

**Lealholm Primary School
Governors Meeting
Monday 3rd July 2017 at 4.30 pm**

MINUTES

A – Procedural

Present: Mrs H Ward – Headteacher, Mr A Maisey – Chairman, Mrs P Corner – Vice Chairman, Mrs M Thompson, Mrs J Kelly, Mrs R Hopwood, Mrs S Morgan, Mrs M Matthews and Mr A Parker

Welcome: Mr Maisey welcomed everyone to the meeting.

Apologies: Mrs J Smith – the apologies were accepted.

Declarations: None.

Confidential minutes: None – AM reminded Governors that anything discussed at the meeting should be treated as confidential.

Notification of any other URGENT business: None

Minutes of last meeting: 22nd May 2017 circulated, read as true and signed.

Matters arising:		Actions
PSHE	AP reviewing PSHE and e-safety policies	Ongoing
Health & Safety	Monthly safety checks – ongoing. Broken window in KS2 Repaired	Ongoing
NQT absence	NYCC Occupational Health advice being followed. NQT programme expected to be complete by October half term with return to full time by Sept 2017.	

B – School Improvement

School Improvement		Actions
Head teacher's report	Risk Assessment for NQT return completed. NOR discussed. HW has completed STSS for this year. Moderation of KS1 & KS2 carried out – fair and beneficial process. KS2 SAT test results due 04/07/2017 Y1 Phonics tests completed SIA satisfied with SEF and Data and agreed with school's overall judgement of good. <u>Health & Safety</u> H&S risk assessments have been updated and a review cycle in place. Kitchen inspection completed - good	
Absence	Discussion took place regarding amount of holidays taken in term time. 15% absence could put school into "Requires Improvement." SM challenged the procedure of	HW to contact other EVA /ELAT schools to discuss Regularly notify parents of

	<p>persistent absence and if a robust policy and procedure were in place. Attendance is monitored regularly. Parents are always contacted if no reason for absence provided. Procedures are followed up. Holiday forms have to be requested from the headteacher and the effect of the absence is discussed with parents. A pupil becomes a persistent absentee when they miss 10% or more schooling across the year for whatever reason. This is recorded in the school census. We need parent's fullest support and cooperation to tackle this. Attendance award system is in place.</p>	<p>attendance figures via weekly newsletters.</p> <p>Procedures for absences to be written into policy.</p>
Safeguarding	Nothing to report.	Ongoing Joint Governor Training 19 th September 2017
Data Update	<p>End of year teacher assessment discussed for EY, Y1, Y2 and Y6. These were compared with Fischer Family Trust Targets.</p> <p>Discussions took place regarding the cohort of children and good progress has been met. MM & HW confirmed that intervention has been provided as required. Data was deemed to be a true reflection of children.</p>	
Sports Premium	2016-2017 report discussed and plan for 2017-2018 agreed. It was noted that transport to sporting events was increasingly difficult to organise due to fewer volunteers.	Ongoing
Pupil Premium	No current children receive Pupil Premium and we are not in receipt of any Ever 6.	
MAT/ELAT	<p>AM reported progress and expectations of MAT to GB. Expected date for conversion 01/11/17. Expansion of the MAT would continue with schools working collaboratively. Church schools and their board requirements discussed. It was agreed that links with our secondary schools would be an advantage. Deficit of existing ELAT schools' budget was discussed – each school will be responsible for their own budget and any c/f deficits. MM – what happens next? AM reassured that teaching, pay and conditions will not be affected.</p>	GB to think about being a collaborative group working within the MAT.
Collaboration	<p>A proposal of collaboration between Lealholm and Castleton & Glaisdale schools was put forward. Discussions took place regarding impact on children, staffing and budget. RH raised concerns of staffing in KS1.</p> <p>The proposal to release HW for 0.3 days was agreed in principal on the proviso that teaching staff would not increase in the KS1 classroom.</p>	<p>Agreed with proviso.</p> <p>HW to update AM accordingly.</p> <p>Extra meeting to be held if expected staffing requirement not met.</p>
Complaints and Racist Incidents	Nothing to report	
Ofsted Framework & Preparation	“Questions for Governors” was shared and discussed	Governors to review and send any questions/queries to HW before next meeting

GB Self Evaluation	Questions 1 – 10 were discussed and completed. Most governors have completed the skills audit.	Outstanding skills audit to be completed asap. Questions 11 – 20 to be reviewed next meeting
Governor End of Term	Mrs P Corner's resignation letter was received and accepted. Mrs Corner was thanked for all she had done on the GB over the past 16 years. Mrs J Smith has also given notice of her resignation in September. The Governors would like to thank J Smith for her support for over 40 years.	
Governor Visits	AM presented his report on visit 08/06/2017.	JK & RH to report on their visits next meeting

C – Finance

Finance		Actions
Approve Start Budget	Start budget set at finance meeting 25/05/2017 with School Bursar.	Approved
Budget Monitoring Report	Finance meeting 25/05/2017 with School Bursar.	Approved
Draft 3 year Budget	Set at next finance meeting 25/05/17.	Approved

D – Policies

Policies		Actions:
Complaints Policy & Procedure	Agreed to adopt the NYCC Policy released August 2016.	agreed LT: update policy and website

E – Premises

Premises		Actions:
Health & Safety	Visit of NYCC H&S advisor discussed in HT report	

AOB: None

Meeting Dates Arranged:

Monday 25th September 2017 @ 4.30 pm GB Meeting

Items for Agenda for GB July meeting:

MAT/ELAT
Collaboration
Safeguarding
Sport & pupil premium
GB Self Evaluation (Question 11-20)
JK & RH visit reports

Meeting Closed 6.45pm