

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE  
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL  
Minutes of a Governing Body Meeting held on Tuesday 22 March 2016**

Present: M Sands (in the Chair), C Nuttall (acting Headteacher), K Davies,  
N Gaulder, S Hillbeck

In Attendance: M Lambert (Clerk)

Apologies were received from: A Fox, J Rosamond, R Neasom, N Wiltshire –  
consent was given to their absence.

		<b>Action</b>
16/14	<u>To Receive any Declarations of Interest</u> There were no declarations of business interests.	
16/15	<u>To Agree the Minutes of the Previous Meetings and Discuss Any Matters Arising</u> The minutes of the meetings held on Tuesday 23 February 2016 had been circulated prior to the meeting.  <b>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</b>  ➤ <b>Governor Vacancy</b> – Natalie has talked to Joyce Chase but she had declined. Kate had spoken to the High School and also a parent was interested. Jayne and Christine to meet with the potential candidate. This would be discussed further at the next governing body meeting. ➤ <b>Benevolent Fund</b> – Natalie has made contact. ➤ <b>School Development Plan</b> – the updated SDP was circulated at the meeting and noted. The Headteacher went through the priorities outlined. ➤ <b>Community Covenant</b> – information had been sought and sent on. ➤ <b>STEM Work</b> – two assemblies had taken place.	<b>AWL</b>
16/16	<u>To Receive Any Correspondence</u> Pete Dwyer – NYCC – White Paper.	
16/17	<u>To Receive the Headteacher's Report</u> The acting Headteacher's report had been circulated prior to the meeting and the following noted: ➤ Performance management review cycle had been undertaken. The office staff were still to be appraised. ➤ EYFS moderation – this would take place in May. ➤ Malcolm was in the process of writing his Governor visit report for maths. ➤ The questionnaires had been returned and would be discussed at the next meeting. ➤ Coffee morning was not very well attended. It was suggested that there should be a focus to the meeting.	<b>AWL</b>
16/18	<u>To Consider Policy Review</u> The following policies had been sent to Governors for their comment/amendment:  ➤ Behaviour Management	

	<ul style="list-style-type: none"> <li>➤ Math</li> <li>➤ Assessment, Recording and Report.</li> </ul> <p>Comments had been received.</p> <p><b>Resolved: That the above policies be adopted.</b></p>	
16/19	<p><u>To Agree the Schools Financial Value Standard</u></p> <p>It was noted that the financial control checklist had now been completed and the Governors had completed their Skills Matrix. The business continuity or disaster recovery plan was explained and was currently being updated.</p> <p><b>Resolved: That the SFVS be agreed and submitted to the Local Authority.</b></p>	CN
16/20	<p><u>To Receive feedback/updates from Governors' attendance at meetings or training sessions</u></p> <ul style="list-style-type: none"> <li>➤ Malcolm Sands – Maths visit. The maths morning had been successful but a suggestion had been received that this be held in the afternoon.</li> <li>➤ Nick Gaulder to arrange Governor training.</li> <li>➤ Sue Hillbeck – Service Children's Conference in Harrogate. There had been a big focus on the drawdown from Germany. A mental health first aider had been there and had interesting information.</li> </ul> <p><i>It was noted that the NSPCC would be in school next month to talk to children about keeping safe.</i></p>	
16/21	<p><u>To Consider Safeguarding/Child Protection/Health and Safety</u></p> <ul style="list-style-type: none"> <li>➤ The Health and Safety action plan had been completed and actions dealt with.</li> </ul> <p><b>Question: Malcolm asked about the oil tank – this was currently being dealt with possibly free of charge.</b></p> <ul style="list-style-type: none"> <li>➤ It was noted that some of the block paving would need attention. It was suggested that a meeting should take place to discuss the playground and sensory garden.</li> <li>➤ It was suggested that the reception area should be considered during the next academic year.</li> </ul>	
16/22	<p><u>To Receive Any Other Business</u></p> <p><b>Visits/Trips</b></p> <p><b>Question: Concern was expressed about the decline of the number of school visits over the previous year. It was agreed to raise this with staff during the discussion about the curriculum and to look at this further. Feedback would be given to Governors at the next meeting.</b></p> <p><b>Voluntary Contributions/Swimming</b></p> <p>It was noted that contributions had to be voluntary by law if the visit was part of the curriculum. The statutory paragraph to be included in the letters to parents.</p> <p><b>Governor Action Plan</b></p> <p>The draft governing body action plan had been circulated prior to the meeting setting out the priorities for the Governing Body. The targets are</p>	CN

	<p>set out below:</p> <ul style="list-style-type: none"> <li>➤ Support SLT and HT in the period of transition and induction.</li> <li>➤ Support the development of middle leadership and management to enhance leadership capacity and the potential for outreach work.</li> <li>➤ Enhance governors' understanding of assessment, recording and reporting procedures in light of recent changes.</li> <li>➤ Develop Governing Body skills and knowledge to provide appropriate challenge and support for school.</li> <li>➤ Respond to key actions identified through monitoring of school procedures and policies.</li> </ul>	
16/23	<p><u>To Confirm the Date of the Next Meeting</u> Wednesday 20 April 2016 at 6.00 pm.</p>	<b>ALL</b>

There being no further business the meeting closed at 5.00 pm.

22 March 2016