

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 3<sup>rd</sup> December 2015 at 4pm.**

**Present:** Mrs J Lundberg (Vice-Chair), Mrs S Kettlewell, D Williams, N Barron, Mrs S Ellis, the Revd. C Hewlett, Mrs A Brown, J Sparke, D Barningham and M Allison.

**In attendance:**

Ms H Ring (Deputy Headteacher)  
Ms P Gale (Clerk to the Governing Body)

Minute No.		Action
<b>PART A - PROCEDURAL</b>		
GB 107/15	<p><b><u>Welcome and receive apologies for absence:</u></b> In the absence of the Chair (CC), the Vice-Chair welcomed everyone to the meeting</p> <p>Apologies had been received and consented to from the Chair, Charles Cody.</p>	Vice-Chair (JL)
GB 108/15	<p><b><u>To remind Governors of the need to declare business or personal interests pecuniary or non-pecuniary.</u></b></p> <p>The Governors (AB, JS, DB and the Head) who had not attended the last meeting completed the disqualification declaration forms, hospitality and business interest forms for filing in the school.</p>	Clerk
GB 109/15	<p>To determine whether any part of the meeting should be treated as confidential.</p> <p><b>Resolved:</b> <b>It was agreed that an update from the Sustainability Committee and an item from the Finance Committee, should be treated as confidential.</b> (See minute GB 127/15)</p>	All
GB 110/15	<p><b><u>Notification of urgent other business:</u></b></p> <p>An update from the Friends of School from SK (Minute 126/15).</p>	
GB 111/15	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 1<sup>st</sup> October 2015 at 6pm:</u></b></p> <p>Governors had previously received the minutes for their consideration.</p> <p><b>Resolved:</b> <b>That the minutes of the meeting held on the 1<sup>st</sup> October 2015 be signed and dated by the Chair as a correct record.</b></p>	Chair
GB 112/15	<p><b><u>To consider matters arising from the minutes not covered by the agenda:</u></b></p>	

	It was reported that a school newsletter had been produced and had been well received by parents.(Minute GB 106/15)	
<b>GB 113/15</b>	<p><b><u>To consider and approve the Standing Orders and Code of Conduct for the school:</u></b></p> <p><b>Resolved:</b>  <b>Governors considered the documents and agreed to their adoption to be signed and dated by the Chair.</b></p>	<b>All</b>
<b>GB 114/15</b>	<p><b><u>To confirm the dates of the meetings of the 2015/16 Full Governing Body:</u></b></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> February 2016 at 6pm</li> <li>• 17<sup>th</sup> March 2016 at 6pm</li> <li>• 12<sup>th</sup> May 2016 at 6pm</li> <li>• 30<sup>th</sup> June 2016 at 6pm</li> </ul>	<b>All</b>

