

**Lealholm Primary School
Governors Meeting
Monday 21st March 2016 at 4.30pm**

MINUTES

A – Procedural

Welcome: Mr Maisey welcomed everybody to the meeting.

Present: Mrs H Ward – Headteacher, Mr A Maisey - Chairman, Mrs M Matthews, Mrs J Smith, Mrs J Kelly, Mrs R Hopwood, Mrs M Thompson, Mr A Parker.

Apologies: Mrs P Corner and Mrs J Thomas – 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: Staff Review.

Minutes of last meeting: 25th January, 2016 circulated, read as true and signed.

Matters arising:

Safeguarding: Audit sent to Local Safeguarding Children Board 5th February, 2016.

School barrier: Keeping Children Safe in Education sent to all governors.

Prevent: HT has spoken with A.Clark and suitable governors can lead sporting events offsite.

HR Services: NYCC package purchased as last year.

Mass Scheme: It was agreed to stay with full MASS.

Staff Absence Scheme: It was agreed to have 1 day low cover for teachers

Broadband: ISP light has been installed and would be available this will be capped at current speed.

Devolved Capital: New school website form NYCC ICT purchased.

Questionnaire: to be sent to parents during the summer term.

B – School Improvement

Staff Review

HW has received a part time request, commencing September 2016, from full time teacher. HW explained the various options available. It was agreed that HW would return to 0.6 teaching commitment in the KS1 class and the post of a full time main scale 1-4 teacher for KS2 would be advertised. The current teacher will be offered 0.3 or 0.2 teaching commitment depending of the experience of new teacher. This will be split between KS1 0.1 and KS2 0.1 or 0.2 as applicable.

Head Teachers Report

SEND funding has been received into budget. Discussion took place on how to spend this for maximum benefit, it was agreed to put monies towards extra ATA/SEN ATA hours along with other resources.

School Improvement Advisor visit discussed: interim assessment data shared along with the tracking procedure in place.

Action: HW to put SEND action plan of support in place and arrange extra support hours.

Interim Assessment Framework

MM reported on the changes to the interim assessment framework. The evidence trail is very intense and time consuming. Already some of the dates for submitting the data have been changed by the DfE. Concern was again raised that under the new framework the end of year expectations of the KS2 children could create low morale and have a negative effect on self-esteem for future years.

MAT Collaboration/federation

Several members of our GB had attended the recent MAT meeting at West Cliff Primary School on Monday 29th February. Concerns were raised regarding the future financing of small schools. Also concerns raised regarding the school building belonging to the LA and the services that the LA provided to schools. It was unanimously agreed that joining a MAT was the **only** way forward and to further liaise with Castleton & Glaisdale Federation, West Cliff and Airy Hill Primary Schools. Information of the White Paper "Educational Excellence Everywhere" was distributed to GB.

Action: letter to parents from AM to be sent out 22nd March, 2016.

Action: HW to attend meeting with Anton Hodges (finance advisor) re financial implications. A governor will also be invited to the meeting.

Safeguarding Audit & Action Plan: HW is collating all safeguarding information for new starters. This will include a staff handbook and induction checklist. Staff have been asked to ensure that the magnetic lock is kept on at all times.

Action: HW to update Safeguarding file

Attendance and Set Attendance Targets for (16/17)

Current attendance is 95.5% which is below the target set for 15/16 of 97%. This is mainly due to sickness (KS2) and family holidays (KS1). The HT follows the government guidance and reports all unauthorised leave as required. No information from NYCC Social Work Services is received by school as to whether or not a penalty notice has been issued. It was agreed to keep the attendance target for 2016/17 at 97%.

Sport and Pupil Premium: For the summer term we have entered WSSPA events for cricket and athletics. K. Winspear will provide afternoon sessions and HLTA/ATA to continue with afterschool club Fit 4 Life. M. Stones will also provide afternoon cricket sessions for all and an afterschool club.

School Improvement Adviser: Visit discussed during the HT report.

GB Self Evaluation: Section 9 was reviewed, amended and agreed.

C – Finance

Budget Monitoring Report: The financial forecast for 16/17 – 18/19 was reviewed. The c/f is as expected and would include staffing review options, full MASS and staff absence cover as agreed.

Devolved Capital: There is nothing currently needing action. It was suggested that the GB look into future projects to use the funding for maximum benefit.

Action: Finance committee to consider

Smart Solutions: Support Packages for 2016/17 have been purchased as agreed.

Staff Absence Scheme: HW purchase as agreed with teaching cover on 1 day low cover.

D – Policies

SEND: Reviewed and agreed.

Managing Medical Needs: Reviewed, amended and agreed.

Attendance Policy: Target set at 97% for 2016/17. Policy reviewed, updated and agreed.

Health & Safety: Reviewed and agreed – AM to update AP will procedures.

DBS: NYCC HR policy reviewed and adopted.

Declaration of Offences: NYCC HR policy reviewed and adopted.

Standards of Conduct: NYCC HR policy reviewed and adopted.

E – Premises

Grounds Maintenance: The ground maintenance contract audit was distributed and discussed.

Action: LT to request evidence as required from JJ Harrison contractor.

F – Reports

MT gave report on her visit 10th February 2016. MT was very involved throughout the morning session. Punctuality was discussed.

Action: LT to update attendance policy and remind parents via weekly newsletter after Easter break re punctuality.

AM and JS have also been into school on World Book Day working on foreign languages with the children.

RH gave report on her science visit 29th February 2016.

Dates for Governor visits for the summer term arranged.

G – Visits

East Barnby Residential Visit: The visit to East Barnby was approved by the GB.

Hindu Cultural Centre Visit: Two parents have been invited to join this visit on 22nd March, 2016.

AOB: Staff Review – discussed.

Skills Audit for MAT governors.

Moderation for EYFS due 17th May 2016

Dates for next meetings:

Monday 23rd May, 2016 @ 4.30 pm GB Meeting

Monday 4th July, 2016 @ 4.30 pm GB Meeting

Items for Agenda for GB May meeting:

MAT

Staff Review

Child Protection & Safeguarding

Sport & Pupil Premium

GB Self Evaluation (section 10)

Ofsted Framework

Peer Review Outcomes

Meeting Closed 7.00 pm