**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**30th September 2021 at 4.00pm**

**Held in school**

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)

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Election of Chair and Vice Chair for the year  Nominations were requested by CT for the position of Chair. HW received a nomination. HW left the meeting and governors agreed the appointment.  AC informed governors that she plans to step down as a governor at the end of her current term and a discussion re: succession planning took place.  HW asked for nominations for the position of Vice Chair. It was agreed to defer this item until CW is present at the meeting. |  |
| 3. | Consideration of absences  Apologies were received from RL which received consent. |  |
| 4. | Confidentiality and Declaration of Interests  None declared. Any areas will be highlighted if required. |  |
| 5. | Minutes of the last meeting 20th July 2021  The minutes of the meeting held on 20.07.2021 were agreed as an accurate record and will be signed by the Chair and filed at school as soon as possible. | HW |
| 6. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Minutes from meeting on 20.05 | HW to sign and forward to school to be filed | CT to send all agreed FGB mins which have taken place virtually to RR to be printed off and HW will sign when next in school.  *CW joined the meeting* | | 2 | Policies | Make agreed amendments | Actioned | | 3 | Governor skills matrix/audit | To review and update | On agenda | | 4 | Succession planning | To be looked at in the autumn term | Ongoing. | | 5 | Safeguarding training | Governors to complete training sessions circulated by RR | HW reported that he has completed Child Protection and KCSIE training. AC also completed.  RR requested that all certificates are forwarded to Sam.  A discussion took place about accessing Educare which governors now have access to.  RR explained how educare is used by staff and is found to be a very good resource.  All governors confirmed they had completed the safeguarding training. | | 6 | Wraparound care costings | Review in autumn term | To be included on next Finance Committee agenda | | 7 | Strategy – accessing professional support | Specification to be worked up and submitted to Pioneer Trust for curriculum development / other aspects of school development | RR felt that it was good to have this to utilise as and when required in the future.  It was agreed to review the need for this next term. | | 8 | Footpath extension | To chase up in the autumn term | No further updates.  HW to send a follow up email to NYCC re: footpath and the septic tank | | 9 | Cluster training session | Arrange cluster training session on the Link Governor role | To be put on hold.  New governors to ‘buddy up’ with another governor for monitoring visits. RR to join VP and HB for their first link visit. | | 10 | Group Planning session | Arrange session between school leaders and governors for autumn term | To be discussed under item 9. | | 11 | Thank you to staff | HW to send thank you email to staff | Actioned |   Dates of meetings for this academic year were agreed.  -Finance Committee meetings to be remote.  -SPC meetings to be face to face.  -FGB:  02.12.2021 FGB face to face.  03.02.2022 FGB virtual.  24.03.2022 FGB face to face.  HW to recirculate amended list of dates. | CT  All  AC  CT  HW  HW |
| 2. | Election of Chair and Vice Chair for the year  HW asked for nominations for Vice Chair. CG and AC received a nomination. AC and CG left the meeting. Governors discussed the requirements of the GB at the current time, and it was agreed that AC and CG would be joint Vice Chair. AC plans to step down at the end of her current term so it was felt that this would be good succession planning. |  |
| 7. | Register of Business Interests / Hospitality (forms to review/complete)  All governors completed the forms, and these will be filed in school.  CT to ask RL to complete the forms. | CT |
| 8. | Governor Responsibilities for 2021/22  It was agreed that RR and HW would write a brief overview for each area of responsibility.  A detailed discussion took place about responsibilities and the what the link/priority areas should be.  CW asked: *Where do the priorities in the SDP come from?*  RR explained that some are national priorities others are priorities specific to the school, and some are linked to the Ofsted framework.  Responsibilities were agreed as follows:   |  |  | | --- | --- | | **Responsibility** | **Governor** | | Chair of F&R Comm. | Christine Gilkes | | Vice-Chair of F&R Comm | Howard Widdall | | Chair of SPC | Pam Abbott | | Vice-Chair of SPC | Hailey Barr | | Curriculum Development and Maths | Christine Gilkes | | H&S and Premises\* | Howard Widdall | | Policies | Hailey Barr (supported by Anne Conroy) | | Safeguarding, CP and SEND\*\* | Pam Abbott | | English, Reading and Phonics | Anne Conroy | | Pupil behaviour, attitude and personal development \*\*\* | Vicky Pears | | EYFS | Hailey Barr | | IT / Data Protection | Sam Conroy | | HTPM | Howard Widdall, Anne Conroy, Pam Abbott |   \* Includes the strategic management of Covid related matters  \*\* Includes Pupil Achievement and Progress, Pupil Premium, Catchup and Pupil related Covid matters  \*\*\* Includes Well-being and community and parent engagement and relationships. |  |
