

<p align="center">Minutes of a meeting of the Governing Body of LANGTON PRIMARY SCHOOL</p> <p align="center">held at the school on Wednesday 15th February 2017 at 3.30pm</p>		
<p>Present: Mr S. Simpson, Mrs R. Ray, Mrs P. Abbott, Mr A. Priestley, Mrs R. Laverack, Mr R. Sterry</p> <p>In attendance: Mrs L. Wilson (Clerk to the Governing Body); Mrs C. Twigg (Clerk to Governors); Mrs H. Turner (Visitor)</p>		
Minute No.		Action
FG 38 16/17	<p><u>Welcome</u> Mr S. Simpson welcomed Governors to the meeting including Mrs Heather Turner, a prospective Governor. Mrs Claire Twigg was also introduced to Governors as their new Clerk to Governors. Mr Simpson explained that one of the prospective Governors Mrs C. Gilkes had agreed to join the Governing Body.</p>	
FG 39 16/17	<p><u>Consideration of Absences</u> There were none.</p>	
FG 40 16/17	<p><u>Confidentiality and Declarations of Interest</u> No declarations of interest were made and no items were hi-lighted as being confidential.</p>	
FG 41 16/17	<p><u>Minutes of Meeting Held on 30th November 2016</u> The minutes of the meeting on 30th November 2016 were signed as a true and correct record by Mr S. Simpson.</p>	
FG 42 16/17	<p><u>Matters Arising</u> 1. Newsletter – it was commented that the last newsletter had worked well. Mrs P. Abbott agreed to continue to write the newsletter. Mrs Abbott commented that the fortnightly school newsletter is already very comprehensive and she was not sure where the Governor newsletter fits. It was explained that the newsletter is about showing parents that a Governor’s meeting has been held and providing them with an overview of what was discussed in a timely manner. It also raises the profile of the Governors’ role. This needs to go out within a few days of meeting. Mr Simpson commented that he is not too concerned about covering items on both newsletters. Question: Are the minutes going on the website? Answer: Yes, they should be. 2. Covered below. 3. This had been addressed with the School Improvement Adviser. 4. It was commented that the Charging and Remissions policy makes the policy on charging for room use clear. 5. Covered below.</p>	PA
FG 43 16/17	<p><u>Headteacher’s Report</u> Mrs R. Ray commented that she is very positive about the admissions for September 2017. The school are losing 20 pupils in Y6 but are gaining 13 new</p>	

