below the eligibility threshold. <p><i>GQ: Going forward is the loss of the rent funding a permanent situation or will it fluctuate?</i> <i>Answer: The threshold for the funding is going up. CK has spoken to County and the parameters are agreed by the Schools Forum and are unlikely to change. CK has taken it out of the forecasts going forward.</i></p> <ul style="list-style-type: none"> • CK has factored this change into the start budget and the school still has a good carry forward amount for this year. Whilst the school still receives sparsity funding the position remains comfortable. Currently there is consultation going on re sparsity funding. It is being raised to £55,000 for eligible schools but the calculation is to be based now on the distance from the school by road rather than as the crow flies. CK will keep governors informed. 	
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CK left the meeting at 6.15pm

PART 'A' PROCEDURAL

GB86/20	<p>Confidentiality/Declarations of Interest The Chair reminded governors of the rules around confidentiality & the declaring of interests. Agenda item 10 on staffing was deemed confidential and is minuted separately as Confidential Minute GB98:20 and is dealt with as the final</p>	
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GB86/20 continued	item on the agenda after MS, staff governor had left the meeting. There were no other declared interests in respect of the agenda.	
GB87/20	Notification of urgent other business JS declared one item of other business – Update on Headteacher’s Performance Management which is recorded as GB97/20 below.	
GB88/20	<p>Minutes of the previous meeting held on 14th January 2021</p> <p><u>a. Approval:</u> The minutes of the previous Teams meeting held on the 14/01/21 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.</p> <p><u>b. Actions and Matters Arising:</u></p> <ul style="list-style-type: none"> • With ref. GB75/20g and the new website – this is now operational. • With ref. GB76/20 the following action is carried forward: Action: Mrs. Robson to be invited to present the next SEND report at FGB on 22nd April 2021. <p>The Chair drew attention to the impact of the meeting on 14/01/21 being:</p> <ul style="list-style-type: none"> • Close monitoring by FGB of the school’s educational and pastoral provision under Lockdown 3.0 • FGB all aware of strategic priorities as underpinned by the SEF and SDP • Up-to-date attainment and progress data presented to FGB by HT. 	Clerk to agenda 22/04/21
GB89/20	<p><u>Date and time of next meeting Thursday 22nd April 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.</p> <p>The Chair asked governors to let him know in advance of any agenda items for this meeting.</p>	
PART 'C' SCHOOL IMPROVEMENT & SAFEGUARDING		
GB90/20	<p>Headteacher Report A thorough, written report was circulated prior to the meeting and the Head highlighted the following points:</p> <p><u>a. Covid 19 Update:</u></p> <ul style="list-style-type: none"> • Since the report was written the children have returned to school on 08/03/21. The pupils have settled in very well in terms of their approach to friendships, learning behaviour and settling back in. Everyone is glad to be back. • Remote learning helped with maintaining contact. Parents were generally well-engaged with use of Seesaw and emails although a slight dip was noticeable in the final week before the children’s return. • Some events that would have been celebrated in school were held remotely e.g. World Book Day and Fairtrade Friday. These were well received and allowed children to feel part of the school community. • Parental feedback re remote learning in this last lockdown was very positive and appreciative. Parents of key-worker children have thanked school for keeping them happy and safe. 	

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**GB90/20
continued**

The Chair commented on there being a 'buzz' around school. It was great to see the teamwork amongst the staff, and extra touches like the personalised postcards at the end of lockdown.

b. Staff Wellbeing:

- The staff were very tired providing both remote learning and working with those in school, but their attitude has remained positive. They are happy to be back in the more familiar routine.

c. Admissions and Attendance:

- The roll has remained stable at 57 children. There are 8 pupils due to arrive in Foundation Stage 2 in September and another 2 children to join other year groups. Numbers are predicted to be 61 in September.

- The headteacher, CoG and some staff are hosting a Zoom event on 15/03/21 organised by the MOD to advertise the school to families moving into the Garrison in the summer. In year admissions have been at the recommendation of other military families.

GQ: What is the school's capacity?

Answer: The pupil admission number (PAN) is 10 per year group – the FS2/Year 1 class can't go above 30 children. There would be logistic difficulties with outdoor space if we had 70 children currently. At its lowest point the school has had as few as 29.

Governor Comment: The numbers increased due to the quality of teaching and also the provision of wrap-around care.

d. Staffing:

- Mrs. Ash is retiring at Easter. She has been covering PPA time on the upper pay scale. The plan is not to replace her in the summer term but to cover internally with existing staff and coaches to release staff for their PPA.

