

Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at RMS on the 2nd May 2017 at 6.15pm.		
Present: Charles Cody (Chair), David Williams, Nick Barron, Sue Ellis, John Sparke, Sarah Kettlewell, Helen Ring (Headteacher), Hannah Burrell.		
In attendance: Susan Gardner (Deputy Headteacher) Pat Gale (Clerk to the Governing Body)		
Minute No.		Action
PART A - PROCEDURAL		
GB 38/17	<u>Welcome and to receive apologies for absence:</u> The Chair welcomed everyone to the meeting. Apologies had been received and consented to from: Rev. Caroline Hewlett, Helen Hird and Douglas Barningham.	
GB 39/17	<u>To remind governors of the need to declare business and personal interests:</u> None declared.	
GB 40/17	<u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes:</u> None declared.	
GB 41/17	<u>Notification of Urgent Other Business:</u> None declared.	
GB 42/17	<u>To approve as a correct record the minutes of the last meeting held on the 13th March 2017:</u> The previously circulated minutes of the 13 th March 2017 meeting were considered and approved as a correct record. Resolved: That the minutes of the meeting held on the 13th March 2017 be signed and dated by the Chair as a correct record.	All/ Chair
GB 43/17	<u>To consider matters arising from the minutes not covered by the agenda:</u> The summary of actions from the previous meeting were considered and all actions had been completed. The summary of actions was updated (Attach.1.)	

<p>GB 44/17</p>	<p><u>To receive an update on Governor vacancies and consideration of re-constitution:</u></p> <p>Governors were reminded of the minutes of the last meeting and the need to take a decision about whether re-constitution was required. SE reported that she had made contact with a potential co-opted Governor, although interested in supporting the school she was unable to commit at the moment. The Chair also agreed to make contact with a potential co-optee. Governors therefore agreed to reconstitute as proposed at the last meeting.</p> <p>In summary:</p> <table border="1" data-bbox="312 595 1305 909"> <thead> <tr> <th>Current Governing Body</th> <th>Proposed Governing Body</th> </tr> </thead> <tbody> <tr> <td>3 Parent Governors</td> <td>2 Parent Governors (SK/HH)</td> </tr> <tr> <td>1 LA Governor</td> <td>1 LA Governor (DW)</td> </tr> <tr> <td>1 Staff Governor</td> <td>1 Staff Governor (HB)</td> </tr> <tr> <td>1 Headteacher</td> <td>1 Headteacher (HR)</td> </tr> <tr> <td>2 Foundation Governors</td> <td>2 Foundation Governors (CH/JS)</td> </tr> <tr> <td>4 Co-opted Governors</td> <td>3 Co-opted Governors (CC/SE +1)</td> </tr> <tr> <td>12 Governors</td> <td>10 Governors</td> </tr> </tbody> </table> <p>Resolved: That Governors approved the proposed reconstitution of the FGB and asked the Clerk to request the change from both the Diocese and NYCC for adoption at the next FGB meeting on the 22nd June 2017.</p>	Current Governing Body	Proposed Governing Body	3 Parent Governors	2 Parent Governors (SK/HH)	1 LA Governor	1 LA Governor (DW)	1 Staff Governor	1 Staff Governor (HB)	1 Headteacher	1 Headteacher (HR)	2 Foundation Governors	2 Foundation Governors (CH/JS)	4 Co-opted Governors	3 Co-opted Governors (CC/SE +1)	12 Governors	10 Governors	<p>All/Clerk</p>
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<p>GB 45/17</p>	<p><u>To confirm the date of the next meeting:</u></p> <p>Thursday 22nd June 2017 at 6pm.</p>	
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PART B-SCHOOL IMPROVEMENT

<p>GB 46/17</p>	<p><u>To receive the Headteacher's Standards Report (April 2017):</u></p> <p>Across year groups FS, Year 2 and Year 5, all pupils are on-track regarding achievement and progress. In particular, pupils in Year 2 are achieving very highly. In Years 3 and 4 the picture is more variable, with some pupils achieving more highly and making greater progress than others.</p> <p><i>Q: Are the results you are sharing with us the same as last term, is the trend the same?</i> <i>A: They are for Spring 2, and the results are similar, we also carry out assessments in autumn 2 and summer 2.</i></p> <p><i>Q: According to the press there are greater expectations of children in their spelling ability is that the case?</i> <i>A: There has been a massive raising of the bar, very high expectations.</i></p> <p><i>Q: Do you set spelling homework, and how often?</i> <i>A: Yes, once a week and parents are expected to support the children with this.</i></p>	
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	<p>A Parent Governor noted that she felt parents were given very clear guidance on what was expected, and that it was very challenging for children. There was some discussion about whether Governors needed more detailed information about standards; it was agreed that progress and attainment was reported in the termly Headteacher’s report, and that the SIC drilled down on the data in more detail, and that this was reported in the SIC meeting minutes. Overall it was agreed that the data showed improvement over the previous year.</p> <p><i>Q: What is the impact of the interventions?</i> <i>A: This can be reported, and for example the SEND Governor and Lucy Greggan could monitor the progress children have made as a result of a specific action. Teachers also carry out a ‘gap analysis’ of pupil achievement and this then informs their planning.</i></p> <p>Resolved: That the HT and staff be thanked for the consistent approach to ensuring the best for all pupils.</p>	<p>All</p>
<p>GB 47/17</p>	<p><u>To receive an update on safeguarding:</u> The HT reported that there had been no issues at the school, however, an incident had recently occurred at RMS, and it was felt Governors needed to be aware as a member of the Collaboration. A press release had been drafted by NYCC, which gave a positive overview of how the incident had been handled. The Vice-Chair mentioned that as part of the Governor Development Plan, five Governors had completed the safeguarding training and others were intending to complete shortly. <i>Q: Was there anything we can learn from this incident?</i> <i>A: We just need to remind staff, parents and visitors to close gates and ensure boundaries to the school are secure-the staff are very aware.</i></p>	
<p>GB 48/17</p>	<p><u>To receive an update on SEND:</u> It was noted that the Rev. CH had arranged a meeting with Lucy Greggan, the Inclusion Manager, for the 24th May. As this was a very important issue for the school, it was agreed that an additional governor could shadow/support CH. Resolved: That JS would discuss whether this was a helpful option with Rev.CH.</p>	<p>JS/Rev. CH</p>
<p>GB 49/17</p>	<p><u>To receive updates from the School Improvement Committee:</u> Minutes from the SIC meetings held on the 16/03/17 and the 27/04/17 had been circulated and Governors noted that a planned Learning Walk on RE would be deferred to the autumn term, as two ‘Learning Walks’ had already been undertaken this academic year. It was noted that these committees considered the curriculum and data in great depth and this knowledge reassured Governors that appropriate challenge was being undertaken. Resolved: That SK be thanked for preparing such useful and concise minutes on</p>	<p>All</p>

