

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE  
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL  
Minutes of a Governing Body Meeting held on Thursday 12 January 2017**

Present: J Rosamond (Chair), R Campbell (Headteacher), K Davies,  
N Wiltshire, S Wood (for part of the meeting), A Fox, M Sands,  
P Thompson

In Attendance: M Lambert (Clerk)

Apologies were received from: J Stewart, N Gaulder – consent was given to their absence.

A warm welcome was expressed to Phil Thompson, newly appointed parent governor.

		<b>Action</b>
17/01	<p><u>To Receive any Declarations of Interest</u> There were no declarations of business interests.</p>	
17/02	<p><u>To Agree the Minutes of the Previous Meeting and Discuss Any Matters Arising</u> The minutes of the meeting held on Monday 28 November 2016 had been circulated prior to the meeting and were considered for accuracy.</p> <p><b>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</b></p> <p><u>To Consider any Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> <li>➤ <b>It was noted that governor pen portraits had been completed and uploaded.</b></li> <li>➤ <b>Alterations had been made to the Budget Management Policy.</b></li> <li>➤ <b>Kate had clarified the NGA distribution list.</b></li> </ul>	
17/03	<p><u>To Receive a Report from the Headteacher</u> <b>Circulated: Headteacher's Report – reorganised to fit the Ofsted framework</b></p> <p><b>Questions from Governors:</b></p> <ul style="list-style-type: none"> <li>➤ The Chair asked whether Governors felt that the amount of information circulated was too much to digest in a short time. The Headteacher stated that he was concerned that the information was required by the Governors in case of an inspection. It was suggested that the progress update be uploaded to the secure website on a termly basis for Governors to access.</li> <li>➤ Kate asked where the paper copies of the information would be stored should an inspection be imminent. It was noted that copies were held in the Headteacher's office should they be required.</li> <li>➤ The data report and the monitoring of learning were noted. KS1 were performing better than KS2 but was not necessarily about the quality of teaching but about the way the numbers 'stack up'. The impact of the new curriculum at KS2 was still being felt and some Y4 children may have only had one year of the new curriculum. The Chair talked about the data training attended and concern was expressed about the school's data. Self reviews were discussed. There was increased emphasis on progress at KS1 which was a focus as the school had</li> </ul>	<b>RC</b>

	<p>under-performed in this area for three consecutive years but attainment was broadly in line with the national average. It was noted that school moves do have a knock-on effect on pupil progress although mobility cannot be used as an excuse for poor performance. An ex-HMI would be working with service schools, this had been funded by the LA. A day of training would take place and then some bespoke work with each school. The idea is to look at the language used to explain the data information.</p> <p><b>Challenge:</b></p> <ul style="list-style-type: none"> <li>➤ <b>AF asked whether the percentages for the previous year were in the information. It was noted that the data cannot be compared to the previous year due to the changes in the curriculum. Some staff are not confident in using Target Tracker and were trying to unpick what the data is showing.</b></li> <li>➤ <b>SW asked what the school was doing to address the issues. It was noted that one of the things that the school was trying to achieve was to respond to teacher uncertainty. An assessment working party was trialling a product called GR assessment. More details would be available to Governors in due course. Leeming, Le Cateau and Hipswell will adopt the product to sit alongside the teacher assessments. Teaching is weaker in some areas and a programme of support has been introduced. In terms of where there are high special needs the work of the SENCo and development of IEPs will be worked on. The school was engaging with the LA in terms of support for practice in numeracy. Work with external specialists is taking place to look at action plans and pupil progress meetings are taking place with teachers.</b></li> </ul> <p>Natalie explained that Leeming was not the only school in this position.</p> <p>The Chair stated that the training on data had been really useful and Governors were to be aware that there is a lot of work going on in school and that all staff are working hard and the leadership team are aware of where support is required.</p> <p><b>AF stated that he would like to understand better the number of children who were the weaker achievers throughout the school. It was noted that some of the longest service pupils were the weakest achievers.</b></p>	
17/04	<p><u>To Receive Any Correspondence</u>  NYCC info – E-red bag items had been sent to the Governors as appropriate.</p> <ul style="list-style-type: none"> <li>➤ Katherine Brightman – card of thanks. The Governors were exploring an RAF commendation for her service. The Headteacher agreed to draft the information required with Adrian’s help.</li> <li>➤ NGA – Governance Magazine.</li> </ul>	RC/AF
17/05	<p><u>To Agree Policies</u>  The following policies had been circulated:</p> <ul style="list-style-type: none"> <li>➤ SEN Policy</li> <li>➤ SEN Information Report</li> </ul> <p><b>Resolved: That the SEN Policy be adopted.</b></p>	

