

**Minutes of the meeting of the Governing Board of Hunton & Arrathorne C.P.
Held in School
on Thursday 16th September 2021 at 6.00 p.m.**

Governors present :

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)

In attendance: Lesley Sweeting- Clerk to Governors (Clerk) (7 governors +1)

Apologies: Louise Wyatt (LW)

AWA: Lawren Walker (LWa)

The meeting began with a short tour of the building for governors.

Minute No.		Action
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PART 'A' PROCEDURAL

GB1/21	<p>Welcome and Apologies The Chair welcomed all governors to the first meeting of the academic year. Apology had been received from LW in advance of the meeting and was CONSENTED TO. It was noted that LWa was absent without apology.</p>	
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GB2/21	<p>Update on Governor Membership, consideration of vacancies and succession planning. Confirm Terms of Office for Chair and Vice Chair The election of officers had been due to take place in September 2020 but it was agreed then that the Chair and Vice Chair would serve an additional year to maintain stability because of the unusual circumstances of the Covid pandemic.</p> <p>JS's term of office as a Local Authority governor has just ended on 31/08/21 and she does not wish to re-apply for another four year term. However JS has generously offered to continue in a governor capacity for a further 12 months if possible which would mean the FGB would continue to benefit from her skills and experience as well as giving time for further conversations re succession planning. The Chair has been in recent discussion with governors and with the LA as to how this can be achieved.</p> <p>Proposals:</p> <ul style="list-style-type: none"> • That MT be recommended to the LA as a nominee for the current LA governor vacancy and that JS then be appointed as co-opted governor in his place for a term of office of 1 year. • That the officers remain unchanged for the academic year 2021-22 with elections for Chair and Vice Chair being next held in September 2022. <p>AGREED UNANIMOUSLY.</p> <p>There is currently a vacancy for a parent governor. It had been agreed to wait to send out to parents for expressions of interest until this term so as to give new parents an opportunity to come forward.</p> <p>Action: Letter to go out from school to parents a.s.a.p. for expressions of interest. In event of there being more than one person interested due process will be followed in terms of an election.</p>	
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GB3/21	<p>Confidentiality/Declarations of Interest The Chair reminded governors of the rules around confidentiality & the declaring of interests. There were no items declared confidential at this point.</p>	
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GB4/21	<p>Notification of urgent other business None declared.</p>	
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GB5/21	<p>Updates on Governor Details Form and Declaration Forms</p>	
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	<p>The clerk circulated the governor details form and those present checked them for accuracy. Two minor changes were made. It was noted that in some 2020-21 documentation MT is referred to inaccurately as Martin rather than Mark.</p> <p>Action: Clerk to amend where necessary and add current details to the governor file in school.</p> <p>Those governors present at the meeting completed re-declaration forms for this academic year.</p> <p>Action: Clerk to ask LW and LWa to complete Declaration Forms for next meeting and all forms to be added to the governor file in school.</p>	<p>Clerk</p> <p>Clerk</p>
GB6/21	<p>Update of Register of Interest Forms and Register of Hospitality</p> <p>Governors present at the meeting completed register of interest forms for the academic year 2021-22.</p> <p>Action: Clerk to ask LW and LWa to complete Register of Interest Forms for next meeting and all forms to be added to the governor file in school.</p> <p>Governors were asked to declare any gifts and hospitality received in 2020-21. There were no declarations and a NIL RETURN was completed and filed by the Clerk.</p>	Clerk
GB7/21	<p>To reaffirm Standing Orders & Code of Conduct, Core Functions and Scheme of Delegation to the H.T. (as in the Budget Management Policy)</p> <p>The Standing Orders & Code of Conduct document was not made available on the secure webpage prior to the meeting. It was agreed to update the code to the 2021 version provided by the National Governors Association (NGA).</p> <p>Action: The updated Standing Orders & Code of Conduct to be circulated to governors prior to being reaffirmed at the next FGB and a copy being placed on file.</p> <p>The FGB Terms of Reference/Core Functions and the Scheme of Delegation to the Headteacher (Annex B of the Budget Management Policy) were made available on the secure webpage prior to the meeting. The Scheme of Delegation to the Headteacher was reaffirmed and a copy put in file.</p> <p>AGREED: That the Terms of Reference ought to include a specific reference to well-being and to professional development.</p> <p>Action: A suggested wording of the additional terms to be e-mailed to governors for agreement.</p>	<p>Clerk Agenda 14.10.21</p> <p>Chair</p>
GB8/21	<p>Appointment of H.T. Performance Management Panel and Review of the Terms of Reference for HTPM</p> <p>The Terms of Reference for the HTPM were made available on the secure webpage prior to the meeting. They were reaffirmed unchanged.</p> <p>It was AGREED that the Headteacher Performance Management Panel, of JS and LW, would remain the same for 2021-22 and that in addition DL would shadow to aid succession planning.</p> <p>Action: Dates for HTPM meeting to be arranged to suit the new SIA advisor Julie Patterson.</p>	Head
GB9/21	<p>Governor Visit Protocol, appointment of Governor Link Roles and consideration of methods of communication and monitoring</p> <p>The updated Governor Visits Policy was made available on the secure webpage prior to the meeting. It outlines the protocol and procedure for Link Visits. Governors are comfortable that the ROV form currently being used is fit for purpose.</p>	