Action: The Chair will write a letter of thanks to Mrs. Ash, on behalf of the governing body for her hard work and impact over the years.

GQ: Do we have anyone with experience in the areas of music and art who can take these aspects up?

Answer: The Head would like to think that current staff can cover. There are opportunities to work with the local music hubs and to develop in art subjects.

- For the new academic year, the school are looking to utilise the existing budget and employ a less experienced teacher and an advert went out for a full-time staff member on MPS 1. There were 25 applicants, some of whom came to visit over half-term. The Head and the Chair have shortlisted 5 candidates, all NQTs, for interview on 12th March.

- This appointment will allow greater flexibility in class structure, allowing some separate teaching of Year 2 which will be another selling point for the school going forward giving a strong pupil to teacher ratio and reducing the difficulty of teaching Years 2, 3 and 4 together. When the candidate is in post the timetabling can be arranged according to expertise and make sure it works.

GQ: Will staff be able to take PPE as they should do?

Answer: Yes.

The Head observed that an extra qualified teacher will lighten the load for everyone.

Chair

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<p>GB90/20 continued</p>	<p><i>GQ: Will the mentoring of an NQT appointment put an extra strain on the staff?</i> Answer: The induction package is now for two years based on the Early Careers Framework and is a lot more focussed. It can be accessed through an awarding body and the Head is having discussions with Red Kite who do group mentoring to support small schools and ease the burden.</p> <p><u>e. Data and Outcomes:</u></p> <ul style="list-style-type: none"> • Low key assessments are to take place starting on Monday 15th March to show progression and to identify any gaps. <p>Action: A full data report to be brought to the April FGB</p> <p><i>GQ: How is the new reward system working?</i> Answer: The first celebration assembly has just been held and was very well received by the children. Three children received the care, aspire, excel awards. The Head has done a monitoring of behaviour to check the rules are being followed. All children know the golden rules and can explain what they look like. A 'Secret Spy' system is being used to monitor and choose 'walk-well' peers. The children are proud of their peers when they win.</p>	<p>Head for 22/04/21</p>
<p>GB91/20</p>	<p>GDPR Audit This document was available for governors on the secure part of the website prior to the meeting. The survey is a large document and the action points are shown clearly. There was nothing untoward. The use of cookies on the website and the Veritau training for the Head as new in post have been actioned. All staff underwent GDPR training during lockdown. Governors were asked for any observations.</p> <p><i>Governor Comment: It would have been useful if the actions had been collated and rag-rated for clarity.</i> Response: For governors' information the green highlighted sections have been actioned.</p>	
<p>GB92/20</p>	<p>Safeguarding Update – including the Safeguarding Audit</p> <ul style="list-style-type: none"> • The completed Safeguarding Audit was made available to governors on the secure part of the website prior to the meeting. This document is ready for submission. LW had pre-sight of this as Safeguarding Governor. • A lot of work has gone into this audit to get it to the submission stage. In January new prevention protocols were introduced and staff updated. Relevant policies were reviewed and updated. • Practices in school have been revised with new recording forms for any cause for concern and pastoral books etc. All staff have a part to play and safeguarding is everyone's concern. <p><i>GQ: LW were you happy with the process?</i> Answer: LW confirmed that she was and that the format is a good one. The Chair thanked LW for her work on the documents.</p> <ul style="list-style-type: none"> • There are two children receiving support from Early Help • Mrs. Robson (DSL) and the Head (DDSL) have done additional safeguarding training as part of their CPD. Mrs. Robson attended 'Risky Behaviour' NYCC training while the Head attended 'Toxic Trio' NYCC training. • The Head has also recently completed asbestos training and educational 	

