

LANERCOST C OF E SCHOOL GOVERNORS MEETING
MONDAY 19th MARCH 2018 – 7.30 pm

<u>Present:</u>	<u>Apologies</u>
Mrs. A Clarricoats (Head Teacher – Governor)	Mrs. L Dearman (Parent Governor)
Mrs. E Nightingale (Foundation Governor)	Apologies accepted (Bereavement)
Mrs. K Reid (Co-Opted Governor)	Miss E Harding (LEA Governor)
Mr G Saldanha (Foundation Governor)	Apologies accepted (Illness)
Mrs. H Sheridan (Community Governor)	Did attend Curriculum meeting
Miss K Turnbull (Staff Governor)	Mr. M McClure (Parent Governor)
Miss P Graham (Clerk to the Governors)	Apologies accepted (Work commitment)

Outstanding Actions from previous minutes:
PG confirm with EH re completion of safeguarding training.

Actions to be taken before next meeting:
EN/LD to arrange an RE visit and EN to arrange a Modern Foreign language visit.
PG to confirm how many members are required on sub-committees.
HS to liaise with governors individually re training required.
LD to advise what is good practice across the country for governors.
PG to confirm re the size/composition and committee structure of a governing body to allow effective working.
KT to write report from governors learning walk.
KR to check SCR with Mrs. Tailford

<u>No</u>	<u>Subject</u>	<u>Matters Raised / Discussed</u>	<u>Action</u>
1	Prayers	Mr. G Saldanha opened the meeting with a prayer.	
	Apologies	Apologies were received from Mrs. L Dearman, Miss E Harding and Mr. M McClure. All apologies were accepted It was noted that moving forward a reason for apologies must be presented and a decision will be made by the governing body if this is accepted or not. A note will be made on the minutes.	
	Declaration of Business Interests	A declaration of business interest was declared by Mrs. A Clarricoats and Miss K Turnbull regarding financial matters.	
2	Election of Vice-Chairperson	In the absence of Mrs. L Dearman (Chairperson) the clerk took the chair for the	

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	<p>election of Vice-Chairperson. Mrs.K Reid was nominated by Mr. G Saldanha and seconded by Mrs. E Nightingale, no other nominations were received and Mrs. K Reid accepted the position. It was agreed that the clerk will send a thank you card to Mrs. C Reynolds for her work as a governor.</p> <p>Mrs. K Reid took the chair for the remainder of the meeting.</p>	
<p>3 Standing Items</p> <p>Minutes of the last meeting</p> <p>Matters Arising</p>	<p>The Minutes of the meeting were read and signed as a true and correct record.</p> <p>It was noted the items in red are outstanding actions, from the list it was agreed the the clerk will confirm with Mrs. E Harding if the online safeguarding course has been completed. It was noted that Mr G Saldanha has completed the training.</p> <p>The visit for the Modern Foreign language visit had not been arranged due to the resignation of Mrs. C Reynolds. It was agreed that that visit is required once a year and will be rearranged for the Summer term 2018.</p> <p>It was agreed that Mrs. E Nightingale will arrange an RE visit in Summer term 2018 with Mrs. L Dearman.</p> <p>It was confirmed that Mrs. M Tailford monitors the training. The E Safety is an annual requirement along with the safeguarding. A relevant course will need to found for governors to complete. It was agreed that K Reid and H Sheridan will prepare a list of governor training which has been completed and liaise with Mrs. M Tailford. Also governors who need to do any training will have this highlighted and training must be completed.</p> <p>It was noted there is now a governor vacancy for a co-opted governor, it was agreed the skill set required is finance and community. All governors were to consider any potential candidates.</p> <p>It was noted the school has successfully completed the SIAMS inspection and achieved the grade Outstanding. This was due to hard work performed by Miss K</p>	<p>PG</p> <p>EN LD</p> <p>KR HS</p> <p>ALL</p>