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<p>GB9/21 continued</p>	<p>The policy was APPROVED Action: A copy of the ROV proforma to be attached to the policy as an annex. The following Link Governor Roles were agreed:</p> <ul style="list-style-type: none"> •Safeguarding – LW •Mathematics – JS •English – Chair •SEND – LW •Health & Safety – JS •Sports Premium & Pupil Premium – MT •Looked After Children – DL •Wider Curriculum – DL •EYFS – Beverly Smeeton <p>Depending on the skills of the new parent governor these links may be subject to change.</p>	
<p>GB10/21</p>	<p>Minutes of the previous meeting held on 8th July 2021 a. Approval: The minutes of the previous FGB meeting held virtually on Teams on the 08/07/21 were deemed a true record and duly APPROVED. A hard copy was signed by the Chair and added to the file in school.</p> <p>b. Actions and Matters Arising:</p> <ul style="list-style-type: none"> • With ref. GB138/20 LW passed on the well-being training information to DL and BS. • With ref. GB133/20b. and the action regarding the questionnaires the matter remains on the agenda for October FGB. <p>The Chair drew attention to the impact of the meeting on 08/07/21 being that:</p> <ul style="list-style-type: none"> • Governors discussed and agreed to meeting schedule for the forthcoming academic year. • Governors are closely monitoring the wellbeing of all staff. • Governors are supporting policy updates and also challenging school systems such as the SCR. • 	<p>Clerk to agenda 14.10.21</p>
<p>GB11/21</p>	<p><u>Date and time of next meeting</u> The date and time of the next meeting was confirmed as Thursday 14th October at 6.00pm at the school.</p>	
<p>PART 'B' SCHOOL IMPROVEMENT & SAFEGUARDING</p>		
<p>GB12/21</p>	<p>Headteacher Update on Start of Term</p> <p>The Head shared the following with the FGB:</p> <ul style="list-style-type: none"> • The start of this term has been a positive one for children, parents and staff. All the new staff have made a good start and are settling in well and are building good relationships with children and with parents. 	

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**GB12/21
continued**

- There is a shared vision across the school with all staff 'getting on board' with the teaching and learning policy and the curriculum policy.
- The creation of the new leadership role provides the Head with a sounding point and increased opportunities for discussion and support.
- The atmosphere in school overall is a happy one with the children's break-time behaviour being good. The Head attributed this to clear rules being applied consistently across the school.
- The school is financing the addition of an apprentice teaching assistant from the Swaledale Alliance course two days a week and also currently has a part-time student teacher from Red Kite who is doing her course over two years.
- There are 65 children on role. One Year 6 child's family have opted to home-school and so their child didn't returned.
- The staff training day at the start of term included training on the new tracking system.
- The results of the first of a planned series of Design and Technology days are visible in the displays around school. EYFS and Year 1 worked on big models, Year 2 on junk modelling, Year 3 and 4 on nets and Year 5 and 6 on wood structures.
- Key Stage 2 have already taken part in a Stone Age workshop, Year 2 have had a study visit to Bedale and Year 1/EYFS have had a Goldilock's Day.
- Since the change of caterers to Taylor Shaw the quality of the food is much improved. The numbers of children opting for school dinners has increased, although it fluctuates from day to day, there can be up to as many as 50. Space at lunchtime remains an issue. The parent employed to dish up the meals has proved to be a real asset.
- Forthcoming events include a Harvest celebration, an open meeting for parents on Phonics, cross country and other sporting activities. Two visits to Foxglove Covert one for Years 2, 5 and 6 and the other for Reception, Years 1, 3 and 4 are planned for 13th October. A whole school pantomime visit to see Cinderella at Darlington Hippodrome is planned for December 14th, at which governor attendance would be helpful.
- The SDP and SEF are in development stage and will come to governors at the next FGB.
- The school has a new SIA, Julie Patterson, who is coming into school on Monday 4th October. Governors are invited and BS and JS stated that they were available to do so. The second visit will be a virtual development meeting for presenting the SDP and SEF at the start of November when either the Chair or Vice-Chair will attend with the Head.
- The well-being group for service children, Hunton Heroes, is continuing led by Mrs. Shanley and there is to be a service in Ripon Cathedral in November. The school has 6 new Service families and 25% of the pupils are from a Service background.
- A letter has been received from a member of staff who wishes to apply to the HTLA course offered by Swaledale Alliance and has requested financial support from the school to do so. The Head added that this would be a long-term investment as it would save on future supply costs.

