

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE  
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL  
Minutes of a Governing Body Meeting held on Wednesday 28 September 2016**

Present: J Rosamond (Chair), R Campbell (Headteacher), K Davies,  
N Wiltshire, N Gaulder, J Stewart, S Wood, A Fox

In Attendance: M Lambert (Clerk)

Apologies were received from: K Exelby and M Sands – consent was given to their absence.

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

		Action
16/59	<p><u>To Confirm the Reconstitution of the Governing Body and to Co-op Members</u> It was noted that the reconstitution proposal had not yet gone through Legal Services at the LA.</p> <p><b>Resolved: That the date of reconstitution be changed to Thursday 3 November 2016.</b></p> <p>It was noted that Steve Wood had been nominated to the Governing Body as Local Authority governor. <b>Resolved: That he be accepted as the new LA Governor with immediate effect.</b></p>	
16/60	<p><u>To Elect a Chair/Vice Chair</u> <b>Resolved: That due to the delay in reconstitution the election of Chair and Vice-Chair be held at the next meeting.</b></p>	
16/61	<p><u>To Receive any Declarations of Interest and to Sign the Register</u> All members present signed the register of business interests. The Clerk agreed to check the disqualification by association rules with regard to Governors.</p>	Clerk
16/62	<p><u>To Agree a Code of Conduct/Standing Orders</u> <b>Circulated: The draft Code of Conduct and Standing Orders.</b></p> <p><b>Resolved: To agree the Code of Conduct and Standing Orders and to publish on the school website.</b></p>	RC
16/63	<p><u>To Appoint Key Governor positions and link governors</u> <b>Circulated:</b></p> <ul style="list-style-type: none"> <li>➤ Purpose and Role of Link Governors</li> <li>➤ Proposed subject or area links</li> <li>➤ Proposed calendar of visits</li> </ul> <p>Nick asked whether it would be possible to be the PE link governor rather than English. It was agreed that Nick would change to be link governor for computing and James Stewart the link governor for English. A new visit monitoring form is available for use on the Governor page of the school website.</p> <p><b>Resolved: That the Link Governor Protocols be accepted. These will</b></p>	

	<p><b>be shared with staff at next staff meeting. The Headteacher agreed to draw up a flow-chart for governors to use regarding the protocol for sharing visit reports.</b></p> <p><b>Challenge: A Governor asked when the next Ofsted inspection was due for the school. This was felt to be at any point due to outcomes in year 6 being significantly below the national average.</b></p> <p><u>Terms of Reference of the Governing Body</u>  <b>Circulated: NYCC model terms of reference for the Governing Body and Committees.</b></p> <p><b>Resolved: That the terms of reference be accepted with minor amendments relating to structure without committees.</b></p>	
16/64	<p><u>To Agree the Minutes of the Previous Meetings and Discuss Any Matters Arising</u>  The minutes of the meetings held on Wednesday 20 July 2016 had been circulated prior to the meeting.</p> <p><b>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</b></p> <ul style="list-style-type: none"> <li>➤ Kate would require the Governing Body emails for the NGA membership.</li> <li>➤ Adrian to send visit reports to Malcolm.</li> </ul> <p><b>Challenge: A Governor asked about the Friends of School link governor role and what was being done to resolve any conflict of interest issues.</b></p> <p><b>Resolved: Nick Gaulder is to stand down as Governor representative and Kate Davies adopts the link governor role to the Friends of School. The Friends will consult with the senior leadership team with regard to what should be bought with Funds raised by the Friends.</b></p> <p><b>Pupil Premium</b> – Natalie tabled an impact overview for pupil premium spending for the last academic year. The difference between the disadvantaged pupil premium and the service children pupil premium would be differentiated in the future to ensure parents understood the difference between the two types of funding, and to reflect the different priorities of each of these funds.</p> <p><b>Parents' Forum</b> – Research had been undertaken by Natalie looking at parental workshops. Further work by SLT would be undertaken.</p> <p><b>Challenge: A Governor suggested using parents' evening as an opportunity to raise the profile of governance and sample parent voice. Adrian had created a communication structure for the Governing Body. This would be considered further. Parentmail is being looked at as a way forward with communication.</b></p>	<p><b>Clerk</b></p> <p><b>AF</b></p> <p><b>KD</b></p> <p><b>NW</b></p>
16/65	<p><u>To Receive a Verbal Report from the Headteacher</u>  <b>Circulated: Data report, summer 2016 and end of year outcomes showing the progress and the context.</b></p>	

