

**Minutes of a meeting of the Arkengarthdale Church of England Primary School Full Governing Body held on the 21<sup>st</sup> September 2017 at 6pm.**

**Present:** Charles Cody (Chair), David Williams, Rev Caroline Hewlett, Helen Hird, John Sparke (Vice Chair), Sarah Kettlewell, Sue Ellis, 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>		
<p><b>GB 81/17</b></p>	<p><b><u>Welcome and to receive apologies for absence:</u></b></p> <p>The Clerk welcomed everyone to the first meeting of the 2017/18 academic year. Apologies had been received and consented to from the Associate Governors Douglas Barningham and Nick Barron. Sarah Kettlewell was in attendance as observer pending the outcome of the parent governor elections on the 28<sup>th</sup> September 2017.</p>	
<p><b>GB 82/17</b></p>	<p><b><u>LA Governor Approval:</u></b></p> <p>NYCC had sent a letter dated the 7<sup>th</sup> September 2017 to the Clerk, informing her that the Local Authority had nominated David Williams to serve a new term of office on the school Governing Body, however, the Board of Governors needed to formally agree the appointment. This was unanimously agreed and David was appointed for a term of four years of office ending the 20/09/2021.</p> <p><b>Resolved:</b> <b>That David Williams was appointed as LA Governor for a term of four years.</b></p>	<p><b>All</b></p>
<p><b>GB 83/17</b></p>	<p><b><u>Election of Chair and Vice Chair:</u></b></p> <p>The Clerk asked Governors what term of office they would support for the appointment of these two roles. It was unanimously agreed that two years was an appropriate timeframe for continuity and leadership.</p> <p><b>Resolved:</b> <b>a) That the Governing Body agreed a two year term of office ending September 2019.</b></p> <p>The Clerk then invited nominations for the role of Chair for the next two years. JS nominated Charles Cody seconded by DW, there being no additional nominations, a secret ballot was held and Charles was unanimously reappointed as Chair.</p> <p><b>Resolved:</b> <b>b) That Charles Cody was voted in as Chair of the Governing Body for two years until September 2019.</b></p> <p>The Chair then took over the meeting and requested nominations for Vice Chair for the next two years. DW proposed JS seconded by CH, there being</p>	<p><b>All</b></p> <p><b>All</b></p>

	<p>no additional nominations, a secret ballot was held and John was unanimously reappointed as Vice-Chair for two years.</p> <p><b>Resolved:</b>  <b>c) That John Sparke was voted in as Vice Chair for two years until September 2019.</b></p>	All
GB 84/17	<p><b><u>Declarations of interest:</u></b></p> <p>Governors were reminded of the need to complete annual declarations of hospitality, business interests and the Disqualification Register. These would be stored in the school office and updated as and when required. Governors were reminded that business interests would be published on the school website.</p>	
GB 85/17	<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 86/17	<p><b><u>Notification of Urgent Other Business:</u></b></p> <p>None declared.</p>	
GB 87/17	<p><b><u>To adopt the new Constitution, Standing Orders and Code of Conduct for the school:</u></b></p> <p><b><u>Resolved:</u></b>  <b>a) That the new constitution was approved and adopted.</b></p> <p><b>Resolved:</b>  <b>b) That the standing orders and Code of Conduct were approved and signed by all Governors.</b></p>	All  All
GB 88/17	<p><b><u>To agree the Committees for 2017/18:</u></b></p> <p>Governors had been circulated with the terms of reference, composition and proposed membership of committees. A few changes were made:</p> <ul style="list-style-type: none"> <li>• Helen Hird and Daniel Atkinson volunteered to join the School Improvement Committee.</li> <li>• Membership of the Sustainability Working Group was confirmed as Charles Cody, Helen Ring, Sarah Kettlewell and Daniel Atkinson, who had been nominated as Chair at the last meeting. It was noted that Douglas Barningham as Associate Member would also join when possible. It was noted that Sue Ellis would step down due to work commitments.</li> </ul> <p><b><u>Resolved:</u></b>  <b>That committee membership and link governor roles were confirmed for 2017/18.</b></p>	All
GB 89/17	<p><b><u>To approve the Governing Body Statement for 2016/17:</u></b></p> <p>Governors had been circulated with the statement, and apart from a few minor changes governors gave their approval to the report.</p>	

