**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**29th September 2020 at 5.00pm**

**Held virtually via Zoom**

MINUTES

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

Mrs Christine Gilkes (CG)

Mr Howard Widdall (HW)

Head teacher: Mrs Rachel Ray (RR)

Local Authority Governor: Mrs Anne Conroy (AC)

Staff Governor: Mrs Rosemary Laverack (RL)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies:

|  |  |  |
| --- | --- | --- |
| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Election of Chair and Vice Chair for year  CT advised that nominations had been received for HW as Chair and AC as Vice Chair. These nominations were agreed by governors.  A discussion took place regarding the 2 parent governor vacancies. RR reported that she had received some queries from interested individuals. A brief discussion took place about the election process. CT asked and RR confirmed that all families have access to email therefore no one would be unable to take part in the voting. |  |
| 3. | Consideration of absences  All governors were present at the meeting. |  |
| 4. | Confidentiality and Declaration of Interests  None declared. |  |
| 5. | Minutes of the last meeting 13th July 2020  The minutes of the meeting held on 13.07.2020 were agreed as an accurate record with the following correction:  Item 4 - correct initials HA to HW.  The minutes will be signed by the Chair as soon as possible. | CT |
| 6. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Minutes from FGB 16.06.2020 | CT to circulate amended minutes from FGB meeting on 16.06.2020 | Actioned | | 2 | School Bus | RR to speak to Head at Foston re: using School Bus | Actioned | | 3 | School Fund Account | RR to check if Andrew P is a named trustee on this account | RR to check | | 4 | School Fund Account | Audit | Sam C is arranging | | 5 | SIP | Include writing as an action  Include building on strengths raised from the Ofsted Inspection | Actioned | | 6 | Policies | Update with agreed amendments | Actioned | |  |
| 7. | Register of Business Interests / Hospitality (forms to review/complete)  HW asked all governors to ensure that these forms are completed and returned to school. |  |
| 8. | Governor Responsibilities 2020/21  The following responsibilities were agreed:  Chair of Finance and Resources Committee – CG, HW to Vice Chair  Chair of School Performance Committee – PA, AC to Vice Chair  Maths – CG  Health and Safety and Premises – tba  Policies – AC  Child Protection and SEND – PA  English – tba  EYFS – AC  Curriculum – CG  IT/Data Protection – Sam Conroy (RR to invite SC to Finance and Resources Committee) | RR |
| 9. | Headteacher update including School Improvement Priorities – circulated prior to the meeting  RR asked if there were any questions relating to her report:  RR stated that the attendance has been positive so far this term. Governors agreed that this was very pleasing and felt that it showed that parents are happy with safety processes in place.  *AC asked how the curriculum theme week had gone?*  RR reported that the children enjoyed it and there was some good teamwork amongst the children.  *Have any children been identified who may require support re: mental wellbeing?*  RL stated that she has noted a couple in reception who are anxious along with a few throughout the school who are already known to be anxious. There have been no new children flagged.  *Any specific benefits from close collaboration with Weaverthorpe?*  Kathryn Cummings to get bespoke SEN training which will benefit Langton, RR will also access this training.  Linda Bowman to provide TA support across both schools. She has led some TA CPD in the past.  It is currently difficult to mix the schools but hopefully this can be done more in the future.  Priorities for both schools are quite different but hopefully they will align in the curriculum which will benefit both schools.  *Latest update re: cleaning and catering issues?*  RR reported that there are positive and negatives. The cleaning and caretaking roles are being covered and it was reported that the cleaning is satisfactory.  Catering is a challenge due to staffing shortages. This week only packed lunches could be offered. RR is conscious that she doesn’t want a decline in the uptake of school meals. RR has spoken to the traded services contact and there has been assurance that Langton will be priority for a peri-cook to come and provide hot meals. Catering and covering lunchtimes and breaktimes is taking a lot of staff time currently, but it is mainly due to the current situation which cannot be avoided, and the alternatives would take up even more time.  *CG asked if temporary catering staff are being appointed by the catering service?