**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**3rd December 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)

Parent Governor: Mrs Vicky Pears

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies: Mrs Hailey Barr (HB)

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| Minute | Details | Action |
| 1. | WelcomeHW welcomed all governors to the meeting and advised governors that RR would be a few minutes late joining the meeting. |  |
| 2. | Consideration of absencesApologies were received from Hailey Barr which received consent. |  |
| 3. | Confidentiality and Declaration of InterestsNone declared. |  |
| 4. | Minutes of the last meeting 29th September 2020The minutes of the meeting held on 29.09.2020 were agreed as an accurate record and will be signed by the Chair and filed at school as soon as possible.  |  |
| 5. | Matters arising

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| **Point** | **Subject** | **Action** | **Outcome** |
| 1 | Minutes 13.07.2020 | Correct initials in item 4 | Actioned |
| 2 | IT/Data Protection | RR to speak to Sam C re: IT/data Protection & ask her to attend the Finance and Resources Committee  | Actioned |
| 3 | Catering Services | RR to email the catering services and copy HW | Actioned |
| 4 | Card | PA to organise a card for Tracy Goodwill from governors | Actioned |
| 5 | Policies | Amendments as agreed | ActionedAC to remind Sam C to include reviewed policies in the school newsletter |
| 6 | Training | CT to circulate governor training information | Actioned |
| 7 | Relief TA | RR to make further enquiries | ActionedNo longer required as alternative arrangements made |
| 8 | MIND training | CG to book | Actioned |

*RR joined the meeting.* | AC |
| 6. | Headteacher report – circulated prior to the meetingAdmissions/AttendanceRR reported that there are currently 108 pupils on role, in 2 bubbles. RR explained the staggered starts and playtimes are working well from a health and safety point of view. RR feels that maintaining the staggered starts and playtimes after COVID would be beneficial. RR felt that under the circumstance’s attendance is pleasing. Governors agreed that the figures are pleasantly surprising.RR was very grateful to the school community for sticking to the guidance. 7 pupils have put Langton as first choice for September 2021. It was confirmed that open afternoons have not been able to go ahead this year. *How many pupils in year 6 and therefore leave in July 2021?*12RR added that there are 2 children leaving at Christmas and one new starter in January.Achievement and StandardsRR referred to the data within the report and explained this included the end of year targets for each child per year group.*How do these figures compare to previous years?*For year 6 comparing to 2019 national figures they are in line for reading and writing and slightly below national average for Maths.*Is it normal to have those numbers working below?*RR stated that school always strive to be above national, so it is a little disappointing to have more below but each child needs to be looked at individually. RL added that 9 of the children in that cohort have joined Langton in later years.When looking at other year groups you can see there are stronger cohorts.*HW asked about intervention plans for year 6?*RR stated that staffing doesn’t always allow for daily interventions due to other priorities such as illness etc. *Is an extra TA needed for interventions?*RR agreed that it will be monitored, and options investigated if required including asking existing staff to do additional hours. A discussion took place regarding TAs and changes to hours and a plan to change existing TAs working hours slightly to increase support was agreed. Governors thanks to be passed on to all staff for all extra duties and work that is being undertaken at the current time.Data for Reception and year 1 is slightly different. Summer born children do take time to catch up.HW noted that the numbers working at greater depth in year 2 is really pleasing.*Are parents told at the end of the year where children are on the scale?*Yes, but not using the detail of the 9-point scale. They are told whether they are greater depth, expected or working towards. A discussion took place regarding how often parents are given this information.Leadership and ManagementRR stated that staff have built on leadership skills while she is spending time at Weaverthorpe. *CG asked about staff having an objective which relates to the school’s vision and values*. RR stated that not all staff have an objective that is linked but it is a good idea. RR to include in the target setting next year. HW felt that there has been lots of hard work and dedication shown by all staff members of the school which governors passed on thanks for.RR explained that the curriculum design has taken a backseat due to other priorities.StaffingRR reported that a new staff member has been appointed to work as part of the after-school club.RR confirmed that there are currently 2 students in school.CPDStaff training on remote learning platform is taking place later this month. This will be used for self-isolation, bubble closures and lockdowns. RR went on to explain how remote learning would work.*CG asked if there are any challenges with children being able to access computers outside of school?*School have offered to lend devices or printed off the work for children. On the whole most families have access at some point of the day.A discussion took place regarding remote learning and the expectations on schools.RR to report back on remote learning at the SPC meeting in January.*AC asked about the current situation in relation to catering.*RR reported that Tracey Goodwill is back at school on a phased return. RR is working closely with her line managers and HR to ensure she is well supported, and school are receiving acceptable standards of catering and cleaning. This work is ongoing. Health and Safety and SafeguardingRR reported that the NYCC Adviser visited and he was happy with the systems in place. RR added that the HSE are now doing drop in inspections to check COVID regulations.No open safeguarding cases or referrals.Governors thanked RR for her report.HW asked that 60 minutes is allocated to this item on future agendas. | RRRRCT |
| 7. | FederationAC reported that RR was asked to join a local Headteacher session and AC and PA joined a governor session. AC found the session very interesting. AC added that these sessions are to take place termly.*CG asked what the purpose of the group was?*RR stated that it is to support Head Teachers and Governing boards that are managing more than one school and to learn from one another.*Any information about why the schools present had federated?*Not really. It is generally because of the size of the schools. Alternatively, it is due to a school receiving an inadequate Ofsted report and an academy order being placed upon them. |  |
| 8. | Reports from CommitteesFinance and ResourcesHW reported that the minutes had been shared with governors.CG stated that the Pay Policy and Budget Management Policy were reviewed at this meeting these were ratified by the governing board.The committee had discussed plans for the development of the kitchen.RR added that a feasibility study is currently being undertaken.The committee had agreed that funds would be contributed from the budget for these improvements, if required.  |  |
| 9. | 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:* Winter Management
* Whistleblowing Policy
* Remote Learning Policy
* Medical Policy – It was agreed to name a second Medical Officer to cover if RR absent.
* E Safety Policy
* Extreme Weather Policy

