

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 1<sup>st</sup> October 2015 at 4pm.**

**Present:** C Cody(Chair)

Mrs J Lundberg, Mrs S Kettlewell, D Williams, N Barron, Mrs S Ellis, and the Revd. C Hewlett.

**In attendance:**

Ms H Ring (Deputy Headteacher)

Ms P Gale (Clerk to the Governing Body)

**To note :**( JL joined the meeting at 18.50pm due to work commitments and NB left the meeting at that time to attend a pre-arranged appointment).

Minute No.		Action
<b>PART A - PROCEDURAL</b>		
<p><b>GB 84/15</b></p>	<p><b><u>Welcome and receive apologies for absence:</u></b> The Clerk welcomed everyone to the meeting</p> <p>Apologies had been received and consented to from the Headteacher, Mrs A Brown, John Sparke and Doug Barningham.</p>	
<p><b>GB 85/15</b></p>	<p><b><u>Election of Chair and Vice-Chair:</u></b></p> <p>The clerk invited nominations for the Chair for a period of two years of office. CC was nominated and asked to leave the meeting whilst a secret ballot was undertaken. Governors voted unanimously for CC to continue in his role as Chair, he re-joined the meeting and agreed to be Chair for a further two years.</p> <p><b>Resolved:</b> <b>a) That Mr Charles Cody agreed to take on the role of Chair for a further two years of office.</b></p> <p>The Chair then requested nominations for Vice-Chair, in her absence from the start of the meeting JL was nominated and there being no further nominations, she was elected by secret ballot for a further two years. It was agreed that if she no longer wished to continue the role that an election would take place at the next FGB meeting.</p> <p><b>Resolved:</b> <b>b) That Mrs Jill Lundberg would, subject to her agreement, take on the role of Vice-Chair for a further two years of office.</b></p>	<p><b>All</b></p> <p><b>All</b></p>
<p><b>GB 86/15</b></p>	<p><b><u>Committee membership:</u></b></p> <p>The Chair invited Governors to confirm their membership and the following was agreed.</p>	

	<b>Committee</b>	<b>Membership</b>	
	Finance Committee	David Williams, Charles Cody, Mark Allison, Doug Barningham, John Sparke.	
	Improvement Committee	Jill Lundberg, Nick Barron, Anna Brown, Sarah Kettlewell.	
	<b>Special Committees</b>		
	Staff Dismissal	Charles Cody, David Williams, Nick Barron.	
	Staff Dismissal (Appeals)	John Sparke, Doug Barningham, vacancy.	
	Pupil Discipline	Doug Barningham, Charles Cody, Sue Ellis.	
	Headteachers Performance Management	Responsibility of the RMS Governing Body as employer.	
	Complaints Panel	Caroline Hewlett, Nick Barron, Sue Ellis.	
	Sustainability Sub-Committee	Charles Cody, Mark Allison, Nick Barron, Sarah Kettlewell, Doug Barningham.	
	Joint Collaboration Committee	Charles Cody, David Williams, John Sparke (Doug Barningham as substitute)	
	<b><u>Specialist Responsibility</u></b>		
	Health and Safety	Sue Ellis	
	Safeguarding	Sarah Kettlewell	
	SEND	Caroline Hewlett	
	Pupil Premium	David Williams	
<b>GB 87/15</b>	<p><b><u>To remind governors of the need to declare interests:</u></b></p> <p>The Clerk informed Governors that as a result of the 2012 governance regulations now in force, that a new ‘Disqualification statement’, declaration of business and personal interests and hospitality register had been introduced with the purpose of summarising the information about Governors on the school website from 1<sup>st</sup> September 2015.</p> <p><b>Resolved:</b>  <b>That all Governors completed the declaration for filing in the school office.</b></p>		<b>All</b>
<b>GB 88/15</b>	<p><b><u>To approve the standing orders and Code of Conduct for the Governing Body for 2015/16:</u></b></p> <p>Governors had been previously circulated with the document, however DW requested that it should be deferred to the next meeting, in order to have more time to consider the content.</p> <p><b>Resolved:</b>  <b>That the Standing Orders and Code of Conduct be reviewed at the next FGB meeting.</b></p>		<b>All</b>

