

Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 30th June 2016 at 6pm.

Present: C Cody (Chair), Mrs J Lundberg (Vice-Chair), D Williams, N Barron, Rev C Hewlett, J Sparke, D Barningham and Miss H Ring (Head).

In attendance:

Mrs S Gardner (Deputy Headteacher)
Ms P Gale (Clerk to the Governing Body)

Minute No.		Action
PART A - PROCEDURAL		
GB 54/16	<p><u>Welcome and to receive apologies for absence:</u> The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence had been received and consented to from Mrs S Ellis and Mrs S Kettlewell.</p>	
GB 55/16	<p><u>To remind Governors of the need to declare business or personal interests pecuniary or non-pecuniary:</u></p> <p>None declared.</p>	
GB 56/16	<p><u>To determine whether any part of the meeting should be treated as confidential:</u></p> <p>A confidential item from the Vice Chair.</p>	JL
GB 57/16	<p><u>Notification of urgent other business:</u></p> <p>Update from the Friends of School.</p>	JL
GB 58/16	<p><u>To approve as a correct record the minutes of the last meeting held on the 12th May 2016:</u></p> <p>Governors had previously received the minutes for their consideration, the confidential minute GB 53/16 was tabled at the meeting.</p> <p>Resolved: That the minutes of the meeting held on the 12th May 2016 be signed and dated by the Chair as a correct record.</p>	Chair
GB 59/16	<p><u>To consider matters arising from the minutes not covered by the agenda:</u></p> <p>There were no matters arising from the minutes not covered by the agenda.</p>	
GB 60/16	<p><u>To confirm the dates of the meetings of the 2016/17 Full Governing Body:</u></p> <p>A draft schedule of meetings was attached with the proviso that it may need</p>	

	<p>to change in the light of the RMS schedule, in order to avoid overload of meetings for the HT.</p> <p>Resolved : That these dates be regarded as draft until confirmed by the Clerk.</p>	<p>All</p>
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PART B- SCHOOL IMPROVEMENT

<p>GB 61/16</p>	<p><u>Headteachers Report to Governors:</u></p> <p>The report to the Governing Body had previously been circulated and the HT explained that the report format reflected the work of a number of Swaledale Alliance Headteachers, in ensuring consistency of approach.</p> <p>The HT noted that it had been very difficult to agree some aspects of the SEF judgements, in particular the overall effectiveness of :</p> <ul style="list-style-type: none"> • Quality of teaching, learning and assessment- KS1 Good and KS2 Requires Improvement. • Outcomes for pupils- KS1 Good and KS2 Requires Improvement. <p>It was reported that although the KS2 judgements were disappointing, it was important that Governors knew the reality of the impact of changes in assessment, the new DfE spelling requirements and encouraging pupils to become more independent learners.</p> <p>The effectiveness of leadership and management and personal development, behaviour and welfare were judged as Good. Moderation of 'writing' by the LA took place on the 13th June 2016 and they verified the judgements made by the school.</p> <p>The Head emphasised the fact that Ofsted recognise that <i>'published data for very small cohorts of children should be treated with caution'</i> and that <i>'equally it will be misleading to compare national rates of progress and attainment with progress and attainment rates for very small groups or for groups that have high proportions of children with special educational needs, arising from their low cognitive abilities'</i>.</p> <p><i>Q: So does that mean we are on track with younger KS1 children?</i></p> <p><i>A: Currently they are judged as Good, which means that current pupils make consistently strong progress, developing secure knowledge, understanding and skills, considering their starting points. There will be continued focus on the new spelling and handwriting expectations and Governors should be satisfied that things will improve. We are confident in the skills of new staff and their ability to provide 1:1 interventions for pupils when needed.</i></p> <p>The Chair noted that in getting more detailed information on data and performance that Governors were in a more focused position to monitor pupil progress and achievement, and although at times it may be uncomfortable, it was better to have the facts grounded in evidence, in order to best support and challenge the school.</p> <p><i>Q: How often will we get this type of information?</i></p> <p><i>A: Next year we will be having half-termly monitoring reviews, and Governors will receive formal termly reports; however, in between the termly reports we will send data updates to Governors to help them keep on track,</i></p>	
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	<p><i>so there should be no surprises.</i></p> <p><i>Q: Year 4 pupils look to be on target why is that?</i></p> <p><i>A: The starting points at end of FS2 look very positive and writing has improved by 25% and there are no SEN pupils in this year group.</i></p> <p><i>Q: When will the Year 6 pupils get their SAT results, so we can compare with the teacher assessments?</i></p> <p><i>A: The results are announced on the 5th July, so we will then have a clearer picture.</i></p> <p>Resolved: That the Headteacher be thanked for her report and supporting evidence and looked forward to this quality of reporting in the future.</p>	All
GB 62/16	<p><u>To receive a verbal update from the School Improvement Committee:</u></p> <p>The Chair of the Committee (JL) had circulated the draft minutes from the meeting held on the 7th June 2016. It was noted that all actions from the previous meeting had been completed and it was confirmed that the DHT would attend future meetings. The collaboration in terms of school improvement was strong and the minibus was helping to forge stronger links with the Forest School and sports activities. Membership of the committee was discussed as two Governors would no longer be on the FGB from September.</p> <p>Resolved:</p> <p>a) That Committee membership and scheduling of meetings would be agreed at the first FGB of the 2016/17 academic year.</p> <p>Resolved:</p> <p>b) That the Chair of the SIC (JL) be thanked for her leadership of this Committee over a number of years.</p>	All All
GB 63/16	<p><u>To receive a verbal update on SEND:</u></p> <p>There was nothing further to report, but a meeting and review will take place with the Inclusion Manager in the autumn term.</p> <p>Resolved:</p> <p>Rev. C Hewlett to meet with the Inclusion Manager in the autumn term to identify priorities for 2016/17.</p>	CH/ AMcR
GB 64/16	<p><u>To receive an update on Safeguarding:</u></p> <p>The Head noted that there were no safeguarding issues to report.</p> <p>A planned 'safeguarding walk' with the HT, Chair and SK was planned to take place at the school on the 23rd September 2016 taking on board the recommendations of the audit and action plan.</p> <p>Resolved:</p> <p>a) That the Chair, HT and SK would undertake a 'safeguarding walk' on the 23rd September 2016.</p>	Chair/ HT/SK

