**NORTH YORKSHIRE COUNTY COUNCIL**

**LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board**

**4th February 2021 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 (VP)

Mrs Hailey Barr (HB)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Mr Nigel Ashley (NA)

Apologies:

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| Minute | Details | Action |
| 1. | Welcome  HW welcomed all governors to the meeting. |  |
| 2. | Consideration of absences  No apologies were received as all governors were present at the meeting. |  |
| 3. | Confidentiality and Declaration of Interests  None declared. |  |
| 4. | Minutes of the last meeting 3rd December 2020  The minutes of the meeting held on 03.12.2020 were agreed as an accurate record and will be signed by the Chair and filed at school as soon as possible.  Item 9 – Change the wording to confirm that the policies were discussed.  Item 13 – Amend initials from CW to CG |  |
| 5. | Matters arising   |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Subject** | **Action** | **Outcome** | | 1 | Policies | AC to remind SC to include reviewed policies in the newsletter | Carried forward | | 2 | Governor thanks | RR to pass on thanks to all staff from governors | Actioned | | 3 | Staff objectives | Staff to have an objective linked to the schools vision and values | Actioned | | 4 | Remote Learning | RR to report back on remote learning at the SPC meeting in January | Actioned | | 5 | Head Teacher report | CT to allocate 60 minutes for the Head Teacher report on future agendas | Actioned | | 6 | New governor training | CT to share dates of future new governor training with 2 new parent governors | Actioned | |  |
| 6. | Governor End Dates / Renewal  CT advised that CG and HWs terms as co-opted governors were due to end shortly. All governors agreed that their terms would be renewed for another 4-year term. |  |
| 7. | Headteacher report – circulated prior to the meeting  Admissions/Attendance  RR reported that she had been pleasantly surprised that 16 first choice admissions for September 2021 had been received.  RR updated governors that 1 of the children that left at Christmas is returning next week taking pupil numbers up to 108.  Should be 112 on role if take full 15 in September. RR stated that school may be approached to take 16. To be discussed at the next FGB meeting in March.  RR stated that 12 year 6 are leaving in the summer.  Attendance  RR stated that the attendance target has been met last term in spite of COVID which all governors felt was brilliant.  Attendance is a good indicator of how children and parents feel about the school.  *HW identified that only year 2s attendance was lower than previous years*.  RR wasn’t aware of any reason why this was the case. Nothing significant to explain but it does concur with year 2 performance data.  RR added that there are currently above average numbers of children in school.  *Has that fluctuated during lockdown?*  No, pretty steady.  *Are children in full time?*  The vast majority of cases are. This is the preference of school.  All children are doing the same work whether at school or home.  CPD  RR confirmed that Dan has completed his NPQSL  Remote learning has been a huge focus and staff have had to upskill on technology and change the way they teach. Governors noted that significant hard work is taking place.  *Have ‘teams’ meetings proved effective in terms of engagement and understanding and safeguarding monitoring?*  Feedback has been good. Stressful for staff to get provision up and running for a full class of children.  Staff meeting had discussed how remote learning could be developed to potentially introduce smaller group work via ‘teams’.  Continually looking to improve and support families.  After half term afternoon teams sessions will be commenced for smaller groups of children.  *Are children at home progressing as well as those in school?*  RR stated that it is mixed as school don’t have full control over what is being done at home. Close eye is being kept on those children who have engaged very little or not at all. Some really good work from some children. RL added that parents have been very supportive and involved with children’s learning.  *Are all pupils expected to submit work every day?*  Not expected to but would like to have communication daily with families. Not appropriate to make this an expectation.  RR stated that there could potentially be an issue with children who have received more support at home when they return to school.  *AC asked about staff wellbeing.*  RL stated that it is very hard, and staff are working a lot of hours. It is harder as there is more to think about, and support needed for families.  