<p><b>GB 89/15</b></p>	<p><b><u>To approve the Budget Management Policy and scheme of delegation for 2015/16:</u></b> Governors had previously been circulated with the policy and noted the use of the new logo. <b><u>Resolved:</u></b> <b>That the budget management policy and scheme of delegation be approved and adopted for 2015/16.</b></p>	<p><b>All</b></p>
<p><b>GB 90/15</b></p>	<p><b><u>To determine whether any part of the proceedings should be treated as confidential:</u></b>  Agreed that item 13 – should remain confidential.(see minute GB 106/15)</p>	
<p><b>GB 91/15</b></p>	<p><b><u>Notification of urgent other business:</u></b>  SK wished to raise some concerns about the website in terms of currency of information and quality. <b><u>Resolved:</u></b> <b>a) That Governors thanked SK for offering to help in updating and highlighting the unique selling points of the school on the website.</b>  SK also felt it would be a helpful development if a half termly newsletter could be produced highlighting the achievements, planned activities and new developments. Governors agreed it would be useful especially if also celebrating joint activities between both schools.  <b><u>Resolved:</u></b> <b>b) That SK would liaise with HR and AB and action the proposed improvement to the website and production of a newsletter week commencing the 8<sup>th</sup> October.SK was thanked for her support in taking this forward.</b></p>	<p><b>All</b>          <b>SK/ HR/AB</b></p>
<p><b>GB 92/15</b></p>	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 9<sup>th</sup> July 2015 at 6pm:</u></b>  The previously circulated minutes of the 9<sup>th</sup> July 2015 meeting were considered and approved as a correct record, with the proviso that minute GB 70/15 become a confidential minute.  <b><u>Resolved:</u></b> <b>That the minutes of the meeting held on the 9<sup>th</sup> July 2015 subject to the proposed amendment be signed and dated by the Chair as a correct record.</b></p>	<p><b>Chair/ Clerk</b></p>
<p><b>GB 93/15</b></p>	<p><b><u>To consider matters arising from the minutes not covered by the agenda:</u></b>  GB 71/15-should be a confidential minute.  GB 77/15-the clerk explained that the RMS JCC Governors were not able to attend the revised meeting date of the 19<sup>th</sup> November, and asked if the ACE JCC Governors could make the 18<sup>th</sup> November instead. <b><u>Resolved:</u></b> <b>a) That the next meeting of the JCC would take place on Wednesday the 18<sup>th</sup> November at 5pm at the ACE school.</b></p>	<p><b>Chair/JS /DW</b></p>

	<p>GB 80/15- DW, on behalf of the FGB, wished to thank RMS for their excellent support for the pupils of the school during AB's absence during the summer term, particularly from Hannah Burrell and Helen Ring, the children couldn't have had a better experience.</p> <p><b>Resolved:</b>  <b>a)That the FGB formally thank the Head and staff of RMS for their excellent support over the summer term.</b></p>	<b>All</b>
<b>GB 94/15</b>	<p><b><u>To confirm the dates of the meetings of the 2015/16 Full Governing Body:</u></b></p> <p>A proposed schedule of meetings had been circulated to the Governors and would be updated to incorporate the change in the JCC meeting and the schedule of SIC meetings.</p> <p><b>Resolved:</b>  <b>That the revised schedule was agreed for the academic year 2015/16.</b></p>	<b>All</b>