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<p>Reports from governors visiting the school</p>	<p>Turnbull and all the staff in preparation for this. Flowers were presented to Mrs. A Clarricoats and Miss K Turnbull. A de-briefing discussion followed where governors were presented the finalised report. All staff were thanked for the excellent work and commitment which had been performed for such a successful result. The relevant governors discussed their role in this inspection. The two new governors expressed an interest in developing their understanding of day to day life in the school.</p> <p>LD, KR, GS and EN had visited the school in order to prepare for the SIAMS inspection and agreed an action plan to improve school displays around the school. A report will be sent from Miss K Turnbull regarding the learning walk.</p>	<p>KT</p>
<p>Reports from Sub-Committees</p>	<p>Mrs. K Reid gave a verbal report on the school council. This term they had helped FOLS during the world book day disco. This raised £200 which is being divided between classes to buy books.</p> <p>It was agreed that Mrs. E Nightingale will stand in as the governor for Modern Foreign languages and will liaise with school to complete a visit during summer term.</p> <p>It was agreed that the clerk will confirm how many members need to sit on a sub-committee.</p>	<p>PG</p>
<p>Link Governor</p>	<p>Health and safety and SAGs committee are due to meet and will report at next meeting.</p> <p>The Curriculum subcommittee met prior to full governors. K Turnbull discussed that the committee had looked at the Ofsted grade descriptors for Teaching and Learning and examples of good practice in our school. Report will be sent before next meeting.</p> <p>H. Sheridan discussed training available and confirmed all governors were trained for the SIAMS inspection. Governors are required to do other courses and H. Sheridan will liaise individually with what is required The joint schools training on 09 and 18 January 2018 will be noted</p>	<p>KT</p> <p>HS</p>

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<p>Safeguarding</p>	<p>There are no issues at this time. Mrs. K Reid is to meet with Mrs. M Tailford to check on SCR and locate governor training file for future meetings.</p>	<p>KR</p>
<p>4 Head Teachers Report</p>	<p>Mrs. A Clarricoats presented the Headteachers report and accepted questions.</p> <p>The number of children on the roll including the nursery is 84.</p> <p>Governors were asked for questions. With the detail presented in the report this had answered many of the questions. Mrs. A Clarricoats was thanked for such a detailed report and all governors were happy with ongoing work, development and management at the school.</p> <p>The school improvement plan was looked at and questions were asked re the ongoing actions towards meeting the SD objectives. Governors would like to pass on their thanks to FOLS who provided funds to purchase iPads for use in school. Further discussion will be made at a future meeting.</p>	
<p>5 Financial Report and Budget Update</p>	<p>Mrs. A Clarricoats presented the financial report and explained the carry forward for next year. This falls well below the *% limit set by the LA. Pupil and Sports Premium spend was discussed and this is up to date on our school website. All governors were happy with the how the budget has been spent and managed.</p> <p>Discussions were undertaken re: The appointment of the new administrator and a contingency for overlap in working together to ensure a smooth transition. The surplus budget was discussed. No's on role to support the budget. The national funding formula and how this had a positive impact for our school.</p>	
<p>6 Questions to ask governing body</p>	<p>A list of questions was presented to governors for discussion. It was noted we have a skills audit of the governing body. We appoint governors on the skill set required, however it can prove difficult finding candidates who can commit so much time. All governors agreed they understood the</p>	

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	<p>roles and responsibilities, the Modern Governor online training had helped with this and made things more structured. All governors were happy with the work of the clerk and that meetings ran efficiently. The training and development budget is covered by the Modern GovernorsE Learning packages and some face to face meetings. It was agreed we do not know what good practice is across the count Mrs. L Dearman will confirm.</p> <p>LD</p> <p>It was agreed the clerk will confirm with governors services the recommended size/composition and committee structure for effective working.</p> <p>PG</p> <p>We do not carry out an annual review of governors performance, it was noted there is variable commitment but this is a voluntary role and different work circumstances influence this. It was considered an annual review of governor commitment would be of benefit. P Graham to ascertain what level of attendance is required by each governor to fulfill their statutory responsibility.</p> <p>PG</p>	
7 Register of Business Interests	This will be completed at the meeting in May 2018.	
8 Date of the next meetings	<p>The next meetings will be Tuesday 8 May at Lanercost School at 7.00pm</p> <p>Monday 2 July at Lanercost School at 7.00pm.</p>	
9 Close of meeting	The meeting closed at 8.50pm.	

Signature:

These are a true and accurate reflection of the meeting.

K Reid 8/5/18.
L Dearman 8/3/18.

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