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GB92/20 continued	visits leader training. <ul style="list-style-type: none"> • All staff and most governors have completed the online safeguarding training. Action: Two governors still need to complete it.	Govs. x 2
GB93/20	Health and Safety <ul style="list-style-type: none"> • The Health and Safety Advisor, Terry Bland, carried out a Fire Audit. A couple of minor things were picked up which have been rectified; a repair to a door and the moving of a piano away from a fire exit. • There is no update on the roof replacement for Class 1 other than that NYCC have appointed another contractor. The project manager has yet to visit the site. 	
GB94/20	Policy Review The following policies were shared with governors on the secure governor part of the school website prior to the meeting: a. Attendance, Absence and Lateness The Head explained that attendance looks positive, but registers have not been closing until 9.30am; as the children come in at 8.45am anyone arriving at 9.25am would not be flagged up as late but would have missed nearly 45 minutes of school. The rationale behind the changes in this policy is to tighten procedures and tackle those families whose children are persistently late who will have it made clear that the procedure is changing. Cut off times will be moved forward. Registers will close at 9.00am and from then until 9.15am children will be marked late. After 9.15am the mark will be recorded as unauthorized absence. <i>GQ: Do we benchmark? Is 95% aspirational?</i> Answer: 95% is average – governors can set where they expect it to be. <i>GQ: Is there an early warning if attendance drops to between 90 and 95%?</i> Answer: Attendance is tracked, and we follow the NYCC steps, if it falls below 95% a letter goes out to parents. If it falls below 90% parents are invited to a meeting. Persistent absence is also monitored but it applies to very few children at H&A and for most where there are mitigating family circumstances there is an explanation. <i>Gov. Comment: We need to be aspirational in our target but there needs to be time for adjustment to the registration changes.</i> The policy was APPROVED. b. Homework Part of one of the staff meetings in lockdown was used to discuss homework in a move to bring about consistency. The resulting new policy is to be introduced in September 2021. Staff discussed what they currently did, what parents and children engaged with, the effect of children’s health and well-being on the progress of home working. At primary level there still needs to be a focus on spelling but the idea is to develop a creative approach to homework. It is important if parents and older siblings get involved for it to be family event. The plan is to avoid homework being just a worksheet which has little value. Ideas and strategies for buy in with parents are being discussed. Practical tasks will be less prescriptive to enable families to work with the time and resources they have. Children will be given opportunities to celebrate what they have done at home, to develop an object or a piece of work they can share, value and be proud of. <i>GQ: It would be helpful to include the role of the governing body on this policy.</i>	

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GB94/20 continued	<p><i>When would be an appropriate point for us to monitor and evaluate to see how it is progressing?</i> <i>Answer: Once it is up and running. Perhaps this time next year?</i></p> <p>Action: To add monitor and evaluate the homework policy to the annual plan of business and schedule for March 2022.</p> <p>This policy was APPROVED</p> <p>c. Prevention for Protection Against Extremism This is a standard NYCC policy to ensure that visitors act in the best interest if the children and that everyone is safe. This policy was ADOPTED</p>	Chair/Clerk
PART 'C' OTHER BUSINESS		
GB94/20	<p>Skills Audit JS has not yet received all the skills audits but has collated the ones received to date and there is a good spread of skills across the FGB. One area that previously was weaker was that of financial oversight and managerial – but the addition of MT has helped to fill the gap. If the two outstanding audits are not returned by the April meeting JS is happy to publish the results as they stand.</p>	
GB95/20	<p>SFVS Governors were informed that the PDF of the SFVS document doesn't show the dashboard element fully when uploaded on the governor page. Some of the checklist questions still need completing. The date for submission is normally the end of March but has been extended until the end of May this year. There is a section on the progress/ performance results which cannot be completed until the next set of data has come in. The budgetary information is on the start budget not the current budget and is significantly greater than the one being worked to. The teacher contact ratio is point 9 which is much higher than recommended. PPA is usually done when PE and swimming are going on – currently the contact ratio is high and the additional leadership time and Head's PPA hasn't happened but the rest of the PPA has. Actions: Head to email the new progress data to JS before Easter. The SFVS to be on agenda for April FGB</p>	Head Agenda item for 22/04/21
GB96/20	<p>Staff Wellbeing BS invited the Chair and Head to a meeting regarding staff wellbeing on the 13th April at 7.30pm.</p>	
GB97/20	<p>Headteacher Performance Management (HTPM) Update JS, LW and the Advisor, Donna Makepeace, met with the Head on 26th January regarding HTPM. JS informed governors of the two areas of the objectives decided on as part of the target setting. These are aligned with the SDP and are:</p> <ul style="list-style-type: none"> • The health and well-being of staff and pupils • Aspirational targeting of performance across the school <p>A review meeting will be held in the September term.</p>	
MS left the online meeting at this point		
GB98/20	<p>Additional Staffing Item This item was deemed confidential and is minuted separately as Confidential Minute GB98/20</p>	
There being no other business the Chair thanked the governors and closed the meeting at 7.35pm		

Chair's Signature: _____

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Date & Time of next Meeting – Thursday 22nd April 2021 at 6.00pm
online via Microsoft Teams

*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:

- **Different actions undertaken that aim to ensure FGB is active, engaged and balanced (with a strong range of appropriate skills).**
- **Continued close monitoring of school finances in light of NYCC communications**
- **Staffing updates and staff wellbeing both high priority for FGB.**

Chair's Signature: _____

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