**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**20th May 2021 at 5.00pm**

**Held virtually via Zoom**

MINUTES

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

Mrs Christine Gilkes (CG)

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 Hailey Barr (HB)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies: Mrs Vicky Pears (VP)

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Consideration of absences  Apologies were received from Vicky Pears which received consent. |  |
| 3. | Confidentiality and Declaration of Interests  None declared. |  |
| 4. | Minutes of the last meeting 25th March 2021 and Strategy meeting & confidential minutes 25.03.2021  The minutes of the meeting held on 25.03.2021 (and confidential minute) were agreed as an accurate record and will be signed by the Chair and 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 | To carry forward | | 2 | Parent Questionnaire | Circulate parent questionnaire re:school vision | RR confirmed she had included this in the newsletter. No feedback received therefore assuming all happy with the vision. | | 3 | Pioneer | To include on next FGB meeting agenda | RR, AC and HW to meet with the Chief Executive in the first instance. RR to arrange. | | 4 | Pioneer – Chief Exec | To invite to next FGB meeting | As above. | | 5 | Standing agenda item | To include ‘Strategy’ as a standing agenda item | Actioned. | | 6 | New EYFS Curriculum | To arrange meeting re: new EYFS curriculum | RL has attended a meeting and training re: new curriculum. AC has met with RL and Amy Campbell (EYFS teacher at Weaverthorpe) to discuss. | | 7 | Staff Welcome Pack | To circulate updated document to staff | Actioned. | | 8 | Head Teacher review | To meet to discuss Head Teacher review | Actioned and review was conducted on 30th April. | | 9 | Finance training | To arrange bespoke finance training for governors | Actioned. Arranged for 23.06.2021. | | 10 | Introduction to Governor training | To undertake NYCC new governor training | VP and HB attended the first part of the training last night. | | RR  RR |
| 6. | Headteacher report – circulated prior to the meeting.  Admissions and attendance  HW commented that the attendance is positive. Also, good news re: pupil who has now returned to school.  RL reported that she has booked visits to all feeder nurseries to meet September 2021 reception starters.  *PA joined the meeting.*  Leadership  Positive news that Mrs Bowman will be commencing her new leadership role at Weavethorpe.  Curriculum and Learning  Focus on music this term.  Parent forum being arranged for the new RSE policy.  *Is EYFS curriculum change significant?*  RL reported that it is quite a big change. Idea is that there are a lot less observations which were very time consuming. Fewer areas to comment on but more in depth and there are some new areas. Maths is more in depth.  Will be interesting how results will be recorded. No exceeding bracket. A lot of focus on ensuring there are no gaps in learning. More about ensuring that all children achieve.  RR added that there are also to be changes on supporting NQTs next year. NQTs now called ECTs (Early Career Teachers)  *HW asked about the writing moderation.*  RR stated that this had been fairly reassuring and school are on the right lines with writing and were in agreement with colleagues. Focussed on EYFS, years 1, 2 and 6.  *Are other moderation sessions planned?*  Only internally within school.  *How well is early reading and phonics challenge being met?*  Lesson observations have been undertaken in all classes. Both phonics lessons observed were extremely strong with all children being taught in a fluid way to ensure all needs met. It is more challenging for staff currently due to COVID bubble restrictions. Will revert back to utilising more staff when restrictions allow. Children are catching up following remote learning. HB commented that the interventions seem to be having an impact following discussions with other parents.  Pupil perception survey  RR asked for any comments. Results have been shared with class teachers. Results were discussed. RR added that elements can be used in planning moving forward. RR and governors felt that the results were positive.  *HW asked about the question relating to behaviour on KS1 questionnaire and this was discussed.*  RR added that she has not had to deal with any behaviour issues all year. Discussions have taken place this week with staff re: getting on top of low-level bad behaviour. All staff have a strong behaviour management style.  *HW asked about the question to KS2 about learning new things in lessons. Are higher achievers being challenged?*  RR stated that this has been picked up and will be addressed.  *Could there be more consistent encouragement?*  RR stated that this will also be looked into as all children need to feel encouraged and have confidence.  