

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL
Minutes of a Governing Body Meeting held on Thursday 3 November 2016**

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

In Attendance: M Lambert (Clerk)

There were no apologies.

A warm welcome was expressed to Steve Wood the new LA Governor.

		Action
16/72	<p><u>To Confirm the Reconstitution of the Governing Body and to Co-opt Members</u> It was noted that the Governing Body had reconstituted with effect from Thursday 3 November 2016. The following were considered as co-opted Members:</p> <p>Malcolm Sands Natalie Wiltshire Jayne Rosamond James Stewart Adrian Fox</p> <p>Resolved: That the above people be appointed as co-opted governors with immediate effect for a four year term. Proposed: Rob Campbell. Seconded: Steve Wood.</p> <p>It was noted that there were two co-opted vacancies and one parent governor vacancy.</p>	
16/73	<p><u>To Elect a Chair/Vice Chair</u> Jayne Rosamond was nominated as Chair for the forthcoming year to September 2017. As there were no other nominations she was duly elected. Proposed: Adrian Fox. Seconded: Malcolm Sands.</p> <p>It was suggested to aid succession planning, that the Vice-Chair position be shared and that Adrian Fox and James Stewart undertake this role for a period to September 2017. As there were no other nominations they were duly elected. Proposed: Jayne Rosamond. Seconded: Malcolm Sands.</p>	
16/74	<p><u>To Receive any Declarations of Interest</u> There were no declarations of business interests.</p>	
16/75	<p><u>To Agree the Minutes of the Previous Meetings and Discuss Any Matters Arising</u> The minutes of the meeting held on Wednesday 28 September 2016 had been circulated prior to the meeting. Resolved: That the minutes be agreed as a correct record and signed by the Chair.</p>	

	<ul style="list-style-type: none"> ➤ Pupil premium training – the pupil premium training had not gone ahead due to lack of numbers. ➤ Pen Portraits – The Headteacher will draw up a template for a pen portrait. On completion, Governors should send their pen portraits to the Headteacher for inclusion on the school website. 	ALL
16/76	<p><u>To Receive a Verbal Report from the Headteacher</u></p> <ul style="list-style-type: none"> ➤ Staffing – It was noted that Zena Langley, HLTA had resigned. After two attempts at recruitment, Molly Robinson, an ATA had been appointed from a strong field of candidates. The structure of teaching assistants was explained to new governors. There were two staffing vacancies pending, a 2.5 teacher and the senior administrative role. As a temporary measure, until a new administrator is recruited and trained, the school had increased the buy-in to the Local Authority FMS service which would mean a monthly visit to the school by Angela Clarkson the FMS Officer. Helen Holland, the caretaker/cleaner would also be retiring at Christmas. Thanks were expressed to Katharine and Helen for their services to the school. ➤ Budget update – The October monitoring report was circulated. It was noted that the In Year Position has a deficit of £24k, but due to the balance brought forward from last year, there would be a £90k carry forward to next year. If expenditure continues as planned, there would be an in-year surplus, with a £128k carry forward which would offset next year’s budget issues. <p>Challenge: SW asked when the end of the financial year was for schools – the Headteacher confirmed that this was April to April.</p> <ul style="list-style-type: none"> ➤ A reference was made to MOD funding – it was noted that this was essentially revenue neutral. ➤ The Five Year Financial Forecast has been produced by the bursar and suggests a positive overall balance for the next two years. Beyond this, significant deficits are predicted, but it is noted that mobility has huge impact on long term fiscal planning. <p>Challenge: SW asked why there was a significant variance from start budget. It was noted that the figure included service pupil premium and also disadvantaged pupil premium. There had been no pupils claiming free school meals at the school, however, 15 children who were added to the roll since the previous census had previously received FSM, and therefore are in receipt of ‘Ever 6’ pupil premium.</p> <p>Staff are aware of the disadvantaged pupils in receipt of pupil premium in their classes, and are monitoring these closely to ensure any attainment gaps are closed where possible.</p> <ul style="list-style-type: none"> ➤ SEN – the monitoring report reflected one new child with an EHCP (Educational Healthcare Plan) drawing funding into school. It was noted that two more had just been approved by the LA. ➤ Annual Cycle of meetings – The annual cycle of meetings was circulated. Ten meetings were planned in but only eight may be required. A Headteacher report would be sent to Governors at the end of each term. Some changes have been made to the cycle of meetings to ensure statutory deadlines are met. These were approved. 	RC

classroom.

Challenge:

AF – Is there any way of making the homework so that parents can contribute more? It was noted that homework would be raised through the parents' forum. It was also noted that previous parental feedback has been split on this issue, with many parents requesting less requirement to be involved.

SW – Do children have homework books? – The system differs throughout the school.

JR – What is the value in homework? The curriculum is being squeezed so using homework offers some of the enrichment, as well as offering an opportunity for children to work with their parents and share their learning.

Assembly – JS had attended an assembly led by Jen Holder from Northallerton Baptist Church. Observations were deemed to be good. At this point the Behaviour Policy was clarified with the Headteacher in relation to sanctions.

