

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

**Meeting of the Full Governing Board
6th December 2018 at 3.30pm**

MINUTES

Present:

| | | |
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| | Co-opted Governor: | Mrs Christine Gilkes (CG) Mr Howard Widdall (HW) Mrs Pam Abbott (PA) |
| | 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: Mrs Heather Turner (HT)

| Minute | Details | Action | | | | | | |
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| 1. | <u>Welcome</u> The Chair welcomed everyone to the meeting. | | | | | | | |
| 2. | <u>Consideration of absences</u> Apologies were received from HT which received consent. | | | | | | | |
| 3. | <u>Confidentiality and Declaration of Interests</u> None declared. | | | | | | | |
| 4. | <u>Minutes of the last meeting 20th September 2018</u> The minutes of the meeting held on 20.09.2018 were agreed as an accurate record and signed by the Chair. | | | | | | | |
| 5. | <p><u>Matters arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Point</th> <th style="width: 55%;">Action</th> <th style="width: 35%;">Outcome</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Website audit</td> <td>RR reported that information is being added on an ongoing basis. AP to go through the checklist of mandatory website inclusions. HW added that he had shared some information from the recent GSIN meeting relating to this. A discussion took place re: the governor file on the website and it was agreed that a sub folder will be added for all 'governor visit</td> </tr> </tbody> </table> | Point | Action | Outcome | 1 | Website audit | RR reported that information is being added on an ongoing basis. AP to go through the checklist of mandatory website inclusions. HW added that he had shared some information from the recent GSIN meeting relating to this. A discussion took place re: the governor file on the website and it was agreed that a sub folder will be added for all 'governor visit | |
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| | | reports'. | AP/RR |
| 2 | Local Authority Governor vacancy | On agenda. | |
| 3 | Policies | Updated | |
| 4 | Premises | Within HT report. | |
| 5 | Road safety outside school | RR reported that the traffic differs from day to day. Barrier is now in place and the speed restriction has been approved, awaiting signage. RR raised with governors the safety of the boundaries. RR felt, and governors agreed that as much as possible has and is being done to maximise road safety. | |
| 6 | Maintenance contract | Finance Committee to monitor. | |
| 7 | Email addresses | PA to set up her new school email account. All other governors confirmed that they are set up. AP and RR stressed that ideally governors email addresses are to be used from the new year. | All |
| 8 | School Development Plan | Within HT report. | |
| 9 | Standing Orders | On agenda. | |
| 6. | <u>Governing Board Membership update</u> -LA Governor <i>AC left the meeting.</i> Governors agreed the appointment of AC into the position of LA Governor. <i>AC re-joined the meeting.</i> CT to send AC the new governor information for completion. -Co-opted governor - PA term ending PA and governors agreed to renew PAs term of office for another 4-year term. | | CT |
| 7. | <u>Head Teacher Report</u> The Head Teacher report had been circulated prior to the meeting. RR drew governor's attention to the current positive story of attendance. RR feels that the actions taken within school have had a positive impact. RR added that there will now also be 99% attendance certificates. RR added that pupil numbers are also looking very positive. It was confirmed that the achievement and standards information has been discussed at the school improvement committee. RR confirmed that Mathletics and Sumdog have been received positively by the children. RR reported that the level of support from the School Improvement Adviser is reducing. School are able to buy further visits. Governors agreed with RR to book termly visits. AP requested that governors are involved with the visits. | | RR |

