



## Leavening Community Primary School Governing Body

### Minutes 13<sup>th</sup> September 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
		Lindsay Harrison (LH)	Co-opted Governor (from Item 10)
		Peter Whittell (PW)	Co-opted Governor
		Anna Rose Adams (ARA)	Co-opted Governor
		Jenny Evely (JE)	Staff Governor
		James Robinson (JR)	Parent Governor
		Carolyn Childs (CC)	Associate Governor

In attendance: Clerk                      Laura Waites (LW)

Apologies:                                      None

Vacancies:                                      1 LA Governor, 1 Parent Governor

Minute	Details	Action
1.917	<u>Welcome and introductions</u> AO opened the meeting as vice chair and asked all to introduce themselves as there were a few new faces. RR was welcomed as the interim head teacher and Carolyn Childs as new associate governor and JE as new staff governor.	
2.917	<u>Appointment of chair and vice chair</u> LW asked the governing body for nominations for the chair and vice chair positions. AO was proposed as the chair and the GB approved his appointment after a unanimous vote by show of hands. RE and NA were proposed to share the vice chair role and the GB approved their appointment after a unanimous vote by show of hands.	
3.917	<u>Declaration of interests, pecuniary or non-pecuniary.</u> None	
4.917	<u>Confidential Agenda Items</u> None	
5.917	<u>Minutes of the last meeting</u> NA proposed and RE seconded that the minutes of the meeting held in July 2017 be approved with one amendment to show that apologies were reported from JR.	LW
6.917	<u>Matters Arising and review of actions</u> It was agreed that LW is to produce a separate action list for future meetings.	LW
7.917	<u>Register of interests</u> LW is to circulate the register of interests forms electronically.	LW
8.917	<u>Governing Body Update</u> LW reported that there were two vacancies on the GB with the resignation of DS as LA governor and end of term of office for JS as parent governor.  Parent governor role – ARA interested in doing an expression of interest – this would free up a co-opted post. AO to speak to DS about this potential vacancy.  LA governor role - CC is to consider whether to apply to be the new LA governor and LW is to forward details about the LA governor role and application process for consideration.  Governor training – the pre-circulated training document was referred to and AO	AO       LW

	<p>highlighted the complaints training and monitoring training which may be of interest to governors. All are to review the training list to see if there are other courses of interest. Training can be booked through the school office.</p> <p>HT reported that she has arranged in house training at Langton on 21<sup>st</sup> February 2018 3:30 – 5:30pm on ‘welcome to governance including the new competency framework’ which Margaret Burton from NYCC will be delivering. Leavening governors are welcome to attend and it may be a good opportunity to meet the Langton governors.</p> <p>HT noted today’s meeting was moved forward as there is a Howardian Small School Alliance meeting on the 27<sup>th</sup> September at Terrington School at 7pm and two governors can attend - all to note and let HT know if they are available.</p>	All
9.917	<p><u>GB standing orders and code of practice</u></p> <p>The governing body approved the pre circulated revised standing orders and code of practice document and all governors signed the code of practice.</p>	All
10.917	<p><u>HT update</u></p> <p>HT gave an update on the cover arrangements and thanked the whole school community for the welcome she has received e.g. from parents, staff and pupils. LH joined the meeting at this point.</p> <p>HT has been on site at Leavening for the whole day today and reported that she is confident that the split school arrangement will work well.</p> <p>HT had good hand over with SM and is fully aware of the school development plan and priorities. HT shared the monitoring plans with the GB and circulated the monitoring calendar for the Autumn term. This was put together with SM and is designed to enable the schools to work together e.g. it covers how staff will monitor both schools and work together.</p> <p>‘Challenge for all’ is the theme for the Autumn term. The paper shows what the HT will do at Langton and what at Leavening. HT explained some of the distinctions and what JE will lead on at Leavening</p> <p><b>Q How will the teachers be supported? There is a lot of monitoring.</b></p> <p><b>A This is a taste of what we will be doing. Some will be done in the staff meeting time, some will be joined up working opportunities.</b></p> <p><b>Q What will happen in joint meetings?</b></p> <p><b>A Staff will share practice and examples to support good practice and to support more joint activity.</b></p> <p><b>Q What is O track?</b></p> <p><b>A JE explained the system will be used at Leavening and how it will be used to identify where pupils are and when the school needs to review them. HT reported that the O track system will also start to be used at Langton.</b></p> <p>It would be useful to look at O track at the curriculum and tracking committee meeting so governors can see what the systems can do.</p> <p><b>Q Pupil numbers – are they as expected?</b></p> <p><b>A Broadly on track. Still looking at how to ensure pupil numbers remain stable at Leavening as well as Langton.</b></p> <p>HT reported on some open events that are planned to promote both schools this term.</p> <p>Next term there will be committee reports and a written HT report for GB review.</p>	All
11.917	<p><u>Policies</u></p> <p>HT reported on the proposed plans for policy review. Some are to be considered at FGB and some at committees. HT has prioritised them and circulated a number for governors to review outside the meeting. It was agreed they be approved unless there are any major exceptions; HT is to make any minor amends. Governors are to make comments by email.</p> <p>The policies circulated for review were:</p> <ul style="list-style-type: none"> <li>- Appraised policy</li> <li>- Child protection policy</li> <li>- Health and safety policy</li> <li>- Pay policy</li> </ul> <p>HT advised that for the Pay policy there are 2 choices for a GB – to use the NYCC policy or adopt another. HT has used the NYCC template.</p>	All

