

**Lealholm Primary School  
Governors Meeting  
Monday 28<sup>th</sup> November, 2016 at 4.30 pm**

**MINUTES**

**A – Procedural**

**Present:** Mrs H Ward – Headteacher, Mr A Maisey, Mrs P Corner, Mrs J Smith, Mrs J Kelly, Mrs M Matthews and Mr A Parker,

**Apologies:** Mrs M Thompson – 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:** None.

**Minutes of last meeting:** 26<sup>th</sup> September 2016 circulated, read as true and signed.

<b>Matters arising:</b>		<b>Actions</b>
Devolved Capital	Some capital had been spent on ICT Chrome books and a new smart board	Unspent devolved capital to be c/fwd
School Sign	HW thanked AP for arranging the new school sign.	
Finger Guard	H&S inspector visiting this week	HW discuss H&S requirement

**B – School Improvement**

School Improvement		<b>Actions</b>
Headteachers report	Makaton Training (sign language) Parent coming into school to provide training for children. This is providing links with the community and our local playgroup. Staff have also attended training at Esklets Playgroup	
	HW Performance Management had not been completed.	PM date 5/1/17 at 4.00 pm AM & PC to attend
Data	It was agreed to split into three sub-groups at end of meeting, one of these to discuss data.	HW to send data summary to all governors
Safeguarding	No outstanding issues. Safeguarding Audit to be completed by February 2017	HW, AP, AW to arrange a date to complete audit and action plan
Published Pan Number	Agreed to PAN 8.	LT to notify NYCC no change
MAT	The proposed MAT with Airy Hill,	AP volunteered to be a parent

	Glaisdale, Castleton and West Cliff Schools will be submitted by 9th December, 2016.	governor on the MAT GB
MAT PD Day	Focus on Academic Resilience All GB invited 3/01/17 at 1.30 pm	All governors to attend
EDA Visit	The main focus of the visit was a discussion about data. Progress data for 2016 is in line with national.	No outstanding issues
Sports Premium	Action plan for sport 2016/17 in place. Money spent on Buses to events, staffing & equipment.	Ongoing
Pupil Premium	Ever 6. No current children receive Pupil Premium	
Governor Training	PC & AP attended the Autumn SING meeting. Focus on “is there a better way” and succession planning	It was noted there may be a charge for these meetings in the future. Any governors attending training must feedback at the next GB. Training impact is crucial.
	Complaint training it was agreed to ask RH to attend this training when available	LT to book Complaint Training for RH
GB Self Evaluation	Section 1 reviewed and updated	Ongoing

### C – Finance

Finance		Actions
Report from Finance Meeting	HW gave report to GB from the finance committee. c/f 38K for next year which will offset some of the deficit for next year. Expected deficit for 2018/19 discussed. This is greater than expected due to NOR being less than predicted.	From April 2017 need to plan changes for Sept 2017
	PC challenged the funding formula when part of MAT. HW explained funding will stay at current level and our budget will still be ours to control.	Governors role to get the best for children

### D – Policies

		Actions:
Child Protection & Safeguarding	Updated, changes noted. Safeguarding audit currently being updated	H&S governors to work with HW on Safeguarding audit
Target Setting	Discussed and will be monitored	Ongoing
Homework Policy	Consolidation of work in classroom based on new curriculum	To update

Instrument of Governors	The skills required to fill vacancy were discussed and agreed	Ongoing – governor with required skills needed. Agreed to keep current Instrument of Governors
Pay Policy	NYCC Pay Policy template for September 2016 – Aug 2017	Adopted

## Data

	Challenges
Data	<ul style="list-style-type: none"> <li>• What are you doing about being below the national average for combined reading writing &amp; maths?</li> <li>• How are you working to improve independent skills?</li> <li>• Y6 what specifically are you doing to remedy the potential to be below age related expectation?</li> </ul>
Marking and Feedback	<ul style="list-style-type: none"> <li>• Differentiate between two classes</li> <li>• To ensure writing makes sense – needs adding to poster</li> <li>• Check common spelling mistakes are identified and corrected – sp in margin (underline word for younger children)</li> <li>• Time to check and make corrections</li> <li>• Symbol to show work has been discussed 1:1 etc.,</li> <li>• Double checking corrections have been completed</li> <li>• MM to contact RH to update on Marking &amp; Feedback</li> </ul>
SMSC	<ul style="list-style-type: none"> <li>• Evidence gathering for SMSC</li> <li>• Direct questioning for children to gather evidence</li> <li>• How do we tackle different situations in order to give children the widest range of opportunities?</li> <li>• Display British Values - How do you ensure children understand these? Can they talk about it?</li> <li>• Need to arrange time for Governors to come in and discuss with children</li> <li>• Behaviour and safety – talking to children</li> <li>• Sort data for safeguarding</li> </ul>

### Meeting Dates Arranged:

Monday 30<sup>th</sup> January, 2017 @ 4.30 pm GB Meeting

Monday 27<sup>th</sup> March, 2017 @ 4.30 pm GB Meeting

Monday 22<sup>nd</sup> May, 2017 @ 4.30 pm GB Meeting

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 January meeting:

MAT

Safeguarding action plan

SEF

SDP

Sport & Pupil Premium

GB Self Evaluation (section 2)

**Meeting Closed 6.30pm**