

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

Present: J Rosamond (Chair), R Campbell (Headteacher), K Davies,
N Wiltshire, J Stewart

In Attendance: M Lambert (Clerk)

Apologies were received from: N Gaulder, S Wood, A Fox, M Sands – consent was given to their absence.

		Action
16/86	<p><u>To Receive any Declarations of Interest</u> There were no declarations of business interests.</p>	
16/87	<p><u>To Agree the Minutes of the Previous Meeting and Discuss Any Matters Arising</u> The minutes of the meeting held on Thursday 3 November 2016 had been circulated prior to the meeting and were considered for accuracy.</p> <p>Resolved: That the minutes be agreed as a correct record and signed by the Chair.</p> <p><u>To Consider any Matters Arising from the Minutes</u></p> <ul style="list-style-type: none"> ➤ With regard to the school field and the wooden board, discussion with Seven Trent Water was ongoing. ➤ The school playground and Barton Park Homes issue was still ongoing. ➤ The Educational Healthcare Plans had been confirmed and £4.5K and £5K had been received which was additional to the school budget. A further EHC plan to be submitted. ➤ The pen portraits of the Governing Body were still outstanding. RC to send out a template for completion by all Governors. ➤ It was noted that the Clerk had discussed the issue of references for potential parent governors with Governor Support and it had been suggested by them that references should be sought prior to any election process. ➤ The Clerk to re-send the parent governor leaflet to the Chair. ➤ Log-ins to be given to those Governors with them for the NGA membership. 	<p>RC</p> <p>Clerk</p> <p>KD</p>
16/88	<p><u>To Receive a Verbal Report from the Headteacher</u> The Headteacher expressed his thanks to those Governors who were able to attend at parents' evenings, it was much appreciated. Comments had been received from parents saying it was lovely that Governors were in attendance.</p> <p>Parents evenings: 50/60 returns from parents had been received which were universally positive. One parent had stated that they would like more information about how to help with their child's maths. The maths event had been held the week after the parents' evenings. The feedback is available for Governors.</p> <p>Maths event:</p>	

	<p>The maths event had been well received and was better attended than the phonics but less well attended than in the past. It was felt that the shift in terms of the working community contributed to the lower attendance as some parents had less flexibility than in the past. Feedback was very positive and was used as an opportunity to monitor the event and productivity of the children. There had been some comment about the short notice but the events had been sent out at the start of term. It was suggested that these be re-sent on a monthly basis and perhaps regular reminders by text. Those that had attended had realised that some maths can be fun and there was an element of seeing the children undertaking activities in a different light. The event was effective in achieving its objectives and should be repeated in future.</p> <p>Staffing: The Headteacher reported on two successful recruitments to school. One part-time class teacher and the full-time administrative role. The administrative role had been filled by Yvette Scott a former Governor of the school who is already spending time in school with Katherine as part of the transition.</p> <p>JR asked if the new teacher would commence her role in January. This was confirmed and the Headteacher was currently negotiating with her current school for some transition work this term. It was noted that parents had been informed of the changes.</p> <p>Thanks were expressed to the Headteacher for his update.</p>	
16/89	<p><u>To Receive Any Correspondence</u> No correspondence had been received.</p>	
16/90	<p><u>To Agree Policies: Educational Visits Policy</u> <i>Circulated: The draft Educational Visits Policy.</i> <i>Challenge: JR asked for clarification about the phrase relating to unsupervised access to the children and the DBS checks required. The Headteacher explained that volunteers in school would be asked to undergo the DBS checks but parent volunteers who are accompanying children on off-site visits would not routinely be required to do so as they would not be left unsupervised with children. All this information is included in any risk assessment written prior to an off-site visit. The emphasis is placed on the opportunities for volunteers to build relationships with pupils.</i></p> <p>With regard to children with SEN, one of the reasonable adjustments the school might make would be to ask the child's parent to attend the trip to accompany the child concerned.</p> <p>The statement on DBS is in the Volunteers Policy in School. Regular volunteers in school would need to have a DBS check but the school would usually only use volunteers who are DBS checked already.</p>	
16/91	<p><u>To Receive an Update on the Revised Budget and Financial Forecast</u> <i>Circulated: The summary budget monitoring report for the month end of October.</i></p> <p>It was noted that the numbers contained within the budget monitoring report for the month end October 2016 were identical to the previous report and had already been discussed.</p>	