**PART B- SCHOOL IMPROVEMENT**

<b>GB 114/15</b>	<p><b><u>Headteachers Report to Governors:</u></b></p> <p>The Headteacher gave a verbal update on pupil progress, reminding Governors that they had received a full report on Standards at the last meeting. The Target Tracker had been introduced, and there had been a few implementation issues, but these were being resolved. It was reported that the new Deputy Headteacher, Susan Gardner, who is a member of the Swaledale Alliance Tracker steering group, would be leading on this for the school next term. The school had received a letter of congratulations from the DfE, because 100% of children had made expected levels of progress, a value added standard of 100.6, significantly above the national average.</p> <p><b>Resolved:</b></p> <p><b>a) That staff and pupils should be congratulated on their achievement and the excellent news be highlighted in the next school newsletter.</b></p> <p>The School Development Plan had been previously circulated to Governors highlighting the main areas of focus and actions for the school in this academic year:</p> <ul style="list-style-type: none"> <li>• English-writing, phonics, spelling, punctuation and grammar.</li> <li>• Develop the school as a centre of excellence for Outdoor Learning.</li> <li>• Ensure that teaching and learning is ‘Outstanding’ throughout the school.</li> <li>• Make the school an accessible and successful place for learning in the community.</li> </ul> <p>Governors were pleased with the evidence that the school was making such good progress.</p> <p>The Head reported that a ‘Pupil Premium supported child’ was one of the highest performers in the school and with additional maths teaching will continue to progress at this higher level of achievement, which demonstrated the impact of additional funding to support pupil progress.</p> <p>It was reported that the PE and Sports Grant was being used to purchase</p>	<b>All</b>
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	<p>equipment and transport ,and also enabling pupils to take part in the gymnastics module being offered at Colburn Leisure Centre, and access to the swimming pool for the 25m awards.</p> <p><i>Q: How much is the grant worth?</i></p> <p><i>A: £8, 500, every school gets the same amount, but for very small schools like ours the amount goes further, with fewer pupils to support.</i></p> <p><b>Resolved:</b></p> <p><b>b) That the Head be thanked for his helpful report and for his support for the school.</b></p>	<p><b>All</b></p>
<p><b>GB 115/15</b></p>	<p><b><u>To receive an update from the School Improvement Committee:</u></b></p> <p>The Chair of the Committee (JL) reminded Governors that they had received minutes of the last meeting held on the 22<sup>nd</sup> September 2015 at the last meeting of the FGB, and that the next meeting was to be held on the 26<sup>th</sup> February 2016 at the RMS as a joint meeting between the two schools.</p> <p>Governor involvement in ‘lesson observation’ had taken place on the 12<sup>th</sup> November and 26<sup>th</sup> November. NB and SK had focused on differentiation of learning and had observed judgements on KS2 maths lessons over this ‘two week snapshot period’ and could see improvements in only a short period of time. NB and SK reported on ‘positive and industrious learning environments’ and that children were ‘engaged and working hard’; and they had been able to see ‘improved performance’ in action.</p> <p><b>Resolved:</b></p> <p><b>a) That SK would email all Governors with the reports from the observations.</b></p> <p><b>Resolved:</b></p> <p><b>b) That SK and NB be thanked for their proactive involvement in ‘lesson observation’.</b></p>	<p><b>SK</b></p> <p><b>All</b></p>
<p><b>GB 116/15</b></p>	<p><b><u>To receive an update on SEND:</u></b></p> <p>The SEND policy was considered by Governors, and it was confirmed that the policy had been approved and adopted in principle, subject to a few clarifications, by the RMS.Governors agreed to approve the same policy, subject to some customisation and use of the new school logo.</p> <p><b>Resolved:</b></p> <p><b>a)That the SEND Policy be approved and adopted by the Full Governing Body, in line with the RMS policy; signed and dated by the Chair and placed on the school website.</b></p> <p>The Link SEND Governor, Revd.C Hewlett explained she was arranging a ‘Learning Walk’ around both schools with the SENCO (A McR) in order to gain more intelligence about the breadth and range of ‘special needs’.</p>	<p><b>Chair/ Head</b></p>

