**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**25th March 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 Vicky Pears (VP)

Mrs Hailey Barr (HB)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies:

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Consideration of absences  No apologies were received as all governors were present at the meeting. |  |
| 3. | Confidentiality and Declaration of Interests  None declared. |  |
| 4. | Minutes of the last meeting 4th February 2021 and Strategy meeting  The minutes of the meeting held on 04.02.2021 were agreed as an accurate record and will be signed by the Chair and filed at school as soon as possible.  Confidential minute 04.02.2021 – Agreed  Strategy meeting minutes 11.02.2021 – Agreed  Finance and Resources Committee minutes – Agreed. | HW |
| 5. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Policies | AC to remind SC to include reviewed policies in the newsletter | Actioned | | 2 | Minutes from FGB 03.12.2020 | Make amendments to minutes from FGB 03.12.2020 | Actioned | | 3 | Agenda of next FGB | Next FGB agenda to include discussion re: potentially taking additional pupil in September 2021 intake | Actioned | | 4 | Schools Hearing and Appeals Procedure | AC to share email she has re: this policy | Actioned | | 5 | School Performance Committee | Next FGB agenda to include reviewing terms of reference of the SPC | On the agenda | | 6 | Finance Committee | To review terms of reference of the committee at the next committee meeting on 9th March | Actioned | | 7 | Finance Committee Terms of Reference | Next FGB agenda to include ratification of the Finance Committee terms of reference | On the agenda | | 8 | School mobile phone | Sam C to look into the options for a school mobile phone | To carry over | | 9 | Powerpoint | Circulate powerpoint presentation from Nigel Ashleys presentation | Actioned |   Strategy meeting 11.02.2021 - Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Questionnaire | Seek parents’ opinions on the school’s vision via questionnaire | RR to action in the Summer term | | 2 | Pioneer | Circulate information from Pioneer  Refer to FGB agenda | Actioned.  CT to include on agenda for next FGB meeting. RR to contact Chief Executive to invite to meeting. | | 3 | Financial Scenario | Ask FR to prepare a financial scenario for discussion at the Finance and Resources meeting | Actioned | | 4 | COVID costs | Refer discussion on costs of COVID to Finances and Resources meeting | Actioned | | 5 | Standing FGB item | Include item on Strategy in FGB agenda | CT to action on future FGB agendas |   Finance and Resources Committee minutes – Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Training | Request training opportunities information from Claire Twigg | Actioned | | 3 | Fire Safety report | Forward Fire Safety report to HB | Actioned | | 4 | TOR | Amend FRC TOR | On agenda for this meeting | | RR/SC  RR  CT  RR  CT |
| 6. | September 2021 intake – Discussion re: potentially increasing admission number  RR explained that since the last meeting she has reviewed pupil numbers and options for practical organisation of the school from September 2021 and she proposed to governors to keep the PAN at 15.  *PA asked what would happen if a child moved into the catchment area*.  RR explained that school could take that child or if school felt unable to take the child they could refuse. RR added that all catchment children will be allocated a place in September 2021 as there is less than 15 within catchment.  After discussion governors agreed RRs proposal.  RR referred to the document detailing pupil numbers per year group. She explained the scenarios for each class for 2021/22. She reported that school are currently advertising for an additional FTE KS2 teacher. This will enable school to have 3 KS2 classes with fluidity and smaller teaching groups which will help with the COVID catch up. Governors felt that this was a positive plan which would make the most of the pupils and teachers’ strengths and weaknesses.  *How will TAs work?*  Not planned this as yet.  RR proposed the purchase of another shed to utilise some space by moving the PE equipment out of the hall. This space can then be used for interventions.  Governors agreed that the proposals for 2021/22 made the most of the school’s space.  RR suggested that due to COVID, the Wednesday morning stay and play sessions should be postponed until September 2022.  *AC asked how many children attend stay and play and how many will then request school place at Langton?*  10 children at the moment and 2 of these will commence at Langton in September 2021.  It was agreed that this would not be confirmed at the present time but would be addressed at a later date. |  |
