

**Lealholm Primary School  
Governors Meeting  
Monday 22<sup>nd</sup> May 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 R Hopwood, Mrs S Morgan, Mrs M Matthews and Mr A Parker

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

**Apologies:** Mrs J Kelly – the apologies were accepted. Mrs J Smith would be late.

**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:** Attendance – new legislation in place and procedures being followed.

**Minutes of last meeting:** 27<sup>th</sup> March circulated, read as true and signed.

<b>Matters arising:</b>		<b>Actions</b>
Complaint Training	Training attended by S Morgan & R Hopwood	Complaints Policy & Procedure – Review July 2017
PSHE	Parents meeting taken place was well attended.	AP to review PSHE and e-safety policies.
Safeguarding Audit	Sent to LSCB @ northyorks.gov.uk	
Health & Safety	Finger guards fitted. New door to courtyard fitted. Monthly safety checks – ongoing. Broken window in KS2 class is safe and waiting repair through the MASS scheme.	Ongoing

**B – School Improvement**

<b>School Improvement</b>		<b>Actions</b>
Headteachers report	NQT absence is currently being covered by MM and will be covered by MM, HW & LS after half term. NYCC Occupational Health will be consulted on planned phased return. The NQT programme will be extended to the autumn term. Due to increased NOR in YR an outdoor classroom area is being considered. Money may be available for this via Playscheme a company recommended by other local primary schools. Attendance figures slightly better than last year.	HW to contact OH & NQT lead to ensure all procedures are followed.  HW to share plan with staff and follow up bid application

Data Update 5.15 pm –JS joined the meeting	Raise on Line summary data and progress report shared with the GB. Report based on teacher assessment for age related expectation. It was noted that writing is very subjective and we do not expect to attain greater depth. MM questioned the results showing writing better than reading. SM requested a graph of progress for each child to show individual progress over time. Each child represents a great percentage in small cohorts of children therefore data summary can vary hugely.	Airy Hill organising governor training ‘life after raise on line’ – Governor to attend. LT to send link to governor data dashboard if available. HW to provide comparison graphs showing year on year progress – Autumn 2017
School Development Plan	The annotated SDP shared with GB. Religious visits are planned for 2017/18. Governor visits link with the SDP. RH assessment of marking visit assured her the pupils understood what and how to amend their work independently. Focus on SMSC and British Values continuing.	HW: New SDP to be completed summer term and shared with GB autumn term.
Sports Premium	HLTA currently reviewing best value sports provision for 2017/18.	HW: 2016/17 action plan to be reviewed. HW: 2017/18 action plan to be put in place and report to GB. LT to update website
Pupil Premium	No current children receive Pupil Premium and we are not in receipt of any Ever 6.	
SEND update	MM is reviewing and updating IEP’s of all SEN children with the NQT.	Ongoing
Staff Review	From September 0.3 staff will go to 0.2 teaching one afternoon per week in each class	Ongoing
Safeguarding	Nothing to report.	Ongoing
MAT	AM reported progress and expectations of MAT to GB. Brown Jacobson have completed survey as required. Expected date for conversion 01/11/17. 12 trustees are now in place. Expansion of the MAT would continue with village schools having to consolidate. SM stated that a similar ethos within the MAT schools would provide a stronger link to move forward.	HW: List of 4 founding members and 12 trustees will be shared on confirmation of academy status. GB to think about being a collaborative group working within the MAT.
Complaints and Racist Incidents	RH & SM gave feedback from complaints training attended. The NYCC complaints procedure would be followed if a complaint received. Website must have up to date policy on. No racist incidents to report.	Complaints policy and procedure to be reviewed at July GB meeting
GB Self Evaluation Section 4	It was agreed to adopt a new self-review tool based on the ‘twenty questions for school governing bodies to ask themselves’.	GB to complete skills audit and return to HW by 26/05/2017.

## C – Finance

Finance		Actions
Approve Start Budget	New budget to be set with consideration of new funding formula.	Discuss at finance meeting 25/05/2017 with School Bursar and approve at next GB meeting.
Budget Monitoring Report	GB aware of the c/f for 2019/20	Discuss at finance meeting 25/05/2017 with School Bursar and share at next GB meeting.
Draft 3 year Budget	Draft budget will be set at next finance meeting 25/05/17	Discuss at finance meeting 25/05/2017 with School Bursar and share at next GB meeting.
Devolved Capital	Provision of an outdoor classroom was discussed in HT report.	HT to get further information
School Fund Audit	School fund report was shared with GB. Agreed and AM signed.	

## D – Policies

Policies		Actions:
Budget Management Policy	Agreed to adopt the latest NYCC Policy.	agreed LT: update policy and website
Exclusion of Pupils	NYCC procedure adopted.	agreed

## E – Premises

Premises		Actions:
Outdoor classroom	Discussed during HT report.	

## AOB:

### Meeting Dates Arranged:

Monday 3<sup>rd</sup> July, 2017 @ 4.30 pm GB Meeting

Monday 25<sup>th</sup> September 2017 @ 4.30 pm GB Meeting

### Items for Agenda for GB July meeting:

MAT

Safeguarding

Approve start budget

Budget monitoring report

Draft 3 year budget

Sport & pupil premium

GB Self Evaluation (skills audit)

Complaints policy & procedure

**Meeting Closed 6.30pm**