

**Minutes of a meeting of the Governing Body of**

**LANGTON PRIMARY SCHOOL**

**held at the school on Wednesday 30<sup>th</sup> November 2016 at 3.30pm**

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

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

Minute No.		Action
<b>FG 22 16/17</b>	<p><b><u>Welcome</u></b> Mr S. Simpson welcomed Governors to the meeting. Mr Simpson introduced Mrs Christine Gilkes as a visitor to the meeting. Mr Simpson had contacted Mrs Gilkes via the Inspiring Governance website as a potential candidate for Co-opted Governor vacancy.</p>	
<b>FG 23 16/17</b>	<p><b><u>Consideration of Absences</u></b> There were none.</p>	
<b>FG 24 16/17</b>	<p><b><u>Confidentiality and Declarations of Interest</u></b> No declarations of interest were made and no items were hi-lighted as being confidential.</p>	
<b>FG 25 16/17</b>	<p><b><u>Minutes of Meeting Held on 21<sup>st</sup> September 2016</u></b> The minutes of the meeting on 21<sup>st</sup> September 2016 were signed as a true and correct record by Mr S. Simpson.</p>	
<b>FG 26 16/17</b>	<p><b><u>Matters Arising</u></b></p> <ol style="list-style-type: none"> <li>1. Mrs P. Abbot had produced the governor newsletter but this was late due to illness and so didn't go out. Most of the subjects have been covered in the school newsletter. Mrs Abbott to produce another newsletter after this meeting. Mrs Abbott agreed to do this by Wednesday and send to Mr S. Simpson and Mrs R. Ray.</li> <li>2. Road Safety – to be covered in item FG33.</li> <li>3. Governor Recruitment – Mr A. Priestley reported that there had been no response from Ryedale Business Link at all. Mr Simpson had done some more research but not approached ESLT.</li> <li>4. Extending Age Range – A sheet showing Mrs Ray's research on the subject was distributed to Governors. Mrs Ray explained that she felt that it was not good idea to go ahead this academic year and that it would be better to concentrate on what the school are doing now and market that. The cost implications of resourcing for three year olds is an issue. A suggestion had been made of setting up a Playgroup as this is not financially dependent on the school. There is money in a bank account to set this up again. The previous person who ran the Playgroup</li> </ol>	

**PA**

<p><b>FG 27 16/17</b></p>	<p>has shown an interest in setting one up again with some parents volunteering. This could be run on site.</p> <p><b>Question:</b> Why did it previously fold?</p> <p><b>Answer:</b> A lack of support from school at that time.</p> <p>A positive discussion had taken place. The Playgroup was a separate charity and the account has never been closed. It was agreed to amend the title of the agenda item for the next Full Governing Body meeting to further discuss setting up a Playgroup. It was felt that school may wish to revisit the original proposal to extend to 3-11 years in a year's time. Mrs Ray is meeting again with the lady about Playgroup in December. It was felt that if numbers are small initially the group can use after school club room.</p> <p><b>Question:</b> When would this start?</p> <p><b>Answer:</b> Mrs Ray is to discuss the legalities and send out questionnaires to parents regarding what would suit them. This would probably start again in April. This to be discussed again at February's meeting.</p> <p><b>Question:</b> What age children would this be for?</p> <p><b>Answer:</b> This needs to be further discussed. It was suggested this could be a Stay and Play or one where parents can leave their children.</p> <p>5. Marketing of School – to be covered in item FG30.</p> <p><b><u>Headteacher's Report</u></b></p> <p>Mrs R. Ray reported that the school have another pupil (new starter) expressing an interest as first choice. Everyone who attended the open afternoon have put the school down as their first choice. Thanks were expressed to Mrs R. Laverack for all her hard work on the Open Day.</p> <p><b>Question:</b> What are the numbers for the second open day?</p> <p><b>Answer:</b> These are unknown as yet. Mrs Ray explained that the last session worked as an open afternoon with people dropping in. Although there weren't large numbers there is a good conversion rate. Mrs Ray explained that pupil attendance figures are ok. She explained that NYCC operate a four-month rolling programme of Headteacher's notifying of unauthorised absences. It was commented that it needs to be checked where the policy reflects this. Mrs Ray agreed to check.</p> <p>Targets have been agreed with class teachers and it is data collection week this week.</p> <p><b>Question:</b> How do we know if they are in line with national scores?</p> <p><b>Answer:</b> Mrs Ray is to put the national averages from last year for Y2 and Y6 and calculate the others on the next sheet. It would be useful to have this comparison. Mrs Ray explained that when calculating the targets teachers looked at where the children are and where the school was last year and national figures. The school is aiming for an increasing trajectory. Mrs Ray explained some of the terminology. Mrs Ray reported that every member of staff has had an opportunity for Continuous Professional Development. It was suggested that Mrs S.</p>	<p><b>LW</b></p>
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<p><b>FG 28 16/17</b></p>	<p>McIlwaine be asked to present to the Governing Body on the Creative Curriculum. Mrs Ray is to invite Mrs McIlwaine and Mr R. Wood to a Full Governing Body meeting before the end of the academic year to present on developments in their curriculum areas. Mrs Ray reported that since she wrote the Headteacher’s Report that the Health and Safety Report has come back from NYCC to school. The school is largely on track, the report identified a few things to do but these are easily fixed. The plan of action for emergency closures was discussed. <b>Question:</b> Who sends the text messages to parent? <b>Answer:</b> Mrs S. Conroy but she can do this from home. Mrs T. Goodwill will try to get into school first and if unable will inform Mrs Ray who will make the decision as to whether to close.</p>	<p><b>RR</b></p>
<p><b>FG 29 16/17</b></p>	<p><b><u>Record of Visit</u></b> A copy of the Record of Visit by Ms Lisa Jones the school’s Improvement Adviser had been distributed prior to the meeting. Mrs P. Abbott had attended the feedback session. <b>Question:</b> Why are some of the judgements ‘to be validated’? <b>Answer:</b> Ms Jones needs to have further visits to classroom to validate Mrs R. Ray’s judgement. The comment regarding Governors enhancing their monitoring role through the triangulation of evidence was queried as Governors felt they were already doing this. It was commented that perhaps this is suggesting need to look in books, speak to children and looking at data combined. Mr A. Priestley reported that he looked at books during his monitoring visit. Mrs Ray to raise the point with Ms Jones. <b>Question:</b> Can we inform parents of the record of visit and that NYCC have validated the school’s judgements about itself via the SEF? <b>Answer:</b> Yes.</p>	<p><b>RR</b></p>
<p><b>FG 30 16/17</b></p>	<p><b><u>Academy Conversion</u></b> It was reported that Des McPhee is submitting the accounts for ESLT to the DfE this week. Mr S. Simpson reported that there could be some news one way or another as ESLT are meeting on Friday. Barby High School in Selby are consulting with their stakeholders about joining ESLT. There has been contact with two Primary schools from Selby (feeder schools) and a meeting has been arranged with Mrs R. Ray to discuss academisation from a primary perspective. Numbers are expected to rise at Norton College due to the building works in the area. It was commented that by the time the Governor newsletter goes out the school may have a decision.</p>	
<p><b>FG 30 16/17</b></p>	<p><b><u>Marketing of School</u></b> A timeline for marketing had been sent out to Governors prior to the meeting and was looked at in the Finance and Premises meeting. Mrs Ray reported that the school are in a unique position of having a cohort of 19 or 20 leaving in Y6 in the summer which is a significant amount of</p>	

