

<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 23rd September 2015 at 6pm</p>		
<p>Present: Mr S. Simpson, Mrs R. Laverack, Mrs R. Ray, Mr R Sterry, Mrs P. Abbott, Mr A. Priestley</p> <p>In attendance: Mrs L. Wilson (Clerk to the Governing Body)</p>		
Minute No.		Action
FG 01 15/16	<p>Welcome Mr S. Simpson welcomed Governors to the first meeting of the academic year.</p>	
FG 02 15/16	<p>Nomination of Chair for the year Mrs L. Wilson, the clerk took the Chair. Mr S. Simpson was nominated as Chair by Mr A. Priestley and seconded by Mrs A. Conroy. <i>There being no other nominations Mr Simpson was unanimously elected as Chair.</i></p>	
FG 03 15/16	<p>Vice Chair for the year Mr S. Simpson nominated Mrs A. Conroy this was seconded by Mrs P. Abbott. <i>Mrs Conroy was unanimously elected as Vice Chair.</i> It was commented that succession planning needs to be in place for future years. It was decided that a plan for succession would need to be in place next year. It was suggested that the school may look at links with Norton College regarding this. The terms of office of present Governors were considered.</p>	
FG 04 15/16	<p>Consideration of Absences There were none.</p>	
FG 05 15/16	<p>Confidentiality and Declarations of Interest No declarations of interest were made and no items were hi-lighted as being confidential.</p>	
FG 06 15/16	<p>Minutes of Meeting Held on 1st July 2015 The minutes of the meeting on 1st July 2015 were signed as a true and correct record by Mr S. Simpson.</p>	
FG 07 15/16	<p>Matters Arising</p> <ol style="list-style-type: none"> 1. Mrs P. Abbott had produced the letter to parents it was commented that this was a very comprehensive letter. 2. Marketing - Has a banner for breakfast club been made? Not as yet. 3. Premises Action List had been updated and circulated. Issues with damp and lights were raised by Mrs R. Ray. The boiler is to be fixed on the MASS scheme next week after an incident. 4. Howardian Small Schools Alliance - Mr S. Simpson reported that he not heard any more regarding this since the summer. Mr Simpson will attend next meeting and sign the agreement as previously agreed. 5. Governance Annual Statement - this to be redrafted to include items that need to go on website as per the update on the Constitution of Governing Bodies from August 2015. It was noted that information has to be very visible on website and there should not be a need to open a separate document. Mrs L. Wilson agreed to provide terms of office and percentage of attendance at Full Governing Body meetings to Mrs A. Conroy. Mrs Conroy highlighted that the Sexual and Relationship Education policy needs updating Mrs Conroy to pick this up with Mrs Ray. <p>It was noted that the Headteacher's Performance Management committee will meet on Tuesday 29th September at 9am with the new Education Development Adviser Davinia Pearson present.</p>	<p>SS</p> <p>LW</p> <p>AC / RR PM Comm</p>

	<p>6. Governors Annual Review - Mr R. Sterry has put together and circulated this to Governors. The main points were around succession planning. Mrs Conroy has suggested some additions to the document. Governors agreed to provide Mr Sterry with any input within a week particularly around the impact of the Finance Committee. In summary it was felt that the Governing Body is a highly effective, high performing team. An area for development was around the channels of communication within the community as the staff and parent's communication is very good.</p> <p>Question: Is it as good within the wider community? Answer: Communication with Norton College was highlighted as a positive.</p> <p>Question: Could this review go on the website? Answer: Yes, this would be a good idea. Mrs Conroy to put on the website.</p> <p>It was felt that it was good to get someone other than the Chair or Vice Chair to complete this exercise.</p> <p>7. School Performance is meant to be on 18th November but Mrs Abbott is unable to attend. Mrs Abbott agreed to send available dates to Mr S. Simpson.</p>	<p>AP</p>
<p>FG 08 15/16</p>	<p><u>Register of Business Interests / Hospitality</u> All Governors present signed the Business Interests forms and these were put on file. A nil return was entered onto the Hospitality register.</p>	<p>AC</p>
<p>FG 09 15/16</p>	<p><u>Adopt revised Code of Practice</u> It was highlighted that a clause around the information needed for the website on Governor details has been included. <i>All Governors agreed to adopt the updated Code of Practice.</i></p>	<p>PA</p>
<p>FG 10 15/16</p>	<p><u>Agree Scheme of Delegation</u> It was commented that the Governing Body had put together a decision planner approximately a year ago. It was decided to keep the version that was adopted last year rather than incorporating the National Governors Association version. All Governors were in agreement with keeping the amount that the Headteacher is able to spend without Governing Body agreement at £5,000. This to be further discussed at the next Finance and Premises meeting.</p>	<p>F&P</p>
<p>FG 11 15/16</p>	<p><u>Number on Roll and Approval of Maximum Admission Limit</u> There are 70 pupils on roll presently. The maximum admission limit is 15 pupils per year into Reception.</p>	
<p>FG 12 15/16</p>	<p><u>To Review the Role of Associate Governor</u> The GB discussed the roles of Associate Governors in relation to Langton and a confidential minute of this discussion was placed on file.</p>	
<p>FG 13 15/16</p>	<p><u>Composition of Committees / Governor Responsibilities</u> Governors commented that they were happy with the current committees and with all Governors attending each committee. Attendance has been exemplary over the last year. A decision was reached that Mrs A. Conroy stand down as Governor responsible for Child Protection and that Mrs P. Abbott take over this responsibility because of her background. Mrs Conroy agreed to take over responsibility for EYFS from Mrs Abbott. Mr S. Simpson agreed to circulate the amended version of committee and governor responsibility overview. It was agreed that Governors would share the information from their responsibility visits. Governors agreed to do one link visit each term. It was suggested that the visits need to be used to monitor OFSTED recommendations.</p>	<p>SS</p>
<p>FG 14 15/16</p>	<p><u>Marketing Strategy for School</u> It was commented that this was very dependent upon the outcome of the OFSTED inspection. It was suggested that a discussion around this be deferred until the next meeting.</p> <p>Question: What measures are in place to publicise the outcome?</p>	