<p>starters and have gained seven since the start of this academic year. The financial issues around funding two new pupils has been resolved. It had been agreed with the pupil's previous school and NYCC that the remainder of the academic year's Pupil Premium would be paid to Langton.</p> <p>Question: How much will it be?</p> <p>Answer: The previous school will keep the Autumn term's amount and Langton will receive the Spring and Summer amounts. This is an unprecedented move between schools and NYCC.</p> <p>It was commented that attendance is still ok but there is quite a lot of unauthorised absences, these are mostly holidays. The school is following the policy.</p> <p>The staff had been upskilled on how to use new technologies in the curriculum through a free session in January. The school is looking to download the software. Feedback from subject leader networks attended by Mrs R. Laverack is disseminated to other staff. Mr R. Woods is taking part in a Maths Research Project around mixed age planning, this learning is to be shared with other schools. Mr Woods is to start attending the maths subject leader network ready for taking over as subject leader next year. Mrs Laverack has passed the first phase of the KS1 SATs monitoring interview process. This is good CPD for Mrs Laverack and will be good for Langton's reputation enabling Mrs Laverack to get out and about. Last year the school was moderated in KS2 and EYFS. If successful, the time taken for Mrs Laverack to monitor would be paid for.</p> <p>Question: What is PLN?</p> <p>Answer: Primary Leaders Networks, the new name for Headteacher's SINS meeting.</p> <p>Mrs Laverack and Mrs S. McIllwaine are visiting an outstanding school. It had been decided that staff should visit in pairs (including a member of the leadership team) to look at ideas together. Mr Woods and Mrs Ray are to visit a different school later in the year. This will be done with the aim of getting Langton to outstanding.</p> <p>Question: Can these visits be feedback to Governors?</p> <p>Answer: This is to be added to Headteacher Report at the end of the year.</p> <p>It was reported that there is final year student teacher in school and Mrs Laverack is mentoring them. The school is paid a small fee (£410).</p> <p>Question: Has the software needed above been included within the existing budget?</p> <p>Answer: It is a small amount (£50). There have been difficulties downloading some software within school.</p> <p>It was explained that Ian Kitson is willing to do odd jobs in the school voluntarily. Mr Matt Bellew, the new Health and Safety Officer at NYCC had visited and was very positive about the school's procedures. Mr Bellew had identified a few issues but most are now being dealt with. Mr Bellew commented that the school has a good timing on their fire practice. School will be looking to moderate even more. An additional assessment system with a nine point scale has been introduced.</p> <p>Question: How do school moderate?</p> <p>Answer: With other schools and within school itself. There is a need to ensure that all teachers agree on what is an 'expected' level.</p> <p>Question: Will school be externally moderated in the Summer term?</p> <p>Answer: Will find out at the beginning of the Summer term.</p> <p>It was explained that the school is now working on life without levels using 'below expected', 'expected' and 'in greater depth'. Langton has also</p>	<p>RR</p>
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	<p>introduced a nine point scale as these terms are so wide. Governors will look at books at the School Performance Committee to see progress over time. School needs to know how close to 'expected' a pupil is. This is a new system and it is about all teachers agreeing.</p> <p>Question: Is this a national scale?</p> <p>Answer: No, this is within school. This is used in another cluster school but has been adapted for Langton.</p> <p>Mrs Ray explained that Governors had previously asked for more information on the Data Dashboard lines, to get a snapshot. Using below, expected and above wouldn't give Governors that snapshot.</p> <p>Question: How do we ensure there are no 'surprises' at end of KS2?</p> <p>Answer: The school is also using past test papers and calculating where pupils are (using the scale score) this is then tallied with the nine point system. This is a more detailed system than in other schools.</p> <p>Predictions for the end of year will be discussed at the next School Performance meeting. The school can use a system to predict where a pupil should be determined by their end of KS1 results but Langton's predictions will be aspirational.</p>	
<p>FG 44 16/17</p>	<p><u>School Development Plan Update</u></p> <p>It was reported that Mrs R. Ray has had two days off-site to work on the SDP. The document brings together a lot of work that was done by Governors at the Development Day last year. OFSTED criteria has been used and the descriptors for outstanding have been used in some cases. This is a meaningful document but needs some more detail on a few areas. It is a working document. Governors commented that there is the right balance between being comprehensive but not overly detailed. It was felt that this should be easier to monitor. Mrs Ray reported that the document would be 'RAG' rate it later in the term. Mrs Ray asked that any comments be emailed to her. It was felt that the document should be RAG rated each year and then another year added on. This demonstrates a three year plan. Mrs Ray was thanked for her hard work on this.</p>	<p>Govs</p>
<p>FG 45 16/17</p>	<p><u>Policies to adopt:</u></p> <p>The following policies: Stress Management; Schools Hearing & Appeals; Staff Disciplinary; Staff Conduct; Reorganisation, Redundancy & Redeployment; Uniform & Appearance; Collecting Children from School and Absconding had been distributed to Governors prior to the meeting. It was explained that most are in the NYCC format and that Mrs A. Conroy has done a great job amending them to make them Langton specific.</p> <p>The updated Uniform policy will be put on the website. Mrs Ray reported that the school would be taking delivery of hoodies for sports soon.</p> <p>Question: What sanctions will be used for anyone not adhering to policy?</p> <p>Answer: The Behaviour policy would be adhered to. The school would treat each case on individual merits. It was felt that Langton in the past has been bit more relaxed regarding uniform policy.</p> <p>Governors accepted all amendments to the policies.</p> <p>Question: Do we need to communicate this to parents?</p> <p>Answer: There is a list showing which need to be on website. Mrs P. Abbott agreed to mention which policies have been reviewed and approved in the newsletter and that key policies can be viewed on the school website and that others can be viewed on request.</p>	<p>PA</p>

<p>FG 46 16/17</p>	<p>It was commented that the Attendance Management Policy had also been sent out by Mrs Conroy. This to be put on the agenda for the next meeting along with the Developing Performance and Capability Policies.</p> <p><u>Academy Conversion</u> Mr S. Simpson reported that pupil numbers and the finances of ESLT are still the sticking point for conversion. Two meetings have been held since Christmas to attempt to deal with these issues. ESLT have gone back to the EFA and are hopeful of a decision in March. Mr Simpson suggested at that point Governors will need to make a decision about the way forward if there isn't a positive response. It was felt that as there has been a time lag between Governors agreeing to and potential conversion that Governors would will need to look at any criteria (e.g. financial savings) before once again formally agreeing to convert. Question: Will Norton College's support continue even if unable to convert? Answer: Yes, at a cost.</p>	<p>CT</p>
<p>FG 47 16/17</p>	<p><u>Marketing of School</u> Mrs R. Ray reported that a positive article had appeared in the Gazette and Herald and York Press. Mrs Ray had visited a local Playgroup and spoken to parents. Marketing of the school is now done as a matter of course. It was commented that the reputation of the school is improving. An offer was made that the person in charge of marketing at Terrington School is happy to discuss marketing strategies with Mrs Ray. Alice Ingram is happy to give support with marketing as this is her line of work especially around social media. It was suggested that a banner be made to celebrate the SATs results. Newspaper article to be sent to Mrs H. Turner by Mrs Ray.</p>	<p>RR RR</p>
<p>FG 48 16/17</p>	<p><u>Further Discussion around setting up a Playgroup</u> It was reported that a questionnaire had been sent to parents associated with Langton and to share with anyone interested regarding interest in starting up a Playgroup again. No one had expressed an interest. Mrs R. Ray had met with Tammy Saunders to discuss whether she would be happy to help reset it up. Mrs Saunders was happy to run this. There will be little input needed from the school and this will get children used to the school building. It was commented that there are twelve new families joining Langton from September with younger siblings. It had been suggested that rather than running a Playgroup which has insurance implications Mrs Saunders would run a mums and toddlers, stay and play session. It is proposed that this would start in the After-School room from September. Mrs Ray had visited a Mum and Toddler group already run by Mrs Saunders and was happy with the provision. This to be run on a Wednesday morning for two hours. This is a way to get young children into the school in a way that least impacts the school. Mrs Saunders would run the group independently and charge the mums to attend. School will just provide the building. Question: Is storage needed? Answer: School could find some space. Governors were happy with this alternative.</p>	
<p>FG 49 16/17</p>	<p><u>Schools Financial Value Standard</u> Mr A. Priestley went through the form and explained it is similar to last year. Some areas are in need of an update. Mr Priestley explained that this is a</p>	

