

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 12<sup>th</sup> May 2016 at 6pm.**

**Present:** Mrs J Lundberg (Vice-Chair), Mrs S Kettlewell, D Williams, N Barron, Ms S Ellis, J Sparke, D Barningham and H Ring (Head).

**In attendance:**

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

Minute No.		Action
<b>PART A - PROCEDURAL</b>		
<b>GB 36/16</b>	<p><b><u>Welcome and receive apologies for absence:</u></b> In the absence of the Chair, the Vice Chair welcomed everyone to the meeting. Apologies for absence had been received and consented to from Charles Cody, Revd. Caroline Hewlett and Mrs Anna Brown.</p>	
<b>GB 37/16</b>	<p><b><u>To remind Governors of the need to declare business or personal interests pecuniary or non-pecuniary:</u></b>  None declared.</p>	
<b>GB 38/16</b>	<p><b><u>To determine whether any part of the meeting should be treated as confidential:</u></b> Parts of item 16 to be reported as confidential (See minute GB 53/16).</p>	
<b>GB 39/16</b>	<p><b><u>Notification of urgent other business:</u></b>  Update from the Friends of School.</p>	<b>JL</b>
<b>GB 40/16</b>	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 17<sup>th</sup> March 2016:</u></b>  Governors had previously received the minutes for their consideration, the confidential minute GB 35/16 was circulated at the meeting.  <b>Resolved:</b> <b>That the minutes of the meeting held on the 17<sup>th</sup> March 2016 be signed and dated by the Chair as a correct record.</b></p>	<b>Chair</b>
<b>GB 41/16</b>	<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>	
<b>GB 42/16</b>	<p><b><u>To confirm the date of the next meeting of the 2015/16 Full Governing Body:</u></b>  Thursday 30<sup>th</sup> June 2016 at 6pm</p>	<b>All</b>

**PART B- SCHOOL IMPROVEMENT**

<p><b>GB 43/16</b></p>	<p><b><u>Headteachers Report to Governors:</u></b></p> <p>The report circulated at the meeting was an update of the detailed March 2016 report, providing a comparison of Spring 2 2016 data with Target Tracker Spring 2 2016 data. A detailed termly report will be presented at the July 2016 FGB.</p> <p>The DHT (SG) explained that Target Tracker is being used in 24% of Primary Schools and their nationwide database includes over 1000 primary-aged pupils, therefore making it statistically relevant for comparative purposes.</p> <p>The report showed:</p> <ul style="list-style-type: none"> <li>• Children in KS1 (Years 1 and 2) are all working above the age expected standard in all three areas at Spring 2.</li> <li>• The number of children in Year 3 and Year 6 working at the expected standard for Spring 2 is significantly below the Target Tracker dataset even when children with SEN are taken into consideration.</li> <li>• The Reading of children in Year 4 (a Year group with no SEN children) is also significantly below the Target Tracker dataset.</li> </ul> <p><i>Q: How do you think the results will be reflected in SATs?</i></p> <p><i>A: It might affect the standards, there needs to be improvement, but it could look very different.</i></p> <p><b>Resolved:</b> <b>That the Head and Deputy Headteacher be thanked for a useful and honest update on pupil progress in comparison with Target Tracker results.</b></p>	<p><b>All</b></p>
<p><b>GB 44/16</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) explained there had not been a further meeting since the last report, however NB and SK had carried out a KS1 monitoring visit focusing on the classroom environment and book review. The feedback was positive highlighting how much a book review tells much more than a snapshot classroom observation. There was evidence of differentiation, the opportunity for pupils to practice and clear teacher planning.</p> <p><b>Resolved:</b> <b>That SK and NB be thanked for their monitoring visits and that notes would be produced as evidence of Governor involvement.</b></p>	<p><b>All</b></p>
<p><b>GB 45/16</b></p>	<p><b><u>To receive a verbal update on SEND:</u></b></p> <p>There was nothing further to report.</p> <p>The Accessibility Plan and report had previously been circulated to Governors and showed a range of recommendations to ensure the school was accessible and inclusive to all, both in terms of the physical environment but also in terms of the curriculum.</p>	

