

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

**Meeting of the Full Governing Board
20th September 2018 at 6.00pm**

MINUTES

Present:	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:	Mrs Heather Turner (HT) Mr Andrew Priestley (AP)

In Attendance Mrs Claire Twigg (Clerk) (CT)

Apologies:

Minute	Details	Action						
1.	<u>Welcome</u> The Chair welcomed everyone to the meeting.							
2.	<u>Election of Chair and Vice Chair</u> Postponed until later in the meeting when further governors will have arrived. AP to Chair the meeting until this item is covered.							
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 16th July 2018</u> The minutes of the meeting held on 16.07.2018 were agreed as an accurate record and signed by the Chair.							
6.	<u>Matters arising</u> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Point</th> <th style="width: 45%;">Action</th> <th style="width: 40%;">Outcome</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Website audit</td> <td>RR reported that this is ongoing. A staff member is to update class pages. A list has been sent to VTS of tasks to</td> </tr> </tbody> </table>	Point	Action	Outcome	1	Website audit	RR reported that this is ongoing. A staff member is to update class pages. A list has been sent to VTS of tasks to	
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1	Website audit	RR reported that this is ongoing. A staff member is to update class pages. A list has been sent to VTS of tasks to						

		complete. RR informed governors that governor photographs can be retaken on 9 Nov.
2	Local Authority Governor vacancy	AP confirmed that Ann Conroy has expressed a desire to return to the governing board. Another party has also shown an interest. Governors agreed unanimously to accept ACs offer. <i>HT joined the meeting.</i> AP to contact AC and request that she complete the LA governor application paperwork
3	Governor competency questionnaire	On agenda.
4	Staff Questionnaire	RR confirmed that results had been circulated. Governors had no questions.
5	Policies	Updated.
6	Premises	Ongoing. RR reported that another flood had occurred over the summer. Some planned works have been completed and hopefully returning to look at the roof. Staffroom to be stripped, replastered and redecorated in October half term. Governors were pleased that progress had been made.
7	Road safety outside school	RR reported that she had received a visit from an MP. The barrier is to be erected next week. 30mph consultation is underway. RR reported that road safety is included on the SDP.
8	Maintenance contract	RR to review the information when received. Notice can be given to the current provider in April 2019. Finance Committee to continue to monitor.
9	Email addresses	RR to speak to IT to request new temporary passwords. Try and complete by the next FGB meeting.
10	Training list	Completed. AP confirmed that school have subscribed to 'inspiring governance'.

		NGA newsletters – RR to check with Sam that all governors receive the newsletters.	
11	Governor newsletter	Completed.	
7.	<u>Register of Business Interests / Hospitality (forms to review/complete)</u> All governors reviewed their forms.		
8.	<u>Governor Responsibilities for 2018/19</u> <u>Finance and Premises</u> – HW agreed to Chair this committee. All governors to be members other than RL. <u>School Performance Committee</u> – PA agreed to Chair this committee. All governors to be members. <u>HT Performance review</u> – AP, PA (AC to take notes). <u>Governor responsibilities</u> -Health and Safety and Premises – AP -Child Protection, Safeguarding and SEND – PA -EYFS - HT -PSHE – AC -Maths – HW -English – CG -Policies (inc single equalities action plan) – AC -Website – AP Governors agreed that the Maths and English link governors would also review the relevant data.		
9.	<u>Governor Competency Questionnaire</u> AP reported that he has reviewed the information. <i>CG joined the meeting.</i> AP highlighted some questions that had proved difficult for governors to answer and governors discussed how these could be answered. A discussion took place regarding the question relating to possible risks over the next 3 years. RR felt that these risks are detailed in the SDP. RR suggested meeting with other local schools who had received a recent Ofsted inspection to gain an insight into questions asked etc.		
2.	<u>Election of Chair and Vice Chair</u> CT asked for nominations for the positions of Chair and Vice Chair. Nominations were received for AP as Chair and HW as Vice Chair. These nominations were agreed by governors.		
10.	<u>School Development Plan and EEF Training</u> RR advised that this is a working document. RR asked for governors to feedback any comments particularly on the governance section to herself. CG suggested, and it was agreed to include directly relatable governor training in this section. A discussion took place regarding the current position relating to a potential MAT. RR explained that school are very aware that as a small school collaboration is the future, but that school are keen to find the right direction and not rush into a decision. She explained that school are part of several		All

	<p>local alliances. Measurable success criteria – it was agreed the ‘most’ pupils wording is removed as numbers are quantified in the document. Upper limit wording to be updated. <u>EEF Training</u> RR advised that Settrington Primary school are a ‘research school’ and the Head Teacher has contacted RR relating to some training for the North Yorkshire Coast Opportunity area. RR has been asked to jointly lead the training. RR feels that it will be a positive experience for herself and the school. RR shared some written information with governors. Governors asked if RR was happy that she had the time to commit to the opportunity. RR felt that this would be a much less onerous than the joint headship undertaken last year. Governors agreed that it would be a positive experience.</p>	
11.	<p><u>Policies to adopt:</u> -Staffing Structure -School Visions aims and Values – to be included in new parent welcome pack. -Appraisal – Typo page 6. Page 7 – RR to add in section. -Standing Orders and Code of Conduct – CT to email copy without track changes then this will be compared against school’s current version. -Governor Visits Protocol – Update ‘revision’ and ‘review’ dates. -Governor Welcome Pack – New governor letter – update wording. Typo page 4. Page 5 blank so to be removed and 4 bullet points on page 6 moved up. Update the contents page numbers. Page 16-Move skills audit section. Page 7-add apostrophe. Page 8 alignment of bullet points and a typo. Change RR name to Head Teacher. -Pay Policy – To ensure that any pay recommendations are discussed and formally agreed by the Finance Committee as per the policy. RR to review this section in the policy to ensure it reflects practice. Agree and insert a policy statement – RR to review and make a recommendation. -Performance management for support staff -Child Protection All agreed (other than standing orders) with agreed amendments.</p>	CT
8.	<p><u>Updates on any Health and Safety or Safeguarding issues</u> Nothing to report.</p>	
9.	<p><u>Governor Visits – to receive reports</u> None to report.</p>	
10.	<p><u>Governor Training – to identify need and report on attendance</u> None to report. Governors were invited to book onto any relevant training.</p>	
11.	<p><u>Any Other Business</u> PA passed on her apologies for the next Finance and Resources meeting.</p>	
12.	<p><u>Dates of next meetings</u> Dates of FGB meetings 2018/19:</p>	

Thursday 6th December 2018	3.30pm	
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	Local Authority Governor vacancy	AP to contact AC to request completion of paperwork.	All
5	20.09.18	Policies	Update with agreed amendments.	AC/PA/RR
6	06.12.17	Premises	Ongoing.	RR
7	28.03.18	Road safety outside school	Update re: barrier and speed restriction.	RR
8	28.03.18	Maintenance contract	Finance Committee to monitor.	RR
9	16.05.18	Email addresses	Governors to attempt to start using school email address.	RR
10	20.09.18	School Development Plan	Governors to feedback comments to RR.	All
11	20.09.18	Standing Orders and Code of Conduct	CT to forward most up to date version of this document to RR. To then be reviewed and on the agenda of the next FGB meeting.	CT/RR