

Weaverthorpe CE (VC) Primary School
Full Governing Body Meeting was held on
25th June 2019 at 5pm at the school
Minutes

Present:	Femi Shellard (FS) Janette Wilkinson (JW) Andy Bowden (AB) Trish Lake (TL) Nick Carnes (NC) Tracy Wallace (TW)	(Chair) Co-opted Governor Headteacher Foundation Governor Foundation Governor Parent Governor Parent Governor
In attendance:	Laura Waites Fiona Robinson	NYCC Clerk NYCC Finance
Not present:	Ellie Barker (EB) Jenny Driver (JD)	Staff Governor Co-opted Governor

Minute	Details	Action
1.0619	Welcome FS opened the meeting and welcomed all governors. AB started the meeting with a prayer.	
2.0619	Apologies Apologies were reported from EB due to sickness; consented. LW to check that contact details for JD were correct.	
3.0619	Interests FS gave a reminder of the need to declare any interests; none raised.	
4.0619	Confidentiality FS gave a reminder of the need for confidentiality and also to highlight any part of the meeting to be minuted confidentially. It was agreed that the staffing and budget items be minuted confidentially.	
5.0619	AOB There was no AOB raised.	
6.0619	Minutes The minutes of the last meeting held on 20 th May were agreed as a correct record and signed by FS, including the confidential minutes, with one amendment to minute 10.0519c regarding the DBS – this no longer needs renewal as NYCC will do a 10% sample check.	
7.0619	Matters There were no matters arising from the minutes not covered by the agenda.	
8.0619	GB Update LW reported that there are 2 vacancies on the governing body; 1 co-opted position and 1 LA governor position. The terms of office for FS (co-opted governor) and NC (parent governor) are due to end June and August respectively. FS expressed an interest in remaining on the GB as a co-opted governor. The GB agreed by vote by show of hands that FS be appointed as a co-opted governor for a new term of office of four years. NC expressed an interest in remaining on the GB as a parent governor. JW will make arrangements for the appointment of a parent governor in the usual way; details will be publicised in the newsletter TL has completed HT performance appraisal training and attended the June GSIN meeting. TW confirmed she has done her DBS check; a reminder is to be sent to JD.	JW LW
9.0619	Budget FR circulated the budget monitoring summary report for 2019/20 and reported that the year-end position is better than the forecast outturn by £11k. This was as a result of additional income from the teachers' pay grant to cover the pay award which the school had already budgeted 2% for. Q Is that for teachers pay only, not the general LEA funding?	

	<p>A It is a specialised grant relating to teachers pay only</p> <p>The school also receive additional Sen and pupil premium income however both were absorbed by additional costs. Another income variance was due to insurance and sickness costs for HT and staff absence.</p> <p>Expenditure variances included sickness absence, support staff for SEN (part funded). There were also underspends on staff training and development, premises and maintenance and utilities.</p> <p>Q On the premises cost, is it ring fenced to premises? A No it will go into the carried forward figure in the general fund. The ring fenced money is shown in the capital budget and the balance brought forward was £1k with a carry forward of £8.5k.</p> <p>FR referred to two budget papers on potential scenarios for the future years budget. This item was minuted as a confidential item. Minutes 8.0619c refers.</p>	
10.0619	<p>Premises JW reported that there were no major premises issues. Some minor repairs were being done; for example to doors</p>	
11.0619	<p>Health and Safety JW reported that a number of works are being done to address safeguarding audit recommendations; for example white lines have been painted and signs have been put up about closing and bolting the gate.</p>	
12.0619	<p>Staffing Update No further update – covered in item 9.0619c.</p>	
13.0619	<p>Safeguarding JW reported that the school is making good progress with the action plan arising from the safeguarding audit.</p> <p>FS queried if all governors had reviewed the training links sent out; all confirmed that they had read the guidance document and completed the Prevent and Safeguarding online training.</p> <p>FS is to contact the LEA advisor about the safer recruitment training to see if there is a charge.</p> <p>The LA has arranged a meeting at the school tomorrow with advisors and FS/JW. An update will be sent to governors after the meeting.</p>	<p>FS</p> <p>FS/JW</p>
14.0619	<p>Policies JW referred to the following policies which had been circulated to governors for comments. School medical needs policy (for approval) Lone working policy (for approval) Intimate care policy and procedures (for approval) Collecting children from school policy (for approval) Information governance assurance (for information)</p> <p>It was agreed that all of the policies be approved with the following amendment: Q. In the school medical needs policy, what is the highlighted text on page 2? A This was done to draw attention to the need for a medical health care plan. Q In the Intimate Care policy why are there blank pages? A This is just a formatting error, JW will correct it Q Is there a school nurse? A Yes. The school can buy into the service and contact them on request or for advice.</p> <p>There was a discussion on some of the wording in the Information Governance document.</p>	

15.0619	<p>Governor Visits. TW and JW attended a school trip today to a farm at Cayton with EYFS, Y1 and Y2 pupils including 1 SEN pupil. TW noted the good behaviour of all of the children. TW and TL attended a recent maths workshop. TW noted that parents would like to see more opportunities to meet with governors and staff to discuss changes. FS advised that a meeting can be arranged with the Chair / HT. It was agreed that an article be written for the newsletter regarding how to raise matters and to remind parents that they are welcome to book an appointment to see the Chair / HT.</p> <p>JW advised that she has written to parents about changes to Willow.</p>	FS/JW
16.0619	<p>AOB None raised.</p>	
17.0619	<p>Impact There has been a lot of focus on development of budget and staffing options to ensure the quality and experience of teaching in the school.</p>	
18.0619	<p>Next meeting The next meeting will include a full HT report and focus on pupil data and progress.</p> <p>17th September 2019, 5pm (school improvement) 19th November 2019, 5pm (resources) 21st January 2020, 5pm (school improvement) 17th March 2020, 5pm (resources) 28th April 2020, 5pm (school improvement) 16th June 2020, 5pm (resources)</p>	
19.0619	<p>Close TL closed the meeting with a prayer.</p>	