

Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held at the school on the 13th March 2017 at 6pm.

Present: Charles Cody (Chair), David Williams, Nick Barron, Sue Ellis, John Sparke, Douglas Barningham, Sarah Kettlewell, Caroline Hewlett, Helen Ring (Headteacher), Hannah Burrell.

In attendance:

Helen Hird (Observer –Parent Governor designate)
Susan Gardner (Deputy Headteacher)
Pat Gale (Clerk to the Governing Body)

Minute No.		Action
PART A - PROCEDURAL		
GB 19/17	<p><u>Welcome and to receive apologies for absence:</u></p> <p>The Chair welcomed everyone to the meeting and introduced the newly appointed Parent Governor designate, Helen Hird.</p>	
GB 20/17	<p><u>To remind governors of the need to declare business and personal interests:</u></p> <p>None declared.</p>	
GB 21/17	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes:</u></p> <p>None declared.</p>	
GB 22/17	<p><u>Notification of Urgent Other Business:</u></p> <p>None declared.</p>	
GB 23/17	<p><u>To approve as a correct record the minutes of the last meeting held on the 9th February 2017:</u></p> <p>The previously circulated minutes of the 9th February 2017 meeting were considered and approved as a correct record.</p> <p>Resolved: That the minutes of the meeting held on the 9th February 2017 be signed and dated by the Chair as a correct record.</p>	All/ Chair
GB 24/17	<p><u>To consider matters arising from the minutes not covered by the agenda:</u></p> <p>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>	

<p>GB 25/17</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. The Chair reported that, with regret, he had accepted the resignation of the recently appointed Co-opted Governor, Janet Bethune; who, due to unforeseen personal circumstances felt unable to commit in the way she would wish, to the role of Governor.</p> <p>Resolved: a) That Governors expressed their regret, but understood the circumstances and wished Janet Bethune and family every good wish in the future.</p> <p>As a consequence, the Governing Body would require two additional co-opted and one additional Parent Governor in order to meet the current instrument of government; bearing in mind the resignations of Nick Barron and Douglas Barningham at the end of the current academic year, although they were intending to return as Associate Governors.</p> <p>After some discussion it was agreed that the Governing Body was large in comparison with the number of pupils and that a decrease in the size would be manageable. SE suggested that before a final decision was made, there was a potential co-optee that may be interested in becoming a Governor.</p> <p>Resolved: b) That Sue Ellis would make contact with the potential co-optee and discuss with the Chair.</p> <p>In summary:</p> <table border="1" data-bbox="312 1200 1305 1480"> <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>2/3 Co-opted Governors (CC/SE)</td> </tr> <tr> <td>12 Governors</td> <td>9/10 Governors</td> </tr> </tbody> </table> <p>Resolved: c) That Governors would give FGB reconstitution some further consideration and it would be an agenda item at the next meeting, in order for the process to be approved by both the Diocese and NYCC in advance of September 1st 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	2/3 Co-opted Governors (CC/SE)	12 Governors	9/10 Governors	<p>All</p> <p>SE</p> <p>All</p>
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<p>GB 26/17</p>	<p><u>To confirm the date of the next meeting:</u></p> <p>Tuesday 2nd May 2017 at 6pm.</p> <p>(Apologies received from Revd. Caroline Hewlett)</p>	<p>All</p>																

	<p>PART B-SCHOOL IMPROVEMENT</p>	
<p>GB 27/17</p>	<p><u>To receive the Headteachers Report (March 2017):</u></p> <p>The Headteacher circulated her report and asked if there were any questions. <i>Q: As a school you have self-evaluated as 'Good', does anyone verify this judgement?</i> <i>A: Yes, our School Improvement Adviser, she is visiting the school in the second half of the summer term to do this.</i></p> <p><i>Q: What does achieving 'mastery' mean?</i> <i>A: It means a 'deeper level of learning', and, for example, we are aiming for 25% of children to achieve this in Maths.</i></p> <p>It was noted that a Maths Learning Walk would take place on the 17th March during which the quality of teaching and learning in maths will be monitored by Governors and the Leadership team.</p> <p><i>Q: What will that entail?</i> <i>A: A short observation of class teaching, book scrutiny and pupil conferencing.</i></p> <p><i>Q: Are you satisfied with the progress and achievement of children?</i> <i>A: Yes we are, the information in the report demonstrates that a lot of progress, compared with last year, has taken place. We are very aware of where children have made progress.</i></p> <p><i>Q: Will the resignation of AM from Easter impact on the progress that is being made?</i> <i>A: We are recruiting now for the best person and intend to interview on the 4th April, potential candidates can visit the school on the 23rd March. During the summer term we plan to maintain these high standards through increased hours for the HLTA, mentoring of an effective trainee teacher and employing a supply teacher. The HT and DHT will increase their presence in order to provide additional support.</i></p> <p><i>Q: How will parents be assured that this change will not impact negatively?</i> <i>A: We will take the opportunity to talk with parents, and also emphasise that new teachers will be bringing vibrancy and challenge, in a similar way that HB has brought to the school.</i></p> <p>It was noted that flexible staffing arrangements across both schools had been commended during the recent Ofsted inspection at RMS, with HB stepping in, in the absence of a teacher, to deliver teaching in a Foundation Stage class, demonstrating what an outstanding, capable and adaptable teacher she is, strong qualities recognised by both the School Improvement Adviser and Chair of Governors at RMS.</p> <p>Resolved: That the Headteacher be thanked for her positive update and commitment to ensuring the children at the school continued to benefit from quality teaching.</p>	<p>All</p>