The questionnaires will be repeated to hopefully see an improvement.  *CG asked about asking the children for solution ideas.*  Yes, this could be done.  HW thought that responses to questions about school life were impressive and testament to school life and the school community.  Overall results were noted to be very positive.  Staffing  RR reported that hopefully a new cook has been secured following interviews. Position of cleaner and caretaker has been difficult to fill. Hoping that one of the parents will be applying for the position.  RR reported that there have been 4 applications received for the 1:1 TA position. Interviews are taking place next week, 25th May. CG agreed to sit on the interview panel.  RR confirmed that she has given notice to county cleaners.  AC confirmed that Kathryn Cummings will be providing TA support 2 days at Langton and 1 at Weaverthorpe from September 2021.  COVID update  A brief discussion took place re: the stay and play group. RR added that she is doing all she can to support the group.  CPD  RR explained that currently NQTs have 1 full day out of class. A more supportive structure is to be put in place. ECTs will need a mentor and a lead tutor. Will have an implication on school budgets and be a bigger commitment for schools.  Premises and maintenance  Parents have repaired some of the planters and there are plans to repair the others.  There is an ongoing damp issue in the hall. Plans for increased ventilation and replacement of the damp plaster are in progress. A coating is also to be put on the external bricks.  Intervention space is being implemented and there are plans to improve this area in the future.  Health and Safety  Health and Safety Adviser visited school today. No major issues highlighted. Small issues identified which can be easily remedied. RR to share the report when received.  Safeguarding  No concerns. |  |
| 7. | Strategy  HW stated that this is a standing item to ensure governors regularly review strategy.  Already discussed ‘Pioneer’ re: outside professional help.  No issues re: the strategic vision for the school.  Succession planning – HW stated that this does need to be thought about for staffing and governors to avoid having to be reactive to situations.  HW suggested that it may be useful to address the weaknesses that were identified at the strategy meeting and also a review of the opportunities at each full governors meeting. This was agreed. |  |
| 8. | Reports from Committees  SPC – Held on 6th May 2021.  PA referred to the minutes and updated 2 points. HW also added that he was not listed as being in attendance on the minutes.  Policy reviews – Intimate care and RSE policies were agreed following review at the SPC meeting.  PA added that most staff have now received their first COVID vaccination. |  |
| 9. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC.  -Accessibility - safeguarding governor will review this policy once per term – agreed.  -Educational visits – CG raised several questions and necessary amendments were agreed. | AC |
| 10. | Governor Monitoring Reports  CG has a planned visit on 15th June.  AC had undertaken an EYFS visit and CG had done a Maths visit.  PA had undertaken an SEN/pupil premium visit. |  |
| 11. | Updates on any Health and Safety and Safeguarding issues  Already covered under item 6. |  |
| 12. | Governor Training – to identify need and report on attendance  Governor skills matrix/audit – CG asked of there were any gaps and have these been identified and actioned.  Finance training will cover some areas as well as the new governor training.  CG suggested that this tool could be reviewed/updated on a termly basis. HB to review and update.  CT to share term of office dates with governors to assist with succession planning.  HB and VP to attend the second part of the introduction to governance training as well as a safeguarding training session.  PA to look into any training that governors are required to do.  CG and HW are attending the GSIN session next week. | HB  CT  PA |
| 13. | Any Other Business  None raised. |  |
| 14. | Meeting dates for 2020/21  Monday 19th July 3.00pm to include review of data. Stone Trough  Finance and Resources committee  15th June 8.30am |  |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 04.02.2021 | School mobile phone | Sam C to look into the options for a school mobile phone | RR, SC |
| 3 | 25.03.2021 | Pioneer | RR to arrange meeting with Chief Exec, AC, HW and RR | RR |
| 4 | 20.05.2021 | Policies | Make agreed amendments | AC |
| 5 | 20.05.2021 | Governor skills matrix/audit | To review and update | HB |
| 6 | 20.05.2021 | Governor term end dates | CT to share governor term end dates to assist with succession planning | CT |
| 7 | 20.05.2021 | Governor training | PA to look into any training that governors are required to undertake | PA |