RR stated that oak academy and white rose maths resources are used.  *CG asked about the use of supply teachers*  RR stated that this could be looked at but would not offer continuity for children, it would create COVID risks and it would also be very expensive.  HW and governors recognised and thanked teachers for all their continued hard work.  A discussion took place about managing the current additional pressures.  *HW asked about the uptake of loan devices?*  RR stated that 5 ipads have been loaned. She added that 2 laptops were allocated from the DofE. Cables have been ordered to enable them to be used in school. 2 additional laptops have also been ordered.  *Are school adequately resourced?*  Yes  *HW asked about staff meetings and resuming them in the normal format?*  RR confirmed that in view of staff wellbeing they will not be commenced regularly until the children return to school.  Staffing  Currently on a 2-week rota basis. After half term it is planned to have all teachers in full time.  Monitoring  Allocated a priority 1 school  RR confirmed the school self-evaluation is unchanged.  Complaints  No complaints.  Safeguarding  No significant safeguarding issues have been reported. | CT |
| 8. | Reports from Committees  SPC  Minutes shared with governors prior to the meeting.  AC reported that school data had been reviewed.  Wellbeing of staff and pupils had been discussed as well as remote learning. |  |
| 9. | Policies to adopt/review – All policy documents were circulated prior to the meeting and comments had been sent to AC.  -Resolving Issues at Work (new)  -Schools Hearing & Appeals Procedure – HW raised the terms ‘investigating officer’ and ‘investigating manager’. AC to share information that she has with governors.  -Allegations of Abuse against staff  -Staff Attendance Management  -Governor Allowances  Policies agreed. | AC |
| 10. | Governor Monitoring Reports  VP report was shared with governors prior to the meeting. Governors thanked VP for her report. No questions.  AC has arranged a visit in March with RL.  CG asked about governors attending more meetings and sessions remotely. RR felt that once back to normal governors could be invited to staff curriculum meetings etc. |  |
| 11. | Updates on any Health and Safety and Safeguarding issues  Safeguarding covered under item 7.  No health and safety issues. |  |
| 12. | Governor Training – to identify need and report on attendance  Several governors attended the GSIN meeting.  CG attended an introduction to maintained school finances, CG had shared slides with governors. She had also attended Preparing your Board for the future which she had found very good.  AC attended remote EYFS training with staff given by LA advisor. |  |
| 13. | Any Other Business  SPC terms of reference to be reviewed at next FGB  Finance terms of reference to be reviewed at next Finance committee meeting and ratified at the next FGB.  AC suggested the purchase of a school mobile phone for use as required. SC to look into this option.  Impact of meeting  -Learnt a lot about remote learning and the impact on staff and their wellbeing  -Learnt about MATs which will contribute to the strategic planning meeting next week when all options will be discussed | CT  Chair of Finance  CT  SC |
| 14. | Meeting dates for 2020/21  Thursday 25th March 5.00pm  Thursday 20th May 5.00pm  Monday 19th July 3.00pm  Finance and Resources committee  9th March 8.30am  15th June 8.30am  SPC  Thursday 6th May 3.30pm |  |

Signed By Date:

**Appendix 1**

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| **Point** | **Date** | **Subject** | **Action** | **Action** |
| 1 | 04.02.2021 | Minutes from FGB 03.12.2020 | Make amendments to minutes from FGB 03.12.2020 | CT |
| 2 | 04.02.2021 | Agenda of next FGB | Next FGB agenda to include discussion re: potentially taking additional pupil in September 2021 intake | CT |
| 3 | 04.02.2021 | Schools Hearing and Appeals Procedure | AC to share email she has re: this policy | AC |
| 4 | 04.02.2021 | School Performance Committee | Next FGB agenda to include reviewing terms of reference of the SPC | CT |
| 5 | 04.02.2021 | Finance Committee | To review terms of reference of the committee at the next committee meeting on 9th March | Chair of Committee |
| 6 | 04.02.2021 | Finance Committee Terms of Reference | Next FGB agenda to include ratification of the Finance Committee terms of reference | CT |
| 7 | 04.02.2021 | School mobile phone | Sam C to look into the options for a school mobile phone | SC |
| 8 | 04.02.2021 | Powerpoint | Circulate powerpoint presentation from Nigel Ashleys presentation | CG |