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| | <p>HW asked how governors will participate in some of the areas identified in the Advisers report which AP clarified.</p> <p>AC suggested that herself, PA and AP give termly feedback on the areas that they have been allocated. This was agreed.</p> <p>HW raised another point regarding the KS2 results. RR added that the Adviser had suggested further detail is included to explain the outcomes.</p> <p>RR reported that the staff room has been re painted for no extra cost. RR shared that she currently feels positive about premises issues.</p> <p>RR made governors aware of an allegation of racial abuse.</p> <p><u>School Improvement Plan</u></p> <p>RR shared with governors the most up to date version of the document and asked governors to take it away and share any comments with RR.</p> <p>RR explained how the document is formatted. RR added that there is still further information to be added.</p> | <p>AC, PA, AP</p> <p>All</p> |
| 8. | <p><u>Update from Finance & Resources/School Performance Committees</u></p> <p><u>Finance & resources</u></p> <p>It was reported that it had been agreed that from January there will be 4 classes in school for the remaining 2 terms and it will then be reviewed.</p> <p>HW reported that the revised budget was reviewed with the balance more negative than in the start budget. This is due to increase in expenditure from increasing class numbers. Forecast for 2 years has significantly improved due to increase in pupil numbers.</p> <p>Benchmarking was also reviewed at the committee meeting. Showed Langton comparable with other similar schools. Langton is above average for all areas of expenditure except for Supply staff costs. The Bursar had advised that while this was not a cause for immediate concern this should be monitored.</p> <p>It was agreed that AC will produce the governor newsletter following the meetings.</p> | AC |
| 9. | <p><u>Policies to adopt / Review:</u></p> <p>Standing Orders – Minutes from committees to be circulated with the agenda for the Full Governing Board meetings. Agreed.</p> <p>E Safety – It was agreed that certain sections relating the parents will be added to the website and included in a newsletter.</p> <p>Several typos were highlighted by governors. A discussion took place regarding ensuring security of the school website. RR to check with the website provider relating to this. A discussion took place re: the wording of the Head Teacher responsibilities. RR to also contact the NYCC IT technician to check his responsibilities. Attach actual letter sent to parents.</p> <p>Winter Management – Agreed.</p> <p>Health and Safety – Agreed.</p> | RR&CT |
| 10. | <p><u>Updates on any Health and Safety or Safeguarding issues</u></p> <p>Covered in HT report.</p> | |
| 11. | <p><u>Governor Visits – to receive reports</u></p> | |
| 12. | <p><u>Governor Training – to identify need and report on attendance</u></p> <p>None to report. CT to resend training dates and AP to add to shared</p> | CT&AP |

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| | governor area on the website. HW added that he has added all the documents from the GSIN meeting to the governor area on the website. RR to ask the IT technician if governors could have a wireless password to use when in school. RR shared that on 21 st January 2019, 4-6.30pm there will be compass buzz training at Foston school. | RR |
| 13. | <u>Any Other Business</u> AC to email the committee meeting dates to PA. | AC |
| 14. | <u>Dates of next meetings</u> Dates of FGB meetings 2018/19: Thursday 7th February 2019 3.30pm Thursday 4th April 2019 6pm Thursday 23rd May 2019 6pm Thursday 11th July 2019 6pm | |

Signed By

Date:

Appendix 1

| Point | Date | Subject | Action | Action |
|-------|----------|----------------------------|--|------------|
| 1 | 06.12.17 | Website audit | Ongoing. | Staff |
| 2 | 20.09.18 | Policies | Update with agreed amendments. E Safety – RR to contact website provider and IT support at NYCC to check their responsibilities relating to the policy. | AC/PA/RR |
| 3 | 16.05.18 | Email addresses | Governors to attempt to start using school email address from the new year. | All |
| 4 | 20.09.18 | School Improvement Plan | Governors to feedback comments to RR. | All |
| 5 | 06.12.18 | New Governor information | CT to email new governor forms and information to AC | CT |
| 6 | 06.12.18 | Committee minutes | Committee minutes to be circulated with the papers for the full governing board meetings. | RR & CT |
| 7 | 06.12.18 | Governor newsletter | AC to produce governor newsletter following the meetings | AC |
| 8 | 06.12.18 | Governor Feedback | AC, PA and AP to provide feedback on allocated areas at each FGB meeting | AC, PA, AP |
| 9 | 06.12.18 | Training Dates | CT to recirculate training dates and AP to add to governor area on the school website | CT & AP |
| 10 | 06.12.18 | Wireless Internet password | RR to ask the IT Technician for the wireless password to enable governors to connect when in school | RR |
| 11 | 06.12.18 | Adviser Visits | RR to book termly School Improvement Adviser visits | RR |