



		potentially some new parents that may be interested. It was agreed that it may be worth re advertising in September. RR to add something to the website to try and attract potential applicants.	RR
3	Questionnaire	On agenda.	
4	Attendance	Completed. RR reported that attendance is still not fantastic but there has been an increase in parents speaking to RR re: potential holiday absences prior to booking. RR feels that parents are more aware of children's attendance.	
5	Policies	Completed.	
6	SFVS	On agenda.	
7	Staffing Arrangements	Discussed at Finance and Premises committee and on agenda.	
8	Premises	Ongoing, update as part of HT report.	
9	Parents phonics session	To take place in the summer term.	
6.	<p><u>Head Teacher Report</u>  RR referred to the report circulated prior to the meeting and highlighted the following areas:  RR reported that the recent visit by Lisa Jones, NYCC School Improvement Partner had been positive. RR felt that areas that were raised for improvements were minor, including displays and problem solving to be recorded in maths books rather than just discussed as part of the lesson. RR confirmed that positive progress is being made by the children.</p> <p><u>Admissions and Attendance</u>  75 on role today with numbers looking very positive and this is changing all the time. Feedback from new starters is very positive. Numbers for September will be confirmed in April.  RR shared the class structure proposal with governors for 2018/19:  -Rec and Year 1  -Years 2,3 and 4  -Years 5 and 6  RR to spend time supporting year 2s. A discussion took place re: mixed year groups and mixed key stage classes. Governors supported the proposal as long as the necessary support is in place.  Attendance is at 94.7% which is lower than last year at this time but there has been significant illness this term. RR added that on a positive note there has been a high number of 100% attenders this term. RR thinks that parents are responding to the attendance messages, governors felt that this was positive.</p>		

	<p><u>Pupil Premium</u> RR reported that school does not have a significant amount of pupil premium children (4). RR explained that money is on the whole used to provide TA support within classes to work with small groups. It has also been used to support the cost of residential trips, learning resources and individual items.</p> <p><u>SEND</u> RR explained to governors that school have one pupil with significant need who RR feels school are providing exceptional support. This pupil's situation is being reviewed on an ongoing basis. RR reported that another pupil is due to be assessed.</p> <p><u>Leadership and Management</u> RR reported that she has 6 weeks left at Leavening. She reported that it has been a positive experience. She passed on thanks to RL for her support during the shared Head experience. RR reported that all staff have undertaken CPD this term. RR reported that Sarah Mcillwaine is returning from maternity leave after May half term on a 2 day per week contract and Miss Boyle has agreed to work 3 days per week as job share. Sarah's resignation has been accepted from 31<sup>st</sup> August 2018. This teaching role has been advertised internally with a closing date of 29<sup>th</sup> March 2018. RR advised governors that Rob Woods has tendered his resignation as of today and an advert will be going out asap.</p> <p><u>Collaboration</u> All possibilities are still being considered. RR referred governors to a letter received from an academy trust. RR currently feels very secure as a local authority school. AP suggested reviewing the shared headship experience. All governors agreed that all possible options need to be looked into. RR to ask why the MAT approached Langton in particular or if it was sent randomly to schools.</p> <p><u>Governance</u> RR reported that GDPR training has taken place this week which attendees reported was positive. Langton have signed up to Veritau which will ensure school have a GDPR officer and ensure compliance. RR referred governors to appendix 1 which is a record of training events for governors to complete following any training. CG suggested adding a rating of the training. This was agreed. The SFVS document was discussed and agreed at the Finance and Resources Committee. All governors confirmed receipt of the document and agreed the submission.</p> <p><u>Quality of Teaching</u> RR reported that formal lesson observations have taken place with very positive results.</p> <p><u>Maintenance</u> RR advised governors that school received a call from the DfE re: Data Condition Surveys of schools. Langton has had a visit with a report to be received in due course which will be shared with governors. The NYCC Maintenance officer has also visited school and has authorised the repointing work and the porch has now been completed.</p>	RR
7.	<p><u>School Development Plan Update</u> RR reported that the document has been streamlined (governors received a copy prior to the meeting). All sections are to be allocated to committees other than leadership and management (including governance) and</p>	

