

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL
Minutes of a Governing Body Meeting held on Tuesday 8 December 2015**

Present: A Pritchard-Jenkins (Headteacher), S Hillbeck, R Neasom, A Fox (in the Chair), K Davies, M Sands

In Attendance: M Lambert (Clerk)
C Nuttall (Staff)

Apologies were received from: J Rosamond and N Wiltshire - consent was given to their absence.

Non-attendance – N Gaulder.

		Action
15/95	<u>To Receive any Declarations of Business Interests</u> There were no declarations of business interests.	
15/96	<u>To Agree the Minutes of the Previous Meeting</u> The minutes of the meeting held on Monday 2 November 2015 had been circulated prior to the meeting. The minutes were agreed as a correct record and signed by the Chair. Proposed: Richard Neasom. Seconded: Adam Pritchard-Jenkins.	
15/97	<u>To Consider any Matters Arising from the Minutes</u> <ul style="list-style-type: none"> ➤ Health and Safety inspection prior to the health and safety inspection. ➤ The Clerk agreed to test the email circulation. ➤ The funding for the school was clarified – more pupils should secure better funding in the future. ➤ Lead Curriculum Governor would put together a plan of the policies and look at a staggered approach to reviewing the policies. ➤ PE grant application has been rewritten and sent to the Headteacher. The school would need to identify what is required. ➤ Headteacher recruitment is ongoing. ➤ The Headteacher performance management date had been agreed. Sue and Jayne to meet with Adam. ➤ Health and safety walk around did not happen but the HandS inspection had taken place. 	AWL RN
15/98	<u>To Consider Governor Resignation</u> It was noted that Ian Pardoe had resigned from the Governing Body. The co-opted governor vacancy was considered. Malcolm and Adrian agreed to take on the role of health and safety governors and to advertise the role of co-opted governor. It was suggested that Jayne writes to Ian to thank him for his service as a governor.	AF/MS AP-J JR
15/99	<u>To Consider the Headteacher's Report</u> The Headteacher's report was circulated at the meeting. The following was noted: <ul style="list-style-type: none"> ➤ 252 children on roll – small Y6 and maintaining 10 class structure. This being the case some further teaching appointments would need to be made. The staffing structure would be considered and advertise for one teacher who could work generally through the school and another member of staff targeted to a specific area. The maternity leave post would also need to be filled. It is hoped these members of staff could be appointed before half term to start at Easter. 	

	<ul style="list-style-type: none"> ➤ Performance management objectives were outlined. ➤ The school self-evaluation summary was circulated and explained. This had been judged as good with outstanding features and part of the process was to be cautious but evidence would be collected to re-evaluate the school. ➤ The key school development priorities document was circulated at the meeting and explained along with the action plans. The data issues from the previous year were explained within the document. 	
15/100	<p><u>Finance Items</u> Budget Management Policy and Scheme of Delegation It was noted that there were no changes to the Budget Management Policy and Scheme of Delegation. This had been sent to the Chair of Governors for agreement.</p> <p>Budget update and forward plan The half yearly budget monitoring report and financial forecast was circulated at the meeting. Income would need to be generated or savings would need to be made for future years. Some SEN funding would be taken away as the children were leaving.</p> <p><i>Christine asked about the supply costs – this was due to the maternity leave cover.</i></p> <p><i>Kate asked at what point the Headteacher can say no to children with a statement – the school would need to find a way of providing the funding for these children.</i></p> <p><i>Adrian asked about future numbers and at what point the school would not be able to cater for these children – the designated pupil intake in year is 30 pupils. The Headteacher explained the national funding formula.</i></p> <p>Benchmarking comparison The comparative statistics were circulated at the meeting and governors were asked to consider these.</p> <ul style="list-style-type: none"> ➤ The Headteacher explained the staffing levels and staff salaries. ➤ The ICT and equipment spending was low. ➤ ATA and GTA hours are high due to the support required for the SEN children. ➤ HLTA hours are high. ➤ SEN funding per pupil is high. ➤ Building maintenance costs including energy are high. ➤ Clarification required as to the ATA hours for SEN. ➤ Administrative hours are average which is unusual for a service school. ➤ Energy per pupil is high. ➤ Improvement works included in the grounds maintenance and improvements graph. <p><i>Kate asked whether there was funding available for the grassed area at the Foundation Stage. It was suggested that this be removed.</i></p> <p>If governors had any queries they could send to the school office and these would be clarified.</p>	<p style="text-align: center;">AP-J</p> <p style="text-align: center;">ALL</p>
15/101	<p><u>Safeguarding/Health and Safety</u> The following policies had been sent to Jayne for consideration:</p>	

	<ul style="list-style-type: none"> ➤ Health and Safety Policy – considered with the Health and Safety inspector. ➤ Safeguarding and Child Protection Policy to include Prevent changes made by the Local Authority. <p>HANDS Annual Health and Safety monitoring report The Health and Safety monitoring report was circulated at the meeting and the following noted:</p>	
15/102	<p><u>Headteacher Performance Management</u> The date for the Headteacher's performance management had been set. Jayne and Sue to meet with the Headteacher to monitor performance objectives.</p>	
15/103	<u>To Receive Reports from Governors' Training/School Events</u>	
15/104	<u>To Receive Correspondence</u> .	
15/105	<u>To Receive Any Other Business</u>	
15/106	<u>To Confirm Dates for Premises Inspection and Safeguarding Audit</u>	
15/107	<u>To Consider Any Other Business</u>	
15/108	<p><u>To Consider the Date of the Next Meeting/Recruitment Dates and Times</u> Thursday 21 January 2016 at 6.00 pm to ratify the decision of the appointment panel for the Headship appointment.</p>	ALL

There being no further business the meeting closed at # pm.

8 December 2015