	<p>financial self-assessment done once a year. He went through the areas for update with Governors and suggestions were made. Discussion were held around the rate of deficit. These have arisen from cost implications that couldn't be foreseen (e.g. pensions). Governors did not believe that spending has been foolish in the past and the Benchmarking has confirmed that expenditure is similar in similar schools.</p> <p>Question: Is there anything that can be put in place to ensure this doesn't happen again?</p> <p>The budget is being worked out on projected intake figures (5) but this year's intake will be much bigger (13).</p> <p>A discussion took place about the Back-up system. Quotes had been received from NYCC (£400) instead of the Cloud based system (which is expensive and has ongoing costs). The IT adviser has suggested this rather than the Cloud. Mrs R. Ray agreed to share the details with Mr Priestley. This to be discussed further at the School Performance Committee. Mrs Ray agreed to circulate details of all options to Governors. The Disaster Recovery Plan to be an agenda item at next Full Governing Body meeting.</p> <p>Governors were happy for Mr Priestley to update with the suggestions, sign and send the SFVS to NYCC.</p>	<p>RR/AP RR CT AP</p>
<p>FG 50 16/17</p>	<p><u>Governor Visits</u></p> <p>Mrs P. Abbott had visited and begun the Safeguarding Audit. This must be completed by 31st March. Mr A. Priestley had carried out a Maths visit and reported it was good to see maths investigations taking place. Mr S. Simpson is to book a SEND visit.</p>	<p>SS</p>
<p>FG 51 16/17</p>	<p><u>Governor Training</u></p> <p>A list of upcoming training had been sent around. Governors were advised to contact Mrs S. Conroy to book. Mrs P. Abbott is attending the Bitesize Finance training.</p>	<p>PA</p>
<p>FG 52 16/17</p>	<p><u>Financial Planning</u></p> <p>A confidential minute regarding the School Budget has been placed on file.</p>	
<p>FG 53 16/17</p>	<p><u>Any Other Business</u></p> <p>Future Governing Body Structure – Parent elections are to be held as Mr A. Priestley and Mr S. Simpson's terms of office will come to an end in March. The Governing Body also have one co-opted vacancy and two potential new Governors (Mrs C. Gilkes and Mrs H. Turner). Mr Simpson commented that he would be interested in standing as a Governor for one more year. It was suggested that the Governing Body consider making Mr Simpson a Co-opted Governor. Mr R. Sterry indicated that he will stand down as a Governor when his term of office ends in March 2018. It was commented that the Governing Body may need to consider reconstituting to add another Co-opted Governor should they wish Mrs Gilkes to join them. It was explained that the parent election would need to be held following election rules as set out by NYCC. The roles to be advertised using the Skills Audit and asking for people with certain skills currently lacking.</p> <p>Mrs H. Turner was thanked for coming along to the meeting.</p> <p>Mr A. Priestley proposed Mr S. Simpson as a Co-opted Governor for a term of up to four years. Mrs P. Abbott seconded this.</p>	

	<p>The process of parent elections to be started by the school. Mrs R. Ray is to ask Mrs A. Conroy to assist and oversee the process. Reconstitution is to be looked at again at the next Full Governing Body.</p> <p><u>Dates of Next Meetings:</u> FGB – Thurs 30th March at 6pm FGB – Tues 9th May at 6pm SPC – Tues 11th July at 3.30pm</p> <p>The meeting concluded at 6.04pm</p>	<p>RR CT</p>
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Appendix 1

Point	Date	Subject	Action	Action By
1	Ongoing	Governor Newsletter	To write overview of meeting for parents	PA
2	15.02.17	Marketing of the School	Discuss strategies with Marketing person at Terrington School(?) and Alice Ingram	RR
3	15.02.17	ICT	Discuss Back Up / Firewall Options	RR / AP
4	15.02.17	Financial Savings	Discuss costs of After School Club with Bursar Discuss savings around supply costs with Bursar	RR
5	15.02.17	Parent Elections	Process to begin	RR