| 7. | Headteacher report – circulated prior to the meeting  RR stated that the return to school has been very successful. RL agreed with this and added that everyone is very happy to be back at school. All pupils except one has returned to school.  Assessments are being undertaken to identify gaps in children’s knowledge. RR advised that school will be doing assessments in the summer to gain some comparison data.  *Are there significant gaps in learning?*  In relation to EYFS RL reported that there are some children that have made good progress on reading and phonics and some that haven’t. She has noticed that handwriting needs to be a focus as this has regressed.  RR added that resilience to work independently will be addressed and developed.  Attendance  A discussion took place re: absences detailed within the report and governors were satisfied with the explanations.  Staff training  RR advised governors that the focus in September for RL will be the new EYFS curriculum. A meeting is to be arranged between RL and a teacher at a school who have piloted the new curriculum. AC to attend this meeting.  Staffing  Mrs McAfee (HLTA) due to return from maternity leave on 21st June, working 2 days per week, will job share with Linda Bowman (HLTA).  RR reported that the students have been welcomed back into school and they are a positive addition to the school.  Monitoring  RR explained that Ofsted visits are currently focusing on what is being done in school now. | RR,RL,  AC |
| 8. | Reports from Committees  - SPC terms of reference review and ratification  The document had been circulated prior to the meeting.  Following amendments agreed:  -Behaviour policy to be reviewed in meeting 3.  Approved.  - Ratification of Finance Committee terms of reference  Approved. |  |
| 9. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC.  AC explained suggested amendments had been made and recirculated.   * Medical * RSE * Information Security * Lockdown * Stress Management * Behaviour Principles * Behaviour (revised) * Key Person * Governor Visits Protocol * New Staff Welcome Pack   All above policies were approved.  -Complaints Policy - AC explained that from a recent governance healthcheck at Weaverthorpe it had been suggested to make a formal arrangement with another school to ensure neutral panel members to deal with any complaints received. AC confirmed that this has now been agreed with Foston and Terrington and she has updated the policy to reflect this.  -RR to circulate ‘New Staff welcome pack’ to Langton staff. | RR |
| 10. | Governor Monitoring Reports  -AC advised that she has an EYFS visit booked.  -CG has a planned visit in April.  -AC, HW and PA to meet to discuss Head Teacher review. | AC,PA, HW |
| 11. | Updates on any Health and Safety and Safeguarding issues  Covered under item 7. |  |
| 12. | Governor Training – to identify need and report on attendance  RR reported that Weaverthorpe governors were keen to organise some Finance training. RR will organise this and arrange as cluster training.  HB and VP to undertake the new governor training. | RR  HB,VP |
| 13. | Any Other Business |  |
| 14. | Meeting dates for 2020/21  Thursday 20th May 5.00pm  Monday 19th July 3.00pm  Finance and Resources committee  15th June 8.30am  SPC  Thursday 6th May 3.30pm |  |

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 |
| 2 | 25.03.2021 | Parent Questionnaire | Circulate parent questionnaire re:school vision | RR |
| 3 | 25.03.2021 | Pioneer | To include on next FGB meeting agenda | CT |
| 4 | 25.03.2021 | Pioneer – Chief Exec | To invite to next FGB meeting | RR |
| 5 | 25.03.2021 | Standing agenda item | To include ‘Strategy’ as a standing agenda item | CT |
| 6 | 25.03.2021 | New EYFS Curriculum | To arrange meeting re: new EYFS curriculum | RR, RL, AC |
| 7 | 25.03.2021 | Staff Welcome Pack | To circulate updated document to staff | RR |
| 8 | 25.03.2021 | Head Teacher review | To meet to discuss Head Teacher review | PA,AC, HW |
| 9 | 25.03.2021 | Finance training | To arrange bespoke finance training for governors | RR |
| 10 | 25.03.2021 | Introduction to Governor training | To undertake NYCC new governor training | VP,HB |