**PART B- SCHOOL IMPROVEMENT**

<b>GB 95/15</b>	<p><b><u>Headteachers Report to Governors:</u></b></p> <p>The Head had previously circulated his report which covered the period from May to September 2015, the school roll currently standing at 19 pupils.(report attached).The Chair asked if there were any questions.</p> <p><i>Q: Has the transfer of funding from High Force been transferred to RMS, as they should not be out of pocket through supporting the school during the summer term.</i></p> <p><i>A: HR confirmed that this had been actioned.</i></p> <p><i>Q: What about the costs for HR?</i></p> <p><i>A: This will be considered at the JCC meeting in November.</i></p> <p><i>Q: Are there any risks attached to children using the outdoor area adjacent to the school, as it is not our land, and I think the owners would appreciate something in writing to avoid liability?</i></p> <p><i>A: The Head and I (DW) will draft something that we can get agreed with NYCC.</i></p> <p><i>Q: Do we need to add the Forest School/outdoor learning to the Health and Safety risk assessment?</i></p> <p><i>A: Yes, that needs to happen if outdoor learning is not included.</i></p> <p>HR reported that the KS2 children, in parallel with RMS pupils were studying rivers of the UK.</p> <p><i>Q: Does that mean both schools jointly plan the curriculum?</i></p> <p><i>A: Yes and that has had considerable benefits for both staff and pupils.</i></p>	
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	<p>It was noted that this would be the last report from the current Headteacher and he wished, in his absence, to thank Governors for their unstinting support and commitment, and for the trust they had shown in him and the staff team over the past three and a half years; wishing the school every continued success in the future.</p> <p><b>Resolved:</b></p> <p><b>That the Head be thanked for his helpful report and the responsive and flexible way in which RMS had supported the school.</b></p>	<p><b>All</b></p>
<p><b>GB 96/15</b></p>	<p><b><u>Report on Standards:</u></b></p> <p>The Deputy Head (HR) circulated a detailed report covering the Standards that have been attained and achieved by the school pupils in comparison with the local authority and nationally.</p> <p>HR noted that the EYFSP results showed 100% of pupils had attained a good level of development in 2015, 40% higher than the local authority and national results; it also demonstrated a 33.3% points rise since 2014 and 60% points rise since 2013.</p> <p><i>Q: What do the results mean for children?</i></p> <p><i>A: That the children achieved expected or exceeded levels of development across 12 areas of the curriculum, which is really very good.</i></p> <p>It was noted that the average total points score for the school was 40.5 compared with 34.1 across the local authority.</p> <p>The phonics results were lower than the previous year, but reflected a small cohort of pupils, who will retake the test in year 2 and will be likely to achieve as they have made significant progress. The same results for KS1 in reading, writing and maths also showed a skewed result due to the small cohort of pupils. However, KS2 results show a very different picture, with 83.3% of pupils attaining level 4 or above, higher than local and national results. KS2 reading showed that 100% of pupils attained level 4 or above, 12% higher than local and national results; but writing showed a slightly lower level of 83.3% compared with the local and national data. The Maths results showed that 100% of pupils attained level 4 or above compared with 84% at local authority level.</p> <p><i>Q: What do we need to focus on in the school development plan?</i></p> <p><i>A: Probably that we need to focus on boys achievement, and spelling across the board.</i></p> <p>HR then shared an analysis of 'Early Value Added results from KS1 to KS2', which showed that in reading the results were more than expected, with two children making the required two levels of progress, and four children who made 3 levels progress from level 2 to 5. In writing, three children made the required two levels of progress and three made three levels of progress from level 2 to 5, staff are delighted with the results. Maths was also very strong with three children making the required two levels of progress and three children making three levels of progress.</p>	

	<p>It was reported that the ‘minimum expected average point score progress’ is defined as 14 progress points uplift throughout KS2, and this cohort of children achieved an average uplift from KS1 to KS2 of 15, which is very strong, bordering on ‘outstanding’.</p> <p><i>Comment:</i></p> <p><i>This is really good news and a key message to share with parents on the website and newsletter.</i></p> <p><b>Resolved:</b></p> <p><b>That the staff and pupils be thanked for their hard work in achieving such strong positive results.</b></p>	<p><b>All</b></p>
<p><b>GB 97/15</b></p>	<p><b><u>Update from the sustainability sub-committee-</u></b> (see confidential minute GB 106/15)</p>	
<p><b>GB 98/15</b></p>	<p><b><u>Update from the School Improvement Committee:</u></b></p> <p>JL gave an update on the SIC meeting held on the 22<sup>nd</sup> September attended by HR, NB, SK and JL.</p> <p>The key points being:</p> <ul style="list-style-type: none"> <li>• That the Forest Schools Policy had been reviewed and recommended for adoption by the FGB.</li> </ul> <p><b>Resolved:</b></p> <p><b>a) That the Forest School Policy be adopted by the FGB, signed and dated by the Chair.</b></p> <p>HR will develop an approach to the Ofsted recommendation for ‘the appropriateness of planning and provision’, by developing a checklist and request teaching plans. It was agreed that KS2 would be focused on and observed over a three week period starting week commencing the 9<sup>th</sup> November. HR will be doing a full observation and NB and SK will focus specifically on a book scrutiny to make an assessment of progress. A report from this activity will be presented at the FGB on the 3<sup>rd</sup> December.</p> <p><b>Resolved:</b></p> <p><b>b) That members of the SIC be thanked for their commitment to school improvement and the achievement of pupils.</b></p>	<p><b>Chair</b></p> <p><b>All</b></p>
<p><b>GB 99/15</b></p>	<p><b><u>To consider and adopt the NYCC recommended Complaints Policy:</u></b></p> <p>Governors had previously received the Policy and were asked if they had any concerns or if they wished to adopt.</p> <p><b>Resolved:</b></p> <p><b>That the NYCC Policy and procedures be adopted by the school, signed and dated by the Chair.</b></p>	<p><b>Chair</b></p>
<p><b>GB 100/15</b></p>	<p><b><u>Update on SEND:</u></b></p> <p>A draft SEND policy had been developed, but Governors had not been able to consider prior to the meeting. (see attached)</p>	