17/06	<p><u>To Consider School Improvement</u>  <b>Circulated:</b></p> <ul style="list-style-type: none"> <li>➤ <b>School Improvement Plan 2016-17 Autumn Report</b></li> <li>➤ <b>Data Report Autumn 2016</b></li> <li>➤ <b>Visits and Visitors Autumn 2016</b></li> </ul> <p><b>Challenge:</b></p> <ul style="list-style-type: none"> <li>➤ <b>SW asked about the data and whether it met the floor standards. It was noted that floor standards are a certain percentage of attainment which the school did not meet for attainment but did meet them for progress. The progress score does not equate to children going backwards but looks at the national amount of progress for children with a similar prior attainment over a period of time.</b></li> <li>➤ <b>AF asked if at some point at the end of the year we see what we have achieved. Do we have a summary looking at the SIP priorities and the success criteria? It was noted that the changes would adapt to the national curriculum. The key areas were discussed at the end of the previous year.</b></li> </ul>	
17/07	<p><u>To Receive an Oversight of the Staff Performance Management</u>  <b>Circulated: Teaching Staff Appraisal Briefing Paper</b></p> <p>It was noted that at the beginning of December the Chair and Headteacher had met with Lis Marsden, the School Improvement Adviser and had discussed the Headteacher's performance management which was linked to the school improvement plan. Targets had been set and agreed and would be reviewed.</p> <p>A briefing paper on staff performance management had been circulated for consideration and was noted.</p>	
17/08	<p><u>To Consider Health and Safety/Safeguarding Issues</u></p> <p>There were currently no health and safety or safeguarding issues in school.</p> <p>A Health and Safety visit had taken place at which the Health and Safety Policy had been discussed. It was noted that there was currently nothing further to report on the board on the playing field.</p> <p>Natalie asked about the tree roots. There was nothing further to report at the present time.</p> <p>There were no active child protection cases to note.</p>	
17/09	<p><u>To Consider Governor Training</u></p> <p>Data training had been attended by the Chair and Steve Wood.</p> <p>Governors were asked to let Adrian know if training had been undertaken. It was noted that no skills audits had been received and would be placed on the website for Governors to access.</p> <p>Bitesize Finance training was available on 2 March 2017. Adrian, Kate and Phil agreed to attend.</p> <p>Alliance training on induction – Adrian Fox.</p>	
17/10	<p><u>To Receive Any Other Business</u></p>	

	<p><b>Grant Funding</b> It was noted that a bid for MoD Education Support fund had been successful to the tune of £58,000 to be spent by July 2018. This would support teaching assistants, IT equipment and provision for new games and would be the last year that funding could be applied for.</p> <p><b>Bedale High School</b> It was noted that Kate had been elected as a Parent Governor at Bedale High School.</p> <p><b>Governor Monitoring Visits</b> The Chair asked that the content of governor monitoring visit reports be approved prior to them being circulated to Governors. Governors were asked to remember that they were not performance managing but their role is to take a strategic view of their area. Reports to be sent to the member of staff in the first instance and to keep the amount of actions to a minimum.</p> <p><b>Governors' Development Action Plan</b> There had been no further work on the action plan but James would be asked to own the document.</p> <p><b>Communications Plan</b> The plan to be placed on the school website.</p> <p><b>Governor Link Roles</b> PT agreed to undertake the SEN Governor link role alongside the Chair. Natalie would arrange to meet with Phil.</p> <p><b>Staffing</b> It was noted that the Headteacher would be taking some paternity leave in June.</p>	<p><b>ALL</b></p> <p><b>JS/AF</b></p> <p><b>RC</b></p> <p><b>NW/PT</b></p>
17/11	<p><u>To Confirm Future Meeting Dates</u> Thursday 16 February 2017 at 12.30 pm. Thursday 23 March 2017 at 12.30 pm Thursday 27 April 2017 at 12.30 pm Monday 22 May 2017 at 12.30 pm Thursday 22 June 2017 at 12.30 pm Thursday 13 July 2017 at 12.30 pm</p>	<p><b>ALL</b></p>

There being no further business the meeting closed at 2.20 pm.

12 January 2017