	<p>The budget had been submitted showing a proposed in year deficit of £24,703 with a carry forward of £90,415. The expected out-turn would be an in-year surplus of £13,664 with a proposed carry forward of £128,272. One child was currently receiving additional teaching assistant support which had not been allocated within the budget.</p> <p>The main reason for the increase in the budget is the extra pupil premium income which had not been anticipated at the start of the year. Other variances were discussed.</p> <p>An increase in staffing capacity had been arranged as set out in the Pupil Premium Strategy statement to support vulnerable learners and disadvantaged pupils</p>	
16/92	<p><u>To Review the Budget Management Policy and Scheme of Delegation</u> The NYCC model policies were to be considered by each individual school. The template is based around a school having a Resources Committee and had been adapted for a 'no committee' model of governance. The reference to a Finance Committee had been changed to all members of the Governing Body with representations from the Senior Leadership Team.</p> <p>NW asked to include within the policy a reference to the mobility to ensure that. It was agreed to include this under financial benchmarking or under levels of balances. The Headteacher would circulate an amended version of the Policy.</p> <p>Resolved: With the above addition with regard to mobility the Budget Management Policy and Scheme of Delegation be adopted.</p>	RC
16/93	<p><u>To Receive an Oversight of the Staff Performance Management</u> It was suggested and agreed to defer the oversight of the staff performance management to the next meeting due to the absence of some Governors.</p>	Clerk
16/94	<p><u>To Receive Comparative Statistics</u> Circulated: The Comparative Statistics which showed comparisons with other similar schools within the Local Authority. The following was noted:</p> <ul style="list-style-type: none"> ➤ Where there are deviations there are answers. ➤ RAF Leeming is comparable to the other schools. ➤ SEN – the graphs show higher GTA SEN support hours but lower on general GTA hours. ➤ Number of teachers is slightly higher but the average teaching staff salary is significantly lower including leadership staff. ➤ Supply staff costs per pupil – surprised to see this was above the median. It was noted that this includes maternity cover and booster cover. There had been some maternity cover and supply cover for the assistant headteacher's acting up role. The figures should be a lot less this year. There are a lot more booster classes than other schools due to the mobility of the children and the limited time the school has with the children. ➤ Admin & clerical staff – It was worth keeping an eye on the hours as the two new members of staff are less experienced. A significant reduction in the role may become an issue. ➤ Grounds maintenance is high due to the large grounds for the number of children and building and maintenance is low as the school building 	

	<p>is not large.</p> <p>➤ Energy is based on the new heating system.</p>	
16/95	<p><u>To Consider Plans for Capital Projects</u></p> <p>It was noted that there were no pending projects having done a reasonable amount of capital spending. The school was trying to be conservative with capital funding. The outdoor area in reception would be monitored. The cost of refurbishing would be well over £50k and possibly up to £100k. This area is an essential learning zone for the children.</p>	
16/96	<p><u>To Receive Governor Monitoring Reports</u></p> <p>The English monitoring report would be considered at the next meeting.</p>	Clerk
16/97	<p><u>To Consider Health and Safety/Safeguarding Issues</u></p> <p>There were currently no health and safety or safeguarding issues.</p> <p>A significant amount of staff training and work to policies had taken place along with tightening up of procedures. All staff safeguarding is up to date.</p>	
16/98	<p><u>To Consider Governor Training</u></p> <p>It was noted that there was free training available through Leeds Carnegie for the cluster of schools. Negotiations were taking place with Andrea Offord at the Swaledale Alliance.</p> <p>Safeguarding certificates are being received.</p>	
16/99	<p><u>To Receive Any Other Business</u></p> <p>Friends of the School</p> <p>KD reported on her first meeting as link governor for the Friends of School. The Friends have asked for ideas from staff for funds to be spent and fundraising is continuing. It is important that the funding is not spent on day to day resources but on enhancements to the school. Funding for the Library had been suggested.</p>	
16/100	<p><u>To Confirm Future Meeting Dates</u></p> <p>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>	ALL

There being no further business the meeting closed at 1.30 pm.

28 November 2016