

Minutes of a meeting of the Governing Body of

LANGTON PRIMARY SCHOOL

held at the school on Wednesday 9th December 2015 at 3.30pm

Present: Mr S. Simpson, Mrs R. Ray, Mr R Sterry, Mrs P. Abbott, Mr A. Priestley

In attendance: Mrs L. Wilson (Clerk to the Governing Body)

Minute No.		Action
FG 25 15/16	Welcome Mr S. Simpson welcomed Governors to the meeting.	
FG 26 15/16	Consideration of Absences Mrs R. Laverack had sent her apologies (illness). These were consented to by Governors present.	
FG 27 15/16	Confidentiality and Declarations of Interest No declarations of interest were made and no items were hi-lighted as being confidential.	
FG 28 15/16	Minutes of Meeting Held on 23rd September 2015 The minutes of the meeting on 23 rd September 2015 were signed as a true and correct record by Mr S. Simpson.	
FG 29 15/16	Matters Arising FG07 – Mr S. Simpson had attended the Howardian Small Schools Alliance meeting, he explained which schools are in the alliance. He noted that the alliance lacks terms of reference. Question: Is this just for Governors? Answer: This meeting is but the host HT also attends, in this case Janet was present from Sand Hutton and Warthill. Mr Simpson had given feedback on the Langton OFSTED. It was decided to keep a watching brief on the Alliance. Question: Is it about collaboration? Answer: It may be in time, the group discussed organising joint training, collaboration and Mr Simpson shared his experiences around Academy conversion. It was queried whether Langton had signed up to the Alliance. Mr James McGann signed last year and Mrs R.Ray has signed this year. Mrs Ray and Mrs R. Laverack had attended network meetings and will use the alliance for moderating pupils work. 2. Subsequent to the OFSTED inspection marketing ideas have been discussed by Mrs Ray and Mr Simpson and a banner has been purchased. This is currently situated outside the school but looking for a better location. A suggestion of approaching Norton College to see if they would display it. A leaflet to distribute has also been produced. Question: Who put this together? Answer: School provided the content and Norton College put it together. 3. Attendance rates and terms of office had been provided, these to go on the website. 5. Positive feedback had been received about the website, policies are to be added once adopted to ensure compliance. The aim is now to make sure parents use it regularly and encourage children to look at it. Mrs A. Conroy agreed to include the website in the Governor newsletter. It was commented that it is a good promotion tool for new parents. 6. FOLS – Mr A. Priestley reported that the constitution had been updated and signed.	AC
FG 30 15/16	Headteacher's Report The report had been distributed to all Governors prior to the meeting. Mrs R. Ray reported that it had been a significant term regarding staffing with three of the team being brand new. Mrs Ray is delighted with the team and with how they are working together, they are dedicated and hard-working. Mr R. Woods has completed his first	