<p><b>GB 117/15</b></p>	<p><b><u>To receive an update on Safeguarding:</u></b></p> <p>Governors had been previously circulated with the NYCC recommended ‘Child Protection Policy’, HR explained that it had been adopted by the RMS and should be located on the website.</p> <p>SK, Link Governor for Safeguarding, explained the safeguarding audit had been put on hold as a new ‘NYCC audit tool was about to be launched in January 2016’.After discussion, it was agreed that the revised audit would be completed next term.</p> <p><b>Resolved:</b>  <b>a) That the NYCC recommended Child Protection Policy be adopted in line with the RMS policy, but modified to reflect the school identity, signed and dated by the Chair.</b></p> <p><b>Resolved:</b>  <b>b) That the revised Safeguarding Audit be completed next term.</b></p>	<p><b>KH All</b></p> <p><b>SK/Head</b></p>
<p><b>GB 118/15</b></p>	<p><b><u>To receive the DfE guidance on the ‘Prevent Duty’ and consider the ‘Questions for Governors on ‘British Values’ from the Swaledale Alliance’:</u></b></p> <p>The Head explained that schools had been sent ‘guidance’ on the Prevent Duty, and NYCC was recommending that all staff and Governors should receive on-line training as it should be high on everyone’s agenda. The Head reported that the RMS staff had received training, and information about Prevent was displayed in the school for all to see. After some discussion it was thought to be a helpful approach if Governors from both schools should undertake Prevent training.</p> <p><b>Resolved:</b>  <b>a) That consideration be given to joint ‘Prevent training’ for both school Governing Bodies.</b></p> <p>Governors discussed the process for ensuring that all Governors were able to respond to the ‘Governor questions on British Values’.</p> <p><b>Resolved:</b>  <b>b) That the SIC would consider next steps at their joint meeting with RMS in February 2016.</b></p>	<p><b>Head/ JL/CC</b></p> <p><b>JL/Head</b></p>
<p><b>GB 119/15</b></p>	<p><b><u>To receive an update from the Joint Collaboration Committee held on the 18<sup>th</sup> November 2015:</u></b></p> <p>The Vice Chair of the JCC (DW) gave a verbal update on the meeting highlighting the following:</p> <ul style="list-style-type: none"> <li>• Nominations for a chair of the JCC were requested from RMS (alternate years for Charing between the two schools) Tim Arundell was nominated as Chair with David Williams (ACE) as Vice-Chair for 2015/16).</li> <li>• DW on behalf of ACE wished to thank RMS for the tremendous support to the school from RMS during the absence of Anna Brown, the evidence being in the strong outcomes for pupils.</li> <li>• The Collaboration Agreement was reviewed and amended in the light of changes to staff, in particular to replace ‘staff names’ with staff roles’, such as ‘Head/Deputy Headteacher’/Inclusion manager.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Joint policies, curriculum planning and extra-curricula activities becoming more embedded between the schools.</li> <li>• A proposal had been made for a joint school 'mini-bus 'agreement to be made to support both schools in transporting pupils to extra school activities, to be discussed at future FGB meetings.</li> <li>• The 'Friends of School' from both schools were working together to maximise the benefits of joint working'.</li> </ul> <p><b>Resolved:</b>  <b>That DW be thanked for updating the FGB on the ongoing success of the joint Collaboration Committee.</b></p>	<b>All</b>
<b>GB 120/15</b>	<p><b><u>To receive an update from the Sustainability Committee held on the 18<sup>th</sup> November 2015:</u></b></p> <p>This item to be considered as <b>confidential</b> (see minute:GB 127/15)</p>	
<b>GB 121/15</b>	<p><b><u>Update on Governor Training and Governor Development Plan:</u></b></p> <p>Governors were reminded of the need to request and record any training they received with Mrs K Hollingsworth. Governors reiterated the need for training to be more local, and reassurance was given that the Swaledale Alliance was intending to provide more local delivery. Consideration was given to the need for a Governor Development Plan, and after some discussion, it was felt to be appropriate to adopt a similar approach to that of RMS.</p> <p><b>Resolved:</b>  <b>That a Governor Development Plan should be developed in line with the RMS model.</b>          (To note:          That NB left the meeting for a previously planned meeting at 19.15pm.)</p>	<b>Head/ Chair</b>