	<p><i>Q: How often do we need to carry out this audit?</i></p> <p><i>A: Every three years, by using an external consultant it saved a good deal of staff time and gave an independent perspective we may not have identified. The next step is to put a timeline to the priorities of the Plan recommendations. Some of the actions fit well with the Health and Safety reports.</i></p> <p><i>Q: Why do we have to install vision panels on the internal doors, they look good as they are?</i></p> <p><i>A: Because children and adults should be visible at all times, it is a safeguarding requirement.</i></p> <p><b>Resolved:</b></p> <p><b>That the Accessibility Plan should have time framed actions and be reviewed regularly.</b></p>	<p><b>Head</b></p>
<p><b>GB 46/16</b></p>	<p><b><u>To receive an update on Safeguarding:</u></b></p> <p>The Head reported that there were no safeguarding issues to report.</p> <p>A planned ‘safeguarding walk’ was to take place at RMS on the 18<sup>th</sup> May, so perhaps a similar ‘walk’ could take place at this school taking on board the recommendations of the audit.</p> <p>The Head circulated the recommendations/actions of the <b>Safeguarding Audit</b> to Governors, and it was agreed these now needed to be converted into a prioritised action plan with some possibly overlapping with the Accessibility Plan.</p> <p><i>Q: Under 2.11.it says SK to read ‘Guidance for safer working practice’ why is that?</i></p> <p><i>A: Probably because I am a volunteer with the Ukulele Club and Safeguarding Link Governor.</i></p> <p>After some discussion it was agreed that the Head, Chair and SK would meet next term to develop a Safeguarding Plan. The Head also reported that Safeguarding was an item on every staff meeting agenda in increasing the awareness and importance of this aspect of school life.</p> <p><b>Resolved:</b></p> <p><b>That the Chair, HT and SK would meet next term to produce a Safeguarding Action Plan based on the Safeguarding Audit.</b></p>	<p><b>Chair/ Head/SK</b></p>
<p><b>GB 47/16</b></p>	<p><b><u>To receive an update from the Sustainability Committee and Joint Collaboration Committee:</u></b></p> <p>DW reported that the <b>Sustainability Committee</b> had not met since the last meeting, but a number of actions were in progress:</p> <ul style="list-style-type: none"> <li>• The Tepee events were attracting local interest with groups from other areas requesting places at the forthcoming sessions, for example the Montessori Nursery in Richmond and the Green Lane Nursery in Barnard Castle. The Head reported that the Head of Marrick was going to provide the Forest School leadership at the events in June and staff at both schools are also to be trained.</li> <li>• SK shared a draft leaflet about the school, and asked for feedback from Governors, before it was distributed around the area.</li> </ul> <p><b>Resolved:</b></p>	

	<p><b>a) That SK would circulate the leaflet for comment from Governors before it was printed and circulated.</b></p> <p><b>b) That SK be thanked for her work on this and other aspects of the sustainability marketing plan.</b></p> <p><b>The Minibus working group of the JCC</b> had met on the 9<sup>th</sup> May 2016 to progress the development. Fortuitously, Richmond School had met with the Head prior to the meeting, to discuss her potential interest in the rental of their 17 seater minibus for both schools. It would be a flexible arrangement and hire dates would be arranged on a mutually beneficial basis, possibly block - booking dates as far in advance as practicable.</p> <p>The working group had recommended that both schools should consider this option as a trial arrangement in establishing demand, affordability and logistics.</p> <p>Governors agreed it was a practical way ahead and looked forward to reviewing the progress of the initiative.</p> <p><i>Q: Would staff be paid mileage expenses for driving the bus and would they need business insurance?</i></p> <p><i>A: This will need to be checked out with Richmond School and possibly recommend that the drivers alert their own insurers to the additional responsibility.</i></p> <p><b>Resolved:</b></p> <p><b>c) That Governors agreed to the trial and thanks be given to Richmond School for the offer of renting their minibus on a flexible basis.</b></p> <p><b>The Joint Collaboration Committee</b> had met on the 9<sup>th</sup> May 2016 and the key headlines were:</p> <ul style="list-style-type: none"> <li>• Jan Linsley was nominated as the new Chair for the remainder of the academic year.</li> <li>• New staff appointments would have a contract that stated they may be required to work across the two schools in support of flexibility and partnership working. A member of staff at RMS has already been appointed to this new arrangement.</li> <li>• The Agreement was updated to reflect new personnel and roles.</li> <li>• Agreement to the recommendation to trial the rental of the Richmond School minibus and review the initiative in six months time.</li> <li>• Co-working between schools and staff continued to be effective and successful.</li> </ul> <p>It was noted that the draft minutes of both meetings would be circulated once approved at the next JCC meeting.</p> <p><b>Resolved:</b></p> <p><b>d) That DW be thanked for his update on the Joint Collaboration Committee.</b></p>	<p><b>SK/ All</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>
<p><b>GB 48/16</b></p>	<p><b><u>Update on Governance:</u></b></p> <p>The Clerk introduced this item on behalf of Charles Cody, (the Chair), stating that, with regret, the Vice Chair, Jill Lundberg, had formally requested her resignation as a long serving Parent Governor, from the end of this academic year, the request had reluctantly been accepted by the Chair.</p>	