	<p>Governors had been previously circulated with a NYCC recommended Safeguarding Statement for their consideration, approval and adoption.</p> <p>Resolved: b) That the Safeguarding Statement be adopted and presented on the website and in the reception area.</p>	<p>All/ HT/KH</p>
<p>GB 65/16</p>	<p><u>To receive an update from the Sustainability Committee and Joint Collaboration Committee:</u></p> <p>It was reported that the Sustainability Committee had not met since the last meeting, but a number of actions were being progressed:</p> <ul style="list-style-type: none"> • SK had circulated a leaflet distribution schedule which Governors were invited to add contacts and also offer to deliver leaflets to a wider audience. Governors thought the leaflet was excellent and recommended an early leaflet drop to those that had not yet been circulated. After some discussion it was agreed that the Garrison was still an important target area along with the churches, estate agents and local nursery/childcare settings. <p>Resolved: a) That SK and LK be thanked for their huge efforts in distributing the leaflets.</p> <p>Resolved: b) That all Governors continue to identify additional opportunities for the distribution of the leaflet.</p> <ul style="list-style-type: none"> • The mini-bus was now being used for transporting pupils between schools for Forest School or Sports/musical events, its usage would continue to be monitored. <p>The Joint Collaboration Committee planned for the 29th June 2016 had been postponed due to concerns about being quorate. DW wished to express his thanks on behalf of all Governors to RMS for the proactive and responsive way in which they had agreed to support the recent staffing issues encountered by the school.</p> <p>Resolved: c) That RMS Governing Body and School be thanked for their support in managing a difficult staffing situation at the school.</p>	<p>All</p> <p>All</p> <p>All</p>
<p>GB 66/16</p>	<p><u>Update on Governance:</u> Governor vacancies:</p> <p>Governors were reminded that there were currently three vacancies for elections of a parent and staff governor and the nomination of a co-opted Governor. The Chair, on advice from Governors had invited Wendy Fuller, on the basis of her journalism/media background, to become a co-opted member from the autumn term, she had kindly accepted the co-option.</p> <p>Resolved: a) That the parent and staff governor vacancies would be advertised and elected to in the autumn term.</p>	<p>Chair/ Head/KH</p>

