

**NORTH YORKSHIRE CHILDREN & YOUNG PEOPLE'S SERVICE
LEEMING (RAF) COMMUNITY PRIMARY SCHOOL
Minutes of a Governing Body Meeting held on Wednesday 20 July 2016**

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

In Attendance: M Lambert (Clerk)

There were no apologies.

		Action
16/45	<u>To Receive any Declarations of Interest</u> There were no declarations of business interests.	
16/46	<u>To Agree the Minutes of the Previous Meetings and Discuss Any Matters Arising</u> The minutes of the meetings held on Wednesday 10 May 2016 had been circulated prior to the meeting. Resolved: That the minutes be agreed as a correct record and signed by the Chair. Parental Forum – The Parents Forum to be launched in the new school year. Friends of School – It was noted that the Friends of School will fully pay for the DJ equipment at a cost of £750 - £800 for school use also.	
16/47	<u>To Receive Any Correspondence</u> Governance Magazine – Kate agreed to look into the membership of the NGA.	KD
16/48	<u>To Receive a Update from the Headteacher</u> A full written report would be given once per term. For full details of all areas below, see Headteacher report. Governance – Sue was thanked for her time as a Governor as she would be standing down at the end of the meeting. Discussion took place regarding the outcome of the Governance review. Guidelines would be drawn up for governor visits into school along with a template for the monitoring report. Governors were asked to complete previous visits on the old format and that the visit format would be used from now on. School Improvement – Three SIA visits have been undertaken, which have yielded increasingly positive results. Actions have been followed up and signed off by the SIA, and will continue to be monitored. School Improvement Plan – The priorities had been considered with 80% - 90% of the criteria being met. The Leadership Team had been stabilised which had benefited the wider leadership of the school. There had been improvement in the impact of the pastoral support. Teaching and Learning – Book scrutiny and lesson observations had been undertaken along with general learning walks. Pupil Premium – An impact report would be drawn up which would be changed slightly to previous reports. James Stewart to give examples and feedback. Natalie would do the detailed impact report with the	NW

	<p>Headteacher giving the overview.</p> <p>Sport Premium – A brief overview was given with a more detailed one to follow. It had been a good year for sport.</p> <p>Challenge: <i>Adrian asked about KS1 activities as there had been a reduction. It was noted that the school would be looking at more opportunities for key stage with alternative sport.</i></p> <p>Staffing – Thanks were expressed to the HLTAs for covering classes.</p> <p>Challenge: <i>Jayne asked if there was a set amount of time that HLTAs can cover for. It was noted that this was one week and that the school does try to support from within.</i></p> <p>SEN/Mobility – The mobility report was included with the SEN report. This was an extra burden on the school. Future classes were filling up with the Y3 being monitored. There were currently six children with EHCP/Statements in school with three leaving at the end of term with two EHCPs pending. 33 children were at School Focus with six leaving. 16 children were receiving SALT with an additional six children on the vulnerable list. It was noted that in September the SEN number reduces slightly.</p> <p>Behaviour and Safety / Attendance and Management – It was noted that there had been an increase in the national average but the school was still just above but part of the narrative must be to have due regard to the service personal aspect i.e., exceptional circumstances as a result of pre and post deployments.</p> <p>Challenge: <i>Jayne asked if the school know that children are going away on holiday. It was noted that a new form had been introduced to clarify this process for parents.</i></p>	
16/49	<p><u>To Consider Performance Data</u> The Headteacher gave a brief overview on where the school is at the present time.</p> <p>EYFS – There is a strong case to be able to demonstrate data about strong progress but low on attainment. LA moderation had taken place, 100% of judgements confirmed or moved up.</p> <p>KS1 – Attainment was in line with the national average. In Y2 results were fairly good. It was noted that maths was an early admission, resulting in a discrepancy between TA and Test.</p> <p>KS2 – These were significantly below the national average. The national picture on assessment was explained. The School Improvement Adviser had suggested a retrospective baseline and need to look carefully at the curriculum content and pull together an evidence portfolio.</p> <p>Challenge: <i>Adrian asked how the Y5 had done in the same class. The Y5 are still catching up, and are also a generally low ability cohort.</i></p> <p>Challenge: <i>Jayne asked what had been done about this. It was noted that re-structuring of classes would help with a tighter</i></p>	

