



	<p>a H&amp;S concern</p> <p>Attendance reward scheme – a small group of governors identified at the last meeting (NH, BP, JL, HT) are to meet and make recommendations to take forward</p> <p>Sharing assessment materials - BP has had a meeting at Sherburn to look at what assessment materials needed to be shared and identified that there was sufficient materials at this time.</p>	NH, BP, JL, HT
8.1015	<p><u>Registers</u></p> <p>RM gave a reminder of the need to complete the Register of Business Interests and Register of Hospitality. LW to circulate a copy of the business register form for governors to complete.</p>	LW
9.10.15	<p><u>Governing Body Update</u></p> <p>RM reported there were no current vacancies. New governors to book onto the induction session. SEN training was discussed; HT reported there is no training course at moment and will follow this up with NYCC. VB will attend the governor leadership forum in Leeds on 21 October. VB has been booked onto the 'chairing the governing board' training run by NYCC in November. There is also chair's training for aspiring governors. HT outlined some future joint school cluster training and will circulate the details.</p>	JL, AM VB HT
10.1015	<p><u>Governance Arrangements</u></p> <p>RM referred to the pre-circulated governance arrangements document which included the scheme of delegation setting out who can take decisions e.g. HT, chair and GB; the standing orders covering how the GB works such as terms of office, voting and other procedural matters. Both sections are identical to last years. Also covered was a code of practice for the GB regarding how governors are expected to behave in their role. A section on skype and virtual attendance was discussed. HT advised there may be certain parts of a meeting which could be attended by skype e.g if there was a decision point. It was agreed to include this section in the document.</p> <p>The arrangements also included a diagram of GB arrangements and planning. This included finance and ad hoc committees in addition to the FGB and the joint strategic development committee (JSDC) with Sherburn school. RM reminded the GB that Luttons shares the HT with Sherburn school and both schools set HT objectives. The joint policy review group was discussed and whether this could sit under the JSDC. The GB considered having a quorum of 2 governors per school on the policy group in future and including an approach to policies in the governance arrangements document. This was agreed. The JPRG have been asked to prepare terms of reference for their meeting which will be approved by both GBs. HT will get all policies on the system for review by half term and the JPRG will review them as per the Policy Review Schedule. RM will update the arrangements document to reflect this. The example TOR for the JSDC were noted and RM noted these may change as still be agreed with Sherburn.</p> <p>RM referred to document of schedule of meetings with FGB dates and committees with a planning meeting in the half term. The schedule also includes key items to be covered. This was noted.</p> <p>Link governor roles were considered. RM reminded governors of the role of the link governor and pointed them to the guidelines for the link role and a protocol covering what is expected. Areas of responsibility were based on last year's arrangements with proposals where there were vacancies. Governors are to review the proposals and raise any issue with RM. The document also includes a visit schedule. RM to make changes to the schedule regarding the timing of BP's visits.</p>	HT RM  ALL



	<p>When the first comparison was carried out in 2013, North Yorks was under the national average; in 2014 and 2015 the area is now in line with national figures.</p> <p><b>Q VB - is this North Yorks wide and how does Luttons compare? A For the LA there is a gap between SEN and this has widened by 1%; FSM is the same; however this is not typical of this school where vulnerable groups do as well as non-vulnerable pupils.</b></p> <p>HT covered early year's outcomes.</p> <p><b>Q RM - which years is this for? A 4 and 5 yr olds before statutory school age.</b></p> <p><b>Q VB – do Ofsted look at this age group ? A yes ofsted look at this</b></p> <p><b>Priorities for North Yorkshire include working with the EY leads and EYIP. The North Yorks strapline is 'every school good or outstanding'.</b></p> <p>HT covered phonics. The LA is not doing as well as national figures, but the school is bucking the LA trend again.</p> <p>KS1 results show schools outperforming national results in North Yorks. The LA is looking to be above national for reading and maths in 2015 and to be improving faster than national.</p> <p>KS2 data shows reading, writing and maths in North Yorks are just below national figures.</p> <p><b>Q BP - what was Luttons score for English? HT to clarify</b></p> <p><b>LA KS2 level 4+ data shows writing and reading up and maths down against national rank.</b></p> <p><b>The GB noted there was a need to show how the school is not typical of North Yorks schools and how it is doing in comparison with whole county.</b></p> <p><b>Q RH - how do we show that the one child who had to move sideways and did not take this year's tests is improving? A Progress is tracked against other criteria and the improvement is clear.</b></p> <p>GB thanked HT for the report and noted it was interesting to see the North Yorks and national picture and where the school data sits within that.</p>	HT
14.1015	<p><u>Strategic Direction – update 2015/16</u></p> <p>RM referred to a diagram circulated to governors which updates last years strategic direction and gave an overview of the diagram and how governors could use it. Shows the approach the school is using in key areas. RM noted the change to aim for 'good performance' to 'move to outstanding'. This is a big difference in approach. The GB noted they believed the school can achieve 'outstanding' over time. Governors can drill down in to any of the areas of the diagram if interested in a particular area.</p> <p><b>Q BP is there a 3 and 4 year olds priority and early years? A a letter has been drafted to go out regarding the 2 year old position</b></p> <p><b>Q RH do we know the costs? A HT advised will not be profit making. There has been a change in government policy since the elections and the school has to cost out the implications of 2 and 3 year old provision in view of this</b></p> <p>GB discussed how the school could attract more families if offering more provision.</p> <p><b>Q What about the resources needed for this provision as there are a range of considerations regarding the younger age groups? A there will be a forum for more discussion on this topic.</b></p>	
15.1015	<p><u>School Development Plan and School Evaluation Framework</u></p> <p>RM referred to the pre-circulated documents and asked governors to ensure they familiarise themselves with the SDP and SEF. HT advised each term she adds in progress made against the plan.</p> <p>The SEF checks that the plan is being implemented and provides an assessment of how well the school is doing against the plan.</p> <p>The documents, together with strategic direction diagram, are a good set of strategic information for the GB to be aware of.</p>	