	<p>In her letter of resignation JL had said: <i>“I’ve been privileged to have been a parent at Arkengarthdale School for seventeen years and a governor for seven years, and am greatly appreciative of all the support my children have been given over the years. I can honestly say they have received the best possible start in their lives”.</i></p> <p>Governors expressed their disappointment but were reassured to know that JL would continue on the Governing Body until the end of the summer term. The Clerk also reminded Governors that there was still a co-opted Governor vacancy and that it was timely to consider appointments to both vacancies. <b>Resolved:</b> <b>a) That an election for a Parent Governor would commence after half term.</b> Some discussion took place over the <b>process for nominating a potential co-opted Governor</b>; it was unanimously agreed that the Chair should approach a recommended local person to determine whether they would be interested in the role.</p> <p>In support of this process the Clerk advised Governors that it was good practice to carry out an annual skills audit of the Governing Body in order to determine gaps in the skillset and to also identify areas for consideration in the Governor Development Plan. <b>Resolved:</b> <b>b) That Governors would complete a skills audit to provide a baseline analysis of the current Governing Body strengths and areas for potential development.</b></p> <p>Governors had been previously circulated with a draft framework for a Governor Development Plan, and it was agreed that the outcomes of the audit would assist in formulating the Plan. <b>Resolved:</b> <b>c) That the template would be developed from the audit for further consideration by the Governing Body at the next meeting.</b></p>	<p><b>Head/KH Clerk</b></p> <p><b>All/ Clerk</b></p> <p><b>Clerk/ All</b></p>
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<b>PART C - RESOURCES</b>		
<p><b>GB 49/16</b></p>	<p><b><u>To receive an update on health and safety:</u></b></p> <p>SE, the link Health and Safety Governor, reported that she was discussing with KH the actions that had emerged from the February HandS review, and an action plan was being considered. It was noted that additional risk assessments were required as a consequence of the Forest Schools initiative.</p> <p><b>Resolved:</b> <b>That SE be thanked for her oversight of the Health and Safety requirements of the school.</b></p>	<p><b>All</b></p>
<p><b>GB 50/16</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 that the Committee had just met prior to the FGB, and that he was pleased to report that there was an actual carry forward of £50,278,£5,517 more than expected which</p>	

	<p>reflected savings on expenditure rather than increases in income. The Finance Committee had recommended that the Outturn Budget be approved.</p> <p><b>Resolved:</b> <b>a) That the outturn budget for 2015/16 be approved and submitted to NYCC by the end of May 2016.</b></p> <p>Governors were then updated on the Start Budget for 2016/17 and the subsequent following years to 2018/19. The Start Budget was based on an expected delegated budget and numbers of pupils from the October 2015 census, so was as accurate a prediction as possible. Overall the Start Budget for this financial year looked very favourable, however the following years looked less positive due to a lot of unknown factors such as the promised new Funding Formula and the unpredictability of future pupil numbers. It was noted that regular monitoring and a formal review in December 2016 would ensure the budget would be tightly managed. The Finance Committee had recommended the Start Budget be approved by the Full Governing Body.</p> <p><b>Resolved:</b> <b>b) That the Start Budget for 2015/16 to 2018/19 be approved and submitted to NYCC by the end of May 2016.</b></p> <p><b>Resolved:</b> <b>c) That DW and Finance Governors be thanked for their diligence in ensuring the budget was so positive for this financial year.</b></p> <p>The Head gave an <b>update on staffing</b> and requested parts should be treated as confidential (see minute GB 53/16). The Head reported that Ms Atkinson, the GTA had successfully gained employment.</p> <p><b>Resolved:</b> <b>d) That Ms Atkinson be thanked for her hard work and commitment to the school, and Governors wished her every success and happiness in the future.</b></p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>
<p><b>GB 51/16</b></p>	<p><b>To receive and approve the NYCC recommended Attendance Management Policy:</b></p> <p>The Clerk reported that this had been approved at the December 3<sup>rd</sup> 2015 meeting.</p>	
<b>PART D- OTHER BUSINESS</b>		
<p><b>GB 52/16</b></p>	<p>JL reported that the Friends of School are holding a Quiz, possibly on the 1<sup>st</sup> July, SK was asked to confirm the date. The Friends have suggested that the Year 6 pupils be asked to set and ask the questions.</p> <p><b>Resolved:</b> <b>That the Head would discuss the suggestion with staff, and SK would confirm the date of the quiz.</b></p>	<p style="text-align: center;"><b>Head/SK</b></p>

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	<p>IT was confirmed that the Queen's Birthday celebrations would take place as planned with a ukulele performance, maypole dancing and a celebratory tea.</p> <p>There was no further business so the Vice-Chair thanked Governors for their contributions and the meeting closed at 7.35 pm.</p>	
	<p><b>Date and time of the next meeting of the Full Governing Body:</b></p> <p><b>30<sup>th</sup> June 2016 at 6pm.</b></p> <p><b>Please send any apologies and reasons for absence to the clerk – Thank you.</b></p> <p><b>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>	