

Lythe Primary School
FULL GOVERNING BODY MEETING
20th September 2017 at 5pm

Item no.	Minute	Action
G17/100	<p><u>ATTENDANCE.</u> Headteacher Miss L Armstong, Foundation governors Rev J Evetts-Secker Parent governors Mrs K Cornforth, Mrs S Arnold Co-opted governors Ms Kerry Rowe, Mrs J Stonehouse, Mrs D Bugby, Mr M Bagshaw Local Authority Governor Mrs S Metcalfe Staff governor Ms F Jackson Clerk Mr P Geer (Ms A Turner)</p>	
G17/101	<p><u>Register of Business Interests and Hospitality</u></p> <p>The Clerk reminded Governors of the requirement to complete and update the Register of Business Interest and the Register of Hospitality.</p>	
G17/102	<p><u>Election of Chair</u></p> <p>The Clerk invited nominations for the position of Chair of Governors.</p> <p>DECISION: Mrs Stonehouse and Mrs Arnold were elected as Co-Chairs in accordance with the Standing Orders.</p>	
G17/103	<p><u>Election of Vice-Chair</u></p> <p>The Clerk invited nominations for the position of Vice-Chair</p> <p>DECISION: Mrs Rowe was elected as Vice-Chair in accordance with the Standing Orders.</p>	
G17/104	<p><u>Apologies for Absence</u></p> <p>Apologies were received and accepted from Wendy Norman.</p>	
G17/105	<p><u>Confidential proceedings</u> <i>To determine whether any part of the minutes should be treated as confidential.</i></p> <p>There is correspondence that should be treated as confidential.</p>	
G17/106	<p><u>Declaration of Interests.</u> <i>To remind governors of the need to declare interests as appropriate.</i></p> <p>No Governors had any interests to declare.</p>	
G17/107	<p><u>Other Urgent Business not otherwise on the agenda</u></p> <p>None.</p>	
G17/108	<p><u>Standing Orders and Code of Conduct.</u></p> <p>The Governors discussed the Standing Orders and Code of Conduct.</p> <p>DECISION: The Governors approved and adopted the Standing Orders and Code of Conduct.</p>	

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G17/109	<p><u>Governing Body Membership</u></p> <p><u>109.1 Local Authority Governor</u></p> <p>The Clerk confirmed that NYCC had nominated a person for the position of the Local Authority Governor and it was now up to the Governors to decide whether they wished to accept the nomination.</p> <p>The Governors discussed the nomination.</p> <p>DECISION: The Governors accepted the nomination of Susan Metcalfe as the Local Authority Governor and she was invited to join the meeting.</p> <p><u>109.2 Co-opted Governor.</u></p> <p>The Clerk noted that there was one vacancy for a Co-opted Governor. The Governors considered the skills that they would like to add to the Governing body. The Governors noted that there had been an expression of interest and one person had completed a skills audit which demonstrated experience in governance and trustee work as well as in strategic planning. The Governors agreed that he could be invited to the next FGB meeting with a view of co-option.</p> <p><u>109.3 Existing Governors</u></p> <p>The Clerk noted that the only term that is due to expire is that of Mrs Cornforth as a Parent Governor and whose term of office ends on the 31st October. A parent governor election will need to take place to fill the resulting vacancy.</p>	<p>JS</p> <p>LA</p>
G17/110	<p><u>Committee Membership</u></p> <p><u>110.1 Committees</u></p> <p>The Governors agreed the following committees and memberships:</p> <p><u>Finance and Staffing</u>: Miss Armstrong, Mrs Norman, Mrs K Rowe, Mrs Stonehouse & Mrs Arnold.</p> <p><u>Curriculum and Standards</u>: Miss Armstrong, Mr Bagshaw, Mrs K Rowe, Mrs Stonehouse, Mrs Bugby, Mrs Cornforth, Mrs Metcalfe & Ms Jackson.</p> <p><u>Spirituality Group</u>: Rev Evetts-Secker, Mrs Norman, Miss Armstrong, Mrs Bugby, Mrs Cornforth.</p> <p><u>Headteacher Performance Management</u>: Mrs Rowe, Miss Stonehouse, Mrs Norman.</p> <p>The Committees would determine their own Chairs.</p> <p>Membership of ad hoc committees such as the Pupil Disciplinary Committee and Staff Dismissal Committee to be drawn from the Governors on the basis of availability and eligibility.</p> <p><u>110.2 Link Governors</u></p> <p>Child Protection – Mrs Cornforth</p> <p>SEN – Mrs Bugby</p> <p>Pupil Premium – Mrs Rowe</p> <p>E-Safety – Mrs Arnold</p> <p>Foundation Subjects – Mr Bagshaw</p> <p>Subject Leaders – Mrs Arnold</p> <p><u>110.3 Year Groups</u></p> <p>Class 1 – Mrs Cornforth</p> <p>Class 2 – Mrs Stonehouse</p> <p>Class 3 – Mrs Rowe</p> <p>Class 4 – Mrs Metcalfe</p>	

