

**Lealholm Primary School  
Governors Meeting  
Monday 13<sup>th</sup> November 2017  
Time: 4.30 pm**

**MINUTES**

**A – Procedural**

**Present:** Mrs H Ward – Headteacher, Mr A Maisey - Chairman, Mr A Parker – Vice Chairman, Mrs S Morgan, Mrs R Hopwood, Mrs A Newton, and Miss B Parkes.

**Welcome:** Mr Maisey welcomed everybody to the meeting especially the new parent governors and staff governor.

**Apologies:** Mrs R Denniff – 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:** Collaboration & Safeguarding Visit Report

**Minutes of last meeting:** 19<sup>th</sup> September 2017 circulated, approved and signed.

The following committees were confirmed:

Finance & Staffing: Mrs H Ward  
Mr A Maisey  
Mrs R Hopwood  
Mrs A Newton

Premises, Health & Safety: Mrs H Ward  
Mr A Maisey  
Mr A Parker

Performance Management: Mr A Maisey  
Mrs S Morgan (training due in December)

Complaints: Mrs S Morgan  
Review Committee Mr A Parker  
Mrs R Hopwood

**Appointment of Governors with specific responsibilities:**

Mrs S Morgan	SEND/Safeguarding Numeracy
Mr A Maisey Mr A Parker	Literacy/ H & S
Mr A Parker	RE/SMSC
Mrs A Newton	PSHCE/SEAL Sex Ed/Relationships
Mrs R Denniff	Early Years - TBC
Mrs R Hopwood	Science

<b>Matters arising:</b>		<b>Actions</b>
Chairman End of Term	Mr Maisey was co-opted for another term.	
Paediatric First Aid	Three staff members will complete 2 day course and one staff will complete online and one day course.	
Multi Academy Trust (YEAT)	Now Yorkshire Endeavour Academy Trust. Conversion put back to 1 <sup>st</sup> February 2018.	
Collaboration	Intervention in place working well to target SEND and children causing concern.	HW to report on progress at January meeting
Safeguarding	See report for SM	

## **B – School Improvement**

School Improvement		<b>Actions</b>
HT Report	HW congratulated BP on completing her NQT. NOR 34. Sports Premium: Lego Club, Sportswear, water bottles and Pedometers purchased. Forest Schools and East Barnby discussed. Health & Safety: NYCC H&S officer W. Parkin and HW have completed the annual review checklist everything in order.	HW to investigate East Barnby and Forest School options for the Sports Premium.  AP to complete termly H&S inspection
Published Admission Number	Agreed PAN - 8	
MAT update	YEAT There are some minor issues with pension and continuing service entitlements and other issues to resolve before completion. Conversion date put back to 1 <sup>st</sup> February 2018.	HW to report on progress of intervention and impact on learning.
Business Continuity Plan	HW presented plan	Agreed

Lockdown Procedures	Discussion took place as to the appropriate level of practicing this procedure. It was agreed that children need to know who and where to turn to in an emergency. All parents and volunteers to be aware of procedure.	All parents and volunteers to be aware of procedure. Children to be aware of procedure.
Pupil Premium	No current children receive Pupil Premium and we are not in receipt of any Ever 6.	
Sports Premium	Discussed in HT report	Forest Schools/East Barnby to be investigated
Governor Training	Chair of GB Booked - June New Governor Training – May/June Appraisal PM training	AP to attend Chair RD/AN/ BP to confirm SM training Dec
GB Self Evaluation	The first 10 questions completed. The roles & responsibility of the GB discussed. Effectiveness of the GB was questioned. Clerk position discussed – LT would like to stand down.	Clerk to distribute R&R questions. AM to organise GB meeting to discuss effectiveness. GB evaluation mechanism required. RAG termly SDP Action plan – Agenda item HW to appoint NYCC clerk
School Development Plan	HT was challenged by SM on Schools development and progress. HT report provides information.	HW to summarise progress & overview as part of HT report. HT to provide bullet points of achievement and items o/s with traffic light system summary.

## C – Finance

**Report from Finance Meeting:** HW presented finance report. The restructure of staff is working. Benchmarking – good. Forecast summary was explained. The revised budget was approved.

## D – Policies

A summary of amendment to policies was provided by HW. The following policies were agreed and adopted:

NYCC Safeguarding Children Board Child Protection Policy updated November 2017  
Behaviour Management Policy  
NYCC Pay Policy

## AOB

**Safeguarding:** SM gave report on safeguarding visit Friday 3<sup>rd</sup> November 2017.

**Action:** All persons in school to have a colour coded lanyard with name and position.

**Action:** consider LA inspection to highlight any short-comings.

**Collaboration:** HW informed GB of Goathland situation with a proposal of acting headship. Discussion took place as to the impact on Lealholm School. SM proposed a vote be taken as to support HW in the dual role. The proposal was agreed unanimously, subject to a suitable replacement teacher being appointed in the KS1 classroom.

**Action:** HW to contact Chair of Governors at Goathland and update governors as soon as possible.

**Meeting Dates Arranged:**

Monday 29th January, 2018 @ 4.30 pm GB Meeting

Monday 26th March, 2018 @ 4.30 pm GB Meeting

Monday 21st May, 2018 @ 4.30 pm GB Meeting

Monday 9th July, 2018 @ 4.30 pm GB Meeting

Monday 24th September 2018 @ 4.30 pm GB Meeting

**Items for Agenda for GB November meeting:**

Safeguarding

MAT

SDP – Action Plan

**Meeting Closed 6.55 pm**