

**Lealholm Primary School
Governors Meeting
Monday 04th July at 4.30pm**

MINUTES

A – Procedural

Welcome: Mr Maisey welcomed everybody to the meeting.

Present: Mrs H Ward – Headteacher, Mr A Maisey – Chair, Mrs P Corner – Vice chairman, Mrs M Matthews, Mrs J Smith, Mrs J Thomas, Mrs R Hopwood, Mrs M Thompson, and Mr A Parker.

Apologies: Mrs J Smith and Mrs J Kelly – the apologies were accepted.

Declarations: None.

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

Notification of any other URGENT business: None

Minutes of last meeting: 23rd May, 2016 circulated, read as true and signed.

Matters arising:

Attendance: Annual attendance for 14/15 and 15/16 to upload to website

Gate: AP is sorting

Action: Devolved Capital GB to consider requirements

Grounds Maintenance: Harrisons have been contacted

New Teacher: Letter has been sent to parents

Pupil Premium: HW to discuss ever 6 funding with K. Vickers – School Improvement Advisor

Website: updated with reading initiative and British Values

Documentation: HW has contacted HR and is putting procedure in place

SMSC: HW to receive from SIA.

Inspection Data Dashboard: HW and MM completing case studies for the Y3 and will update SEF accordingly.

Action: GB to be involved with the Y3 case studies and consult the Data Dashboard

Absence: holiday, illness and snow day absence data presented and analysed

Action: GB to attend a staff pupil progress meeting during Autumn Term

Action: GB to work as subgroups to analysis marking and data provided

Questionnaire: evaluation uploaded to website and sent to parents

SDP: website updated, working SDP in staff room and available

MAT: AM nominated to be a shadow governor on the proposed MAT

B – School Improvement

Head Teachers Report

SEND child no longer on roll therefore method of support from ATA no longer required. Pupil numbers discussed and staffing for September 2016 agreed.

Training: AM challenged the impact of training attended by staff. HW attended the maths network meeting and MM attends the literacy network meetings throughout the year staff meeting time is allocated to feedback current information from training to all staff.

Sports Premium: ZW (HLTA/ATA) has put a sports premium action plan in place for 2016/17

Moderation: EYFS 100% with all children making a good level of development

Ofsted Framework & Preparation: Strengths and weaknesses of school were discussed.

Strength: Small pupil/staff ratio

Strengths	Weakness	Action
EVA cluster working together		Governors to arrange visit to another EVA school to discuss effectiveness of leadership and management
Children have a solid background	Are the children challenged enough within the local community in their understanding of the wider world?	Visits to Hindu Temple in Middlesbrough and Headingley. Focus on SDP
	The small size of school makes trips with children of different age and ability difficult to manage to ensure all children received maximum benefit of experience	Organisation is always key when arranging visits
Older children support the younger children		
	Stability of staff over the past two years due to staff re-structure.	From September the staffing structure should be stable.
Teaching and learning	Spelling	Areas of concern are being addressed by: <ul style="list-style-type: none"> • summer spelling challenge • weekly spellings are not always simply a list of words. Spellings are put into sentences for children to learn.
Reading		The “Jack and the beanstalk” reading initiative proving very effective with childrens’ vocabulary developing consistently

5.20 pm (J Thomas arrived)

School Self Evaluation Plan (SEF)

Reviewed updated and agreed.

Marking and Feedback

Evidence of progress is visible in pupil’s books.

Middle leaders

Training attended by staff.

The Effectiveness of Leadership and Management

Governors attended Data and Prevent training.

Outcomes for Pupils

PC clarification of how exceeding children are challenged – action plan is in place.

Quality of teaching, learning and assessment

RH queried the effectiveness of SEND teaching in the classroom. The classroom is organised to provide specific impact on each child. Extra SEND funding only provided if EHCP in place.

Action: HW lesson observation to be arranged

Action: GB to be involved in case studies in order to have a clear understanding of particular groups of pupil

Personal development

Culture week will be held during the summer term for 2016/17.

Action: JT to arrange cultural visit to focus on the Chinese New Year

Action: Parents to be invited into school to talk about their various careers

The effectiveness of Early Years

AM questioned how we knew Early Years was good.

This is a result of 66% achieving a good level of development.

Sport and Pupil Premium: Action plan for sport 2016/17 in place.

Action: HW to discuss Ever 6 with SIA.

Child Protection and Safeguarding: Nothing to report

Multi Academy Trust: AM nominated as shadow trustee. MAT is progressing with due consideration given to each aspect of joining. AP agreed to be parent representative if place available.

Complaints and Racist Incidents: None

GB Self Evaluation: Section 10 reviewed and agreed – no changes

C – Finance

Start Budget: Approved

Budget Monitoring Report: Approved

Draft 3 year Budget: Approved

Devolved Capital: To be considered

School Fund Audit: Agreed and signed

Budget Management Policy: Reviewed and agreed

D – Policies to discuss and agree

Data Protection Privacy Notice: Agreed to adopt NYCC model policy

E –Premises

Mass property inspection: M Bennett NYCC property carried out site inspection June 16 – no causes for concern

Health & Safety Inspection: J Ball visit 30.06.16. Reported: KS2 classroom external door to be fitted with finger guard and oil tank to be double banded when replacement due.

F –Visits

Hindu Temple visit: Positive reports from two parents who joined the visit were shared.

Action: AP to report on his visits into school throughout the summer term.

Date for next meeting: Monday 26th September 2016 at 4.30 pm.

6.45 pm meeting closed.