	<p>overview of monitoring. The children in Y3 had made massive progress.</p> <p>Challenge: James asked about the school improvement plan.</p>	
16/50	<p><u>To Receive a Verbal Update from the Chair</u> Jayne asked to thank all of the staff for their hard work this year and that the Governing Body does understand all the pressure placed on them. They do a really good job.</p> <p>Thanks were also expressed to Sue as it was her last meeting. A new SEN link would be required.</p>	
16/51	<p><u>To Consider Governor Vacancies</u> It was noted that Richard Neasom had now resigned from the Governing Body. Steve Wood had been appointed to his position but there was a process for him to go through to be appointed as a governor.</p>	
16/52	<p><u>To Consider Reconstitution of the Governing Body</u> It was noted that at the last meeting the Governing Body had been mainly staff members. Consideration was given to increasing the number of the Governing Body and that a skills audit would need to take place. Kim Exelby had expressed an interest in being a governor.</p> <p>Resolved: That the Governing Body be increased to 12 in number with effect from 28 September 2016.</p>	
16/53	<p><u>To Consider Governance Review</u> A skills audit would be undertaken in September by all Governors. The Chair and Headteacher had met with Rachel Morris and a report had been received. A further meeting had taken place with governors. It had been agreed that Adrian would organise governor training and some governors would need to take a lead role in areas of the curriculum with the removal of the class link governor. The report would be emailed to all Governors for their information. A code of conduct and standing orders would be drawn up with the annual performance of the governing body discussed in September.</p>	
16/54	<p><u>To Consider Policies</u> The following policies had been circulated:</p> <ul style="list-style-type: none"> ➤ Charging and Remission Policy for School Activities and Meetings ➤ Complaints Policy <p>It was noted that both the above policies were LA model policies.</p> <ul style="list-style-type: none"> ➤ Marking and Feedback Policy – updated with DfE changes. <p>Resolved: That the above policies be adopted and placed on the website.</p>	
16/55	<p><u>To Receive feedback/updates from Governors' attendance at meetings or training sessions</u> A meeting on academy status had been attended by the Headteacher and Chair which had been arranged by the Dales Partnership. It had discussed cluster schools coming together to talk about views on academisation and look for a local solution.</p>	

	<p>The Chair had attended the Governor School Improvement Network meeting which had given an Ofsted update along with 20 questions which governors should be asking the Headteacher as part of their support and challenge role. The second half of the meeting had discussed the White Paper.</p> <p>Challenge: Adrian asked that governors complete visit reports retrospectively for school performances, the School Fair and sports day.</p> <p>Sue had met with Natalie to discuss SEN.</p> <p>Jayne had undertaken four monitoring visits.</p>	
16/56	<p><u>To Consider Safeguarding/Child Protection/Health and Safety</u> The sensory garden to be completed in holidays. The reception playground had been closed off and the school was pursuing the owner of the tree concerned. Richard Neasom had tried to seek funding for the main playground. The Trim Trail had been closed off funding for a new one is being sought through a Sports England Grant.</p>	
16/57	<p><u>To Receive Any Other Business</u> Policy for Letters An issue had arisen where letters had been sent to parents at short notice. It was noted that the school was in the process of collecting email addresses for parents.</p> <p>Service Schools and Families Support Group It was noted that Natalie had been elected as Chair of the above group.</p>	
16/58	<p><u>To Confirm the Date of the Next Meeting</u> Wednesday 28 September 2016 at 12.00 noon – 2.00 pm.</p>	ALL

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

31 July 2016