

**NORTH YORKSHIRE COUNTY COUNCIL  
LANGTON PRIMARY SCHOOL GOVERNING BOARD**

**Meeting of the Full Governing Board  
3<sup>rd</sup> October 2019 at 6.00pm**

MINUTES

Present: Co-opted Governor: Mrs Christine Gilkes (CG)  
Mrs Pam Abbott (PA)  
Mr Howard Widdall (HW)  
Head teacher: Mrs Rachel Ray (RR)  
Staff Governor: Mrs Rosemary Laverack (RL)  
Parent Governor: Mr Andrew Priestley (AP)  
Local Authority Governor: Mrs Anne Conroy (AC)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies:

Minute	Details	Action								
1.	<u>Welcome</u> AP welcomed everyone to the meeting. It was reported that HT has stood down as parent governor therefore there is now a parent governor vacancy.									
2.	<u>Election of Chair and Vice Chair for the year</u> CT asked for nominations for the positions of Chair and Vice Chair. Nominations were received for HW as Chair and AC as Vice Chair. These nominations were agreed by governors.									
3.	<u>Consideration of absences</u> No apologies were received.									
4.	<u>Confidentiality and Declaration of Interests</u> None declared.									
5.	<u>Minutes of the last meeting 11<sup>th</sup> July 2019</u> The minutes of the meeting held on 11.07.2019 were agreed as an accurate record and signed by the Chair.									
6.	<u>Matters arising</u> <table border="1" style="width:100%"><thead><tr><th>Point</th><th>Subject</th><th>Action</th><th>Outcome</th></tr></thead><tbody><tr><td>1</td><td>Committee meeting dates 2019/20</td><td>Agree committee meeting dates</td><td>Circulated. RR to resend to HW.</td></tr></tbody></table>	Point	Subject	Action	Outcome	1	Committee meeting dates 2019/20	Agree committee meeting dates	Circulated. RR to resend to HW.	
Point	Subject	Action	Outcome							
1	Committee meeting dates 2019/20	Agree committee meeting dates	Circulated. RR to resend to HW.							

	2	Curriculum Review	Include ipad use (update of technology in school) within the document	RR actioned.		
	3	Governor newsletter	Include the good attendance of the year 6 cohort and link to their good SATS results.	Actioned.		
	4	Fire alarm	Look into linking school fire alarm directly to local fire station.	RR has made enquiries with the NYCC Health and Safety Adviser who Advised that It is not the norm and not a requirement.		
	5	Behaviour Policy	Carry out assembly on this area then update the policy with ideas from the children.	Actioned.		
	6	Governor training	Book training as requested by governors.	Booked.		
7.	<u>Register of Business Interests/Hospitality (forms to review/complete)</u> All reviewed and completed within the meeting.					
8.	<u>Governor Responsibilities for 2019/20</u> Finance Comm Chair – AP Finance Comm Vice Chair - HW School Performance Committee Chair – PA School Performance Committee Vice Chair – CG Performance Management Governors – AC, HW and AP Maths Link Governor – HW English Link Governor – CG EYFS Link Governor – AP (temporarily until new parent governor appointed) Curriculum Link Governor – AC SEND Governor – PA Safeguarding – PA Health and Safety Governor – AP Policy Review Governor – AC  A discussion took place regarding skills audit and identifying the skills desirable for the new parent governor. AC and RR to look into the process.  <i>CG arrived at the meeting.</i>				RR&AC	
9.	<u>School Improvement Plan</u> Circulated prior to the meeting. RR asked for comments: AC – History and Geography. Ofsted had mentioned using skills across topics and whether this needs to be mentioned. CG suggested having separate actions for Geography and History, this was agreed. RR added that the recent book fair was very positive and has provided a					

	<p>sum of money to be spent on books. Also school have received a donation from the PTA to provide a set of books to each class.</p> <p>RR to invite the relevant link governor to any appropriate staff meetings.</p> <p>HW – Any risk with an increased focus on History and Geography for other subjects. This is always kept in mind and cross curricular learning is also to be used.</p> <p>RR stated that teachers are now making it very clear to children what subject they are learning at any one time.</p> <p>Governors agreed that the document is a positive start.</p>	
10.	<p><u>Ofsted</u></p> <p>RR explained that NYCC school improvement service has split schools into 4 zones this academic year. Langton have been included within the number 1 group. This means that there won't be very much support from a School Improvement Adviser. RR added that she has been asked if Langton school will support another school, discussions had taken place and was agreed that due to a number of reasons relating to the particular school in question Langton are not able to help on this occasion.</p> <p>HW added that it was good to see that areas identified by the inspector have been included within the School Improvement Plan.</p> <p>RR thanked governors for their support at all times and during the Ofsted visit.</p>	
11.	<p><u>Policies to adopt / Review:</u></p> <p>Health and Safety – Agreed with minor amendments. (RR to check that the asbestos plan is in the relevant file.)</p> <p>Governor Welcome Pack – Agreed.</p> <p>Appraisal Policy – AC reported that this is a new policy. - Agreed.</p> <p>Standing Orders and Code of Conduct – Agreed.</p> <p>Child Protection – Agreed.</p> <p>Governors stated that following long discussions about the policies they stressed that they struggle with the quality, repetitiveness and length of the policies from NYCC.</p>	
12.	<p><u>Updates on any Health and Safety or Safeguarding issues</u></p> <p>RR updated governors relating to current safeguarding issues.</p> <p>RR stated that there may be a possibility of having a flashing 30mph sign on the road outside school but there may be a cost to the school.</p> <p>RR updated governors into possible plans for the car park, HW to write a supportive letter for a possible extension to the pavement to the left as exiting the school gate.</p> <p>RR reported recent issues with the septic tank.</p>	HW
13.	<p><u>Governor Training – to identify need and report on attendance</u></p> <p>-CG and PA attending safeguarding training at the end of October.</p> <p>-16<sup>th</sup> October, Terrington - Howardian schools training.</p>	
14.	<p><u>Any Other Business</u></p> <p>PA raised about vaccinations and asked about schools' current approach.</p> <p>RR along with governors passed on thanks to AP as his time as Chair.</p> <p><i>RR and RL left the meeting.</i></p> <p><u>Headteacher pay review</u></p>	

	It reported that RRs review had been undertaken earlier this term.	
15.	<u>Agree meeting dates for 2019/20</u> Thursday 5 <sup>th</sup> December, 3.30pm Thursday 6 <sup>th</sup> February, 3.30pm Wednesday 1 <sup>st</sup> April, 6pm Thursday 21 <sup>st</sup> May, 6pm Monday 13 <sup>th</sup> July, 6pm	

Signed By

Date:

### Appendix 1

Point	Date	Subject	Action	Action
1	03/10/2019	Committee meeting dates 2019/20	RR to resent to HW	RR
2	03/10/2019	Parent governor election	Identify any missing key areas within the governing board then move forward with the election process.	RR & AC
3	03/10/2019	Policies	Updates/Amendments as agreed.	RR & AC
4	03/10/2019	Car park plans	HW to write supporting letter as Chair.	HW