

**LANERCOST C OF E SCHOOL GOVERNORS MEETING**  
**MONDAY 3<sup>rd</sup> JULY 2017 – 7.30 pm**  
**Open Minute Sheet**

<p><b><u>Present:</u></b>  Mrs J Allon-Smith (Foundation Governor)  Mrs A Clarricoats (Head Teacher – Governor)  Mrs L Dearman (Parent Governor)  Mrs K Reid (Co-Opted Governor)  Mrs C Reynolds (Co opted Governor)  Mrs H Sheridan (Community Governor)  Miss K Turnbull ( Staff Governor)  Miss P Graham (Clerk to the Governors)</p>	<p><b><u>Apologies:</u></b>  Miss E Harding (LEA Governor)  Mr M McClure (Parent Governor)</p>
--	--

<b><u>No</u></b>	<b><u>Subject</u></b>	<b><u>Matters Raised / Discussed</u></b>	<b><u>Action</u></b>
1.	<b>Apologies</b>	Apologies were received from Miss E Harding and Mr M McClure	
2.	<b>Prayers</b>	Mrs J Allon-Smith opened the meeting with a prayer	
3.	<b>Declaration of Business Interests</b>	A declaration of business interest was confirmed by Mrs Clarricoats and Miss Turnbull in financial matters	
4	<b>Minutes of the last meeting</b>	The Minutes of the meeting on 22.05.17 were read, amended then signed as a true and correct record	
5	<b>Matters Arising</b>	<p>It was confirmed that Mr M McClure had successfully completed the course for PAT testing. Mr McClure will perform the test during the Summer holiday, Miss Turnbull will make sure all equipment is left out and accessible. It was noted how much the governors appreciated Mr McClure undertaking this task to support the school.</p> <p>The clerk will send a list of governors with terms of office to Miss Turnbull to add to the website</p>	<p style="text-align: right;"><b>KT</b></p> <p style="text-align: right;"><b>PG</b></p>

6	<b>Reports from Sub-Committees</b>	<p><b>Safe-Guarding</b></p> <p>Mrs Dearman presented a safe guarding update. Mrs Clarricoats gave a verbal report on an issue being monitored at this time</p> <p>It was noted a holiday request did not meet the attendance policy criteria and had been rejected</p> <p><b>Health and Safety</b></p> <p>At this time there are no minutes of the last health and safety meeting. Mrs Dearman walked round the school on 03.07.17 for a monitor check. It was confirmed that Mrs H MacKay will do a partnered walk around with Mrs Dearman, then the next visit will be Mr N Griggs and Mrs Dearman. This will comply with cross checking.</p> <p>Mrs Clarricoats updated all governors regarding a serious accident that happened with a child at Talkin Tarn rowing club. Relevant forms had been completed and the matter is being investigated by the British rowing association.</p> <p><b>Teaching/Learning</b></p> <p>The data for the SATs will be presented in September 2017 when staff will answer questions and report regarding the performance</p> <p><b>Finance Committee</b></p> <p>Mrs Sherdian presented the finance report. Thanks was expressed to Mrs A Evans (Bursar) for her help with the budget. All governors were happy with the financial situation.</p>	<p><b>AC</b></p>
7	<b>Link Governor</b>	<p>Mrs Sheridan reported on the skills audit. It was agreed that Mrs Sheridan will monitor and advise individual governors regarding the progress on the modern governor modules. It was noted the three core modules should be completed now and three suggested modules to be completed by September 2017.</p> <p>From the analysis of the skills audit it was</p>	<p><b>ALL</b></p>

		suggested that considering inviting associate governors from the local community who have the skills required; including project management and people with business links. Thanks was expressed to Mrs Sheridan for all her work involved with the audit	
8	<b>Ways of working</b>	<p>It was suggested that a tracker log is started by the clerk. Mrs Allon-Smith had a template for such a log and this will be forwarded on to the clerk.</p> <p>Discussion regarded developing the way governors work together and that all governors can hold each other to account regarding the responsibilities held; it is a requirement of governors.</p>	<b>JAS</b>
9	<b>Head Teachers Report</b>	<p>Mrs Clarricoats presented the head teachers report and answered questions.</p> <p><b>Points raised</b>  Discussion regarding progress on school development plan particularly writing. It was noted an evaluation of the school development plan will be made in September 2017. Mrs Clarricoats will forward on the school development plan draft objectives for governor suggestions.</p> <p>The Parent questionnaire results were discussed, the feedback was excellent and all the governors congratulated the staff on this achievement.</p> <p>Congratulations were expressed for achieving the Greggs Baker Award for the garden.</p> <p>The retirement of Mrs N Simpson - after 30 years at the school, was discussed; governors will present an engraved vase.</p>	<b>AC</b>
10	<b>SIAMS Prep</b>	<p>Miss Turnbull updated on the work ongoing for the SIAMS. A request for questions had been sent out to governors it was noted these will be resent and Miss Turnbull will work on the feedback during the Summer period. Questions must be sent back by 14 July 2017</p>	<b>KT</b>  <b>ALL</b>
11	<b>School House Options</b>	<p>It was noted the school house is providing much needed storage space for the school. It was discussed that in order to progress with</p>	

12	<b>Any Other Business</b>	<p>the project for the development of the school house it would be of benefit to consider and cost some options, form a sub-committee and get some people from the community to assist, for example with applying for grants. Mrs Tio was suggested and enquiries will be made by Mrs Sheridan. Costs of the property have been reduced and At this time its seems likely a rebate will be sent for the council tax.</p>	<b>HS</b>
		<p>It was noted Mrs Allon-Smith will be moving in July 2017 hence the position as Chair of governors will need to be filled in September. in the interim period the Vice-Chair (Mrs Dearman) will stand in to the position.</p> <p>Mrs Allon-Smith will distribute thank you cards for all the teachers. It was agreed the governing body will contribute towards the meal at the end of term for all staff as a token of appreciation for their hard work this year.</p>	<b>LD</b>
		<p>School holiday for 2017/18 were discussed. It was noted the secondary school has different holiday dates for Christmas. It was agreed to consider aligning them, which would mean the school closing on 20<sup>th</sup> December 2017 and commencing again on Monday 8<sup>th</sup> January 2018. Consultation will be undertaken with parents. It was also suggested a letter is sent to William Howard School proposing more communication is made with all schools as many siblings benefit from the same holiday period. The Chair will write a letter.</p>	<b>AC</b>
13	<b>Date of the next meeting</b>	<p>The date of the next meeting was agreed for Monday 18<sup>th</sup> September 2017 with a Curriculum meeting at 6:45pm, and a full governor meeting at 7.30pm</p> <p>The date of the next finance meeting will be 16.10.2017.</p> <p>All governors will be requested to bring a planning diary in September when the meetings for 2017/18 academic year will be confirmed</p>	<b>JAS</b>  <b>ALL</b>  <b>ALL</b>

		To close the meeting thanks was made to Mrs Allon-Smith for her work at the school, all governors wished her a happy move to Yorkshire.	
--	--	---	--

**Minute Sheet agreed for circulation:**

*Leanne Dawson*