<p>FG 31 15/16</p>	<p>term as an NQT and will undergo his end of term review, this will be signed off by Mrs Ray who has acted as his mentor. It was commented that Mr W acts on all advice given and OFSTED were very complimentary about him. Mrs S. McIllwaine has completed her first term and has demonstrated during a couple of maths training sessions her enthusiasm about the resources. Positive feedback had been received about Mrs McIllwaine. Mrs Ray has not accessed any support from NYCC who provided a mentor (Rachel Wells) from West Heslerton school but she has felt well supported by Norton College and Mr J. McGann. Mrs Ray, Mrs McIllwaine and Mr Woods are to visit West Heslerton school next term. It was reiterated that Governors need to ensure Mrs Ray has the opportunity for the support. Mrs R. Laverack has also had a busy term doing her NPQSL and has provided continuity for the staff. Mrs Ray expressed her thanks to Mrs Laverack.</p> <p>Various training courses have been attended by staff such as Assertive Mentoring, Abacus maths and Writing and Grammar training the latter at Leavening School Mr W is doing PE subject leader's training and Mrs McIllwaine will be doing 'Assessing without Levels' training in the New Year.</p> <p>The Buildings tracker had been distributed prior to the meeting and showed that lots of work has been done on the premises. Governors felt that the tracker was a good idea as Governors can offer support if something is taking time to get done. It was agreed that this document would be looked at at Finance and Premises meetings.</p> <p>The highest priority is pupil numbers as this has dropped from 70 to 69. A formal complaint had been received and dealt with satisfactorily by Mrs Ray and Mr Simpson. It was agreed that the OFSTED judgement has helped with marketing. Seven pupils have expressed an interest in starting the school in September and follow up phone calls have been made to everyone who has visited along with a follow up letter including the new brochure and parents have been signposted to the website. These children have been invited to an open afternoon in Class 1. Children are to be encouraged to 'bring a friend' and lots of fun things and activities will be taking place. The 'bring a friend' idea has been tried by Norton College.</p> <p>Playgroups and Nurseries in the area have been visited and leaflets dropped off. It was suggested that Mrs Laverack and Mrs Ray visit the Montesorri Nursery. Mrs Laverack visits nurseries as part of the transition in summer. It was suggested that the manager of the Montesorri be invited to school to see the children who previously attended.</p> <p>There are prospective pupils coming into Y1 and Y3 after Christmas when they move into the area.</p> <p>Mrs A. Conroy explained that the Headteacher's Performance Management had met and targets had been set for the year. A personal target and two targets around improving teaching and learning and attainment had been set and these would filter into the other teacher's targets. The school had bought in independent advice from NYCC for the Performance Management meeting. Thanks were extended to Mrs Conroy for writing this up. It was commented that NYCC were impressed with the level of detail during the meeting.</p> <p><u>OFSTED Inspection</u></p> <p>Congratulations were expressed to all staff and especially to Mrs R. Ray on the fantastic result. It was commented that after all the upheaval getting to good so soon is excellent. It is good for the parents too who showed their belief in the school during the meeting when it was announced that Mr J. McGann was leaving.</p> <p>Mrs Ray has put together the SDP looking at the actions highlighted by OFSTED, although there are relatively few. It was commented that during an inspection schools have to be proactive and let them see what is good about the school. It was commented that the school couldn't ask for a better vehicle for marketing the school. Mrs Ray thanked Governors as they provided continuity. It was concluded that it was a good team effort.</p>	<p>RR</p>
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<p>FG 32 15/16</p>	<p>School Development Plan (SDP) The SDP had been distributed prior to the meeting. This is a working document. The school's EDA is visiting to look at the SDP on Friday. Is linked to the OFSTED report although some things are not linked. Mrs R. Ray highlighted that the key development is developing the staff team. Actions have been filled in for this year so far. Question: Is Mrs Ray happy with the format as it is a weighty document. Can you and the staff refer to it? Does it help you? Answer: Mrs Ray commented that she needed to use it once through, she has looked at different formats and has decided upon this for this year. The important thing is it is useable. Mr S. Simpson commented that he 'is really chuffed' with the document! Clear goals have been set for each term with measurable outcomes and this is helpful to Governors. Question: Is it having the impact? Answer: Mr R. Sterry commented that he was reassured by reading this prior to meeting. It was suggested that if parents are interested in seeing the SDP they should be allowed as it shows how the school wants to move forward.</p>	
<p>FG 33 15/16</p>	<p>Policies to adopt: SEND policy All policies will have same format going forward. A list of highly recommended policies had been received from NYCC and the school now have a timetable for review. The SEND policy had been distributed prior to the meeting and all Governors were happy to adopt it. The SEND Information Report had been circulated prior to the meeting. This had been adapted from a City of York version. Question: Is this part of the policy? Answer: No this is the SEND information report which gives parents information in a parent friendly way, as opposed to the policy which is for staff. It was commented that this is a good document. There will be lots of policies to adopt at the next meeting. It was agreed that these would be circulated as and when they are ready to allow them to be read prior to the meeting. The Safeguarding Audit was carried out by Mrs A. Conroy and Mrs Ray. Safety of the children at the front of building was highlighted. In the past the school has requested that there be a reduction in speed limit and this was refused. Question: Is this still a concern? Answer: Yes, it was suggested that a safety barrier be installed. Question: Is there a paper trail for this decision from NYCC? Answer: The school did some work with Andrew Santon the road safety officer at NYCC who is now with the Highways. The possibility of speed humps in the village were discussed. The speed limit is 60 mph past the school. It was highlighted that as Governors they have a responsibility. The need to document any requests to NYCC was made. Car parking is also an issue on the road. Chris Sutton the Health and Safety adviser suggested that Leafy Glade be tarmacked for parking but this to be paid for by school. Question: Who is responsible for speed limits? Answer: A Parish Council has got 30 mph limit in another village without lights. But there is no Parish Council in Langton. Councillor Elizabeth Shields was suggested as a good contact. It was also suggested that someone contact the Road Safety Officer at NYCC again with the continuing concerns. It was suggested that the school encourage parents to get involved. Mrs Ray agreed to email Councillor Shields as she has just donated £400 from a locality budget to the school. A suggestion was made that the school look to buy or lease some land to get cars off the road. Governors are to consider this for the next meeting. SS suggested that all these ideas needed to be looked at together and that it would be helpful to set up a project to explore all aspects of road safety affecting Langton school. He asked for a Governor to be project</p>	<p>RR</p> <p>RR</p> <p>AP</p> <p>LW</p>