	<p>Personnel sections which will be covered at the FGB (full governing board). AP suggested that assessment criteria needs to be measurable, this was agreed.</p> <p>RR stressed that governors need to be aware of the content of the SDP. RR explained that the green, yellow and red distinguished whether the objectives had been completed.</p> <p>AP and RR asked for comments on the layout – governors felt that it was easy to understand, and priorities were clear.</p> <p>RR explained that this is a working document and therefore will be updated on an ongoing basis with a full update in the summer.</p> <p>RR gave an update re: HLTA situation. She reported that a HLTA returning in September from maternity leave 3 days per week. RR confirmed that there is an advert out currently for 9 hours GTA role which essentially is a job share with the returning HLTA.</p>	
8.	<p><u>Questionnaire</u></p> <p>AP explained that he completed this document when undertaking his Chair of Governor training. He felt it would be useful for governors to complete to highlight any training needs or missing skills on the governing board. AP felt that data was possibly a weakness and being able to provide challenge relating to the data.</p> <p>Discussion took place around ensuring appropriate challenge.</p> <p>RR to share with governors a link to look at local school comparison data.</p> <p>AP stated that self-evaluation does need to be done as a governing body.</p> <p>AP suggested formulating some answers to the questions, AP to commence this piece of work and share with governors.</p>	RR AP
9.	<p><u>Pupil Premium – Spending Update</u></p> <p>Covered under item 6.</p>	
10.	<p><u>Update from the Finance Committee</u></p> <p><u>-including SFVS approval – Completed under item 6.</u></p>	
11.	<p><u>Policies to adopt:</u></p> <p>The following amendments were raised and agreed:</p> <ul style="list-style-type: none"> <li>-Disaster Recovery &amp; Risk Assessment Plan – Update AP title to ‘Chair of Governors’.</li> <li>-EYFS Policy</li> <li>-SEN Policy</li> </ul> <p>Stress Management Policy – Discussion re: being aware of colleagues within school. RR to circulate staff questionnaire based on the latest Ofsted staff questionnaire.</p> <ul style="list-style-type: none"> <li>-Complaints Guidance</li> </ul> <p>All policies agreed with amendments as discussed.</p>	RR
12.	<p><u>Governor Expenses</u></p> <p>AP explained that this had come up during the Head Teachers performance review. AP felt governors should be aware and were encouraged to claim expenses when attending training/governor meetings elsewhere.</p> <p>A discussion took place re: attendance at an Ofsted visit as a governor and</p>	

	whether this is paid by employers. HT to look into this and share findings with governors.	HT
13.	<u>Updates on any Health and Safety or Safeguarding issues</u> Covered under item 6.	
14.	<u>Governor Visits – to receive reports</u> AP completed a Health and Safety visit and his report has been circulated to governors. AP to complete a follow up visit. HW has a visit booked.	
15.	<u>Governor Training – to identify need and report on attendance</u> Governor training and GDPR training completed. AP to circulate the slides from the GDPR training to governors. It was suggested and agreed that CT will circulate draft minutes to all governors. Governors are to then forward any amendments to AP who will share with CT. CG shared that she had completed an online governance module through NGA. AP encouraged governors to look at this training. RR reported that she had completed bitesize finance training.	AP
16.	<u>Any Other Business</u> HT raised road safety outside school and an incident and raised the possibility of having a metal barrier outside the gate to prevent children running onto the road. RR to contact the Health and Safety officer and report the near miss. RR to also contact the local councillor re: 30mph signs and the possibility of a gate/barrier. Governors agreed to monitor this situation. Governors agreed to look into alternatives for the maintenance contract. RR to contact. PA to produce the governors newsletter following receipt of the draft minutes following the Easter holidays (Friday 27 <sup>th</sup> April).	RR RR RR
15.	<u>Dates of next meetings</u> Full Governing Body – Wednesday 16th May, 6.00pm – PA passed on apologies for this meeting. Finance and Premises – Tuesday 5th June, 8.30am	

Signed By

Date:

### Appendix 1

Point	Date	Subject	Action	Action
1	06.12.17	Website audit	All information to be uploaded then audit can be completed.	Staff & Pauline
2	07.02.18	Local Authority Governor vacancy	Ongoing.	RR
3	07.02.18	Questionnaire	AP to commence work looking at answering the questions on the questionnaire document and share with governors.	AP&RR

			RR to share with governors a link to look at local school comparison data.	
4	28.03.18	Staff Questionnaire	RR to circulate staff questionnaire based on the latest Ofsted staff questionnaire.	RR
5	07.02.18	Policies	Update with agreed amendments.	Ann
6	28.03.18	Collaboration	RR to find out why Langton were approached by the MAT.	RR
7	06.12.17	Premises	Ongoing	RR
8	28.03.18	Governor Expenses	HT to look into governors being able to claim expenses from employers to be involved in an Ofsted visit.	HT
9	28.03.18	GDPR training	AP to circulate a copy of the slides from the training to governors.	AP
10	28.03.18	Road safety outside school	RR to report near miss to NYCC and contact local councilor re: speed restriction signs and the possibility of a gate/barrier.	RR
11	28.03.18	Maintenance contract	RR to source possible alternative suppliers and share with governors.	RR