

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held on the 22<sup>nd</sup> June 2017 at 6pm.**

**Present:** Charles Cody (Chair), David Williams, Nick Barron, Rev Caroline Hewlett, Helen Hird, Douglas Barningham, John Sparke, Sarah Kettlewell, Helen Ring (Headteacher), Hannah Burrell and Daniel Atkinson.

**In attendance:**

Susan Gardner (Deputy Headteacher)  
Pat Gale (Clerk to the Governing Body)

Minute No.		Action
<b>PART A - PROCEDURAL</b>		
GB 57/17	<p><b><u>Welcome and to receive apologies for absence:</u></b></p> <p>The Chair welcomed everyone to the meeting and introductions were made to Daniel Atkinson the newly appointed co-opted Governor. Apologies had been received and consented to from Sue Ellis.</p>	
GB 58/17	<p><b><u>To remind governors of the need to declare business and personal interests:</u></b></p> <p>It was noted that this would be considered at the end of the meeting.</p>	
GB 59/17	<p><b><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes:</u></b></p> <p>None declared.</p>	
GB 60/17	<p><b><u>Notification of Urgent Other Business:</u></b></p> <p>None declared.</p>	
GB 61/17	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 2<sup>nd</sup> May 2017:</u></b></p> <p>The previously circulated minutes of the 2<sup>nd</sup> May 2017 meeting were considered and approved as a correct record.</p> <p><b>Resolved:</b> <b>That the minutes of the meeting held on the 2<sup>nd</sup> May 2017 be signed and dated by the Chair as a correct record.</b></p>	<b>All/ Chair</b>
GB 62/17	<p><b><u>To consider matters arising from the minutes not covered by the agenda:</u></b></p> <p>The summary of actions from the previous meeting were considered and all actions had been completed apart from approval of the reconstitution, which would be available from September 2017.</p> <p>The summary of actions was updated (Attach.1.)</p>	

<p><b>GB 63/17</b></p>	<p><b><u>To agree the dates of the Governing Body meetings for 2017/18:</u></b></p> <p>The full schedule for 2017/2018 would be circulated once dates for RMS meetings had been confirmed.                  School Improvement Committee- Tuesday 12<sup>th</sup> September 2017                  Finance Committee-Thursday 21<sup>st</sup> September 2017 at 5pm                  Full Governing Body-Thursday 21<sup>st</sup> September 2017 at 6pm</p>	
<p><b>PART B-SCHOOL IMPROVEMENT</b></p>		
<p><b>GB 64/17</b></p>	<p><b><u>To receive the Headteacher’s Report (June 2017):</u></b></p> <p>All Governors had been previously circulated with the Headteacher’s report dated June 2017; it was noted that summer data would be reported in the autumn term.                  Key headlines:</p> <ul style="list-style-type: none"> <li>• The EDA supported the school judgements as ‘Good’, and had raised the point of developing the collaboration more strongly in strengthening the school’s sustainability; through widening opportunities for both pupils and staff.(see item 16)</li> <li>• Pupils collaborate well and take a pride in their school and their work.</li> <li>• EYFS and end of key stage 1 and 2 outcomes for pupils were good and this was endorsed by the recent visit by the EDA.</li> <li>• The PUMA summer 2 results for Maths had just been completed and indicated that further progress had been made and the gap between where the children were at Spring 2 and where they need to be to meet the required standard has closed. Further analysis will be reported to SIC and final judgements will be reported to Governors at the start of the next academic year.</li> <li>• Two new teachers are starting in September, one is a NQT and will be mentored by the DHT.</li> </ul> <p><b>Resolved:</b>  <b>That the HT and staff be thanked for their ongoing commitment to increasing the achievement of pupils at the school.</b></p>	<p><b>All</b></p>
<p><b>GB 65/17</b></p>	<p><b><u>To receive an update on safeguarding:</u></b></p> <p>The HT reported that there had been no issues at the school, and had been judged as good.DW reported that he had recently undertaken safeguarding training with the Football Association.  <b>Resolved:</b>  <b>The Clerk would recirculate the link for safeguarding training to all Governors and John and KH would produce a summary on who had undertaken the training.</b></p>	<p><b>Clerk/ JS/KH</b></p>
<p><b>GB 66/17</b></p>	<p><b><u>To receive an update on SEND:</u></b></p> <p>Rev. CH had held a very productive meeting with Lucy Greggan, the Inclusion Manager, and a Learning Walk checklist had been shared, which was very informative and would be useful for all Governors.  <b>Resolved:</b>  <b>That the ‘SEND checklist’ be circulated to all Governors.</b></p>	<p><b>Rev.CH/ HT</b></p>