	<p>Answer: A marketing strategy is to be discussed at a separate meeting depending on the outcome of inspection. It was agreed that discussions around this to be had on email at first the following week.</p>	<p>All Govs</p>
<p>FG 15 15/16</p>	<p>School Development Plan (SDP) This had been distributed by Mrs R. Ray prior to the meeting. This is the first draft of the SDP. It was suggested that there is a need to keep last year's SDP alongside this year and make it into a three-year plan. Question: Can this be linked to the Evaluation Schedule? Answer: Mr S. Simpson to discuss this with Mrs Ray. It was commented that the priorities on the SDP may change due to inspection recommendations. Mr Simpson explained that the inspection will look at the Self Evaluation Form put together by Mr J. McGann at the end of last term.</p>	<p>SS</p>
<p>FG 16 15/16</p>	<p>Presentation by Mrs R. Laverack - NPQSL (Presentation attached) Mrs R. Laverack delivered a presentation on her National Professional Qualification for Senior Leadership (NPQSL) Mrs Laverack explained she had started the project before this course around promoting acceleration of reading attainment and progress at KS2. Question: Were we not assessing reading each half term previously? Answer: No started trialling it in Mrs Laverack's class before Easter. Then after Easter all classes were assessed half termly. Reading results were much better at the end of KS2 this year. This is a strength of the school. Baseline reading assessments have been done on all pupils at the beginning of the academic year. This can then be tracked through the year. Question: What is Rising Stars? Answer: The whole school approach to monitoring reading, the tracking system now fits assertive mentoring. There is a comprehension test on fiction and non-fiction. Nationally assessments are 'emerging', 'expected' and 'exceeding'. Question: Are we keeping assertive mentoring? Answer: Yes this is an add on. The previous version was not user friendly. Question: What is Bug club? Answer: Online reading on a tablet. The children can download books at their level. This can be done independently whilst Guided Reading is happening and can also be used as an audio book. Mrs Laverack agreed to give feedback on the project at Christmas. The qualification started in January but this project was already ongoing prior to this. Question: Will the half termly data be made available to Governors? Answer: Yes this will go to the School Performance Committee. Mrs Laverack showed Governors the folder she has put together. Governors commented that subject leaders should be invited to give presentations more often. Mrs Laverack was thanked for a fascinating presentation.</p>	<p>RL</p>
<p>FG 17 15/16</p>	<p>Policies to adopt: Child Protection (annual); Health & Safety (annual); Staff Appraisal (annual); Pay Policy (annual). These policies had been distributed prior to meeting, all the policies needed to be reviewed and have changed very little. The changes had been highlighted to Governors. The Child Protection Policy has been updated with names and dates. <i>All Governors were in favour of adopting these policies.</i></p>	
<p>FG 18 15/16</p>	<p>Update on Academy Status The judgement by Regional Schools Commissioner on whether the school could convert to Academy status and joint Evolution Schools Learning Trust (ESLT) has been deferred as there are a couple of conditions that need to be met by ESLT before the school is allowed to convert. One requires a small change to the Governance arrangements of ESLT and the other is that ESLT need to two other 'Good' primary schools within the Trust.</p>	

