

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 4<sup>th</sup> February 2016 at 6pm.**

**Present:** C Cody (Chair), 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 Ms H Ring (Head).

**In attendance:**

Mrs S Gardner (Deputy Headteacher) (joined the meeting at 6.20pm)  
Ms P Gale (Clerk to the Governing Body)

Minute No.		Action
<b>PART A - PROCEDURAL</b>		
GB 01/16	<p><b><u>Welcome and receive apologies for absence:</u></b> The Chair welcomed everyone to the meeting, and particularly to the new Deputy Headteacher Susan Gardner who would be joining the meeting after another appointment. There were no apologies for absence.</p>	
GB 02/16	<p><b><u>To remind Governors of the need to declare business or personal interests pecuniary or non-pecuniary:</u></b>  None declared.</p>	
GB 03/16	<p><b><u>To determine whether any part of the meeting should be treated as confidential:</u></b> Item 13 (GB 16/16) on the sustainability committee should be treated as confidential.</p>	
GB 04/16	<p><b><u>Notification of urgent other business:</u></b>  None declared.</p>	
GB 05/16	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 3<sup>rd</sup> December 2015:</u></b>  Governors had previously received the minutes for their consideration, the confidential minutes GB127/15 and GB 128/15 were circulated at the meeting. <b>Resolved:</b> <b>That the minutes of the meeting held on the 3<sup>rd</sup> December 2015 be signed and dated by the Chair as a correct record.</b></p>	Chair
GB 06/16	<p><b><u>To consider matters arising from the minutes not covered by the agenda:</u></b>  There were no matters arising from the minutes not covered by the agenda.</p>	
GB 07/16	<p><b><u>To confirm the dates of future meetings of the 2015/16 Full Governing Body:</u></b></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> March 2016 at 6pm</li> <li>• 12<sup>th</sup> May 2016 at 6pm</li> </ul>	

	<ul style="list-style-type: none"> <li>• 30<sup>th</sup> June 2016 at 6pm</li> </ul>	<b>All</b>
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**PART B- SCHOOL IMPROVEMENT**

<p><b>GB 08/16</b></p>	<p><b><u>Headteachers Report to Governors:</u></b></p> <p>The Head circulated the School Development Plan(2015-16) and Action Plan for monitoring and assessment, she explained that she could not give an update on standards at this stage, as the Target Tracker was only just being introduced and staff were undertaking training in order to feel confident in its implementation. Governors were referred to the Action Plan for monitoring and assessment that demonstrated the process that was being progressed and led by the DHT.</p> <p><i>Q: Are all schools using the Tracker?</i>  <i>A:All 52 schools in the Swaledale Alliance are using it, which is helpful in ensuring all local schools are working to the same system, but nationally schools can adopt whatever system they wish, which does make it difficult to compare like with like, especially if we receive pupils from elsewhere in the country.</i></p> <p><i>(The DHT joined the meeting at 6.20pm)</i></p> <p>Governors were invited to comment and ask questions on the School Development Plan, which highlighted the main areas of focus for the school:</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> <li>• To develop the use of Target Tracker within school to support teacher judgements and to monitor progress.</li> </ul> <p><i>Q: Do parents get a copy of the Development Plan, and do they know the assessment process has changed?</i>  <i>A: A summary is in the newsletter, and we will highlight the changes made by DfE once staff have been trained and feel confident in explaining the changed approach to parents.</i></p> <p><i>Q: Are SATs staying then?</i>  <i>A: They are staying, but the DfE has not yet announced what the criteria for ‘assessment without levels’ will be, we think we will get to know more in May. Our biggest concern is ‘writing’, as the DFE has now introduced a standard statutory word list that children are expected to spell, if they can’t spell the words then they will fail, regardless of how good their other skills are and it can also impact on maths if they cannot spell numbers correctly.</i></p> <p>There was considerable discussion about the lack of guidance and structure from central government and Governors felt it was a very difficult position for staff to be in, resulting in understandable anxiety about the uncertainties. The Head reassured Governors that a strong emphasis on spelling, with ‘Spelling Bees’ and other interventions had been introduced since the start of term.</p>	
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	<p>The Head reported that the Pupil Premium and Sports Grants continued to be used in support of pupil achievement and progress.</p> <p><b>Resolved:</b></p> <p><b>That the Head and Deputy Head Teacher be thanked for their work in ensuring the school was best able to manage the uncertainties of change, particularly in terms of monitoring and assessment of KS1 and KS2.</b></p>	<p>All</p>
<p><b>GB 09/16</b></p>	<p><b><u>To receive a verbal 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, an update would be given at the next FGB meeting.</p> <p><b>Resolved:</b></p> <p><b>That a report from the School Improvement Committee be presented at the next FGB meeting.</b></p>	<p>JL/SIC Govs.</p>
<p><b>GB 10/16</b></p>	<p><b><u>To receive a verbal update on SEND:</u></b></p> <p>The Link SEND Governor, Revd.C Hewlett explained she had held a very useful meeting with the SENCO (A McR) in order to gain more intelligence about the breadth and range of ‘special needs’. It was reported that there were currently no children with additional needs in KS1 but there were five children in KS2, with one child in receipt of an Education, Health and Care (EHC) Plan, which would provide the school with additional funding to support the pupil concerned. She also reported that she would be undertaking a ‘Learning Walk’ at RMS to observe a broader range of ‘special needs’ and to understand the scope of specialist interventions available from Richmond School, the ‘Enhanced Mainstream School’.</p> <p><b>Resolved:</b></p> <p><b>a) That the Revd.C Hewlett be thanked for a very useful update.</b></p> <p><b>The Access Policy and Plan</b> had been circulated to Governors for their consideration and comments. JS had made some minor but very helpful grammatical changes to the policy, and, subject to the changes, Governors were content that the Policy should be approved. The Head reported that the school was required to carry out an ‘<b>Accessibility Audit</b>’, this required a very detailed assessment and a number of schools, including RMS, had decided to commission an external expert to carry out the audit. This would have the double advantage of reducing the workload on staff and governors and would also mitigate liability if carried out by an external consultant. Governors agreed in principle, subject to financial quotes, that this would be a positive solution to a statutory requirement.</p> <p><b>Resolved:</b></p> <p><b>b) That the amended Access Policy and Plan be adopted, dated and signed by the Chair.</b></p> <p><b>Resolved:</b></p> <p><b>c) That the Head should source a quote from an external consultancy to carry out the accessibility audit for the school.</b></p>	<p>All</p> <p>Chair</p> <p>Head</p>

