

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

**Meeting of the Full Governing Board**  
**5<sup>th</sup> December 2019 at 3.30pm**

MINUTES

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

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies: Mrs Pam Abbott (PA)

Minute	Details	Action																				
1.	<u>Welcome</u> HW welcomed everyone to the meeting and introduced the new parent governor, Simon Cansick.																					
2.	<u>Consideration of absences</u> Apologies were received from Pam Abbott which received consent.																					
3.	<u>Confidentiality and Declaration of Interests</u> None declared.																					
4.	<u>Minutes of the last meeting 3<sup>rd</sup> October 2019</u> The minutes of the meeting held on 03.10.2019 were agreed as an accurate record and signed by the Chair.																					
5.	<u>Matters arising</u>																					
	<table border="1"> <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>RR to resend to HW</td> <td>Done</td> </tr> <tr> <td>2</td> <td>Parent Governor Election</td> <td>Identify missing skills areas then carry out appointment process.</td> <td>Done</td> </tr> <tr> <td>3</td> <td>Policies</td> <td>Updates/amendments as agreed.</td> <td>Done</td> </tr> <tr> <td>4</td> <td>Car park plans</td> <td>HT to write supporting letter as Chair.</td> <td>HW confirmed that he had written</td> </tr> </tbody> </table>	Point	Subject	Action	Outcome	1	Committee meeting dates 2019/20	RR to resend to HW	Done	2	Parent Governor Election	Identify missing skills areas then carry out appointment process.	Done	3	Policies	Updates/amendments as agreed.	Done	4	Car park plans	HT to write supporting letter as Chair.	HW confirmed that he had written	
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			a letter and NYCC have visited school and a bid is to be put in to extend the footpath.	
6.	<p><i>CG joined the meeting.</i>  <u>Head Teacher report (including School Improvement Plan)</u>  Circulated prior to the meeting.  Updates and comments made:  <u>Admissions</u>  RR stressed that school are receiving lots of enquiries. Now 18 first choice places for reception September 2020. Also getting some children starting in January. RR has spoken to admissions at NYCC today. Projected figures have been done which RR shared with governors. Governors agreed that these numbers support the financial side. Governors queried class sizes and RR explained the suggested class numbers if the PAN was to increase from 15 to 18. Year 2 and 3 are currently full. A discussion took place regarding increasing the PAN for 2019/20. RR stated that numbers could be managed from a staffing perspective, but a bigger issue would be space. RR stated that the kitchen is not big enough to prepare food for the numbers required. RR proposed putting in a capital funding bid to extend the kitchen and the office.  RR reported that the finance committee discussed staffing. Staffing now is less than it was due to a staff member returning from maternity leave part time. Lunchtime periods are stretched staffing wise. RR proposed appointing a part time HLTA which will also provide lunchtime cover and a Job Description had been circulated to governors prior to the meeting. HW added the bursar has revised the budget to take into account this job role. He reported that it makes little difference to the forecast outturn. Governors agreed that this role would support the higher pupil numbers and lunchtime cover.  RR reported that she had a call from a School Improvement Adviser to ask RR if she would be able to support a Head teacher. RR was able to satisfy the governors that she would have the capacity and time to do this without any adverse impact on Langton. The School would be reimbursed for RR's time in this role. This would commence asap if agreed and run until July 2020.    A discussion took place about flexibility within the current staff cohort and potential options for increasing hours and staffing etc.    Four decisions now to be made:  -Governors agreed for an application to be made to increase the PAN for 2019/20 to 20.  -Part time HLTA recruitment agreed. (Advert amended).  -Governors agreed to RR supporting a Head Teacher elsewhere.  -Governors agreed for a business case to be put together re: capital funding for a potential building extension.  It was suggested and agreed to have a separate strategic planning session in the new year.    RR asked for questions relating to her report:  Governors queried why there is an attendance dip in reception?  1 child didn't attend school one day per week on parent's request at the</p>			RR RR RR RR

	<p>start of the academic year. She is now attending full time. Governors agreed that attendance looked positive overall. RR gave governors correct achievement figures for year 5. A discussion took place re: the new scholarpack management information system. Governors passed on well done for making it to the finals and good luck to the girls' football team.</p> <p><u>Premises/maintenance</u> RR reported a bad smell which has been in school for about 3 weeks. It is thought that the level of the sewage has risen due to high ground water levels and some minor work has been done to attempt to remedy this and it will be monitored over coming days and weeks.</p>	
7.	<p><u>Updates from Finance and Premises Committee</u> HW reported that benchmarking had been reviewed and a couple of points were identified and justified. Revised budget was discussed along with pupil numbers. Staffing was also discussed. The committee had agreed that the financial position was looking positive. The national funding formula will give Langton an increase in funding of approximately £15000. It was thought that any change in government would not change this figure for 20/21.</p>	
8.	<p><u>Policies to adopt / Review:</u> E Safety – Agreed with amendments. Winter Management – Agreed with amendments. Children in Care – Agreed with amendments.</p>	
9.	<p><u>Updates on any Health and Safety or Safeguarding issues</u> Safeguarding Report to Governors – circulated prior to the meeting. PA and RR had updated this document. RR explained that the highlighted areas are the added parts. HW asked about safer recruitment training and whether any refresher/new training needs to be undertaken. It was agreed that when a suitable training session was arranged a governor/ RR would undertake this training. Prevent training and Safeguarding basic awareness – Governors are required to undertake these online training courses and certificates are to be brought into school for filing.</p>	
10.	<p><u>Governor Training – to identify need and report on attendance</u> HW reported that he had attended the GSIN meeting in November. He has added information from the meeting into the governor sharing folder. Integrated Curriculum Financial planning – RR informed governors about the updated SFVS document.</p>	
11.	<p><u>Any Other Business</u> AC along with all the governors thanked FoLs for recent fundraising achievements. RR to pass on governors' thanks. <u>Governor visits</u> Governors reported several link governor visits. HW stated that he had observed the Ofsted inspector recommendations for</p>	RR

	<p>Maths being implemented in school and has posted his report in the governors e-mail folder.</p> <p>CT to ensure governor monitoring visits included on future agendas.</p> <p>Salary ranges to be added to the agenda for the next meeting.</p>	<p>CT</p> <p>CT</p>
12.	<p><u>Meeting dates for 2019/20</u></p> <p>Thursday 6<sup>th</sup> February, 3.30pm</p> <p>Wednesday 1<sup>st</sup> April, 6pm</p> <p>Thursday 21<sup>st</sup> May, 6pm</p> <p>Monday 13<sup>th</sup> July, 6pm</p>	

Signed By

Date:

### Appendix 1

Point	Date	Subject	Action	Action
1	05.12.2019	PAN	RR to pass on proposed PAN increase to NYCC	RR
2	05.12.2019	HLTA recruitment	Action HLTA recruitment	RR
3	05.12.2019	Business Case	Commence Business Case for Capital Funding to support a building extension	RR
4	02.12.2019	Strategic Planning Session	Arrange Strategic Planning session for governors in the new year	RR
5	05.12.2019	Policies	Action agreed amendments	AC
6	05.12.2019	Thanks to FoLs	RR to pass on governors thanks to FoLs	RR
7	05.12.2019	Governor Monitoring Visits standing item	CT to ensure Governor Monitoring Visits is a standing item on the FGB agenda	CT
8	05.12.2019	Agenda item for next meeting	Salary Ranges to be an agenda item for the next FGB meeting	CT