	<p>It was noted that the School Improvement Adviser had suggested looking at in-year progress and looking at a baseline from the start of the year to the end of the year since she believes that the statutory data does not reflect the good provision of the school, due to issues of mobility. It was noted that in spite of low outcomes in KS2, the school is above the floor standard as a result of progress measures being above the minimum (-5.0). The in-year information was explained. In all year groups the school is above the six steps of progress and shows that the children across the years are making good or better progress.</p> <p><b>Challenge: A Governor asked how the school compares with other service schools. It was noted that Leeming was still very slightly below the average but the gap had massively narrowed when compared with other service pupils. Across the Local Authority, service pupils (which have historically had little or no academic gap with non-service pupils) have, apparently, been more adversely affected than their peers by the change in Assessment processes; only 42.9% of service pupils were at the expected level for RWM. This reflects the contextual arguments made with regards to KS2 outcomes at Leeming.</b></p> <p><b>Circulated: Leeming RAF School Values, Vision and Aims.</b></p> <p><b>Challenge: A Governor asked whether the children would be able to recite the values, vision and aims. This had been discussed with the children at the start of this term and is becoming part of the language and ‘vocabulary’ of the school.</b></p> <p>Discussion took place about the name written on the document as this stated three different names for the school. Some of this would be changed along with the acronyms. In some cases, where there is variation, this is as result of security concerns reflecting the service context of the school (e.g. not having the RAF element on logo on uniforms etc.)</p>	RC
16/66	<p><u>To Receive and Discuss SEF/SIP</u>  <b>Circulated: The draft School Evaluation Form and School Improvement Plan</b></p> <p><b>Discussion was undertaken of the aspects of the plans, including the implications of the RI judgement for ‘Outcomes’. Governors felt that the SEF areas for development and strengths were accurate, and that the SIP Key Priorities link well to these. The SEF is linked to the Ofsted Framework and grades reflect the grade descriptors.</b></p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>➤ Include on the link adviser visit form a link to the SIP.</li> <li>➤ A colour coded progress report on the SIP for all Governors once per term.</li> <li>➤ Governor action plan supplement the SIP. This has been produced by Adrian.</li> <li>➤ Suggest that the Headteacher’s report includes the update on the SIP. (This might simply be a cross reference to the progress comments)</li> </ul> <p><b>Challenge: A Governor asked whether the Headteacher could evidence that the teaching is good. The evidence was being drawn</b></p>	RC

	<i>up through monitoring and learning walks. This would then be included in the SEF. In the previous year, lesson observations by SLT and previous HT yielded consistently good or better outcomes, supported by good in year progress data.</i>	
16/67	<p><u>To Receive Any Correspondence</u> Links to the NYCC e-red bag had been sent to Governors for their information.</p> <p><b>CONFIDENTIAL ITEM – STAFFING (16/67)</b></p> <p><b>END OF CONFIDENTIAL ITEM</b></p>	
16/68	<p><u>To Consider Health and Safety/Safeguarding Issues</u> There was currently nothing to report. Preparations were underway for the next H&amp;S Inspection on 14<sup>th</sup> October. The Health and Safety report would be considered at the next meeting.</p>	
16/69	<p><u>To Consider Governor Training</u> <a href="http://www.northyorks.gov.uk/smartsolutions/">www.northyorks.gov.uk/smartsolutions/</a> The Headteacher agreed to seek clarification as to whether there could be a log in for the website for governors.</p> <p>The Chair asked that Governors share attendance at the Governor SIN meetings throughout the year. Prospective dates for Governors to attend would be sent out. Adrian agreed to maintain a Governors' training record. Adrian agreed to attend the Governor SIN meeting on 11 October.</p> <p><b><i>Circulated for consideration and completion:</i></b></p> <ul style="list-style-type: none"> <li>➤ A draft training plan for governors</li> <li>➤ A draft skills audit</li> <li>➤ A draft Induction Policy</li> <li>➤ A draft Governor Action Plan</li> </ul> <p><b><i>Extensive discussion of the above documents was undertaken. In assembling these, Adrian has drawn on national best practice and research to ensure that effective governance can be demonstrated at all levels. All felt that these would address development areas from the governance review.</i></b></p> <p>Governors were encouraged to write their pen portraits for the school website to include:</p> <ul style="list-style-type: none"> <li>➤ Responsibility</li> <li>➤ Business/educational background</li> <li>➤ Personal interest in the school</li> <li>➤ Vision for the future.</li> </ul> <p><b><i>Challenge: A Governor asked whether there was an opportunity for governors to be included in the staff training days. This was confirmed, and, wherever relevant, governors would be invited.</i></b></p> <p>It was noted that pupil premium training is available at Middleham School for governors. The Headteacher agreed to send out the information to Governors.</p> <p>Adrian agreed to seek information on access to web-based training for</p>	<p>JR</p> <p>AF</p> <p>ALL</p> <p>ALL</p> <p>RC</p>

	governors.  The headteacher asked to place on record thanks to Adrian for all the work undertaken.	<b>AF</b>
16/70	<u>To Receive Any Other Business</u> Sports Premium impact overview to be considered at the next meeting.	
16/71	<u>To Confirm Future Meeting Dates</u> Thursday 3 November 2016 at 12.30 pm 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	<b>ALL</b>

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

28 September 2016