

**Lealholm Primary School  
Governors Meeting  
Tuesday 19<sup>th</sup> September 2017**

**Time: 5.00 pm – 6.00 pm Safeguarding  
Time: 6.00 pm GB Meeting**

**MINUTES**

**A – Procedural**

**Present:** Mrs H Ward – Headteacher, Mr A Maisey, Mrs J Smith, Mrs S Morgan, Mrs M Matthews, Mr A Parker, Mrs J Kelly, Mrs M Thompson and Mrs R Hopwood.

**Apologies:** None.

**Welcome:** Mr Maisey welcomed everybody to the meeting.

**Nominations for Chair:** MT proposed A Maisey, this was seconded by AP and agreed unanimously. AM agreed to stand as chairman for the next year.

**Nominations for Vice Chair:** MT proposed A Parker as vice chair, this was seconded by AM. AP accepted the position.

**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:** Election procedure for parent governors to begin.

**Confirm the Scheme of Delegation to the Headteacher:** Agreed - no changes made.

**Committees to confirm:** The following committees were confirmed, but will be reviewed accordingly\* (when term ends):

Finance & Staffing: Mrs M Thompson\*  
Mrs J Kelly\*  
Mrs H Ward  
Mr A Maisey

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

Performance Management: Mrs J Kelly  
Mr A Maisey

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	SEAL/PSHCE Sex Ed/Relationships Early Years RE/ (SMSC)
Mrs R Hopwood	Science
Mrs J Kelly	Outdoor Ed/Sport

**Register of Business Interests:** Completed by all governors present - nothing to declare.

**Register of Hospitality:** None.

**Minutes of last meeting:** 3rd July 2017 circulated, amended and signed.

<b>Matters arising:</b>		<b>Actions</b>
Data	MT suggested July GB meeting is arranged after SAT results received	Minutes amended
Absence	HW sent letter out – no feedback received from parents. Attendance for end of academic year 2016-17 was 94.7% below target of 97%. Procedures being followed up.	Continue to notify parents of attendance figures via weekly newsletters half termly. Review PD days
GB Self Evaluation	Skills audit	o/s to be completed

## B – School Improvement

School Improvement		<b>Actions</b>
HT Report	NOR expected to go up to 34 in October. Paediatric first aid training required. Draft School Improvement Plan in place for 2017/18 working in collaboration (ELAT). Action plan with key priorities drafted resulting in KS2 intervention and IEPs in place. AM – thanked HW for report	Book First Aid Complete action plan Continue to review.  It was agreed that other quotations would be looked into for the training to see if it could be done cheaper and more efficiently.
Multi Academy Trust (ELAT)	HW updated the GB on progress. Funding agreement in place- all staff have read and agreed this document. AM assured GB no radical changes. TUPE meeting held – all services to remain including HR Payroll and policies. Browne Jacobson (solicitors) everything appears to be in place and conversion on track for completion on 1 <sup>st</sup> November.	AP & HW on behalf of Governors to complete the signing off process- this will be in the first two weeks of October

	<p>Governors will be required to sign off for Lealholm. This procedure was delegated to AP vice chairman and HW. ELAT action plan discussed.</p>	<p>Governors to read ELAT action plan and respond to HW and AM by Wed 27<sup>th</sup> October.</p>
Collaboration	<p>Discussed action plan in headteachers report. Governors asked how collaboration had benefitted the school. HW explained that the sharing of practise would lead to improvements. Following work that has taken place at Castleton and Glaisdale, HW/ BP have introduced a much more structured intervention timetable into the junior class. This is to target both the pupils on the SEND register and the children causing concern for one reason or another in order to fill the gap in their attainment.</p> <p>Subject leaders and foundation subjects to be reviewed in collaboration action plan. These were key areas for development at the last inspection. Action plan to include monitoring</p>	<p>HW to report on progress of intervention and impact on learning.</p> <p>HW to report to governors on the developing role of subject leaders</p>
NGA Code of Conduct	<p>Information shared – GB aware of their roles and responsibilities. HW asked that any concerns were shared with her or AM</p>	<p>GB to adopt NGA roles and responsibilities</p>
Data Update	<p>2017 data has met this year’s floor standards based on progress data. In the next few week targets will be set based on the fisher family trust data. Governors questioned if Y6 Booster classes would continue this year as they were successful for previous cohort of Y6</p>	<p>Complete action plan</p>
Safeguarding	<p>Training completed – all governors and staff. GB made aware of the roles and responsibilities for safeguarding.</p>	<p>LT to send copy of audit SM Audit to be reviewed in January’s meeting Keep safeguarding a priority on all GB agendas</p>
Pupil Premium	<p>No current children receive Pupil Premium and we are not in receipt of any Ever 6.</p>	
Sports Premium	<p>New funding formula will increase monies</p>	<p>Complete action plan Investigate how the funding can be spent</p>
GB Self Evaluation		<p>Ongoing</p>
Governor Training	<p>AP to attend Chairman training</p>	<p>LT to book</p>

	Performance management training required	
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## **C – Reports**

**East Barnby:** MM reported on the visit to East Barnby. The Y5/6 children enjoyed outdoor activities including body boarding and a day of canoeing and beck scrambling during their visit. MM was thanked for supervising this successful visit.

### **Meeting Dates Arranged:**

Monday 13th November, 2017 @ 4.30 pm GB Meeting

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

Safeguarding

MAT

Child Protection Policy

Behaviour Management

Pay Policy

**Meeting Closed** 7.25 pm