	<p><b>Resolved:</b>  <b>That the policy would be circulated to Governors and any feedback on the content or queries should be forwarded to the SEND Link Governor (CH) by the end of October to coordinate a response with AM for consideration and approval at the next FGB on the 3<sup>rd</sup> December.</b></p>	<b>CH/AM</b>
<b>GB 101/15</b>	<p><b><u>Update on Safeguarding:</u></b></p> <p>SK the Safeguarding link Governor explained that the audit had been started but needed further work to complete, it was noted that it was a very extensive document and required a good deal of time to review and report.</p> <p><b>Resolved:</b>  <b>That SK would join the RMS working group in developing a safeguarding policy for the two schools. The safeguarding audit would continue to be worked on and be presented at the next Governing Body meeting.</b></p>	<b>SK/Head</b>

**PART C - RESOURCES**

<b>GB 102/15</b>	<p><b><u>Update on the budget:</u></b></p> <p>DW reported that the Finance Governors had received a monitoring report dated the end of August 2015. In general, the budget looked positive but there was some concern over the increase in TA hours, particularly the GTA overtime.</p> <p><i>Q: What is the reason for that?</i>  <i>A: It could reflect the additional cover needed in the summer term due to ABs absence.</i></p> <p>It was noted that the next Finance Committee would be held on the 3<sup>rd</sup> December prior to the FGB meeting.</p> <p><b>Resolved:</b>  <b>That DW be thanked for his update and that he would discuss the TA costs with the Head.</b></p>	<b>DW/ Head</b>
<b>GB 103/15</b>	<p><b><u>Update on health and safety:</u></b></p> <p>SE the newly appointed Lead Governor on Health and Safety reported that no concerns had occurred since the last report in May. She had received a very helpful handover from GW on the 16<sup>th</sup> July, and will work closely with KH. A monitoring visit from the HaNDS adviser had taken place on the 23<sup>rd</sup> September and a report is pending.</p> <p><b>Resolved:</b>  <b>That SE the Lead Governor for Health and Safety be thanked for taking over this important area for the school and for her time in ensuring a smooth handover from GW.</b></p>	<b>All</b>
<b>GB 104/15</b>	<p><b><u>To review the NYCC Pay Policy:</u></b></p> <p>Governors had been previously circulated with the revised NYCC Pay Policy and summary of changes since the last policy. No issues were raised.</p>	

	<p>It was noted that the Appraisal Policy would be considered at the next meeting.</p> <p><b>Resolved:</b>  <b>That the NYCC Pay Policy be approved, signed and dated by the Chair.</b></p>	<b>Chair</b>
<b>PART D- OTHER BUSINESS</b>		
<b>GB 105/15</b>	<p>There was no further business so the Chair thanked Governors and HR for their contributions and the meeting closed at 7.50 pm.</p>	
	<p><b>Date and time of the next meeting of the Full Governing Body:</b></p> <p><b>3<sup>rd</sup> December 2015 at 6pm.</b></p> <p><b>Please send any apologies and reasons for absence to the clerk – Pat Gale.</b></p> <p><a href="mailto:pat.gale@northyorks.gov.uk">pat.gale@northyorks.gov.uk</a>;</p> <p><b>07793 846 441 or 01748 825582</b></p>	