16.1015	<p><u>Policy Review</u> RM referred to the schedule of policy review which shows all of the policies that need to be reviewed. It was agreed that the schedule be adopted. This will be referred to the policy review group for implementation.</p> <p>The following policies were considered: <u>Health and Safety</u> – no changes made and HT recommended the policy for approval; <u>Pay</u> – every year there is a new pay policy; there are no major alterations in it and the criteria is the same as last year. Q does the finance committee make recommendations to the FGB for any pay changes? A yes. <u>Child protection</u> – all governors have done training. The policy is based on the NYCC template. Proposed by RH and seconded by BP that the three policies be approved. Unanimous agreement.</p>	
17.1015	<p><u>Governor Training</u> Prevent – all governors who have done the training were asked to ensure the school has a copy of their certificate. The remainder were reminded that they were required to undertake the on-line training. Safeguarding – there was a reminder to any governors who had not undertaken the online training to do so and to let the school have a copy of their certificate. The link is to be shared with governors upon request. Training Records – RM gave a reminder about the training record and the need to print certificates as a record, especially if doing the online training</p>	HT
18.1015	<p><u>Permission for alcohol consumption in school</u> There was a discussion about whether the GB could agree to the quiz group for over 18s to have alcohol on school premises. Permission was agreed for this group, but it was agreed that no overall change would be made to the school policy regarding the consumption of alcohol.</p>	
19.1015	<p><u>Finance update</u> BP referred to the pre-circulated report. The school budget is showing a good position overall. The committee is looking at reducing 2 per term meetings to 1 meeting. BP referred to p3 and the c/f figure of £70k. This is a significant amount for the school and the committee is considering options for spend. The committee proposes that some of this money be moved into capital and used to make improvements in line with school priorities, the school condition survey and school development plan. The GB agreed in principal to move the money to capital and that the committee will bring back proposals for investment for approval by the FGB including a five year plan for future spending of capital funds.</p> <p>The committee has also reviewed the business continuity plan. BP has considered the NYCC school emergency response guide which includes some business continuity information and RM / BP are to draft something for the school based on this. RH is to do some training on emergency response. The location for the folder of business continuity / emergency information needs to be considered. A further update on the plan will be given once a final draft is available.</p>	F&R cmttee  BP/RM
20.1015	<p><u>Governing body meetings and planned business 2015/16</u> The next FGB meeting will be held on 8<sup>th</sup> February 2016.</p> <p>RM thanked Andrew and Nigel for attending the meeting and said that the GB would be in touch regarding the associate governor positions after considering its governance arrangements. AW and NC left the meeting.</p> <p>RM advised the GB of the three expressions of interest received from people</p>	

	<p>wishing to be considered as associate governors and there was a discussion regarding in particular the skills and experience each individual could bring to the school.</p> <p>Q Is there a limit on the number of governors the school can have. A there is a limit on the number of governor positions to 9 in line with the instrument of governance. There is no limit on the number of associates.</p> <p>Q How can the associates be used? A in an advisory role, but not decision making as no voting rights</p> <p>The GB agreed that the three candidates be asked to submit a short statement outlining why they wanted to be a governor at Luttons School and noted that they were looking forward to meeting them again.</p> <p>RM closed the meeting.</p>	VB
--	---	----

### 2015/2016 Luttons School Full Governing Body Attendance

Gov Type	Name	12 Oct 15	8 Feb 16	13 Jun 16
Head	Alison Stephenson	Y		
Parent	Nicole Hingley	Y		
Parent	Amy Williams	A (cons)		
Parent	Jenna Lahiff	Y		
Co opted	Andy Bowden	Y		
Co opted	Richard Hazelrigg	Y		
Staff	Allyson Milton	Y		
LA/Co opted	Rachel Macdonald	Y		
LA	Barbara Pavey	Y		
Associate	Val Bottomley	Y		