Challenge:

JS questioned the reason for sitting children outside of the Headteachers office. NG stated that it was felt beneficial for isolation to take place to calm children down. It was noted that the Policy would need to be revisited to include new sanctions in place. The procedure of managing behaviour had been drawn up and would be passed to Governors for information.

NG asked if there was anything in place following the High School visit as it was felt that the year 6 pupils returned with negative attitudes following their transition visit last year NW and KD noted that behaviour in Y6 this year has significantly improved on the previous year, and that such issues were not anticipated to be repeated. However, the situation will be monitored.

Safeguarding – JR had deferred the safeguarding visit from September. The Safeguarding audit will be undertaken in January followed by a monitoring visit in September. Discussion had taken place about the current situation in school with regard to Child Protection. It was noted that there were no current active cases. Some children were being monitored. There had been some child- in –need meetings the previous academic year, but these children had had now left the school. The children had been kept on register at Leeming RAF CPS until they were registered at a new school to ensure they did not become missing from education. The Child Protection Policy had been discussed and now adopted. The Keeping children safe in education guidance had also been discussed. Not all staff had seen the policy but this had now been undertaken in a staff meeting and actioned. Outcomes from the monitoring showed that safeguarding procedures in school were robust and in line with policy and best practice.

Challenge:

- **AF asked about safeguarding training – certificates were required from Governors.**
- **JR talked about the person delivering the assembly. How do we signpost all visitors to safeguarding? This is done by admin team on arrival, and, where visitors are regular, they are required to undertake basic CP induction for the school including reading CP Policy.**

ALL

	<p>➤ <i>JS – Single Central Record – there are DBS checks and references from the referees. How would any parent governors be checked and can references be asked for. The Clerk agreed to check this with Governor Support.</i></p>	Clerk
16/80	<p><u>To Receive an Update on LA Support</u> <i>Circulated: The LA support plan.</i> It was noted that LA support would be available. The LA have noted, in producing the plan, that none of the proposed actions have not previously been identified and commenced by the SLT.</p>	
16/81	<p><u>To Consider Health and Safety/Safeguarding Issues</u> AF had attended the Governor School Improvement Network Meeting at which a briefing had been given by the North Yorkshire Safeguarding Children’s Board. It was noted that 93% of primary schools had returned the Safeguarding audit which was a statutory requirement. It was also noted that the deadline had been extended for next years’ submission. For further details, see tabled information.</p>	
16/82	<p><u>To Receive an Update on Pupil Premium</u> Pupil premium monitoring had taken place (report tabled), and a series of emails had been exchanged between AF and RC. The outcome of these was that the previously completed ‘Pupil Premium Spending Overview’ for Disadvantaged Pupils was to be amended to follow the new format of a ‘Pupil Premium Strategy Statement’. This has been actioned and the Statement was tabled. SW proposed a minor amendment to this document to add clarity in the ‘Additional Information’ section.</p> <p>The Service Pupil Premium Spending Overview was also tabled, along with a Guide for Stakeholders.</p> <p>The completion of these documents brings the school into line with the latest best practice.</p>	
16/83	<p><u>To Consider Governor Training</u> GSIN meeting – 11 October 2016. Summary circulated which included information on the following:</p> <ul style="list-style-type: none"> ➤ Update on election of governors whereby schools should make every effort to conduct an informed process. The Governance Guidelines had been updated. ➤ Review of LA Governors. ➤ Forthcoming DfE publications. ➤ Ofsted update. ➤ Policies and Websites. ➤ Outcomes – emphasis on reading and phonics. ➤ Leadership. ➤ Pupil Premium Reporting – looking at how the school is closing the attainment gap. ➤ Future of Governor Support. ➤ Review of Governor SIN meetings. ➤ Chair of Governors; email addresses. <p>Swaledale Alliance meeting – attended by JS.</p> <ul style="list-style-type: none"> ➤ Chair of Governors’ network. ➤ Verbal feedback on a governance review. ➤ Governance review programme where lead reviewers from the Swaledale Alliance had come into school. ➤ Websites – the Alliance would be buying in an administrator to look at 	

	school websites.	
16/84	<p><u>To Receive Any Other Business</u> Parents Evening Tuesday 8 December 2016 / Wednesday 9 December 2016 – governors were asked to be available on the evening serving tea/coffee and talk about parent governor elections.</p> <p>The parent governor leaflet to be emailed to the Headteacher.</p> <p>Parentview – JS to look at this in March 2017.</p> <p>Cape National Conference - March 2017 – NG would like to attend this conference which involves computing and safeguarding. The cost is £175.00. It was felt that he should attend an initial computing monitoring visit in the first instance. Resources were also available on the Safeguarding Board website.</p> <p>Governors/ Newsletter. It was agreed that a letter of thanks be sent to all staff.</p> <p>Samaritans Purse – It was noted that there were some concerns over this charity and whether there was a process in place to ensure that the school does not align itself to something that was not appropriate. It was felt that this should be an operational decision. Checks and balances would be required.</p>	<p>ALL</p> <p>Clerk</p> <p>JS</p>
16/85	<p><u>To Confirm Future Meeting Dates</u> Monday 28 November 2016 at 12.30 pm Thursday 12 January 2017 at 12.30 pm 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>ALL</p>

There being no further business the meeting closed at 3.00 pm.

13 November 2016