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<p>GB12/21 continued</p>	<p>Proposal: That the cost of the course £1,100 be paid by the school from the staff training budget. AGREED with the caveat that this is not a change to the staff member’s contract.</p> <p><i>GQ: What about swimming?</i> Answer: It has been pencilled in for the summer term for Key Stage 2 but specifically for those who have not yet met the 25 metre standard so that overall more time can be spent on the curriculum.</p> <p><i>GQ: How will we know which children this applies to?</i> Answer: From the records when they last went swimming. Year 3 missed out due to the closures but the swimming pool will assess.</p> <p><i>GQ: How is staff work-life balance?</i> Answer: It is always busy at the start of term but the atmosphere is a positive one. The new feedback policy should help ease workload.</p>	
<p>GB13/21</p>	<p>Pupil Premium and Sports Premium Strategies 2021-22 The Pupil Premium Statement and the evidence of impact document for Sports Premium were both made available on the secure governor section of the website prior to the meeting for information. There were no questions on the documentation at this point.</p>	
<p>GB14/21</p>	<p>Approve the Annual Governance Statement 2020-21 The Annual Governance Statement and Governor Attendance for 2020-21 were made available to the FGB prior to the meeting. The Chair invited observations and there were none. APPROVED and SIGNED OFF by the Chair.</p>	
<p>GB15/21</p>	<p>Safeguarding Updates</p> <ul style="list-style-type: none"> • There are no safeguarding incidents to report. • Mr. Cope has completed the training to be Deputy DSL. • Staff received updated Safeguarding training on the September training day. • Governors were reminded that they need to have signed in the school office that they have read and understood the KCSIE documentation if they have not already done so. 	
<p>GB16/21</p>	<p>Policy Review The four policies were made available on the secure governor part of the website in advance of the meeting for governors to read through.</p> <p>a. EYFS Policy b. Admissions Policy c. Appraisal Policy d. Child Protection Policy</p> <p>The revised CP policy was added to the agenda late having been received from NYCC only days before the meeting. It requires the addition of a supplementary policy on Self Harm and Suicide Ideation and a peer on peer action plan. Staff are being given additional reading fortnightly to gain oversight of what is required.</p> <p><i>GQ: Is it difficult for staff reading it on their own to grasp this?</i> Answer: It makes it manageable and is a way of making sure it gets done. The key info was communicated to teachers at the staff training day and this reading allows them to go a little bit deeper. Some support staff meetings are also booked in.</p> <p>Resolved: That the above four policies be APPROVED.</p>	

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GB17/21	<p>Governor Training</p> <p>The Clerk informed governors of the following NYCC training dates:</p> <ul style="list-style-type: none"> • North Yorkshire Safeguarding Children Partnership (NYSCP) Schools Webinar. On KCSIE – Tuesday 12th October 4pm – 6pm online • Governors duties in relation to exclusions and attendance: Thursday 21st October 1.30pm – 3.30pm <p>Following the meeting the dates of Swaledale Alliance training were circulated to governors.</p>	
PART 'C' OTHER BUSINESS		
GB18/21	<p>Correspondence</p> <p>The Chair has received a thank-you card from Mrs. Heap to the governors.</p>	
<p>There being no other business the Chair thanked the governors and closed the meeting at 8.00pm</p>		
<p>Date & Time of next Meeting – Thursday 14th October 2021 at 6.00pm Face-to-face at school unless advised otherwise</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>		

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