

**Lealholm Primary School
Governors Meeting
Monday 23rd May 2016 at 4.30pm**

MINUTES

A – Procedural

Welcome: Mrs Corner welcomed everybody to the meeting.

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

Apologies: Mrs A Maisey 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: Government changes to holidays in term time. Holidays would still be recorded as unauthorised. NYCC will be notified of unauthorised holidays when attendance is below 90% only.

Action: attendance figures to be uploaded on to website

Field gate catch was too heavy and could cause injury.

Action: AP to investigate alternative methods of keeping the gate closed.

Minutes of last meeting: 21st March, 2016 circulated, read as true and signed.

Matters arising:

SEND: HW has an action plan of support in place. A. Wilson has been employed to supply extra support hours. Support for the autism team is in place to provide AW with methods of support.

MAT: Letter sent to parents – no responses from parents have been received.

Safeguarding Audit & Action Plan: File currently being updated.

Devolved Capital: No projects planned.

Action governors to consider requirements of school

Grounds Maintenance: JJ Harrison has been advised of the requirements of the maintenance contract. It was noted that the grass was in need of cutting.

Action: LT to contact JJ Harrison

Punctuality: Parents have been prompted about the importance of being in school on time.

B – School Improvement

Head Teachers Report

HW has appointed a new teacher for the KS2 vacancy.

Action: HW to send letter to parents

KS2 have completed the SATs as required

KS1 will complete w/c 23rd May as required

Both KS2 cricket teams have got through to the next round. Y3/4 children visited Headingley to watch an England games, as a result 2 children have joined their local junior cricket clubs.

Pupil premium has been received for Ever 6 child.

Action: HW to inform the GB how this is to be used at next GB meeting.

The School Improvement visit report was examined with the agreed actions considered. Actions 1-5 have been addressed by HW. Discussions took place regarding Action 7. It was agreed that the

basics do need to be consolidated before progress can be made. HW has put a system in place to incorporate more opportunities to consolidate the basics and continue with progress. Other key actions are ongoing.

Writing and tracking data was shared. Interim assessments for this year will be completed for children in Y2 and Y6.

It was noted that the spelling expectations were very high.

EYFS moderation visit has taken place. MM was very reflective in her observations and the teachers know the abilities of all the children very well - Report to follow.

Ofsted Framework & Preparation: Ofsted requirements were discussed. Raise On line discussed. It was agreed that reading was a major strength of the school. The British Values need to be further embedded across the curriculum and continue as key focus on School Development Plan next year. SCR is up to date. There are some old documents that need to be located for personal files.

Action: Update the website with Reading initiative and British Values

Action: HW to discuss process of documentation with HR department

Action: HW to locate SMSC key questions

Inspection Data Dashboard: (5.45pm) K Vickers (SIA) entered the meeting to explain the inspection procedure and the need to have strong evidence in place to show that the staff and GB know the strengths and weakness of the school and children. What procedures are in place and the impact of the interventions? A power point of the data dashboard was explained to the GB by K Vickers. PC queried the depth of the data and the continuity with the new curriculum.

(6.35 pm) J Kelly left the meeting.

Action: HW to complete case studies for the Y3 and update SEF with information.

Action: LT to provide separate attendance data for holidays, medical and snow days.

Action: GB to attend a staff pupil progress meeting to see how the marking and feedback is having an impact.

Action: Consolidation of basics to be introduced via homework, afterschool clubs, etc.

(7.10 pm) KVickers left the meeting

Questionnaire: 60% of families had completed the parent questionnaires. It was agreed that no social media page was required.

Action: HW to evaluate and upload information onto website.

School Development Plan: GB made aware that the SDP is used as a working document and is being updated on a regular basis.

Action: Update website with information to involve parents i.e.: 100 best books list.

Put copy of working SDP up in the staff room to be available at all times to staff and governors

Action: GB put an action plan in place as per sample to show our strengths and weakness

(7.45 pm) J. Smith left the meeting

Sport and Pupil Premium: discussed in the Head teachers report.

SEND: discussed in the head teachers report

Staff Review: discussed in the head teachers report

Child Protection and Safeguarding: files currently being updated

SCR: discussed in the head teachers report

Multi Academy Trust: The YCAT MAT structure was considered. HW explained the way that the MAT is structured and different positions of the board of members and trustees. It was explained by HW that each school joining the MAT would retain its own identity. A project manager would be

appointed to organise the finance side of the MAT. RH was concerned that Lealholm School would not be fully represented. HW explained that each of the founding schools would have the head teacher and chair of governors (or proxy) on the board. RH raised concerns regarding the commitment the governor would have to provide to ensure Lealholm should remain a significant part of the MAT. The remaining governors agreed in 5:1 favour to move forward with the proposed MAT.

Action: discuss the appointment of a governor with the expertise and commitment to keep Lealholm School at the forefront of the planned MAT.

It was agreed the GB needed another meeting to discuss further and complete the o/s GB Agenda.

Meeting arranged: Monday 13th June 2016 - TBC

8.25 pm PC closed the meeting