All policies were agreed.A discussion took place regarding adding a statement to the website reminding parents of unacceptable behaviour towards staff. It was agreed that this was not required at the current time, but this would be monitored on an ongoing basis. |  |
| 10. | Governor Monitoring ReportsA discussion took place, and it was agreed to make this priority next term. HW reported that HB has agreed to take on role of Health and Safety and premises link governor, and VP will be English link governor. |  |
| 11. | Updates on any Health and Safety and Safeguarding issuesCovered under item 6. |  |
| 13. | Governor Training – to identify need and report on attendance* Several governors are attending the Governor School Improvement Network meeting next week.
* CG reported that she is booked onto a Finance training course.
* PA attended the Supporting Staff Wellbeing webinar in October.
* CG attended Bereavement training.
* AC joined staff at an early years training session this week.

HW asked that any certificates are forward to RR and Sam C.HW recommended VP and HB undertake the introduction to governance training. CT to share upcoming dates. | CT |
| 14. | Any Other BusinessConfidential minute. |  |
| 15. | Meeting dates for 2020/21Thurs 4th February 5.00pmThursday 25th March 5.00pmThursday 20th May 5.00pmMonday 19th July 3.00pmFinance and Resources committee9th March 8.30am15th June 8.30amSPCThursday 21st January 3.30pmThursday 6th May 3.30pm |  |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **Action**  |
| 1 | 03.12.2020 | Policies | AC to remind AC to include reviewed policies in the newsletter | AC |
| 2 | 03.12.2020 | Governor thanks | RR to pass on thanks to all staff from governors | RR |
| 3 | 03.12.2020 | Staff objectives | Staff to have an objective linked to the schools vision and values | RR |
| 4 | 03.12.2020 | Remote Learning | RR to report back on remote learning at the SPC meeting in January | RR |
| 5 | 03.12.2020 | Head Teacher report | CT to allocate 60 minutes for the Head Teacher report on future agendas | CT |
| 6 | 03.12.2020 | New governor training | CT to share dates of future new governor training with 2 new parent governors | CT |