# PRIMARY SCHOOL

#### **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)
Sian Mitchell (SM)
Peter Whittell (PW)
Anna Rose Adams (ARA)
Nush Farnhill (NF)
Headteacher
Co-opted Governor
Parent Governor
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		
1.1117	Welcome and apologies 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.		
2.1117	Governing Body Update AO advised on changes to the governing body.		
	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.		
	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.		
	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.		
3.1117	Declaration of interests, pecuniary or non-pecuniary.  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.		
4.1117	Confidential Agenda Items Item 7		
5.1117	Minutes of the last meeting 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.		

6.917	Matters Arising and review of actions RR gave a reminder about an Introduction to Governance training session at Langton School on February 21 <sup>st</sup> 3:30-5:30pm. RR advised there was a small cost of £290 between the 2 schools. Governors are to let RR know if they wish to attend. There were no matters not on the agenda.				
7.1117					
8.1117	Premises Health & Safety AO reported that he has done a H&S walkabout with Claire M. (school admin) and no major issues were found. Q. Who is responsible for pathway as halfway down there is a hole? A NA advised the field belongs to school with a dual use arrangement. The Parish Council can be consulted.NA will look at how it can be addressed.	NA			
	NF raised the panelling outside and AO advised that it has been checked.  NA raised the trees and hedge on the corner/edge of field and it was agreed that RE would look into woodland trust schemes for new planting.	RE			
9.1117	Staffing Update HT reported NF is doing an advanced TA qualification and will be completing it next year. There were no other updates.				
10.1117	HT update RR advised that she has followed the format from recent guidance on HT reports and covered the main points from the pre-circulated report, which included:  Admissions – there is a need to be proactive in marketing the school. Governors discussed nursery hours and places. Two events have been held to promote the nursery to prospective parents but one not well-attended due to snow. More events will be done in Spring so that the outside area can be seen as it is a good selling point for the school. The GB agreed it was important to get the nursery children in. RR advised that 6 pupils have indicated Leavening as first choice for September. Q Has anyone enquired about having nursery provision all day?  A We could look at this if get more pupil numbers in. The school only offers half days currently. Q How many pupils will be coming out of Year 6? A 12. So will be 6 in and 12 out. Q Could the school get information on new families / play groups to market the school to? A AO suggested the school develop a marketing strategy – and it was agreed that the finance committee be asked to look at this at its next meeting.  Attendance - RR noted a good result this year. There were 3 letters regarding unauthorised absence. Q Is that from reception? A There is one child who doesn't come all the time so this affects the stats. Q If not counted as regular can they be only counted on days actually supposed to be in?				
	A JE covered how the children are marked as absent or not. One family situation was described.  Q Is there a log kept to show why they are off?  A Yes, CM keeps one.  It was agreed to discuss this more in the curriculum committee.	НТ			
	Achievement and standards – HT reported that following the meeting with HD the school targets had been reduced to 2 targets. The school gets improvement support from the LA in a number of areas and the report has details of these. The GB noted that this had been a very positive meeting regarding the targets. These will be included in the SDP and HT will bring the revised plan to the next FGB for more	НТ			

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.

#### Governors Action Plan

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.

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. HT

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.

JR joined the meeting at this point.

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.

Governor link visits – HT sent a pro forma for governors to use in their visits. CC is emailing comments on it.

CPD – JE/HT been on analysing school performance training. Staff also went on a number or network meetings.

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.

Q Is the temporary shared arrangement going to impact any future LA view? A All schools are going shared/collaborative work now.

Premise + maintenance - HT reported works have been completed on the lights in the corridor.

Sporting events - Leavening won the Howardian Small Schools football tournament.

No complaints have been received.

1 safeguarding referral has been made.

### Q How effective is the funding for PE/sport? A HT will give a report on this at next FGB.

#### 11.1117 | Policies

The Child Protection Policy and Pay Policy were approved from the last meeting as no comments had been received.

HT has circulated a number of policies and it was agreed again to approve these by exception.

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

Ctteess LW ALL

LW

CC

НТ

DS

	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.	
	The Lone working policy was raised and staff phones – to be covered next meeting.	
	Scheme of delegation The delegations are to be reviewed with AO/HT for review at the next meeting	AO/HT
12.1117	Correspondence Work in play area – RE reported just about complete now. This addressing some previous access issues	
13.1117	Clerking service update  LW to circulate details of GSIN meetings, and changes to the governor module when available.	LW
14.1117	Impact on pupils of GB decisions Lone working policy/staff wellbeing Safeguarding Long-term financial view	
15.1117	Date of next meetings  FGB Meetings 31st January 2018 14th March 2018 9th May 2018 11th July 2018 Tracking Performance and Curriculum Committee Fri 26 January 11am Fri 9 March 11am 3 May 11am Fri 6 July 11am Fri 6 July 11am Finance premises health & safety 7th March 2018 23rd May 2018  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. Q Have we done an LA review? A We did a health check in June. It was agreed to consider an LA review Q When is the next Ofsted due? A Don't know.	
16.1117	Close AO closed the meeting.	

#### Attendance

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