	<p><b><u>Resolved:</u></b>  <b>That the annual governance statement for 2016/17 be approved and placed on the school website.</b></p>	All
GB 90/17	<p><b><u>To approve the Governor Development Plan for 2017/18:</u></b></p> <p>The Vice Chair reported that a number of actions had been completed or achieved. The important outstanding items were:</p> <ul style="list-style-type: none"> <li>• For Governors to complete their ‘potted biographies’ for the website, examples could be seen on the RMS website.</li> <li>• To complete safeguarding training and submit certificates to KH.</li> <li>• Clerk to recirculate the links for safeguarding and Prevent training.</li> </ul> <p><b>Resolved:</b>  <b>a) Governor biographies to be submitted to Kath Hollingworth (KH) as soon as possible.</b></p> <p><b>Resolved:</b>  <b>b) That evidence of training should be submitted to KH.</b></p> <p><b>Resolved:</b>  <b>c) That the Clerk should recirculate training links.</b></p> <p>A discussion took place as to whether a skills audit was needed every year, and it was agreed that every two years would be sufficient.</p> <p><b>Resolved:</b>  <b>d) That the next Governor skills audit would take place in 2018/19.</b></p> <p>It was noted that the NGA document ‘What we expect from school leaders and what school leaders should expect from Governing Bodies’ had been well received.</p>	<p>All/KH</p> <p>All/KH</p> <p>Clerk</p> <p>All</p>
GB 91/17	<p><b><u>Update on Parent Governor vacancy and Associate members:</u></b></p> <p>It was reported that nominations for a parent governor had been advertised in the school, with a deadline of the 28<sup>th</sup> September. The vacancy was due to the expiry of the term of office of Sarah Kettlewell.</p> <p>HH also explained that Mrs Bethune, who had been inducted as a potential co-opted governor last academic year, and had unfortunately stepped down due to family matters; was now in a position to support the school. After some discussion it was agreed that she would, as an Associate member provide some strong support for the school, particularly the School Improvement Committee.</p> <p><b>Resolved:</b>  <b>That the Chair and Vice Chair would contact Mrs Bethune and ask if she would be willing to support the Governing Body as an Associate Member.</b></p>	Chair/ Vice Chair
GB 92/17	<p><b><u>To approve the scheme of delegation to the Headteacher as outlined in the Budget Management Policy:</u></b></p> <p>The Chair of the Finance Committee explained that the Finance Committee had just met and wished to recommend the approval of the scheme of delegation to the Headteacher.</p> <p><b>Resolved:</b>  <b>That the Governing Body ratified the recommendation to adopt the Budget Management Policy for 2017/18.</b></p>	All

<p><b>GB 93/17</b></p>	<p><b><u>To receive and approve the NYCC recommended Complaints Policy and leaflet for complainants:</u></b></p> <p><b>Resolved:</b> That the Complaints policy be adopted for 2017/18.</p>	<p><b>All</b></p>
<p><b>GB 94/17</b></p>	<p><b><u>To approve as a correct record the minutes of the last meeting held on the 22<sup>nd</sup> June 2017:</u></b></p> <p>The previously circulated minutes of the 22<sup>nd</sup> June 2017 meeting were considered and approved as a correct record.</p> <p><b>Resolved:</b> That the minutes of the meeting held on the 22<sup>nd</sup> June 2017 be signed and dated by the Chair as a correct record.</p>	<p><b>All/ Chair</b></p>
<p><b>GB 95/17</b></p>	<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 or were in progress.</p> <p>The summary of actions was updated (Attach.1.)</p>	
<p><b>GB 96/17</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 had been circulated and agreed apart from the move to November 23<sup>rd</sup> at 4pm for the Finance Committee. It was also agreed to move the start times of the FGB meetings to 5pm rather than 6pm.</p> <p><b>Date of next FGB meeting:</b> <b>Thursday 23<sup>rd</sup> November 2017 at 5pm.</b></p>	
<p><b>PART B-SCHOOL IMPROVEMENT</b></p>		
<p><b>GB 97/17</b></p>	<p><b><u>To approve the aims and objectives of the school development and improvement plan for 2017/18:</u></b></p> <p>The HT circulated the School Development Plan for 2017/18 which highlighted the main areas of focus for the school. It was noted that the key success criteria was ‘All children make good progress and attain to their standards in writing, (at least 85%S or S+ at the end of the year).Percentage of pupils working at greater depth in writing at KS2 to be at least in line with the National: 15%+.’</p> <p><i>Q: What is the progress of SEND pupils?</i> <i>A: It is not yet ‘Good’ across all subjects, but is an improving picture, for example in reading 100% of children made at least expected progress.</i></p> <p>It was noted that ‘Enrichment Friday’ was being used to further develop the social, moral, spiritual and cultural development of pupils. More opportunities were being investigated for engaging with other cultures.</p> <p><i>Q: What is meant by explore the ‘Bradford link’?</i> <i>A: An ITT student from High Force, has forged links with a Bradford school,</i></p>	

