



Leavening Community Primary School Governing Body

Minutes 4th December 2017 at 6.00pm

Present:	Chair	Alan Ockenden (AO)	Parent Governor
		Neil Audsley (NA)	Co-opted Governor (VC)
		Rebecca England (RE)	Parent Governor (VC)
		Rachel Ray (HT)	Headteacher
		Sian Mitchell (SM)	Headteacher
		Peter Whittell (PW)	Co-opted Governor
		Anna Rose Adams (ARA)	Parent Governor
		Nush Farnhill (NF)	Staff Governor
		James Robinson (JR)	Parent Governor (from item xx)
		Carolyn Childs (CC)	LA Governor
		David Sharpe (DS)	Co-opted Governor
		Jenny Evely (JE)	Associate Governor

In attendance: Clerk Laura Waites (LW)

Apologies: None

Vacancies: None

Minute	Details	Action
1.1117	<p><u>Welcome and apologies</u> AO opened the meeting and welcomed all to the meeting, including Sian Mitchell would was attending during her maternity leave for the discussion at Item 7. An email from JR were seen after the meeting to advise he would be late. There were no apologies.</p>	
2.1117	<p><u>Governing Body Update</u> AO advised on changes to the governing body.</p> <p>There had been only 1 parent governor application from ARA but as it was received slightly after the deadline the governing body was asked to take a vote on whether they would approve the appointment. A vote by show of hands unanimously agreed the appointment.</p> <p>NYCC had confirmed the paperwork for CC to be appointed as the LA governor. The governing body was asked to take a vote on whether they would approve the appointment. A vote by show of hands unanimously agreed the appointment.</p> <p>David Sharpe was welcomed back and confirmed that he wished to be considered for the vacant Co-opted governor position. The governing body was asked to take a vote on whether they would approve the appointment. A vote by show of hands unanimously agreed the appointment.</p>	
3.1117	<p><u>Declaration of interests, pecuniary or non-pecuniary.</u> There were no declarations of interest. LW gave a reminder to governors to complete the register of interests form. The code of conduct was circulate for all governors to sign for the file.</p>	ALL
4.1117	<p><u>Confidential Agenda Items</u> Item 7</p>	
5.1117	<p><u>Minutes of the last meeting</u> AO proposed and RE seconded that the minutes of the meeting held in September 2017 be approved, all agreed. AO signed a copy for the file.</p>	

	<p>discussion. Leadership and management - HT noted all performance appraisals had been done in July by SM. JE is doing training in phonics and HT covered other leadership roles that staff are doing.</p> <p><u>Governors Action Plan</u> RR refereed to Appendix 2 which had been pre-circulated and the school development plan area on governance. This was shared with HD in the recent meeting and HD noted it was one of the best governor action plans she has seen. The GB were asked for comments and HT thanked AO/CC for their work on this.</p> <p>HT asked the GB to look at the different areas on the plan, There are three main areas which are broken down into actions. Progress against the plan will be monitored at each FGB meeting so HT will put deadlines in to reflect the FGB dates.</p> <p>For this term, Committee chairs are to be appointed at each of the next committee meetings. LW is to circulate GSIN dates and any electronically provided materials. All governors were asked to do the online safeguarding training – LW to check if training done 18 months ago is ok.</p> <p>JR joined the meeting at this point.</p> <p>GDPR training is taking place on 26 March for 20 people at 3:30-5pm. GDPR come in to force next May. Governors are to let HT know if they want to do the training; RE and CC expressed an interest.</p> <p>Governor link visits – HT sent a pro forma for governors to use in their visits. CC is emailing comments on it.</p> <p>CPD – JE/HT been on analysing school performance training. Staff also went on a number or network meetings.</p> <p>Collaborative working -HT referred to a number of sessions done with other schools. The peer review system is very valuable. Shared staff meetings are also proving to be helpful and show good practice.</p> <p>Q Is the temporary shared arrangement going to impact any future LA view? A All schools are going shared/collaborative work now.</p> <p>Premise + maintenance - HT reported works have been completed on the lights in the corridor.</p> <p>Sporting events – Leavening won the Howardian Small Schools football tournament.</p> <p>No complaints have been received.</p> <p>1 safeguarding referral has been made.</p> <p>Q How effective is the funding for PE/sport? A HT will give a report on this at next FGB.</p>	<p>HT</p> <p>Ctteess LW ALL LW</p> <p>CC</p> <p>HT</p>
11.1117	<p><u>Policies</u> The Child Protection Policy and Pay Policy were approved from the last meeting as no comments had been received.</p> <p>HT has circulated a number of policies and it was agreed again to approve these by exception.</p> <p>AO asked if DS would be the link governor for computing and review the policy. HT advised she is doing a joint policy review regime. JE raised e-safety – there were a couple of points in the Leavening policy but not in Langtons. The GB discussed how they would like to address this. It was agreed that</p>	<p>DS</p>

	<p>the school would use Facebook for certain activities as long as certain protocols used. A reminder was given of the need to ensure the school does not post photos of children when parents don't want this. It was agreed that there should be no personal phones out on desks.</p> <p>The Lone working policy was raised and staff phones – to be covered next meeting.</p> <p><u>Scheme of delegation</u> The delegations are to be reviewed with AO/HT for review at the next meeting</p>	AO/HT
12.1117	<p><u>Correspondence</u> Work in play area – RE reported just about complete now. This addressing some previous access issues..</p>	
13.1117	<p><u>Clerking service update</u> LW to circulate details of GSIN meetings, and changes to the governor module when available.</p>	LW
14.1117	<p><u>Impact on pupils of GB decisions</u> Lone working policy/staff wellbeing Safeguarding Long-term financial view</p>	
15.1117	<p><u>Date of next meetings</u></p> <p><u>FGB Meetings</u> 31st January 2018 14th March 2018 9th May 2018 11th July 2018</p> <p><u>Tracking Performance and Curriculum Committee</u> Fri 26 January 11am Fri 9 March 11am 3 May 11am Fri 6 July 11am</p> <p><u>Finance premises health & safety</u> 7th March 2018 23rd May 2018</p> <p>Q Have we done a skills audit? A Not recently. It was agreed to one as there have been some changes to the GB make-up.</p> <p>Q Have we done an LA review? A We did a health check in June. It was agreed to consider an LA review</p> <p>Q When is the next Ofsted due? A Don't know.</p>	
16.1117	<p><u>Close</u> AO closed the meeting.</p>	

Attendance

Gov	13 Sept 17	4 Dec 17				
AO	Y	Y				
RE	Y	Y				
JR	Y	Y				
PW	Y	Y				
ARA	Y	Y				
LH	Y	N/A				
JE	Y	Y				
CC	Y	Y				
NA	Y	Y				
HT	Y	Y				
DS	N/A	Y				
NF		Y				