* RR to find out if temporary catering staff are being taken on to cover staff absence during the current situation.  Governors agreed that RR was doing the right thing by continuing to make contact with traded services and check that everything possible is being done as it is them who are responsible for providing the service. Governors also agreed that now is not the time to pursue procurement of services from alternative suppliers. It was agreed that RR would contact traded services this week and HW would be copied into the email.  PA to arrange a card to Tracy Goodwill from governors.  Premises and Maintenance  *HW asked for an update about the damp in the main hall?*  RR reported that when the decorators were at school during the summer and it was identified that there was some plastering that needed to be done in the main hall, this was carried out. On return to school it was discovered that this new plastering was very wet. Property services visited and suggested that some boarding needs to be fitted. This will be done in the October half term holidays. Hopefully, the plaster will then dry out.  RR also reported that a drain survey is to be carried out. | RR  PA |
| 10. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC. The following comments/amendments were discussed:  Health and Safety  -HW to sign as Chair.  Agreed.  Governor Welcome Pack  Amendments were discussed. It was agreed that:  -3 bullet points would be taken from the NGA document.  -It was also agreed that reference would be made to the ‘Standing Order and Code of Conduct’ document.  - Responsibilities on page 10 to be updated.  -A discussion took place re: escalating concerns by governors and it was agreed that this needed to be included within a document, but this was not the appropriate document for that.  -Staff list to be updated.  Agreed.  Appraisal Policy  -Interim review wording to be updated.  -Competency framework for support staff- RR reported that the job description is used to monitor performance for these staff.  Agreed.  Standing Orders and Code of Conduct  Agreed.  Child Protection Policy  Agreed. PA name to be added.  School Vision, Aims and Values  Agreed.  Staff Welcome Pack  Agreed.  Governor Constitution  Agreed.  AC to amend policies as agreed.  Governors thanked AC for all the work she does relating to policies. | AC |
| 11. | Admissions -PAN  RR advised governors that the PAN needs to be agreed for the next year 2021/22. She proposed that this is returned to 15. This was agreed by governors. |  |
| 12. | Updates on any Health and Safety and Safeguarding issues  Nothing to report. |  |
| 13. | Governor Training – to identify need and report on attendance  3 governors had attended the Headteacher Performance training.  Head Teacher Review Committee TOR- circulated prior to the meeting Document agreed.  CT to look into any training being undertaken particularly finance for CG and share details with governors. | CT |
| 14. | Any Other Business  Staffing – RR stated that it has been brought to her attention recently how tight staffing is at both Langton and Weaverthorpe. She suggested potentially appointing a relief TA to cover both schools. A discussion took place regarding this suggestion. It was agreed that RR would make further enquiries.  CG advised that she has looked into some Mental Health training run by MIND. It was agreed that this would be arranged for Langton and Weaverthorpe staff virtually-CG to arrange. Governors were invited to attend. | RR  CG |
| 15. | Agree meeting dates for 2020/21  Thursday 3rd December 5.00pm  Thurs 4th February 5.00pm  Thursday 25th March 5.00pm  Thursday 20th May 5.00pm  Monday 19th July 3.00pm  Finance and Resources committee  Tuesday 17th November 8.30am  9th March 8.30am  15th June 8.30am  SPC  Thursday 21st January 3.30pm  Thursday 6th May 3.30pm |  |

Signed By Date:

**Appendix 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Point** | **Date** | **Subject** | **Action** | **Action** |
| 1 | 29.09.2020 | Minutes 13.07.2020 | Correct initials in item 4 | CT |
| 2 | 29.09.2020 | IT/Data Protection | RR to speak to Sam C re: IT/data Protection & ask her to attend the Finance and Resources Committee | RR |
| 3 | 29.09.2020 | Catering Services | RR to email the catering services and copy HW | RR |
| 4 | 29.09.2020 | Card | PA to organise a card for Tracy Goodwill from governors | PA |
| 5 | 29.09.2020 | Policies | Amendments as agreed | AC |
| 6 | 29.09.2020 | Training | CT to circulate governor training information | CT |
| 7 | 29.09.2020 | Relief TA | RR to make further enquiries | RR |
| 8 | 29.09.2020 | MIND training | CG to book | CG |