| 9. | Headteacher update including School Improvement Priorities  Verbal update was given by RR.   * Now 110 pupils on role. * RR reported that the start of term has gone well, and it is really nice to have a more normal sense in school. Still maintaining staggered start and finish times. * RR added that parking is an ongoing issue. * RR stated there are a lot of new initiatives to implement including; Early Careers Teacher now on the staff role which is additional work for RL and RR as mentor and lead. Also changes to the phonics curriculum, and implementation of new phonics scheme as well as new EYFS framework. It was noted that all these priorities are adding to RLs workload considerably and governors suggested that it may be a good opportunity to bring another staff member onto the GB to take on the staff governor role as this would also be good succession planning. * RR reported that there has been staff absence challenges relating to illness as well as ongoing COVID issues. * There are added expectations relating to COVID catch up. * RR reported that supporting staff with staff wellbeing is a high priority for her, and staff now have the option to fulfil their PPA time at home. RR is constantly aware of staff’s mental wellbeing. * RR shared staff subject lead information with governors. * SDP plan has been shared with governors prior to the meeting. AC and RR are meeting with new Principal Adviser tomorrow to discuss the SDP. RR suggested planning an extra governors meeting to focus on SDP following the meeting tomorrow. A date was agreed as: Wednesday 20th October 1-3pm. * RR reported that she had attended NYCC safeguarding training this week, delivered by Ofsted inspectors and school will continue to align themselves with regulations. |  |
| 10. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC. Each policy was discussed:  • Vision, Aims & Values - Agreed  • Standing Orders & Code of Practice - Agreed  • H&S Policy – Agreed (Change name of H&S governor) HW to sign  • Child Protection Policy - Agreed  • SEN Information Report – SEND and SENCO to be written in full first time they are used in the document. - Agreed  • Policy for Early Careers Teachers - Agreed  • Parent Carer & Visitor Behaviour Policy – Add visitor throughout the document. Add on that this is an NYCC policy. Agreed  • LA procedure document - Agreed  • The LA note to schools re consultation – Agreed  AC stated that there are some policies where governor agreement to adherence is required such as the ‘Social Media Policy’. It was agreed that governor’s approval of such policies also meant that they agreed to the adherence of these policies. | HW |
| 11. | Governor training matrix  Deferred to the next meeting. HB to update with new governor roles. | CT&HB |
| 12. | Updates on any Health and Safety and Safeguarding issues  No Health and safety issues to report. RR passed thanks to Billy Morrison for all his work over the summer holidays.  *HW asked about the damp issue in the hall*. RR stated that this has not been addressed yet and has been put on hold due to changes that may need to be made during the planned extension works which could affect/improve the damp. |  |
| 13. | Governor Training – to identify need and report on attendance  VP and HB have completed all new governor training.  AC to complete Safer Recruitment renewal training.  HW encouraged governors to make use of the educare training program.  CT reported that she has made enquiries regarding a comprehensive checklist of governor training but has not found anything as yet. | AC |
| 13. | Any Other Business  HW reported that the August budget monitoring report had been shared prior to the meeting. From the report he highlighted the following:   * Wraparound care has had more income than expected. * HW reported that school are almost £16500 up on budget for income and £4500 adverse against expenditure meaning that overall almost £12000 up   Governors felt that this was very positive.  *HW mentioned costs in the SDP and if these are included in the budget*. RR stated that she has not been through it with Fiona, but they should be covered by the budget. It will be checked with Fiona.  Governors note that the FOLs balance is very positive.  As Chair of COLs, VP explained some of the purchases made and some planned expenditures for the funds.  Impact of meeting:  -Discussions re: school/governor priorities  -Development of governors, succession planning |  |
| 14. | Dates of FGB meetings for the year:  Thurs 2nd Dec 2021 16.00  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) | HW |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 30.09.21 | 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 | CT,RR,HW |
| 3 | 30.09.21 | Training | All certificates of training undertaken to be forwarded to Sam | All |
| 4 | 30.09.21 | Wraparound care costings review | To be added to the agenda of the next Finance Committee meeting | AC |
| 5 |  | Strategy – accessing professional support | Review the need for this in the Spring term | All |
| 6 | 30.09.21 | Footpath extension and septic tank | To send a follow up email to NYCC | HW |
| 7 | 30.09.21 | Meeting date 2021/22 | Circulate updated list of meeting dates | HW |
| 8 | 30.09.21 | Register of Business Interests and Gifts & Hospitality forms | To ask RL to complete | CT |
| 9 | 30.09.21 | Health & Safety Policy | HW to sign | HW |
| 10 | 30.09.21 | Governor training matrix | Include on agenda for next FGB meeting  HB to update | CT  HB |
| 11 | 30.09.21 | Safer recruitment training | To complete training | AC |