<p>GB 28/17</p>	<p><u>To receive an update on safeguarding:</u></p> <p>There were no safeguarding issues to report, and safeguarding had been considered as part of the Health and Safety walkabout (see item 17 and Minute GB 34/17).</p>	
<p>GB 29/17</p>	<p><u>To receive an update on SEND:</u></p> <p>There was nothing further to report apart from the fact that the Inclusion manager, Lucy Greggan, continued to provide support for the more vulnerable pupils and those with SEND. Review meetings are closely focused around progress data as well as children’s personal targets.</p> <p>Resolved: That CH was aiming to arrange a meeting with LG as soon as it was practicable.</p>	<p>CH/LG</p>
<p>GB 30/17</p>	<p><u>To approve the following curriculum related policies:</u></p> <p>The policies had been circulated to Governors for consideration and approval for adoption.</p> <ul style="list-style-type: none"> • The Assessment Policy and timetable • Collective Worship Policy • Religious Education Policy (RE) <p>It was noted that J Swinbank had responsibility for RE across both schools.</p> <p>Resolved: That the policies be approved and adopted, signed and dated by the Chair.</p>	<p>All/Chair</p>
<p>GB 31/17</p>	<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. Training opportunities for the summer term had yet to be released but would be forwarded when available.</p> <p>Resolved: a) That the Clerk would forward information on Governor training as soon as it was made available.</p> <p>Governors were reminded to send their brief biographies to KH for locating on the website.</p> <p>Resolved: b) That Governors would submit their brief biographies to KH by the end of term.</p> <p>JS reported that the ‘Chair of Governors 360 degree review’ had been undertaken and that he and Sue Ellis had carried out an analysis of responses from six Governors. There was a strong vote of confidence in the Chair ,highlighting:</p> <ul style="list-style-type: none"> • Management and leadership skills • Driving the collaboration forward. • Strength in dealing with staffing matters. • Leadership of sustainability planning. <p>and only a few suggestions made for improvement.</p> <ul style="list-style-type: none"> • Induction for new Governors –through production of a school pack 	<p>Clerk</p> <p>All/KH</p>

	<p>and emphasis on training, in-house if more practicable, due to distance from usual NYCC venues.</p> <p>The Chair thanked Governors for their views and agreed more needed to be done in support of new Governors, probably through a combination of mentoring and information. The report would be located in the Governor Development File.</p> <p>Resolved: c) That SE and JS be thanked for their work in analysing the findings.</p>	<p>All</p>
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PART C – FINANCIAL PERFORMANCE

<p>GB 32/17</p>	<p><u>To receive a budget update:</u></p> <p>DW Chair of the Finance Committee explained that the Finance Committee had just met and that the draft outturn for 2016/17 was looking positive, £5,000 better off than predicted. An in year predicted deficit of £7,258 was offset by a carry forward budget of £37,839.</p> <p><i>Q: Has anything been agreed yet on the 'Fairer Funding' Formula?</i></p> <p><i>A: Not yet, we can assume that the next financial year shouldn't change a great deal from this year.</i></p> <p>The SFVS had been updated by DW, based on Governor feedback, and had been recommended for ratification by the FGB by the Finance Committee. The main changes to the previous year included the emphasis on the importance of the 'Collaboration' and the innovative and cost-effective approach to 'one class' teaching.</p> <p>Resolved:</p> <p>a) That the SFVS be approved, ratified, signed and dated by the Chair for submission to NYCC by the end of March 2017.</p> <p>Resolved:</p> <p>b) That DW and the members of the Finance Committee be thanked for their oversight of the school budget.</p>	<p>All</p> <p>All</p>
<p>GB 33/17</p>	<p><u>To receive a staffing update:</u></p> <p>This had been covered by the Headteacher's report.</p>	
<p>GB 34/17</p>	<p><u>To receive a Health and Safety and Premises Update:</u></p> <p>SE, the link Governor, reported that the recent Health and Safety visit carried out by Terry Bland on the 10th March 2017, together with the HT, had been very positive, with few urgent actions, those that were highlighted were low-cost and resolvable, thanks to the vigilance of KH.</p> <p>It was noted that issues from the previous visit had been actioned, with plants removed from the pond and the water drained. The school had opted to buy in to the full MASS scheme, therefore the newly identified drainage problem at the front of the building should be covered by the scheme.</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.</p>	<p>All</p>

<p>GB 35/17</p>	<p><u>To receive an update from the Sustainability Working Group:</u></p> <p>The Chair explained that a formal meeting had not taken place as planned, but would take place later in the term; meanwhile he thanked all Governors for their ongoing commitment to identifying potential opportunities for growth and promoting the unique qualities of the school.</p> <p>Resolved: That a meeting of the Sustainability Working Group would be convened later in the term.</p>	<p>Chair</p>
<p>GB 36/17</p>	<p><u>‘What impact have we made on pupils as a result of this meeting?’:</u></p> <ul style="list-style-type: none"> • Confirmed staffing arrangements for next term. • Assured the security of the budget for the year ahead. • The progress of children’s learning is very positive. • We have a safe school environment. • We have considered reconstitution as a ‘fit for purpose’ option for the Governing Body. 	

PART D – OTHER BUSINESS

<p>GB 37/17</p>	<p>The issue of jargon and acronyms was raised as being a barrier to understanding, particularly for new Governors.</p> <p>Resolved: That SE would distribute a list of acronyms to all Governors.</p>	<p>SE</p>
	<p>There being no further business the Chair thanked Governors for their contributions and the meeting closed at 7.20 pm.</p>	
	<p>Date and time of the next meeting of the Full Governing Body:</p> <p>Tuesday 2nd May 2017 at 6pm.</p> <p>Please send any apologies and reasons for absence to the clerk – Pat Gale.</p> <p>pat.gale@northyorks.gov.uk</p>	