	<p><i>and the intention is to share learning between both schools including RMS. The Revd. Caroline was also leading the collective worship each week and the church calendar was informing the PSHCE themes, and vice versa, pupil feedback was very positive.</i></p> <p><i>Q: How often are the actions reviewed and evaluated and how will you know you are on track?</i></p> <p><i>A: There is a lot of detail in the monitoring and evaluation process on a half termly basis.</i></p> <p><b>Resolved:</b>  <b>That the HT and all staff be thanked for their continuing support for the pupils at the school in meeting targets.</b></p>	<p><b>All</b></p>
<p><b>GB 98/17</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 training was regarded as a key priority for all staff. For example educational visits training had been undertaken by all staff, risk assessment and lone worker training was planned for the 11<sup>th</sup> October 2017 (15.45-17.00) for both schools. SE asked if it would be possible for her to attend the training as link Health and safety Governor. This request was welcomed and the HT agreed to forward more information as soon as available.</p> <p><b><u>Resolved:</u></b>  <b>That the HT would send SE the details of the training.</b></p>	<p><b>HT/SE</b></p>
<p><b>GB 99/17</b></p>	<p><b><u>To receive an update on Pupil Premium:</u></b></p> <p><b>The HT confirmed that there were no pupil premium pupils this academic year.</b></p>	
<p><b>GB 100/17</b></p>	<p><b><u>To receive an update from the Joint Collaboration Committee:</u></b></p> <p>David Williams, the Chair of the JCC explained that the focus of the meeting held on the 27/06/2017 had been on the proposed plan for the ‘Friday enrichment work’. A good deal of discussion had taken place in ensuring that the proposal prioritised the needs of pupils at both schools, and that staff would not be overburdened by the initiative. Feedback has been very positive and to date the ‘Enrichment Friday’ has been deemed a success by all. The parent Governors felt that the pupils benefited from ‘buddying’, Year 6 pupils helping younger children, a broader learning experience, joining team sport activities, good preparation for moving to a bigger school and a choice of menu!</p> <p><i>Q: Do we know that RMS procedures and protocols are as robust as ours?.... if I was a RMS Governor I would also want to know that all is in order and there is total consistency of approach in enhancing the curriculum.</i></p> <p><i>A: We have the same policies and procedures and shared leadership, and that has been a huge benefit in implementing this initiative in such a short space of time.</i></p> <p><b>Resolved:</b>  <b>That all staff at both schools should be thanked for making ‘Enrichment Fridays’ happen so successfully, by giving up their own time.</b></p>	<p><b>All</b></p>

<p><b>GB 101/17</b></p>	<p><b><u>To receive an update from the Sustainability Working Group (SWG):</u></b></p> <p>The working group had met in July and Daniel Atkinson had been voted in as Chair, a further meeting was due to take place this term. The focus had been on the importance of the school remaining ‘Good’ and further work on transport and how we sell that combination.</p> <p><i>Q: Could the RMS minibus be used other than on Fridays?</i>  <i>A : It possibly could if Richmond School is not using for sport or arts events, we could investigate. Both teachers at the school are taking minibus driving lessons.</i></p> <p><i>Q: Could we have an open day to let people know first-hand what we offer?</i>  <i>A: Yes, and before Christmas would be good as parents have to make decisions about school admissions by January.</i></p> <p><b>Resolved:</b>  <b>That the sustainability working group would meet shortly in order to discuss and implement plans.</b></p>	<p><b>DA/SWG</b></p>
<p><b>GB 102/17</b></p>	<p><b><u>To approve the SEND Policy and Information Report for 2017/18:</u></b></p> <p>The Policy had been circulated to all Governors prior to the meeting and it was noted that there had been little change since the previous year.</p> <p><b>Resolved:</b>  <b>That the SEND Policy and Information Report be approved and adopted by the Governing Body and located on the school website.</b></p>	<p><b>All</b></p>
<p><b>GB 103/17</b></p>	<p><b><u>To receive an update from the School Improvement Committee:</u></b></p> <p>The draft minutes of the SIC held on the 12<sup>th</sup> September had been circulated ,JS reported that the focus of the meeting had been on the ‘Friday collaboration day’ and a data update, which showed there was still no national data available for comparative purposes.</p> <p>It had been agreed that a joint ‘ Enrichment Friday Learning Walk’ might be a useful approach involving Governors from both schools, but to be cautious about involving too many governors at once.</p> <p><b>Resolved:</b>  <b>a) That the DHT would let the Clerk know when a suitable day had been identified.</b></p> <p><b>Resolved:</b>  <b>b) That Governors on the Committee be thanked for their commitment to this important area of school governance.</b></p>	<p><b>DHT/ Clerk</b></p> <p><b>All</b></p>

