

Leavening Community Primary School
A Full Governing Body Meeting was held on
8th May 2019 at 6.15pm at school

Minutes

Present	James Robinson (JR) Daniela Cross (DC) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT) Susie Kemp (SK)	Chair – Parent Governor Co-opted Governor Head Staff Governor Co-opted Governor Parent Governor Parent Governor
In attendance		
Not present	Neil Audsley (NA) Laura Waites (LW)	Co-opted Governor NYCC Clerk
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.0519	Welcome and introductions JR opened the meeting and welcomed all governors.	
2.0519	Apologies LW was reported off sick; JR took minutes for LW to type up later. NA had sent apologies; consented.	
3.0519	Declaration of interests JR gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0519	Confidentiality JR gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. It was agreed that items be highlighted as required in the course of the meeting.	
5.0519	Urgent Other Business JR asked governors if there was any other urgent business for this meeting; none raised. It was agreed that this meeting would have a different format and would focus on the SEF.	
6.0519	Minutes The minutes of the FGB meeting held March 2019 were agreed and signed.	
7.0519	Matters Arising None	
8.0519	Head Teacher's Report SM referred to the pre-circulated report and there was a full discussion and questions from governors on the main points, pupil data and the progress made with the School Development Plan (SDP). The HT was praised for the clear achievements made.	
9.0519	Preparation for Ofsted The governing body is on standby for the next Ofsted visit. The Head advised that the school and staff are ready and well prepared.	
10.0519	Self-Evaluation The school self evaluation form was circulated in hard copy and there was a detailed discussion of the contents.	

No	Item/Details	Action
11.0519	Governor Update DC has completed induction training.	
12.0519	Governors newsletter SK circulated a draft of the new governor newsletter for comments. All were very impressed with the format. It was a good vehicle to help market the school. A few amends were agreed.	
13.0519	Communication See item on governor newsletter for discussion on marketing the school.	
14.0519	Health and Safety It was reported that the last H&S inspection found no major issues. Leaking guttering is being addressed. Nettles have been sprayed and there has been a tidy up of the early years outdoor space.	
15.0519	Urgent Other Business None raised. Governors noted that Mrs Milson has had a baby girl and is to be sent best wishes.	
16.0519	Date of next meeting - FGB 3rd July 2019, 6.15pm	

Signed

Dated