**PART C - RESOURCES**

<b>GB 122/15</b>	<p><b><u>To receive a verbal update from the Finance Committee held on the 3<sup>rd</sup> December at 5pm:</u></b></p> <p>The Chair of the Finance Committee (DW) reported that the Finance Committee had just met prior to the FGB and that Finance Governors had received a monitoring report dated the end of October 2015, there was an in year £13k surplus so little change from the end of August report. However, the 2016/17 draft budget was not quite as positive, showing an in year deficit of £31k.          (Confidential minute GB 128/15)</p> <p><i>Q: When does the budget get set?</i>  <i>A: We work with the NYCC Principal Finance Adviser (CW) in profiling the budget over three years.</i></p> <p><i>Q: Is there more money for rural schools?</i>  <i>A: This is being considered under 'fairer funding 'for all schools, but we don't know decisions as yet.</i></p> <p><i>Q: How much money do we get for each child?</i>  <i>A: We get £3,500 for each child, unless they attract pupil premium funding, then that brings additional help.</i></p>	
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	<p>(To note: The Head MA, left at this point to go to a meeting in Northallerton, at 19.25 pm.) It was noted that the SFVS would need to be reviewed and completed for NYCC by the end of March 2016, it would be reviewed at the March 2016 Finance Committee, and the last version circulated for information only with the papers for the FGB meeting on the 4<sup>th</sup> February 2016.</p> <p><b>Resolved:</b> <b>a) That the SFVS would be considered and revised at the next Finance Committee on the 17<sup>th</sup> March 2016. The last version would be circulated for information to all Governors for the 4<sup>th</sup> February 2016 meeting.</b></p> <p><b>Resolved:</b> <b>b) That the Chair of the Finance Committee (DW) be thanked for his update.</b></p>	<p><b>DW /Clerk</b></p> <p><b>All</b></p>
<p><b>GB 123/15</b></p>	<p><b><u>To consider and approve the following policies:</u></b></p> <ul style="list-style-type: none"> <li>• <b>The Headteacher Appraisal policy</b> was for information only as the RMS, as employer, was responsible for the appraisal; however, recognition was given to the fact that the school could contribute feedback if appropriate.</li> <li>• <b>The Attendance Management Policy</b>-was a NYCC recommended policy and Governors agreed it should be adopted.</li> </ul> <p><b>Resolved:</b> <b>That both policies be adopted in line with the RMS, dated and signed by the Chair.</b></p> <p>(To note: That the Headteacher had to leave the meeting at 19.25 for a meeting in Northallerton)</p>	<p><b>All</b></p>
<p><b>GB 124/15</b></p>	<p><b><u>Staffing Update:</u></b></p> <p>There was nothing to report.</p> <p>The Finance Committee had considered the NYCC recommended 'Reorganisation, Redundancy and Redeployment' Policy -and recommended for approval by the FGB.</p> <p><b>Resolved:</b> <b>That the 'Reorganisation, Redundancy and Redeployment Policy' be adopted by the Full Governing Body, signed and dated by the Chair.</b></p>	<p><b>All</b></p>
<p><b>GB 125/15</b></p>	<p><b><u>To receive an update on health and safety:</u></b></p> <p>The Link Governor for Health and Safety (SE) reported that she had discussed priorities for action with the NYCC HaNDS adviser (TB), including:</p> <ul style="list-style-type: none"> <li>• What additional criteria would be needed if the WAC took place</li> <li>• Whether a separate Health and Safety check would be needed for the 'Forest School'.</li> <li>• To ensure that the 'accident book' was reviewed termly with a trend analysis.</li> <li>• Consider the 'Lone Working' policy by all staff and ensure the</li> </ul>	

	<p>caretaker is aware of the policy if working on her own.</p> <ul style="list-style-type: none"> <li>• An annual ‘walk around ‘will take place in February 2016.</li> </ul> <p>The Link Governor proposed that this area should be prioritised higher in the agenda to reflect the importance and responsibility of Governors.</p> <p><b>Resolved:</b>  <b>a)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 it is a priority.</b>  <b>b) That the Clerk should identify a more appropriate position on the agenda for the Health and Safety update.</b></p>	<p><b>All</b> <b>Clerk</b></p>
<b>PART D- OTHER BUSINESS</b>		
<p><b>GB</b> <b>126/15</b></p>	<p>SK reported that the Friends of School had met their funding target and had agreed to set a target of £2,000 for 2016/17.They had discussed how best to support the school with the funds and it had been suggested that the Library could be upgraded. Governors agreed that the proposal would be beneficial to all children.</p> <p>Some discussion took place on whether parents or members of the wider community could contribute to Friends through standing orders, to ensure the fund was sustainable in the future.</p> <p>The Chair reported that the ‘Friends of School’ had recently raised £360 at a quiz night at the CB Inn.</p> <p><b>Resolved:</b>  <b>That the Friends of School be thanked for their ongoing support for the school.</b></p> <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>All</b></p>
	<p><b>Date and time of the next meeting of the Full Governing Body:</b></p> <p><b>4<sup>th</sup> February 2016 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>	

