**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**3rd February 2022 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)

Staff Governor: Mrs Rosemary Laverack (RL)

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 had been received.  HB was not present at the start of the meeting. |  |
| 3. | Confidentiality and Declaration of Interests  None to declare. |  |
| 4. | Minutes of the last meeting 2nd December 2021  The minutes of the meeting held on 02.12.2021 as well as the confidential minute 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 to be signed by HW and filed in school | Actioned | | 2 | Educare | RR to re-send educare email with link to CG as well as link to safer recruitment training on educare | Actioned | | 3 | Governor Link Visits | Governors to arrange visits next term | On agenda | | 4 | Strategy – accessing professional support | Review the need for this in the Spring term | Discuss at Strategy meeting next week | | 5 | Register of Business Interests and Gifts & Hospitality forms | RR to check RL has completed form | Actioned | | 6 | Safer recruitment training | AC to complete in the Christmas holidays | Actioned.  HW suggested another governor should undertake this training on educare. PA agreed to complete | | 7 | SDP costings | To check costings with Fiona | Actioned | | 8 | SDP Milestone 1 | RR to circulate information re: milestone 1. | On agenda | | 9 | Winter Management Policy | RR to check if closure notice is added to website. | Actioned | | 10 | 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 | Actioned | | 11 | Policy updates | Make agreed amendments | Actioned | | 12 | Visit report | Complete a report re: French | Actioned | | 13 | Agenda item | Rename agenda item to ‘Governor link visit reports’ | Actioned | | 14 | Governor training matrix | Governors to contact HB to add any training so that she can update the matrix | Ongoing | | PA |
| 6. | Headteacher report  Circulated prior to the meeting. RR highlighted the following points to governors and invited any questions:  Admissions  107 on role.  15 first choice applications for reception for September 2022.  *HB joined the meeting after encountering technical problems.*  Attendance  Down a bit this year but broadly in line with national figures.  Governors agreed that the numbers can be explained.  RR confirmed that pupils with below 85% attendance are monitored.  CPD  Continuing with staff CPD programme. Curriculum and progress to ensure compliance is a key focus this term. Also, in a Ryedale ‘pod’ of schools which is useful and there are networking plans moving forward.  AC commented on the amount of work done to sort all the school reading books for ‘little wandle’. Thanks passed to RL and Linda Bowman.  Staffing  Delighted to have welcomed Carol Sturdy to the team working in the kitchen. Take up of school meals has increased. New TA has also settled very well.  RR feels that Langton has a solid staff base which is a huge benefit.  RR is waiting for confirmation of timings for the drainage work and kitchen extension.  Health and Safety  Next visit by Adviser on 9th March. HW to attend.  Safeguarding  No safeguarding incidents to report.  Safeguarding monitoring visit taking place next week. To include record keeping, Single Central Record check, talking to staff and pupils etc. Report will be shared with governors following the visit.  Safeguarding report to governors to be on the agenda of the next meeting.  SDP  Circulated prior to the meeting  RR has rag rated actions against milestone 1 and added explanatory notes.  All governors to have allocated roles on SDP.  *HW under main improvements, priority 5 – should the introduction of ‘little wandle’ be included?* It was agreed to include this as a key area under priority 1.  HW asked for any questions for milestone 1 relating to any items that are amber or red:  a) *HW asked about the priority relating to middle leaders*. It was agreed that this could be changed to green as it has begun then moved to milestone 2 for continuation.  b)*HW asked if there is sufficient reference to SEND pupils within the milestones?* Agreed to add details on individual provision maps as these relate to SEND pupils.  It was agreed that the retrieval practice is not embedded as yet. This is to be moved for continuation into the summer term.  *Milestone 3 –* *HW asked if summer term was a bit late for staff to be sharing monitoring and assessment working.* RR to move to milestone 2 and reference moderation.  d)EYFS information is to be shared with the rest of the teaching staff and this will be moved to milestone 2.  e)‘Little wandle’ implementation is ongoing, this will be done by Easter including purchase of more books and more staff training is to be completed.  RR stated that for world book day school are thinking of having a sponsored event to raise money for some new books for the library and ‘little wandle’ books.  Priority 2  Continued good behaviour for learning and good behaviour and attitudes. Update to behaviour policy is coming up.  