	<p><b>Q Are there any other changes to be aware of in the policies?</b>  <b>A No, they are all based on NYCC policies</b>  HT circulated a pack of policies to each governor and any comments are to be emailed to the HT.</p>	All
12.917	<p><u>GB aims and objectives</u>  Governors noted the previous work with the GB in June and the GB health check that was done which could be used for a new GB plan and queried if there was anything in the school action plan that could be taken forward. AO will circulate round a document that was put together after the review.</p> <p><b>Q Is this the GB development plan rather than the SDP?</b>  <b>A CC referred to some of the review recommendations, and queried if the GB could look at reviewing the impact of the GB and how monitor them.</b>  The GB discussed how to demonstrate to Ofsted how the GB makes the right decisions and determines the focus of the school and how it has ensured that all children are making the progress that they should be. The questions that governors ask are important and are shown in the minutes and also in any governor visits - a log is recorded. Other recommendations were to sharpen responses to questions and to identify the tasks that the GB needs to do – for example the GB could draft the governance aspect of the school and reflect this in the SDP.</p> <p>Governors discussed tangible things they could be involved in such as decisions on premises and less tangible aspects such as quality of learning and that certain governors may have a greater interest in one of these than the other.</p> <p><b>Q Can we have a GB document – who creates it and when?</b>  <b>A The GB discussed the approach to this. AO/HT will meet to draft a document based on what is already identified in the review and health check.</b></p> <p><b>Q Would Ofsted be happy if a governor prefers not to follow the less tangible things but is happy to focus on the finance and premises side?</b>  <b>A Agreed okay to have specialists in certain areas</b></p> <p>ARA left the meeting at this point and noted that she is happy to be involved in early years as her area of focus.</p> <p>Committees and governor lead roles were discussed. It was agreed that is would be best to carry on roles from the previous year to build on accumulated experience.</p> <p>Finance, H+S premises committee - AO, HT, NA, PW, JR, LH  Tracking performance and curriculum committee - ARA, RE, JR, AO, HT, JE, CC  HT performance - AO/NA</p> <p>Early years – ARA  Safeguarding – AO  Computing – AO  English – CC  Maths – RE</p> <p>The GB discussed the school visits proforma. It is a good idea and helps to capture the impact and evidence from the visit. There were ideas on how it could be updated and HT will bring a revised proforma to the next meeting.</p>	<p>AO</p> <p>AO/HT</p> <p>HT</p>
13.917	<p><u>Correspondence</u>  The issue with the land ownership next to school was discussed.</p>	
14.917	<p><u>Premises Update</u>  LH left the meeting at this point.  HT noted the issue in the early years classroom with electrics and wiring. An electrician has been to review it. The children had one day on the playground and 1 day in hall instead of the nursery whilst the problem was fixed. Governors noted the good response to the issue especially when starting the new year off and how the</p>	

	school had ensured the children were all safe and secure. <b>Q Are any reviews of process needed as result?</b> <b>A HT has steps in place.</b>	
15.917	<u>Update on staffing</u> There is a small staff in the school. The staff have all had 121s. An education welfare plan has been approved which is good news for the school	
16.917	<u>Clerking service update</u> LW to advise any changes in practice after the clerks service meeting later in the month.	LW
17.917	<u>Impact on pupils of GB decisions</u> - Understanding of GB areas and focus. - New appointments - Understanding of benefits of joint head appointment - School developing new assessment system HT referred to key GB questions to consider and the sort of things that governors could be considering at FGB and committee meetings.	
18.917	<u>Calendar of dates for the year</u>  <u>FGB Meetings – Wednesdays at 6pm</u> 29 <sup>TH</sup> November 2018 31 <sup>st</sup> January 2018 14 <sup>th</sup> March 2018 9 <sup>th</sup> May 2018 11 <sup>th</sup> July 2018  <u>Tracking Performance and Curriculum Committee – various days 11am</u> Wed 11 October 11am Thu 23 November 11am Fri 26 January 11am Fri 9 March 11am 3 May 11am Fri 6 July 11am HT + JE to share responsibility for attending. HT to attend first meeting.  <u>Finance premises health &amp; safety – Wednesdays 8.30am</u> 8 <sup>th</sup> November 2017 7 <sup>th</sup> March 2018 23 <sup>rd</sup> May 2018	
19.917	<u>Close</u> AO closed the meeting 8:15pm.	

## Attendance

Gov	13 Sept 17					
AO	Y					
RL	Y					
JR	Y					
PW	Y					
ARA	Y					
LH	Y					
JE	Y					
CC	Y					
NA	Y					
HT	Y					