<p>FG 34 15/16</p>	<p>lead and Mr A. Priestley agreed to take on this role. Once the various tasks were identified SS asked for other governors to help with completing them. <u>Report from Mrs R. Laverack – NPOSL</u> As Mrs R. Laverack was absent this was deferred until next meeting.</p>	
<p>FG 35 15/16</p>	<p><u>Academy Conversion</u> The school had expected the request for Academy conversion to go to the Headteacher Board of the Regional Schools Commission in December. The school's DFE representative is to put a report together for that meeting then the Regional Schools Commission makes the decision. Question: Would this be permission for the school to become an Academy or to join ESLT at the same time? Answer: This is to allow the school to become an Academy and join at the same time. The DfE representative had pulled report together but there are two critical parts: the finances of ESLT; and the numbers on roll at school. It was explained that numbers need to be at 85% of capacity. The figures provided previously were estimated at 90 which would give 86% of capacity. Mrs R. Ray has now provided the actual figure of 69 and this based on a maximum capacity of 105 gives approximately 60%. Mr S. Simpson had attended an ESLT meeting as guest and potential primary school representative. The meeting had looked at the finances of ESLT and deficit budget is predicted for this year. The Regional Commissioners Board will not approve the conversion if there is a risk and if they do approve the school still doesn't have to go through with it. Question: Why is the predicted number on roll just 46 in future? Answer: Based the prediction on current intake in Reception which was only five this year. Question: Could the school finance a bus to transport pupils in from Norton? Answer: This had been looked at before and the cost of a bus was too high. Question: Could the spare capacity at Langton be used to take the pupils from oversubscribed Norton Primary School? Could this be discussed with NYCC? Answer: The issue is more about parental choice, if a pupil is in catchment they should be able to go to Norton. Question: Should the LA be financing transport to save building costs at another school? The solution is to ensure that Langton has a unique selling point and part of this may be to provide proper after school care until 6pm to attract working parents and provide wrap around care. It was suggested that a solution to concerns around traffic and to reduce car numbers would be to provide school transport. Mr A. Priestley agreed to look into this. The provision of a mini bus for pupils already coming from Norton could be used as a selling point to new parents. It was suggested that a conversation be had with the Headteacher at Norton Primary regarding this. Mrs Ray agreed to contact the Head to introduce herself. It was agreed that the request for conversion should go to the Regional Board in January and see what they say. A discussion to be had with the DFE adviser around whether there is any further information required. All agreed that if the school gets the green light Governors will decide whether to go ahead. Mr Simpson explained the school would then need to employ legal representatives at that stage and that the finances of both schools would have to be scrutinised and acceptable to both sides. It was felt that the school didn't want to lose the benefits of locality.</p>	<p>AP RR SS</p>
<p>FG 36 15/16</p>	<p><u>To receive an update from School Performance Committee</u> Mr R. Sterry reported that the committee had met three weeks ago and that it was a useful meeting with the minutes to follow. It was commented that it is too early to make judgements on pupil progress due to the abandonment of levels and the need</p>	