**PART C – FINANCIAL PERFORMANCE**

<p><b>GB 104/17</b></p>	<p><b><u>To receive a budget update:</u></b></p> <p>The Finance Committee had just met and consideration had been given to the end of August monitoring reports. DW explained that the costs of the ‘Enrichment Fridays’ had been incorporated in the financial projections. Overall, the carry forward budget showed an improvement and is positive for the rest of the 2017/18 year.</p> <p>DW explained that the school received a ring-fenced sports/PE grant from DfE of around £14,000, some of this would be transferred to support the PE/sports activities undertaken by pupils at RMS on Fridays, and some would be retained for PE/sports activities on other days at Arkengarthdale. CW the senior Finance Officer for NYCC was preparing a formula to take this forward.</p> <p><i>Q: Could some of the grant be used for Forest School activities?</i></p> <p><i>A: Yes, and this provision could be extended.</i></p> <p>It was also reported that some savings were being made by support staff at the school not working on Fridays, the HT and DW expressed their thanks for the flexibility and willingness shown by the staff in ensuring the initiative was being successfully delivered in the best interests of the children.</p> <p><b>Resolved:</b></p> <p><b>a) That all staff be thanked for their flexibility in changing working hours and supporting the ‘Enrichment Fridays’.</b></p> <p><i>Q: Has the tendering process for school meals been progressed?</i></p> <p><i>A: Not yet, but will be shortly with advice from NYCC and the SBM at RMS.</i></p> <p>There was some discussion about whether Governors could help in the process, but agreed that the SBM would take forward as she had all the procurement guidance and paperwork, but that SK would offer to help if needed.</p> <p><b>Resolved</b></p> <p><b>b) That the school meal tendering process would be progressed with the support of the RMS SBM.</b></p> <p><b>Resolved:</b></p> <p><b>c) That the Finance Committee members be thanked for their oversight of the school budget and resource planning.</b></p>	<p><b>All</b></p> <p><b>HT/SBM/ SK</b></p> <p><b>All</b></p>
<p><b>GB 105/17</b></p>	<p><b><u>To ratify the following NYCC recommended policies:</u></b></p> <p>Governors had been circulated with a number of NYCC recommended policies and the Chair explained that they were the same across both schools.</p> <ul style="list-style-type: none"> <li>• The Whistleblowing Policy and Guidance</li> <li>• Maternity/Adoption and Paternity Leave Policy</li> <li>• Recruitment Policy</li> </ul> <p><b>Resolved:</b></p> <p><b>That all Governors approved the adoption of the policies for 2017/18.</b></p>	<p><b>All</b></p>

<p><b>GB 106/17</b></p>	<p><b><u>To receive a staffing update:</u></b></p> <p>The HT reported that the new staff were working well together and contributing strongly to the Fridays at RMS; the HLTA was employed to cover afternoons and provide cover for the WAC. The DHT was mentoring MT, and both staff have time on Fridays to observe effective practice at RMS.</p> <p>The HT reported that credit should be given to all staff for the way they have put children first.</p> <p><b>Resolved:</b> <b>That all staff be thanked for the way they have supported the children and each other at the school.</b></p>	<p><b>All</b></p>
<p><b>GB 107/17</b></p>	<p><b><u>To receive a Health and Safety and Premises Update:</u></b></p> <p>SE, the H&amp;S link Governor, reported that the annual 'Health and Safety visit' from Terry Bland, the NYCC Hands adviser, would take place in October, date to be confirmed. She thanked KH for ensuring all actions were completed and logged. The HT reported that MT had recently undertaken paediatric training.</p> <p><b>Resolved:</b> <b>That SE be thanked for her continuing commitment to the role of Health and Safety Link Governor.</b></p>	<p><b>All</b></p>
<p><b>GB 108/17</b></p>	<p><b><u>To receive a premises update:</u></b></p> <p>The HT reported that a number of maintenance works will be carried out on the school gates and removal of damp in the small classroom, covered by the MAST scheme.</p>	

**PART D – OTHER BUSINESS**

<p><b>GB 109/17</b></p>	<p>There being no further business the Chair thanked Governors for their attendance and contributions, and the meeting closed at 7.40pm.</p>	
	<p><b>Date and time of the next meeting of the Full Governing Body: Thursday 23<sup>rd</sup> November at 5pm.(please note revised time)</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>	