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G17/111	<p><u>Minutes of the meeting of the 12th July 2017 and matters arising.</u></p> <p>The Governors discussed the minutes of the Governing Body meeting held on the 12th July 2017.</p> <p>DECISION: The Governors approved the minutes as a correct and accurate record of the meeting, proposed by SA and seconded by JS. The minutes were signed by the Chair.</p>	
G17/112	<p><u>Matters Arising</u></p> <p>17/86.2 SA will resend a copy of the Annual Schedule of Meetings to Governors.</p> <p>17/89.1 The reward system has not yet been started but is in progress, there are some details still to be worked out such as the number of points needed for each reward and how and when the rewards will be given out.</p> <p>17/89.2 The Headteacher has not yet heard whether the external decoration will be carried out under the MASS, JS will chase this.</p> <p>17/90.2 The impact of the new Spelling and Marking Policy will be discussed at the Curriculum and Standards Committee, it is important that this is done in a way so that the Governors are able to monitor the impact that this has had.</p> <p>17/91.2 The plan is to use cushions to create the reflective spaces however the initial indications are that this could prove to be very expensive. Mrs Bugby will email Mrs Arnold with a list of requirements and this can then be taken to FOLS to explore.</p>	DB/SA
G17/113	<p><u>Report and recommendations of the Finance and Staffing Committee</u></p> <p>There has not been a Finance and Staffing Committee meeting since the last FGB meeting.</p> <p><u>113.1 NYCC</u></p> <p>The Chair has received a response to a complaint had been submitted by the Governors to NYCC. The response is detailed and has admitted that mistakes were made and set out what they feel should happen next but does not give tangible actions or timescales. NYCC has said if they wish to take the complaint to stage two of the process they have 20 days from the 14th to do so. The Governors noted that escalating the complaint would add considerable extra workload on the Governors and is unlikely to result in any significant benefit.</p> <p>The Governors agreed that the Finance and Staffing Committee would consider and write a response to the letter.</p>	Finance and Staffing Committee
G17/114	<p><u>Headteacher's Update (see attached)</u></p> <p>The Headteacher explained that the Report is shorter than usual as it is still early in the term.</p> <p>There are five new children joining the school this term and four pupils have left.</p> <p><u>114.1 Teaching / Staffing</u></p> <p><i>The Governors asked</i> how the teaching will operate in class 3 and 4, the Headteacher explained that she will be teaching on Thursdays and Fridays and has arranged for specialist subject teaching (ie Music) to fill the remaining gaps. The Headteacher confirmed that she is happy with this solution and feels that it should have a positive impact on the education as well as also being slightly better in financial terms.</p> <p>The Governors wished to thank FJ for stepping in to cover the SENCo role.</p> <p><u>114.2 External Support</u></p> <p><i>The Governors asked</i> about the level of external support that the school and Headteacher has received, the Headteacher explained that there has been a lot of support put in but that the advice given was often conflicting. The Governors agreed that going forward that it was important that the Headteacher continued to take advice but also put more trust in on</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p>

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	<p>her own judgement.</p> <p><u>114.3 Engagement</u></p> <p><i>The Governors asked</i> about the attendance at the Working Together evening, the Headteacher explained that there were three parents from Class 3 and six parents from Key Stage 1.</p> <p><i>The Governors asked</i> about the purpose of the science course from the Whitby Adult Learning centre taking place at the school, the Headteacher explained that this had been aimed at supporting parents.</p> <p><u>114.4 Pupil Premium</u></p> <p>The Pupil Premium Report will be put on the school website. The Governors also agreed that the minutes of the Full Governing Body will be placed on the website once they have been approved.</p> <p><u>114.5 FOLS</u></p> <p>The Friends of Lythe School have received a generous grant of £6k towards the minibus appeal – which has now reached £10k. In addition Sirius Minerals have asked for more information before they make a decision. There is a FOLS meeting at the start of October where they will start to look at options for the minibus, MB to look at possible leasing or purchasing options.</p> <p>For fundraising KC will look into the organisation of a Duck Race.</p> <p><u>114.6 Safeguarding</u></p> <p>No items to report.</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p> <p>MB</p> <p>KC</p>
G17/115	<p><u>Curriculum and Standards</u></p> <p>The Curriculum and Standards Committee have not met since the last Full Governing Body meeting.</p>	
G17/116	<p><u>External Reports</u></p> <p>There are no reports at this stage.</p>	
G17/117	<p><u>Spirituality</u></p> <p>The Spirituality Committee has not met since the last Full Governing Body meeting.</p>	
G17/118	<p><u>Governor Training</u></p> <ul style="list-style-type: none"> • Mrs Rowe attended the Headteacher Performance Management Group training. <p>The Governors will consider any NYCC Governor training that is available and also consider whether they would like to commission NYCC training which could take place at the school with other local schools invited to join.</p>	
G17/119	<p><u>Governor Visits and Monitoring</u></p> <p><u>119.1 Governor Visits</u></p> <p>A plan for Governor visits will be devised at the next Curriculum and Standards Committee meeting.</p> <p><u>119.2 Governors Monitoring</u></p> <p>JS and SA have looked at the three year strategic plan and updated a number of sections. The Committees to look at the plan at their next meetings and to update the sections that are relevant to them.</p>	<p>Curriculum and Standards</p>
G17/120	<p><u>Policies</u></p> <p>These will be considered and reviewed at the next Full Governing Body meeting.</p>	

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G17/121	<p><u>Recent Educational Developments</u></p> <p>There is a new edition of the Chair's Handbook available from the NGA – Mrs Stonehouse will look at purchasing a copy.</p>	JS
G17/122	<p><u>Correspondence</u></p> <p>See confidential minutes</p>	
G17/123	<p><u>Date and time of next meeting</u></p> <p><u>FGB Meeting</u> 22nd November 2017 at 5pm</p> <p><u>Committees</u> Finance and Staffing - 5th October 2017 at 1.45pm Curriculum and Standards – 19th October 2017 at 5.15pm Spirituality – 7th November 2017 at 3.15pm</p>	

Meeting closed 7.05pm

Signed.....

Date.....