	<p>to find a suitable alternative. It was hoped that the committee would have a better picture next term. Governors were reminded to arrange link visits.</p>	<p>Govs</p>
<p>FG 37 15/16</p>	<p><u>Governance Health Check</u> The Governance Health Check report was distributed prior to meeting the school received this free of charge due to having a new Headteacher. The check provided reassurance that everything is in place. The actions are all about continuing with what is already in place and there is a need to identify any areas where there is a need for development. It was commented that the check might be a shock for any Governing Body who are not as well prepared. It was commented that the report is difficult to read and to identify actions needed. Mr S. Simpson agreed to pick out the highlights and actions and put these into an action plan. It was useful for Mrs R. Ray as a new Head to take part in the process.</p>	<p>SS</p>
<p>FG 38 15/16</p>	<p><u>Updates on any Health & Safety or Safeguarding issues</u> These were covered in the Headteacher's report.</p>	
<p>FG 39 15/16</p>	<p><u>Governor Visits – including SEND Link Governor Visit</u> A report on the SEND Link Governor visit by Mrs A. Conroy was distributed prior to meeting to be put on file. It was commented that having sight of these reports give other Governors an overview of what is happening elsewhere in school. Mrs Conroy is to carry out a link visit with Mrs R. Laverack to understand baselining within EYFS. Mrs P. Abbott had carried out a Safeguarding link visit with Mrs R. Ray. This had been a useful meeting which had gone on to discuss Healthy Schools around collapsing the timetable at the end of term to cover this subject. The school had previously looked at buying into a Leeds scheme. It was suggested that Healthy Schools be put under the umbrella of Spiritual, Moral, Social and Cultural education (SMSC). This could also incorporate e-safety and social and emotional learning. Mrs Abbott drew Governors attention to the fact that the NSPCC offer lesson plans and child friendly animations which can be incorporated into lessons or used by parents St John's Ambulance are to do First Aid training and North Yorkshire County Caterers are to be approached to do a session on healthy eating to link in with the Olympic Games. It was suggested that there be a focused two weeks off timetable after SATs for the whole school. It was commented that the children enjoy it when they get to mix with other year groups. Mr S. Simpson would like to continue to look at achieving Healthy Schools. All of the above areas are part of the enriched curriculum and it would be good to have these under one umbrella this demonstrates a holistic approach. The school is not bothered about achieving a kitemark, it is more about the quality of teaching and learning in these areas. The need to look wider than Healthy Schools e.g. Prevent was highlighted. The school did a British Values day last year which was successful. It was suggested that what makes a school outstanding is thinking outside the box. Question: How do Outstanding schools demonstrate coverage of this curriculum? Answer: Through the delivery of workshops by external providers, it was felt that this has more of a lasting impression on pupils. Costs would be involved in drama workshops but the school's links with Norton College could be advantageous.</p>	
<p>FG 40 15/16</p>	<p><u>Governor Training</u> Mrs A. Conroy and Mr S. Simpson had attended separate Governor SINS meetings. It was commented that this particular session was disappointing as they are usually very good Sports Funding was discussed explaining the strict criteria for expenditure. The group exercise had not had sufficient time to be completed. Both Mr Simpson and Mrs Conroy recommend other Governors attend in the future. Mrs L. Wilson agreed to recirculate dates for the next meetings. It was suggested that 'life without levels' is an area where training is needed. This is not forthcoming as yet. Mrs R. Ray and Mr R Wood are attending new Y6 SATs training and Mrs R. Laverack is attending KS1 SATs training, looking at how this will be measured. This is a general issue in most schools.</p>	<p>LW</p>

<p>FG 41 15/16</p>	<p>SS successfully completed the CoG Leadership training in November.</p> <p><u>Any Other Business</u> Mr S. Simpson reported that a complaint had been received at the end of the summer term and this had been dealt with by Mr J. McGann. It was reiterated that the policy states that Governors should not be made aware of the full details of a complaint in case of an appeal. It was decided that the policy should be reiterated to all parties involved by Mrs R. Ray.</p>	<p>RR</p>
<p>FG 42 15/16</p>	<p><u>Dates of Next Meetings</u> FGB - Wednesday 3rd February 2016 at 3.30pm Mrs A. Conroy agreed to chair the forthcoming Finance and Premises meeting in Mr A. Priestley's absence.</p> <p>The meeting concluded at 6.10pm.</p>	<p>AC</p>

Appendix 1

Point	Date	Subject	Action	Action By
1	Ongoing	Mrs A. Conroy to write a general update - to include developments in school	Ongoing	AC
2	09/12/15	Marketing of School	To organize a visit to and from the manager of the Montesorri Nursery in Malton	RR
3	09/12/15	Road Safety / increasing pupil numbers	To investigate putting on a mini bus from Norton to transport pupils To approach NYCC again regarding speed limit / road safety / car parking To contact Councilor Shields and Headteacher at Norton Primary School	AP AP RR
4	09/12/15	Governance Health Check	To establish action points from the report	SS
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6				