<p><b>FG 31 16/17</b></p>	<p>funding to lose. The school need to have a plan to ensure numbers don't fall significantly. Mrs Ray had held a meeting with Andrew Dixon, NYCC's Strategic Planning Officer as suggested at the Finance meeting. Mrs Ray had discussed the issue with Norton Primary being oversubscribed. The school will become a three-form entry and Y5/6 will be based at Brooklyn. NYCC are hoping the building will be ready for September 17 but may call upon Langton school to house pupils in a classroom if this does not happen. NYCC would have to fund this. A sheet was distributed showing the number of children in catchment and a breakdown of where pupils go to school. It was commented that this is where word of mouth comes in. Projected figures for the school were distributed. The projected figure for new starters in 2017-18 is 5 and the school already have 5 down as their first choice. It was suggested that an ideal solution would be to transport pupils from Norton. It had been emphasised that NYCC wouldn't be able to fund transport as they are committed to building new classrooms at Norton. It was commented that it is about parental choice and down to marketing. It was suggested that NYCC are preventing parental choice by not allowing parents in Norton to choose Langton due to transport issues. Advertisements have been displayed and lots of marketing is taking place. The school is inviting people to come to various events in school and Mrs Ray is to meet with someone in the village to discuss marketing. It was requested that Mrs Ray track on the marketing document what has been done.</p> <p><b>Question:</b> Have the flyers worked?</p> <p><b>Answer:</b> Mrs Ray has not heard anyone say that they have come to see the school because of the flyer. It was commented that social media is cheaper. But leaflets are a good reminder to people for the future. It was decided to make Marketing a standard item on each agenda. It was commented that the building the reputation of an improving school takes time and that numbers are cyclical.</p> <p><b><u>To receive updates from SPC and Finance and Premises Committees</u></b></p> <p>School Performance Committee – it was reported that the levels of attainment and progress continue to be good. An excellent presentation from Simon Carson from Norton College on the interpretation of data had been attended.</p> <p>Finance and Premises – the draft minutes had been circulated. Third Party use of premises had been discussed, this arose from the idea of setting up a Playgroup.</p> <p><b>Question:</b> Is there a policy for outside bodies using the school?</p> <p><b>Answer:</b> Yes, this falls within the Charging and Remissions Policy. It was suggested that a nominal fee be charged in future. A new business setting up a baby and toddler music group had been approached offering the use of the building for free. Mrs R. Ray had initially thought this was a potentially good way to attract small children and their parents through the door. The lady involved has the franchise for the</p>	<p>LW</p>
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	<p>whole of Ryedale. It was commented that as a Governing Body need to be careful about using any public funding meant for pupils for a business. A fee needs to be charged to at least cover costs. The school need to consider third party insurance, the lady in question has her own public liability insurance.</p> <p><b>Question:</b> Would we need a contract?</p> <p><b>Answer:</b> Mrs Ray agreed to consider this if she contacts the school again. Governors suggested a nominal fee to cover light and heat. It was decided that Governors need to arrange a specific meeting to focus on the projected deficit regarding where savings could be made. The proposal to increase charges for after school clubs was discussed. If no children are there for the last half an hour a decision could be made to reduce staff hours.</p> <p><b>Question:</b> Could this time be used for planning and preparation?</p> <p><b>Answer:</b> This can mainly be done during sessions. It was commented that the school wouldn't want to lose any of the after-school team as they have been incorporated within the school team. It was commented that the school need to be able to extend the hours if they're needed. Raising the amount from £1 to £2 charged for the first hour will improve this loss leader.</p>	RR
<p><b>FG 32 16/17</b></p>	<p><b><u>Adopt Finance and Premises Terms of Reference</u></b></p> <p>The Terms of Reference were circulated prior to meeting the school had been working on a three-year basis to review these but it had come to light that these need to be reviewed on an annual basis. All Governors were happy with the current version.</p>	
<p><b>FG 33 16/17</b></p>	<p><b><u>Updates on any H&amp;S or Safeguarding Issues</u></b></p> <p>Mr S. Simpson reported that he did a Health and Safety visit before half term.</p> <p>Mrs R. Ray had spoken to Des McPhee about road safety who had spoken to Councillor Elizabeth Shields who in turn has contacted James Malcolm, Manager of Highways based at Kirby Misperton. Mrs P. Abbott agreed to contact her Diocesan contact regarding the field.</p>	PA
<p><b>FG 34 16/17</b></p>	<p><b><u>Governor Recruitment Update</u></b></p> <p>Mr S. Simpson had researched Governor recruitment and had found the Inspiring Governance website where Governors can be recruited. A recruitment plan has been put in place but this to be placed on the back burner if the potential candidates come on board. Mr Simpson is to meet with another potential candidate and show them around school. The Recruitment Campaign plan to be completed and distributed to Governors by Mr Simpson. Recruitment had been discussed with other Governors at a SINs meeting who suggested discussing opportunities with local businesses. The University of the Third Age was suggested as a potential option too.</p>	SS
<p><b>FG 35 16/17</b></p>	<p><b><u>Governor Visits</u></b></p>	