Priority 3  b) Fully incorporating equality and diversity in PSHE is a focus.  c) Healthy schools award is still planned but hasn’t been a priority and will be moved to next year. Work is being done that will contribute towards the award.  Priority 4  a) RR feels that cornerstones is a very good, useful tool.  *HW asked what the cost of £500 relates to?* CPD time.  *AC stated that progression information is required to be on the website*. It was agreed that this would be added to the SDP as a milestone.  *HW asked about training needs for specific knowledge*. RR explained the specific training needs that are identified for staff, and this is ongoing. It was agreed that this would be green.  d) It was agreed that regular governor visits could not be green due to COVID restrictions. Change to red.  ‘Aspects of pupil’s welfare and safety through safeguarding Governor link visits. Actions taken are followed up and monitored appropriately’ – to be changed to amber.  Priority 5  ‘Little wandle’ to be included in EYFS and year 1.  RR to update as agreed and re circulate to governors. | CT  RR |
| 7. | Reports from Committees  School Performance Committee – AC confirmed that the website has been updated. PA confirmed that the TOR had been updated. Thanks to RR and RL for EYFS data. Next meeting date was confirmed as 3rd May in school.  Pupil Premium Strategy was reviewed with amendments made and updated version added to the website. |  |
| 8. | Policies to adopt/review – All policy documents were circulated prior to the meeting. Each policy was discussed:  • Information Security Incident Reporting  -HW suggested adding ICO acronym page 1.  -Reference to asset register in policy – HW asked who holds this? RR and AC to check with Sam.  -Page 2 – who do governors report a breach to? It was agreed that this would be RR which would seek guidance from Veritau. – Approved with agreed changes.  • Substance Misuse – Approved.  • Lone Working – Approved.  • Stress Management  -Page 3 refers to links, but these aren’t included. AC to look into. - Approved with agreed checks.  • Recruitment & Selection  -CW asked about job evaluation mechanisms, a discussion took place regarding this and equality and diversity not being mentioned within the policy - Approved.  • Developing Performance – Approved.  • Managing Serial & Unreasonable Complaints – Approved.  AC stated that she is to look into producing a pupil wellbeing policy.  AC reported that the policy planner is pretty much up to date. Looking at spreading the review of policies out and AC will meet with HB to discuss and handover. | RR&AC |
| 9. | The use of cloud and SharePoint  CW suggested that she meets with RR to look at the system and the access. Aim for governors to start using from September. | CW&RR |
| 10. | Governor Link Visit Reports  PA to write up her visit from yesterday and circulate.  Single Equality Scheme Action Plan – Circulated prior to the meeting.  AC mentioned actions don’t refer to ‘addressing’ gaps. RR to add.  2b – Add VP as designated governor.  Document approved with agreed amendments then recirculate | PA  RR  RR  RR |
| 11. | Updates on any Health and Safety and Safeguarding issues  Covered under item 6. |  |
| 12. | Governor Training – to identify need and report on attendance  Governors agreed to use ‘educare’ as main training provision.  CW and HW have attended the recent GSIN.  CW and HW booked onto succession planning training in March.  HW attended wellbeing strategy training on Monday evening. HW to share information at the strategy meeting next week.  AC completed safer recruitment. |  |
| 13. | Any Other Business  A discussion took place about the new NYCC Governance SLA which is due to commence from April. CT to access the SLA and share with governors.  AC stated that she is putting together an annual planner for FGB meetings.  PA asked if she could join the strategy meeting virtually, which was agreed. | CT |
| 14. | Dates of FGB meetings for the year:  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**

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| **Point** | **Date** | **Subject** | **Action** | **By** |
| 1 | 03.02.2022 | Minutes | Minutes from the last FGB to be signed by HW and filed in school | HW |
| 2 |  | Safer recruitment training | PA to complete on educare | PA |
| 3 |  | Safeguarding report to governors | To be included on next FGB agenda | CT |
| 4 |  | SDP | RR to make agreed amendments and recirculate to governors | RR |
| 5 |  | Asset register | Confirm who holds this | RR/AC |
| 6 |  | Cloud / Sharepoint access for governors | CW and RR to meet and discuss options | CW&RR |
| 7 |  | Link Visit report | PA to complete report and circulate to governors | PA |
| 8 |  | Single Equality scheme Action Plan | RR to update with agreed amendments and circulate to governors | RR |
| 9 |  | New Governance SLA | CT to source copy of new SLA and forward to RR & HW | CT |