

**Lealholm Primary School  
Governors Meeting  
Monday 30<sup>th</sup> January 2017 at 4.30 pm**

**MINUTES**

**A – Procedural**

**Present:** Mrs H Ward – Headteacher, Mrs P Corner, Mrs M Thompson, Mrs R Hopwood, Mrs S Morgan, Mrs M Matthews and Mr A Parker,

**Welcome:** Mrs S Morgan was welcomed to the meeting and introductions made.

**Apologies:** Mrs J Kelly – the apologies were accepted. Mrs J Smith also sent notice that she would be late.

**Declarations:** None.

**Confidential minutes:** None – PC reminded Governors that anything discussed at the meeting should be treated as confidential.

**Notification of any other URGENT business:** RH had some reports to present on recent visits into school and Academic Resilience training attended.

**Minutes of last meeting:** 28<sup>th</sup> November circulated, read as true and signed.

<b>Matters arising:</b>		<b>Actions</b>
HW Performance Management	This had been postponed due to unavoidable circumstances	PM date 16/2/17 at 4.00 pm AM & PC to attend
School Sign	HW thanked AP for arranging the new school sign.	Awaiting NYCC caretaking service to fix to outer wall
Health & Safety	H&S inspector visited – all paperwork including Risk Assessment up to date	Visual check of school to be carried out next visit
Data		HW to send data summary to all governors
Complaint Training	Training has been booked 28/03/16 at Wykeham 5.00 pm – 7.30 pm. RH unable to attend.	S Morgan will attend and feed back to governors on the Complaints Committee

Mr Maisey Joined the meeting 4.40 pm

**B – School Improvement**

<b>School Improvement</b>		<b>Actions</b>
Headteachers report	We had four Chinese students visit school who talked about to the children about their culture and the Chinese new year celebration	SIP visit arranged 15/02/17
Safeguarding Audit	Several governors had struggled to download this document on home computers.	Paper copy distributed
Safeguarding Action Plan	HW has updated.	Awaiting Governor feedback to

	Single Central Record check has been booked through Smart Solutions.	complete action plan for 2017. Feedback to be received prior to next meeting 27/03/2017
School Development Plan	MT challenged the introduction of E-readers in school. HW & MM agreed that they have had mixed reviews on this learning tool with download and IT problems playing a part. HW did stress that these are an additional reading aid and the children still have full access to reading books.	
School Prospectus	Available on line and updated annually	Governors to feedback any changes for the April 2017 edition prior to next meeting 27/03/2017
School Profile (SEF)	Discussed and agreed	Information to add: MAT NQT monitoring Updated Moderation info Academic Resilience (independence)
MAT	MT suggested letter sent to parents to update. AM reported on EVA and the teaching alliance progress. The 5 Board Members have been agreed. The founding head teachers have been informed that they may not all have a place on the board as trustees. This is going to be investigated further. Jane Douglas would be the Chief Executive Officer to represent the head teachers on the board. Each school will retain their own governing body. JS challenged on the success of the expected outcome. AM advised the expected outcome to be financial with more expertise available and sharing of good practice.	MAT application for academy order has been submitted to the board. Decision by 02/02/17 Letter to be sent to parents if approved.  The founding head teachers position to be reviewed depending on the outcome of the academy order.
Health & Safety Visit	New H&S advisor Wendy Parkin. All paperwork up to date. Weekly fire alarm checks carried out, emergency lighting checks completed. Legionella checked as required.	All checks are ongoing. Premises inspection with H&S officer next visit. HW to carry out weekly call point checks and monthly emergency lighting checks
Sports Premium	Action plan for sport 2016/17 in place. Money spent on Buses to events, staffing & equipment. Ley Hall being used this ½ term for	Ongoing

	gymnastics.	
Pupil Premium	Ever 6. No current children receive Pupil Premium	
GB Self Evaluation	Section 2 reviewed and updated	Ongoing HW to send data to SM Governors to join school assembly on Friday mornings. LT to send rota.

### C – Finance

Finance		Actions
SFVS	HW has updated	Finance committee to review and amend if necessary. Reply to LT (clerk) by 10/02/2017 for submission to NYCC
Budget Monitoring Report	HW budget on track.	Water Cooler to purchase if required Consult with staff on any other requirements.
Service Providers	Services required have been purchased through Smart Solutions for 2017/2018.	Agreed
Mass Scheme	This has reduced in cost slightly. Agreed to stay at current level.	Agreed
Staff Absence Scheme	Agreed to retain current level of cover.	Agreed
Devolved Capital	No current projects. Internal decoration required.	Devolved capital to be c/fwd but needs spending asap

### D – Policies

Policies		Actions:
Single Equality Scheme	NYCC Single Equality Scheme 2017 template adopted.	Adopted
Attendance	Discussed, agreed to keep attendance target for 2017/18 at 97% Snow day procedures discussed	To update
Charging & Remissions	Agreed	To update
Lettings	Agreed	To update
Whistleblowing	NYCC template adopted	Adopted

### E – Training & Visits

Visits		Actions:
NSPCC	See report from RH	
KS1 & KS2 Science visit	See report from RH	
Marking & Feedback visit	RH gave report on RH & JK visit – see attached.	All reports to be available prior to meeting.

	HW challenged the report. As the HT noted she should have had prior notice of visit and been given a copy of the report prior to the meeting. It was apparent that the HT had not been given sufficient notice.	Procedures for monitoring to be reviewed Visit 21/03/2017 for RH & JK to review Marking & Feedback with HW.
Governor Visits	RH & JK 21/03/2017 Marking & Feedback PC & AP 10/02/17 SMSC Visit	
Governor Training	Child Protection Training for all staff and governors on: 16/03/2017 3.45 pm 2 hrs.	Governors need to confirm attendance asap

**AOB:** JS concerned re Number on Roll (NOR) agreed the school needed to be publicised more.

**Action:** LT to send report to Valley News.

**Meeting Dates Arranged:**

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 March meeting:**

MAT

Safeguarding action plan

Sport & Pupil Premium

GB Self Evaluation (section 3)

**Meeting Closed** 6.45pm