	<p>Resolved: b) That the Governors thanked Wendy Fuller for accepting the co-option from the autumn term, an induction programme would be provided.</p> <p>Governor Skills Audit: The skills audit had been completed by six out of nine Governors, and it was felt that the missing three contributors should be added in order to give a more accurate representation of Governor skills, and to help inform the basis of the September 2016 elections.</p> <p>Resolved: c) That the Clerk would request the completion of the missing skills audits and produce a more realistic analysis.</p> <p>Draft Governor Development Plan: Governors had been previously circulated with the draft plan, but felt that it needed more discussion.</p> <p>Resolved: d) That the draft plan would be considered in greater detail at the autumn term meeting with a view to volunteer Governors overseeing the actions on behalf of the Governing Body.</p> <p>Governor training opportunities: The Clerk informed Governors that NYCC had organised a full day conference on the impact of Education policies on the 12th July 2016 (09.00-16.00) at Solberge Hall. Two Governors from each school had been invited and reservations should be made through KH.</p> <p>Resolved: e) That the Chair and JS would attend on behalf of the school.</p> <p>DW reported that he had recently attended the WYAD Diocesan Roadshow on academisation. He felt some concerns over the tone of the presentations, and was concerned about the move to a more corporate rather than 'family' ethos. Governors agreed that they should continue to be aware of the changing educational/political agenda in ensuring the best solution for the school. The strength of the collaboration with RMS could not be underestimated or undervalued.</p> <p>The Head reported that a NYCC Governance Healthcheck would take place in the autumn term, so it was important that Governance should continue to be a standing item on the agenda.</p> <p>(Date of the healthcheck confirmed as 25th November 2016 at 09.30 am- further information to follow.)</p>	<p>Chair/ Head/ Clerk</p> <p>Clerk</p> <p>All</p> <p>Chair/ JS</p>
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PART C - RESOURCES		
<p>GB 67/16</p>	<p><u>To receive an update on health and safety:</u></p> <p>SE, the link Health and Safety Governor, was unfortunately unable to attend the meeting due to work commitments, so it was agreed that this item should be deferred to the autumn term.</p>	

	<p>Resolved: That a health and safety update would be received at the autumn term FGB.</p>	SE
GB 68/16	<p><u>To receive a verbal update on the budget and staffing:</u></p> <p>DW the Chair of the Finance Committee explained that the end of May 2016 monitoring report had shown very little change to the budget situation and that it was still positive. The Head reported that it would be helpful if the KS1 classroom could be painted during the school holiday and additional furniture could be purchased in order to support the new plans for a 'one class school' with learning zones for English, Maths, Art and Science from September.</p> <p>There was some discussion regarding the expense of the proposed furniture solution and it was agreed that two additional quotes should be obtained from a company like IKEA and a local carpenter. Friends of the School had been asked if they could contribute, but as the library was their supported project this year, it was probably not likely to happen before the autumn term, but this would be checked out. An additional quote for the painting works would also be requested.</p> <p>It was proposed that devolved capital could be used for the development but would need to confirm if this was a possibility with Chris Wallis (CW). <i>Q: Do we need any additional IT equipment?</i> <i>A: Nothing in addition to what is already planned in the budget for 2016/17.</i></p> <p>Resolved: a) That the School Administrator (KH) would ask CW if the use of devolved capital could be used for the purchase of the furniture</p> <p>Resolved: b) That two additional quotes would be obtained for the proposed new furniture and the painting of the classroom.</p>	<p>KH/CW Head/ DW</p> <p>Head/KH DW/ Chair</p>
GB 69/16	<p>To approve the following policies: Governors had been previously circulated with the following policies and all were approved for adoption.</p> <ul style="list-style-type: none"> • Information Policy • Publications Scheme • Governor Expenses Policy • Lettings Policy <p><i>Q: Is the Lettings Policy the same as the one for Richmond?</i> <i>A: Not quite as the situation is rather different as they have more opportunities for lettings.</i></p> <p>Resolved: That the above policies be adopted, signed and dated by the Chair.</p>	Chair
PART D- OTHER BUSINESS		
GB 70/16	<p>JL reminded Governors that the Friends of School were holding a Quiz, the following evening, the 1st July, and all were warmly invited to participate. It was also highlighted that Peter Barron had accepted an invitation to spend a day with the children in support of their reading and writing.</p>	

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	<p>It was noted that a farewell and thank you collection for Anna Brown was underway and Governors were invited to contribute; it was also reported that she had been invited to say farewell to the children on the last day of term.</p> <p>The Chair then thanked Jill Lundberg for her considerable and extensive contributions to the school over the years and particularly in her role as a very supportive Vice-Chair. Jill thanked Governors and the school for all the support she and her children had received from the school, it was also noted that she had supported FORMS for over 17 years as well. A gift of thank you flowers was presented and all Governors wished Jill well in the future.</p> <p>There being no further business the Chair thanked Governors for their time and commitment to the school and the meeting closed at 7.30 pm.</p>	
	<p>Date and time of the next meeting of the Full Governing Body: 6th October 2016 at 6pm.</p> <p>Also please see schedule for the 2016/17 academic year (attached).</p> <p>Please send any apologies and reasons for absence to the clerk – Thank you.</p> <p>Pat Gale.</p> <p>pat.gale@northyorks.gov.uk;</p> <p>07793 846 441 or 01748 825582</p>	