**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**2nd December 2021 at 4.00pm**

**Held virtually**

MINUTES

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

Mr Howard Widdall (HW) (Chair)

Mrs Chris Gilkes (CG)

Head teacher: Mrs Rachel Ray (RR)

Local Authority Governor: Mrs Anne Conroy (AC)

Parent Governor: Mrs Vicky Pears (VP)

Mrs Hailey Barr (HB)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies: Mrs Rosemary Laverack (RL)

|  |  |  |
| --- | --- | --- |
| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Consideration of absences  Apologies were received from RL which received consent. |  |
| 3. | Confidentiality and Declaration of Interests  AC requested that a ‘Weaverthorpe update’ be discussed under Any Other Business which will be confidential. Any other confidential areas will be highlighted as required. |  |
| 4. | Minutes of the last meeting 30th September 2021  The minutes of the meeting held on 30.09.2021 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 | Minutes | Minutes from the last FGB and all FGB meetings held remotely to be sent to RR to be printed off and signed by HW and filed in school | Actioned | | 2 | Educare | RR to re-send educare email with link to CG. | CG not present to ask | | 3 | Training | All certificates of training undertaken to be forwarded to Sam | Actioned | | 4 | Link Visits | RR to join VP and HB on their first link governor visits to school | Link visits to be arranged for next term | | *CG joined the meeting* | | | | | 5 | Wraparound care costings review | To be added to the agenda of the next Finance Committee meeting | Actioned.  Proposal from Finance Committee meeting was for charges to remain as they are currently, and this will be reviewed again for the start budget for September 2022 | | 6 | Strategy – accessing professional support | Review the need for this in the Spring term | Spring term | | 7 | Footpath extension and septic tank | To send a follow up email to NYCC | RR to update on septic tank within her verbal report | | 8 | Meeting date 2021/22 | Circulate updated list of meeting dates | Actioned | | 9 | Register of Business Interests and Gifts & Hospitality forms | To ask RL to complete | RR to check | | 10 | Policies | Make amendments to policies as agreed | Actioned | | 11 | Health & Safety Policy | HW to sign | Actioned | | 12 | Governor training matrix | Include on agenda for next FGB meeting  HB to update | Actioned | | 13 | Safer recruitment training | To complete training | AC to complete in the Christmas holidays | | 14 | SDP costings | To check costings with Fiona | RR to discuss with Fiona | | RR  All  Spring term  RR  AC  RR |
| 6. | Headteacher report - verbal  RR apologised as she had started a written Headteacher report, but she has not had the time to complete it.  Admissions   * 109 on roll currently. 1 child has left in EYFS. 1 child is due to start after Christmas. * RR reported that she has shown several families round school recently. * 6 confirmed pupils have applied for Langton as first choice for September 2022. * Pupil numbers greater in KS2 which is working very well so far this school year. Teaching children in smaller groups is working very well and additional support is beneficial. * COVID implications have increased this half term. Cases have dropped this week which is positive. * RR has been taking advice from Public Health England.   *HW asked about changes implemented in school in response to the increase in cases?*   * Enhanced cleaning regime, not involving deep cleans. Increased hand washing regime. Increased ventilation. Reviewed events that were planned. Christmas fair has been cancelled and replaced with a week of Christmas events taking place outside over the last week of term.   Due to be going to pantomime at Scarborough Spa. This has been cancelled to mixed responses from families. Access to ‘Riding Lights’ theatre show instead.  Not doing Christmas Carol service.  Derwent class nativity is going ahead with reduced tickets to allow social distancing.  Staff are wearing masks in communal areas.  Class Christmas parties are taking place.   * Governors felt that the decisions made re: cancelling events were the right decision and it was very positive that alternative arrangements have been made. * Risk assessment is being updated.   Attendance  RR reported that attendance is down. Up until 27.11.2021 91.8% compared to 96.9% last year. Governors felt that this year’s figures were not comparable due to current circumstances re: COVID.  Leadership and Management   * Louise Wilson, SIA met with RR and AC in September to carry out annual planning visit. Langton is a Priority 2 school so is eligible to 5.5 days over the academic year. Due to have safeguarding visit today but Louise cancelled. This will be rescheduled as well as curriculum deep dive. RR| added that Louise has been very supportive and understanding. * Performance management has been completed for all teaching staff which RR led. Targets are linked to School Improvement priorities as well as a personal target. TA performance management will take place in the Spring term. * RL returning full time in the last week of term. * Roisin Boyle keen to take on RE lead. RL to handover during the rest of this year, with Roisin taking over as lead from September 2022. * Following discussions at the Finance Committee RR has checked with Human Resources re: leadership role at Langton. Linda Bowman’s contract has been changed to reflect Assistant Head at Langton 0.1FTE and 0.5FTE HLTA until the end of this academic year. * Staff have completed a lot of valuable CPD relating to development of middle leadership to enhance the curriculum offer. * Staff meeting took place recently with Foston, Terrington and Stillington schools re: retrieval practice. * Dan Walker due to attend Curriculum Development training programme re: walk throughs which RR hopes will be useful for the school and SDP priorities. * Twilight session has taken place on computing curriculum with purple mash. * Abi Oscroft has settled in well. * Mrs Karen Moseley has been an amazing supply teacher covering recent staff absence. * Katherine Cummings – 2 days per week. Has been proactive leading outdoor learning. Area outside is being developed to create a mud kitchen, fire pit and outdoor seating area to improve the outdoor learning provision. * Fiona Horsley, school cook left her role last week. New lady has commenced this week. * RR to circulate information re: SDP milestone 1 progress / achievements.   Premises and Maintenance  Not yet heard definitively that the extension is to go ahead but all signs are looking positive.  Septic tank – hoped that this would be incorporated in the extension works but this isn’t possible. RR is having discussions with neighbouring properties re: septic tank removal and replacement which is now planned for summer 2023. Capital will be lost for 2022 and 2023 as the necessary work (extension and septic tank) needs to be done over 2 years rather than in one go.  No other significant premises issues.  No Health and Safety issues or Safeguarding issues to report.  Governors thanked RR for her report. | RR |
| 7. | Reports from Committees  Finance and Resources committee met recently. CG has circulated the minutes. Key areas raised were:   * Statement about level of reserves does not need to be included in Budget Management Policy. * Benchmarking exercise showed that the school is in line with other schools, and there are no causes for concern. * School has good financial capacity with scope for adjustment if required. * SFVS was reviewed with agreed amendments to be made. To be submitted in good time for March deadline. |  |
| 8. | Policies to adopt/review – All policy documents were circulated prior to the meeting. Each policy was discussed:  • Appraisal - NYCC policy. HW pointed out typo on page 5 and small amendments needed on page 7 and 10.  • Allergens – NYCC policy.  • Charging & Remissions – HW referred to page 6 and suggested a section becomes an appendix along with some information on page 8.  • SEN – Changes made to individual names. HW pointed out typo on page 2 and last sentence on this page to be removed.  • Winter Management – RR to check if closure notice is added to website.  • Budget Management Policy – HW confirmed 2 points which he had checked. AC to add LMS procedures to new staff and new governor welcome pack. RR to locate this information and forward to AC.  • Disruption Management / Business Continuity Plan –Following points were discussed; more detailed statement to be included under check review. External incident 3.2.12 invacuation drills take place once per term. Under ‘fire’ take out ‘out of hours fire’ statement. RR to speak to other heads re: out of hours fire.  Electricity failure – HW confirmed that the ‘school cook would liaise with county caterers’  Emergency response – confirmed regularity of invacuation and evacuation practice procedures  A discussion took place about the procedure of staff contacting emergency services. School postcode to be added to staff welcome pack.  Emergency callout resources – HW suggested a change to this wording.  Emergency closure procedures/school website – Delete section 6.5 as this is covered by NYCC business continuity plan which is included with the policy.  NYCC Business continuity plan section 6.4 – HW confirmed change to wording re: back up of data.  All policies were agreed with discussed amendments.  RR added that school are looking into cloud-based systems.  A discussion took place re: a shared system for policy storage so that there will be one place for updating one version. | RR  RR&AC |
| 9. | Governor Monitoring Reports  None to share.  AC reported that she plans to do a report for French as she has been into school on a weekly basis.  Rename item to ‘Governor link visit reports’.  Visits to be arranged in the new year either in person or virtually. | AC  CT  All |
| 10. | Governor training matrix  HB shared the training matrix document with governors and explained how the document works and what it includes including, mandatory training as well as training relevant to governor’s link roles.  It was agreed that ultimately the plan is for governors to update the document if it was accessible via a cloud based system or restricted area on the school website. They will also continue to forward certificates to Sam in school.  A discussion took place re: populating the spreadsheet with relevant training using Educare, NGA and NYCC training.  CG added that this would be good to link in with succession planning.  Governors agreed that this is really good, and the next step is to locate the document somewhere so governors can access it and populate it.  Governors to contact HB to add any training so that she can update.  Thanks passed to HB.  RR to send CG details of safer recruitment training on educare.  PA and AC have completed NYCC Headteacher performance management training. | All  RR |
| 11. | Updates on any Health and Safety and Safeguarding issues  PA reported that the results from the pupil safeguarding questionnaires have been collated by AC and shared with governors. Generally positive results with some points to be picked up by teachers.  NSPCC virtual assembly to take place next term. |  |
| 12. | Governor Training – to identify need and report on attendance  Covered under item 10. |  |
| 13. | Any Other Business  Confidential minute. |  |
| 14. | *PA left the meeting.*  Dates of FGB meetings for the year:  Thurs 3rd Feb 2022 16.00  Thurs 24th Mar 2022 16.00  Thurs 19th May 2022 16.00  Tues 19th July 2022 15.00 (incl. School Performance) |  |