	behalf of the Committee.	
GB 50/17	<p><u>Governance Update:</u></p> <p>JS reported that the Governor Development Plan had been updated and Governors were reminded to let KH have any evidence of training they had undertaken so it could be logged in the Governor Training File.</p> <p>Training opportunities for the summer term had yet to be released, but it was noted that new on-line PREVENT training was now available.</p> <p><i>Q: How many Governors have volunteered to support the before and after school care service?</i></p> <p><i>A: To date, three Governors have provided back up for the school staff.</i></p> <p>Resolved: That the Clerk would forward information on PREVENT and other training to Governors.</p>	Clerk

PART C – FINANCIAL PERFORMANCE

GB 51/17	<p><u>To receive a budget update:</u></p> <p>DW Chair of the Finance Committee explained that there was nothing further to report since the last meeting, a Finance Committee meeting would be held on the 24th May 2017 to consider and approve the Outturn Budget for 2016/17 and the Financial Forecasts for the next three years. NYCC required approval of these reports by the FGB by the end of May.</p> <p>Resolved: That delegated responsibility was given to the Finance Committee to approve the budget reports on behalf of the FGB, subject to all Governors being circulated with the information.</p>	Finance Comm.
GB 52/17	<p><u>To receive a staffing update:</u></p> <p>The HT informed Governors that interviews had taken place and two successful teaching appointments had been made.</p> <p>Melissa Thomas (MT) would commence teaching on the 20th June 2017 and Holly Simpson would commence her role from September 1st, covering the vacancy left by Hannah Burrell (HB) who will join RMS from September. In the interim HB will provide induction and support to MT and will also provide support to HS from September. A supply teacher John Jagger is currently providing cover until MT starts teaching, feedback is very positive.</p> <p><i>Q: How will the new arrangements work in terms of integration?</i></p> <p><i>A: We think very well, very complementary skills, and new skills and experience will be a positive asset. Both teachers had very positive reasons for working at the school.</i></p> <p><i>Q: Will this mean we need a new staff Governor when HB moves to RMS full time?</i></p> <p><i>A: It may be possible for HB to retain her position as staff Governor as her contract is to work across both schools, and her term of office is for four years.</i></p> <p>Resolved: That the Clerk would check the regulations and confirm the outcome.</p>	Clerk

<p>GB 53/17</p>	<p><u>To receive a Health and Safety and Premises Update:</u></p> <p>SE, the link Governor, reported that the school had received a Health and Safety report from Terry Blands (TB) last visit, it was very positive, with few urgent actions, those that were highlighted were low-cost and resolvable, thanks to the ongoing vigilance of KH.</p> <p>It was reported that KH had carried out a visual check of asbestos on the roof, and, as it was not accessible TB had confirmed that it was not a hazard.</p> <p>Resolved:</p> <p>That KH and SE be thanked for their work in ensuring the health and safety of the school was maintained in the best interests of children and staff.</p>	<p>All</p>
<p>GB 54/17</p>	<p><u>To approve the personnel related policies:</u></p> <p>Governors had been circulated with the Staff Appraisal Policy, the Capability and Developing Performance Policies, which had been recommended by NYCC. It was agreed that the Swaledale Alliance Guidelines on the 'Upper Pay Spine', should be deferred until they had been approved.</p> <p>Resolved:</p> <p>That the policies be approved and adopted, dated and signed by the Chair.</p>	<p>All</p>
<p>GB 55/17</p>	<p><u>To receive an update from the Sustainability Working Group:</u></p> <p>The Chair explained that a meeting had taken place on the 27th April, and SK had produced a very helpful action plan in progressing the aims of the working group in the best interest of the school and community.</p> <p>Resolved:</p> <p>That a meeting of the Sustainability Working Group would take place on the 9th June 2017 at 10am.</p>	<p>Chair</p>

PART D – OTHER BUSINESS

<p>GB 56/17</p>	<p>There being no further business the Chair thanked Governors for their contributions and the meeting closed at 8.25 pm.</p>	
	<p>Date and time of the next meeting of the Full Governing Body:</p> <p>Thursday 22nd June 2017 at 6pm.</p> <p>Please send any apologies and reasons for absence to the clerk – Pat Gale. pat.gale@northyorks.gov.uk</p>	