	<p>Question: If Langton School achieves a 'Good' will we be able to convert and join? Mr S. Simpson had met with Mr Rob Hall from ESLT and they were concerned that the school might lose interest and go elsewhere. Mr Simpson had committed the school to being involved and this is to be seen as an extended transition period. Norton College have employed a KS2 maths teacher to assist with Maths strategy in this school due to the progress in maths between KS1 & KS2. Mr Simpson had been invited to attend Board of Trustees meeting as a guest member. ESLT are keen to get other primary and secondary schools on board. All Governors agreed that they are happy with the direction this is moving in.</p> <p>Question: Is there a time frame on this?</p> <p>Answer: Possibly if get a 'good' then the school would be looking to be on board by September 2016.</p> <p>Parents need to be updated on where the school are with this possibly at the OFSTED meeting with parents. It was commented that it was clear from a letter from Mrs R. Ray to parents the amount of support school is receiving from Norton College.</p>	
<p>FG 19 15/16</p>	<p><u>Updates to Constitution of Governing Bodies August 2015</u> The main points of the above document were highlighted. It was felt that the Governing Body did most of what was required already.</p>	
<p>FG 20 15/16</p>	<p><u>School Website</u> Part of Mrs S. Conroy's role is to work on the website. Mrs A. Conroy is to work on a list of items needed for the website with Mrs S. Conroy. It was felt that it would be good to include the history of school on the website. It was further suggested that a parents evening could be done on this subject at some point.</p>	<p>AC</p>
<p>FG 21 15/16</p>	<p><u>Updates on any Health & Safety or Safeguarding issues</u> Prevent Duty training a part of the DFE's counter terrorism strategy was explained. Risk assessments need to be carried out on this. It was highlighted that the Senior Leadership Team and Governors responsible for Safeguarding should be attending Prevent training and it was recommended that other Governors be encouraged to complete this online. Mrs P. Abbott has undertaken Child Protection training previously. Mrs L. Wilson agreed to look at the Smart Solutions website to see if NYCC are offering Prevent training. It was commented that a fire practice had taken place and as a result a better system is in place.</p>	<p>LW</p>
<p>FG 22 15/16</p>	<p><u>Governor Training</u> The Leeds Carnegie training opportunities whereby Alliances and Clusters are able to arrange the training free of charge had been circulated. Mrs A. Conroy and Mr S. Simpson are to attend the next Governor SInS meeting. Mrs L. Wilson signposted Governors to the Smart Solutions website. Mr Simpson suggested that the school can offer to host training if they wish. Question: Is there any training for 'Life after Levels'? Answer: The Fisher Family Trust website was signposted to as there is some guidance on there. Question: How can schools demonstrate how progress from 2015 to 2016 when it has changed from levels to bands?</p>	
<p>FG 23 15/16</p>	<p><u>Any Other Business</u> Changes to the OFSTED inspection were explained. There is a new common inspection framework. The handbook for inspection criteria has been updated. Mrs R. Ray proposed that Mrs R. Laverack move up to the upper pay scale. It was commented that the salary bill has dropped due to an experienced teacher leaving last term. Mrs Laverack has been incredibly supportive to the new Headteacher and Mr J. McGann had also recommended that she go up the Pay Scale. A suggestion was made</p>	

<p>FG 24 15/16</p>	<p>that Mrs Laverack become a Senior Teacher so she is able to deputise in Mrs Ray's absence. It was commented that Mrs Laverack's confidence has grown over the last year, she has been consistent and done this job even though she hasn't officially had the role. <i>All Governors agreed to this.</i></p> <p>Friends of Langton School (FOLS) - It was explained that the Chair of FOLS has resigned due to issues within the committee. The expectation seems to be that Headteacher and administrator will organise events. There is a need to write a Constitution for FOLS. Mr A. Priestley is to look into this and advise FOLS. It was suggested that a new Chair is not appointed as yet and that a compromise is brokered between the parties. It was felt that there is a need for FOLS to understand that they are separate from school. It was suggested that a list of priorities that FOLS could raise money for be provided. Mrs Ray explained that she is willing to allow staff to volunteer at events but would need to know in advance what is required of them. Mrs Ray agreed to speak to members of FOLS about this.</p> <p>Questions were raised around the Sports Funding and how it is being spent. Money is to be spent on training teachers to deliver PE. Mr Rob Woods, the new NQT is to be trained to be PE Co-ordinator. Good links have been made with Settrington School and funding has been made available for 'getting to good' but this now depends on outcome of the inspection. Mrs Ray explained that the Esk Valley Alliance has an amount of money to support the school. Would need to meet with leader of the Alliance to see whether the school needs the support after the inspection. The money would be used to develop teachers and the Headteacher. NYCC has been in touch to set up a date for a Governance Health Check.</p> <p><u>Dates of Next Meetings</u> SPC - Weds 18th Nov at 8.30am - this may change. FGB - Weds 9th Dec at 3.30pm</p> <p>The meeting concluded at 8.30 pm.</p>	<p>AP</p> <p>RR</p>
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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	23.09.15	Marketing of school	Govs to share ideas for marketing via email after inspection	Govs
3	23.09.15	Governance Annual Statement	To provide Term of Office dates for Governors and attendance rates at FGB meetings	LW
4	23.09.15	Governance Annual Review	To provide evidence from Finance and Premises Committee	AP
5	23.09.15	Website	To work on list of items to be on website	AC
6	23.09.15	FOLS	To advise on constitution	AP