**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**20th July 2021 at 1.00pm**

**Held virtually via Zoom**

MINUTES

Present: Co-opted Governor: Mrs Pam Abbott (PA)

Mr Howard Widdall (HW) (Chair)

Head teacher: Mrs Rachel Ray (RR)

Local Authority Governor: Mrs Anne Conroy (AC)

Staff Governor: Mrs Rosemary Laverack (RL)

Parent Governor: Mrs Vicky Pears (VP)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies: Mrs Hailey Barr (HB), Mrs Chris Gilkes (CG)

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the final meeting of the academic year. |  |
| 2. | Consideration of absences  Apologies were received from Hailey Barr and Chris Gilkes which received consent. |  |
| 3. | Confidentiality and Declaration of Interests  None declared. |  |
| 4. | Minutes of the last meeting 20th May 2021  The minutes of the meeting held on 20.05.2021 were agreed as an accurate record and will be signed by the Chair and will be filed at school as soon as possible. | HW |
| 5. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | School mobile phone | Sam C to look into the options for a school mobile phone | Actioned. | | 2 | Pioneer | RR to arrange meeting with Chief Exec, AC, HW and RR | Actioned. Meeting has taken place on 9 July. To be covered under strategy item on agenda. | | 3 | Policies | Make agreed amendments | Actioned. | | 4 | Governor skills matrix/audit | To review and update | Ongoing. HB is making progress. | | 5 | Governor term end dates | CT to share governor term end dates to assist with succession planning | Actioned.  Succession planning to be looked at, at the start of the next academic year. | | 6 | Governor training | PA to look into any training that governors are required to undertake | Actioned. PA has liaised with RR. RR has shared links to 4 online safeguarding sessions for governors to complete asap. | | HB  HW  All |
| 6. | Headteacher report including data– circulated prior to the meeting.  Admissions and attendance  RR reported that overall attendance for the year to date is 97.3%. HW noted that this is better this year than at the same point last year and above the level judged as good attendance (97%).  Staff training  RR and RL explained the new process for schools when supporting ECTs (Early Career Teachers). RR added that some funding is received but it is a large amount of work for schools, particularly small schools.  Quality of teaching and learning  RR explained that English will be brought more in line with the ‘Cornerstones’ topics. It will be a little bit more targeted to ensure consistency across the year groups.  RR explained that there are many more areas of cornerstones that could be used, and staff training is booked for September to help them utilise Cornerstones more effectively.  Data  EYFS – RR and RL stated that they are overall very pleased with the outcomes. The results have been significantly impacted by the amount of time children have missed in school. Governors thought the number of children exceeding was very positive.  RR referred to the data for KS1 year 2 and KS1 Year 6 (this has been shared with respective secondary schools).  RR stated that it has been harder this year but a lot of catch up has been achieved and governors felt that overall, the data was very positive.  It was noted that there are less children achieving the greater depth level, but it was felt that this was unsurprising due to lack of evidence in some areas due to time missed in school.  RR informed governors that pupil reports have been sent home to parents and overwhelming positive feedback has been received.  Curriculum  RR referred to the Curriculum Leadership document. RR thanked Kathryn Cummings for putting this document together. All governors felt that a large amount of work had been done in this area which was impressive due to the challenges of the year.  Health and Safety   * RR and RL spoke very positively about the appointment of the new caretaker. * A new cook is due to start in September. * RR shared a proposal with governors to increase the cost of school meals to £2.50 – this was agreed. It was also agreed that wraparound care costings will be reviewed in the autumn term with any changes to costings to be implemented after Easter 2022.   Pupil numbers  RR reported that school is currently full other than the odd place in years 5 or 6.  Year 6 leavers celebration took place today outside at Langton which had been very enjoyable.  *PA left the meeting.*  EYFS transition  Taking place on 24th August.  Extra-Curricular activities  Plan to undertake more collaborative activities next year. | RR/HW |
| 7. | Strategy  HW stated that we had agreed, at the last FGB meeting, that under this agenda item we would monitor / review how we are addressing weaknesses identified in the SWOT analysis at February’s strategy meeting and update on progress with opportunities identified and pursuit of strategic options.:  Weaknesses addressed:  Lack of space –  Extension bid has been approved.  Quiet area in the hall has been very positively received.  Stay and Play sessions will hopefully recommence in the future.  Lack of career development opportunities –  collaboration with other schools.  Linda Bowman is now undertaking role of Assistant Head teacher at Weaverthorpe.  Leadership team will continue to look for other collaborative working opportunities.  Progress with opportunities and strategic options:  Access professional support in addition to LA provision –  HW, AC and RR met with Chief Executive of Pioneer Trust. HW reported that Pioneer have a similar ethos, and ways of working, to Langton. Could be a good partner to do some developmental work with. They can create a bespoke programme to help with curriculum development. Next step would be to put together a specification of what is required and go from there. RR added that as part of School Development planning a review of what support is required will be undertaken.  VP asked about costings – HW stated that there will be a cost but don’t know how much as it will depend on what is requested. |  |
| 8. | Reports from Committees  Nothing to report. |  |
| 9. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC.  Homework – Typos pointed out by CG have been corrected.  Scale of Charges  Both approved. |  |
| 10. | Governor Monitoring Reports  None to report. |  |
| 11. | Updates on any Health and Safety and Safeguarding issues  Extension of footpath – HW asked if any update had been received and RR confirmed that nothing else has been heard. It was agreed that this would be chased up in the autumn term.  RR stated that work on the septic tank and damp in the hall are still outstanding works. | RR/HW |
| 12. | Governor Training – to identify need and report on attendance  Some governors had attended the Finance for School governors training. HW reported that this had been a useful recap.  HW has attended 2 NGA summer conference webinars.  GSIN – HW and CG attended.  AC stated that link governor role training would be useful particularly for HB and VP. RR suggested doing a bespoke cluster training session.  VP and HB have completed the second part of the introduction to governance training.  RR suggested that group planning between leaders and governors would be a useful session to take place in the autumn term.  AC suggested having a governor action plan which could work alongside the SDP. | RR  RR |
| 13. | Any Other Business  KS1 is closed due to a positive COVID case. |  |
| 14. | Meeting dates for 2021/22  RR suggested and governors agreed that each term1 FGB meeting would be virtual and 1 FGB would be face to face.  Thursday 30th September 4.00pm (face to face)  HW and all governors thanked RR and all staff for doing a fantastic job in very difficult circumstances this year. HW to write a note of thanks to staff. RR thanked governors. | HW |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 20.07 | Minutes from meeting on 20.05 | HW to sign and forward to school to be filed | HW |
| 3 | 20.07 | Policies | Make agreed amendments | AC |
| 4 | 20.05 | Governor skills matrix/audit | To review and update | HB |
| 5 | 20.07 | Succession planning | To be looked at in the autumn term | HW |
| 6 | 20.07 | Safeguarding training | Governors to complete training sessions circulated by RR | All |
| 7 | 20.07 | Wraparound care costings | Review in autumn term | RR/HW |
| 8 | 20.07 | Strategy – accessing professional support | Specification to be worked up and submitted to Pioneer Trust for curriculum development / other aspects of school development | RR |
| 9 | 20.07 | Footpath extension | To chase up in the autumn term | RR/HW |
| 10 | 20.07 | Cluster training session | Arrange cluster training session on the Link Governor role | RR |
| 11 | 20.07 | Group Planning session | Arrange session between school leaders and governors for autumn term | RR/HW |
| 12 | 20.07 | Thank you to staff | HW to send thank you email to staff | HW |