Signed By Date:

**Appendix 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 02.12.2021 | Minutes | Minutes from the last FGB to be signed by HW and filed in school | HW |
| 2 | 02.12.2021 | Educare | RR to re-send educare email with link to CG as well as link to safer recruitment training on educare | RR |
| 3 | 02.12.2021 | Governor Link Visits | Governors to arrange visits next term | All |
| 4 | 30.09.2021 | Strategy – accessing professional support | Review the need for this in the Spring term | Spring term |
| 5 | 02.12.2021 | Register of Business Interests and Gifts & Hospitality forms | RR to check RL has completed form | RR |
| 6 | 02.12.2021 | Safer recruitment training | AC to complete in the Christmas holidays | AC |
| 7 | 02.12.2021 | SDP costings | To check costings with Fiona | RR to discuss with Fiona |
| 8 | 02.12.2021 | SDP Milestone 1 | RR to circulate information re: milestone 1. | RR |
| 9 | 02.12.2021 | Winter Management Policy | RR to check if closure notice is added to website. | RR |
| 10 | 02.12.2021 | Budget Management Policy | AC to add LMS procedures to new staff and new governor welcome pack. RR to locate this information and forward to AC | RR&AC |
| 11 | 02.12.2021 | Policy updates | Make agreed amendments | AC&HW |
| 12 | 02.12.2021 | Visit report | Complete a report re: French | AC |
| 13 | 02.12.2021 | Agenda item | Rename agenda item to ‘Governor link visit reports’ | CT |
| 14 | 02.12.2021 | Governor training matrix | Governors to contact HB to add any training so that she can update the matrix | All |