<p><b>FG 36 16/17</b></p> <p><b>FG 37 16/17</b></p>	<p>Mr S. Simpson has a visit planned for Friday and Mr R. Sterry to visit next week. Mrs P. Abbott is to plan a safeguarding audit visit. Mr A. Priestley agreed to organise a visit in the new year.</p> <p><b><u>Governor Training</u></b> Governors felt there were no needs at the moment.</p> <p><b><u>Any Other Business</u></b> Finance and Premises meeting – this had been suggested as Tuesday 10<sup>th</sup> January at 8.30am as the bursar is in school on this date. The Bursar usually does every other Tuesday. Mrs R. Ray stated that the Bursar could possibly do a Monday. It was commented that the meeting is time sensitive but need as many people to attend as possible. Mrs Ray agreed to contact the Bursar to see if she has alternative dates and circulate these to Governors. <b>Question:</b> In preparation for this meeting, will there be a proposal or plan? <b>Answer:</b> Mrs Ray and the Bursar could work on some options. It was commented that if decisions are to be made around staffing these need to be made as early in the Spring term as possible. Governors will look at the budget step by step to see if savings can be made and will need to consider the benchmarking data. <b>Question</b> Does the Governing Body need to look at any loss leaders? <b>Answer:</b> Yes, but may need to invest in some services to ensure it attract pupils. Other schools who don't offer wrap around care are starting to.</p> <p><b><u>Dates of Next Meeting</u></b> <b>Full Governing Body – Wednesday 15<sup>th</sup> February 2017 at 3.30pm</b></p> <p><b>The meeting concluded at 5.05pm</b></p>	<p><b>AP</b></p> <p><b>RR</b></p> <p><b>RR</b></p>
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**Appendix 1**

<b>Point</b>	<b>Date</b>	<b>Subject</b>	<b>Action</b>	<b>Action By</b>
1	Ongoing	Governor Newsletter	To write overview of meeting for parents	PA
2	30.11.16	Extending age range to 3-11 year olds including incorporating a Playgroup	To meet with interested parties to discuss legalities	RR
3	30.11.16	Record of Visit	To raise query around Governor monitoring with Lisa Jones & feedback	RR
4	30.11.16	Charging third parties for use of building / contracts	To consider charges for use of building and whether a contract is required	RR
5	30.11.16	Financial Savings	To produce proposals / a plan for financial savings for Finance & Premises Committee additional meeting with Bursar	RR