<p><b>GB 11/16</b></p>	<p><b><u>To receive an update on Safeguarding:</u></b></p> <p>Governors had been previously circulated with the NYCC recommended ‘<b>Child Protection Policy</b>’, the Head explained that it had been adopted by the RMS and was required to be located on the school website. It was also recommended that Governors should sign an evidence register to say that they had read and understood the Policy. SE, DW and SK agreed to re-read the Policy and Procedures and, if in agreement, the Policy should be approved and signed by the Chair.</p> <p>SK, Link Governor for Safeguarding, explained the safeguarding audit had been put on hold as a new ‘NYCC audit tool’ had been launched in January 2016, for submission (a new requirement) to the North Yorkshire Safeguarding Board, by the end of March 2016. The Head reported that she and the DHT had arranged to meet on the 29<sup>th</sup> February 2016 to complete the audit and it was suggested that, if available, SK could join the meeting.</p> <p><b>Resolved:</b>  <b>a) That the NYCC recommended Child Protection Policy and procedures 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 for consideration and approval at the next FGB meeting, for submission to the North Yorkshire Safeguarding Board.</b></p>	<p><b>SE/DW/ SK/ Chair</b></p> <p><b>SK/Head / DHT</b></p>
<p><b>GB 12/16</b></p>	<p><b><u>Update on Governor Training:</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. The Clerk circulated information about the ‘Modern Governor’ service, a new e-learning app that could be used on smartphones and tablets as well as ‘traditional’ computers. The cost to the school would be £140 per governing body from April 2016 to 2017; further information at: <a href="http://moderngovernor.com/trial">moderngovernor.com/trial</a>; issues were raised about connectivity that could make this option untenable.</p> <p><b>Resolved:</b>  <b>That the Head and Clerk would continue to request more local events through the Swaledale Alliance; the app was not considered to be an option at the moment.</b>          (Note: DB left the meeting at 19.10pm)</p>	<p><b>Head/ Clerk</b></p>

**PART C - RESOURCES**

<p><b>GB 13/16</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 recently attended a training event for ‘New Governors’, it had been interesting but gave little opportunity for interaction. However, Governors had been informed that it was not their role to sign off H&amp;S assessments, as the ultimate responsibility should be with the Headteacher. The Chair confirmed that this was the case, but that link governors were recommended to carry out an</p>	
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	<p>annual school ‘walk around visit’ and to attend any H&amp;S visits from TB the NYCC HaNDS adviser. It was also clarified that SE should carry out a termly review of the accident book with KH, to identify trends and risks.</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></p>	<p><b>All</b></p>
<p><b>GB 14/16</b></p>	<p><b><u>To receive a verbal update on the budget and staffing:</u></b></p> <p>DW the Chair of the Finance Committee explained there was nothing further to report, as the end of January 2016 monitoring report had not yet been produced. There was some discussion on the MASS scheme and whether it should still be retained for 2016/17.Governors felt they needed more information on what was actually covered by the scheme before a decision could be taken. It was agreed that the Chair,DW and KH would meet to review what expenditure and ‘call outs’ had occurred during 2015/16 before recommending any changes for 2017/18.</p> <p><b>Resolved:</b>  <b>That the MASS insurance scheme should continue at the current arrangement for 2016/17 with a review taking place for future years.</b></p>	<p><b>All</b></p>
<p><b>PART D- OTHER BUSINESS</b></p>		
<p><b>GB 15/16</b></p>	<p>There was no further business so the Chair thanked Governors for their contributions and the meeting closed at 7.45 pm.</p>	
	<p><b>Date and time of the next meeting of the Full Governing Body:</b></p> <p><b>12<sup>th</sup> May 2016 at 6pm.</b></p> <p><b>Please send any apologies and reasons for absence to the clerk – Pat Gale.</b></p> <p><b><a href="mailto:pat.gale@northyorks.gov.uk">pat.gale@northyorks.gov.uk</a>;</b></p> <p><b>07793 846 441 or 01748 825582</b></p>	