<p><b>GB 67/17</b></p>	<p><b><u>To receive an update from the School Improvement Committee:</u></b></p> <p>JS reported that the next SIC meeting would take place the following week and also in early September, and the feedback would be reported to the FGB in the autumn term. 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.</p> <p><b>Resolved:</b> <b>That Governors on the Committee be thanked for their depth of knowledge of the curriculum, teaching and learning.</b></p>	<p><b>All</b></p>
<p><b>GB 68/17</b></p>	<p><b><u>To consider for approval the following policies:</u></b></p> <p>Governors had been circulated with the Sex and Relationships Education Policy and the PHSCE policy. Both had been considered by the SIC and recommended for adoption by the FGB.</p> <p><b>Resolved:</b> <b>That the SRE and PHSCE policies be approved for adoption by the school.</b></p>	<p><b>All</b></p>
<p><b>GB 69/17</b></p>	<p><b><u>Governance Update:</u></b></p> <p>JS reported that the <b>Governor Development Plan</b> 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. It was also noted that an annual skills audit was due, especially in the light of new Governor appointments.</p> <p><b>Resolved:</b> <b>a) That the skills audit would be circulated to Governors for completion in the autumn term.</b> <b>The 2015/16 Governance Statement</b> had been circulated and it was agreed that it should be updated by the Chair and Vice Chair for the last year 2016/17.</p> <p><b>Resolved;</b> <b>b) The Governance Statement to be updated for consideration and approval at the first FGB of the next academic year.</b></p> <p>The Clerk reported that she had discussed the status of the staff Governor with the Governance team, and under the circumstances they had confirmed that it was acceptable for HB to remain as Staff Governor until she felt it appropriate to step down.</p> <p><b>Resolved:</b> <b>c) That HB continue as Staff Governor for the school.</b></p> <p>The Clerk circulated a summary from the NGA (National Governors Association) on the role of <b>Associate Member</b>, as both NB and DB were stepping down as Full Governors and were considering becoming Associate members, so the GB could retain their expertise and experience. The GB should set the term of an associate member when they are appointed, between one and four years. They cannot vote at FGB meetings, but they can be used on governing body panels relating to staff discipline, grievances or recruitment.</p>	<p><b>Clerk/ JS</b></p> <p><b>Chair/ Vice Chair/ Clerk</b></p> <p><b>All</b></p>





<p><b>GB 74/17</b></p>	<p><b><u>To receive a Health and Safety and Premises Update:</u></b></p> <p>In the absence of SE, the H&amp;S link Governor, the Head referred Governors to her report which stated there was nothing new to report apart from K Hollingworth and K Willkomm were to undertake legionella training.</p>	
<p><b>GB 75/17</b></p>	<p><b><u>To receive a premises update:</u></b></p> <p>The HT reported that a number of maintenance works had been carried out within the MAST scheme, including the clearing and repairing of the drain outside the main door, the roof repaired (a slate had slipped) and a step leading to the outdoor area cemented back into place.</p>	
<p><b>GB 76/17</b></p>	<p><b><u>To receive an update from the Sustainability Working Group:</u></b></p> <p>The Chair confirmed that all Governors continued to prioritise attempts to sustain the school, and the discussion under item GB 70/17 had emphasised this in a very pragmatic way.  <i>Q: Who is on the working group?</i>  <i>A: Sue, Charles, Sarah and Helen.</i>                      Daniel offered to join the group in bringing a fresh perspective to the aims of the working group.</p> <p><b>Resolved:</b>  <b>That a meeting of the Sustainability Working Group would take place before the end of term.</b></p>	<p><b>Chair</b></p>
<p><b>GB 77/17</b></p>	<p><b><u>'What impact have we made on pupils as a result of this meeting?-'</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring that a stronger collaboration will ensure pupils have a broader curriculum offer and support in widening their personal and social contacts.</li> <li>• Potentially making school meals more cost-effective and accessible.</li> <li>• Ensuring pupil achievement continues to be prioritised.</li> </ul>	

**PART D – OTHER BUSINESS**

<p><b>GB 78/17</b></p>	<p><b><u>Business and Personal Interests:</u></b></p> <p>The Chair wished to inform Governors that he and Helen the HT had formed a strong personal relationship, which they wished Governors to be aware of. They explained that there was no potential conflict of interest as the performance and remuneration of the HT was the responsibility of the Chair of Governors of RMS as the employing school. They had also sought advice from the NYCC Governance team and this had been confirmed.  <i>Q: Is it to the benefit of the school?</i>  <i>A: I cannot see why there should be a concern and the Vice Chair and I will ensure there is no conflict of interest, and 'challenge to the Headteacher' will continue in the same way.</i></p> <p><b>Resolved:</b>  <b>That all Governors gave their congratulations and good wishes, and agreed that they could not see any negatives only positives for the school.</b></p>	<p><b>All</b></p>
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<p><b>GB 79/17</b></p>	<p><b><u>Thanks and Good wishes to departing Governors:</u></b></p> <p>The Chair wished to thank Douglas Barningham a parent Governor for eight years for his commitment and expertise in supporting the school, who would be a sad loss to the Resources and Sustainability Committees and Governing Body. Similarly, Nick Barron was thanked for his expertise and commitment over the last four years of office as a Co-opted Governor, past Chair of the School Improvement Committee and advisor on HR/staffing issues. The Chair then presented both with a gift of appreciation and hoped they would both feel able to return as 'Associate Members' to the Governing Body.</p> <p><b>Resolved:</b> <b>That Douglas Barningham and Nick Barron be thanked for all their hard work and commitment to the school over the years.</b></p>	<p><b>All</b></p>
<p><b>GB 80/17</b></p>	<p>There being no further business the Chair thanked Governors for their attendance and contributions to the meeting and the meeting closed at 8.15 pm.</p>	
	<p><b>Date and time of the next meeting of the Full Governing Body: Thursday 21<sup>st</sup> September 2017 at 6pm.</b></p> <p><b>Please send any apologies and reasons for absence to the clerk – Pat Gale.</b> <a href="mailto:pat.gale@northyorks.gov.uk">pat.gale@northyorks.gov.uk</a></p>	