

**LANERCOST C OF E SCHOOL GOVERNORS MEETING**  
**TUESDAY 8TH MAY 2018 – 7.00 pm**

<p><b><u>Present:</u></b></p> <p>Mrs. A Clarricoats (Head Teacher – Governor)</p> <p>Mrs. L Dearman (Parent Governor)</p> <p>Mr. M McClure (Parent Governor)</p> <p>Miss E Harding (LEA Governor)</p> <p>Mrs. E Nightingale (Foundation Governor)</p> <p>Mrs. K Reid (Co-Opted Governor)</p> <p>Mr G Saldanha (Foundation Governor)</p> <p>Mrs. H Sheridan (Community Governor)</p> <p>Miss K Turnbull ( Staff Governor)</p> <p>Miss P Graham (Clerk to the Governors)</p>	<p><b><u>Apologies</u></b></p> <p>No apologies were made.</p>
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<p><u>Outstanding Actions from previous minutes:</u></p> <ul style="list-style-type: none"> <li>• HS to liaise with governors individually re training required</li> </ul> <p><u>Actions to be taken before next meeting:</u></p> <ul style="list-style-type: none"> <li>• All governors to send ideas for the school development plan and aims for the next 3 years to L Dearman before the next full Governors Meeting</li> <li>• The clerk will contact Governor Services regarding an induction pack</li> <li>• SAGS committee will discuss attendance certificates at their next SAGS sub committee</li> <li>• All governors to send reports to L Dearman within one week of the meeting</li> <li>• Teaching and Learning subcommittee add extra detail to the minutes of their last meeting, particularly the evidence of why the school meets the outstanding grade descriptor</li> </ul>
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<u>No</u>	<u>Subject</u>	<u>Matters Raised / Discussed</u>	<u>Action</u>
1	<p><b>Prayers:</b></p> <p><b>Apologies:</b></p> <p><b>Declaration of Business Interests:</b></p>	<p>Mr. G Saldanha opened the meeting with a prayer.</p> <p>There were no apologies</p> <p>A declaration of business interest was declared by Mrs. A Clarricoats and Miss K Turnbull regarding financial matters.</p> <p>All governors completed the register of business interests. The clerk distributed an information sheet confirming the responsibility to avoid any conflict between their business and personal interests and affairs of those of the school</p>	
2	<b>Standing Items:</b>		

*Lynne Dearman, 9/7/18*

Minutes of the last meeting	<p>The Minutes of the last meeting held on 19.03.2018 were read and signed as a true and correct record (signed by L Dearman (Chair) and K Reid (Vice-Chair))</p>
Action Points/Matters Arising	<p>It was confirmed that Miss E Harding has completed the LSCB safeguarding training.</p> <p>The clerk had received communication from Faith Matthews at Governor Support, for a committee to be quorate 3 members have to be in attendance (so 3 is a minimum).</p> <p>There is no official recommendation on the number of people sitting on a committee, however it must work effectively</p> <p>The guidance on governor attendance at meetings states that if they do not attend a meeting for 6 months (including committee meetings) they disqualify themselves from being a governor. This rule only applies if the Governing Body does not accept their apologies. It is also encouraged that the Chair of Governors speaks to the individuals to offer support.</p> <p>RE visit planned for 26 June 2018 and Modern Foreign Language visit is planned for the Summer term.</p> <p>Mrs. L Dearman confirmed it is good practice for governors to ask questions at a meeting and for responses to be recorded within the minutes. To enable Governors to be more confident in answering strategic questions 3 questions from the National Governors Association - <a href="http://www.nga.org.uk">www.nga.org.uk</a> at each meeting. An aide memoir from the responses will be put together by the Teaching and Learning subcommittee.</p> <p>It was confirmed minutes for sub-committee meetings and full governor meetings should be checked and circulated within 2 weeks of the meeting.</p> <p>All reports should be forwarded to Mrs. L Dearman who will check them and forward them all together to the clerk prior to the next meeting.</p>
Reports from Sub-Committees	<p>A report was read from the Curriculum meeting held on 12.03.2018. It was requested that additional information should be included in the minutes so that evidence contributing to the outstanding criteria is included within the report.</p> <p>M McClure presented a report from the Health and Safety meeting. It was noted the Health and safety audit achieved 92% success with only a small number of action points.</p> <p>The stipulation regarding the use of the school house were discussed and this will be monitored. The clerk confirmed the septic tank was checked by R Hind but the</p>

*Leanne Dearman 9/7/18*

Safeguarding	<p>electricians would require a 5 year check. The gas tank is checked when required by Calor gas. The school will ask the CC to undertake an asbestos survey on the school house. The biomass boiler is working but a new hopper is required. A biomass engineer will call to look at the possible construction of a new hopper – arranged through Mr. McClure</p> <p>There were no incidents to report</p>
Link Governor	<p>M McClure highlighted the issuing of attendance certificates at the end of term, it was questioned if this singled out children and was it necessary to reward “good luck”? It was agreed this will be discussed at the next SAGS meeting.</p> <p>H Sheridan confirmed liaison will be made with individual governors regarding training requirements.</p> <p>Governors are regularly in the school and it was noted that the children work hard and have a very good level of teaching and supervision.</p>
Governors visiting the school	<p>The finance report will be presented at the next meeting in July after a meeting with the bursar. There are no problems at this time with the budget.</p>
<b>3</b> <b>GDPR:</b>	<p>Mrs. A Clarricoats discussed GDPR and confirmed what actions the school has taken. We must demonstrate how we secure information and keep data protected. It was noted that all documents will be password protected, all documents are saved by Save as Protect document Encrypt with password.</p>
<p><b>4</b> <b>Questions to ask governing body:</b></p> <p><b>Have we developed long term aims for the school with clear priorities in an ambitious school development plan which is regularly monitored and reviewed?</b></p> <p><b>Does our strategic planning cycle drive the governing body's activities and agenda</b></p>	<p>The long term aims were discussed and it was agreed that all governors should send in ideas before the next Governors meeting in July. A list will be made and reviewed with the school development plan. This was discussed and it was agreed we get evidence based information from all the meetings and visits, allowing us to provide any confirmation/evidence required.</p> <p>It was agreed that the meeting with all individual members of staff allowed questioning and understanding of their roles. It was agreed this should be implemented annually. It also allowed any governors who are not</p>

*Heanne Deamer. 9/7/18*

	<p>settings?</p> <p><b>Do we understand the schools performance data well enough to properly hold school leaders to account?</b></p>	<p>regulatory in the education field to have a much better understanding and also meet the staff involved</p> <p>All the performance data is reviewed regularly and the staff present the relevant information at the November full Governors meeting and answer any questions pertaining to this data</p>
5	<p><b>Any Other Business:</b></p>	<p>An induction package was discussed and this was agreed it was a good plan. The clerk will ask Mrs. Faith Matthews if they have a fully prepared package prepared and report at the next meeting.</p> <p style="text-align: right;">PG</p>
6	<p><b>Date of the next meetings:</b></p>	<p>The date of the next meetings are</p> <p><u>Full Governor</u></p> <p>Monday 9 July 7.00pm Lanercost School</p> <p>Tuesday 25 September – 7.00pm Lanercost School</p> <p><u>Health and Safety meeting</u></p> <p>Monday 4 June – 9.00am Lanercost School</p> <p><u>SAGS meeting</u></p> <p>Friday 6 July – 3.30pm Lanercost School</p> <p><u>Curriculum meeting</u></p> <p>Monday 9 July – 6.15pm Lanercost School</p>

Signature:

These are a true and accurate reflection of the meeting.

*Heather Deamer 9/7/15*