



**Langtree Community School Governing Body
Governors' Meeting: Thursday 06 December 2018 3.30pm in School**

| Agenda Ref | Action or Decision | Decision | Date |
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| 2018/19/14 | Apologies for Approved Absence and to Confirm the Meeting is Quorate; Governors present and to declare any interests | | |
| 14.1 | Approved Absence: Two governors had submitted apologies for being unable to attend: Mrs French is at a Parents' Evening for Bideford School; Mrs Lewis has work commitments. Both absences were sanctioned. | | |
| 14.2 | Governors present: Mrs Taylor-Coleman, Miss Melody, Mr Smale, Rev Warren, Mrs Lee, Mrs French, Mrs Blundell, Mrs Lee, Mrs Furness. The meeting was declared to be quorate. | | |
| 14.3 | Declaration of Interests: none declared in any Agenda item listed. | | |
| 15/2018/19 | **To streamline Minute approval and matters arising reports or queries, all Minutes had been made available via 'DropBox' for governors to read ahead of the meeting** To Agree Minutes, and deal with matters arising: | | |
| 15.1 | Minutes of the Governing Body Meeting: 13 September 2018 Arising: the draft Minutes were approved and proposed to be an accurate record of the meeting; signed by the Chair. | Decision: Minutes agreed and signed. | |
| 15(b)/2018/19 | To agree written Minutes of the Resources Committee, met 28 September and 16 November 2018 | | |
| 15(b)1 | The draft Minutes were approved and proposed to be an accurate record of the meeting; signed by the Chair. | As above | |
| 15(c)/2018/19 | To agree written Minutes of the Monitoring Committee, met 27 September 2018 | | |
| 15(c).1 | Draft Minutes approved and proposed to be an accurate record of the meeting; signed by the Chair. | As above | |
| 15(d)2018/19 | To agree written Minutes of the Curriculum Committee, met 02 October and 06 November 2018 | | |
| 15(d).1 | Draft Minutes for both Committee meetings were considered and proposed to be an accurate record of the meeting; signed by the Chair. Mrs Taylor-Coleman asked if the 'Code of Conduct' would be circulated to all staff when Mr Smale said it would be in the Spring Term. Miss Melody reminded governors that a safeguarding e-mail contact needed to be used in the document and it was proposed and agreed that this should be the main school 'admin@' address to protect distribution of any governor's, or member of staff's, contact details. | 'Code of Conduct' to be distributed to all staff: Spring Term 2019. | |
| 15(e) 2018/19 | To agree written Minutes of the Pay and Performance Committee met 18 September 2018, and 06 December 2018 (verbal report by the Chair) | | |
| 15(e).1 | Mrs Taylor-Coleman verbally reported the recommendations agreed at the meeting which had taken place this afternoon: the Staffing Structure for January 2019 had been discussed and agreed; support staff salaries had been discussed and salary changes, in line with increased responsibilities and changes to job roles, agreed. She proposed that the written Minutes | Draft written Minutes to FGB meeting on 17 January 2019 for formal | |

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| | are brought forward to the next meeting for formal approval, and this was unanimously agreed (seconded by Rev Warren). | approval. | |
| 16/2018/19 | To Consider Correspondence All items considered except where starred, and further discussed. | | |
| 16.1 | <p>1. Invitation and information: ScoMis Live 2019 event</p> <p>2. Training: LDP Babcock 'Governance Masterclass 02 March 2019</p> <p>3. Joint Union Advice on Teachers' Pay ⁽¹⁾</p> <p>4. Action for Children: access to support via Childrens' Centres: contact details.</p> <p>5. DCC Children in Care, including services available and how to access. ⁽²⁾</p> <p>⁽¹⁾Advice considered: Miss Melody proposed that uplift percentages are applied to all salary points, in line with financial advice (unanimously agreed).</p> <p>⁽²⁾ Noted for future Headteacher reference as the school currently have no Children in Care on roll.</p> | | |
| 17/18/19 | Business Brought forward by the Chair | | |
| 17.1 | The Chair confirmed she had no items for consideration. | | |
| 18/18/19 | To Confirm Term Dates: Academic Year 2019/20 | | |
| 18.1 | The draft dates were considered and the possibility of the school closing for Great Torrington Mayfair celebrations at the beginning of May discussed. Governors agreed that closure of Langtree School on this day was not appropriate as it only directly affects families who live in Torrington, and those who do, only sometimes request a half-day out of school to attend the traditional celebrations. She proposed the dates to be correct, and for them to be distributed to families for future reference and planning (unanimously agreed). | | |
| 19/18/19 | Update of Governor Visits | | |
| 19.1/18/19 | Visits for the first half of the Spring Term were agreed: Mrs Blundell and Mrs Furness are able to visit on 21 January during the morning to look at Maths | Gov visits: 21/01/19: Mrs Blundell & Mrs Furness | |
| 20/18/19 | To Approve Attendance Targets for Current Academic Year | | |
| 20.1 | Attendance targets for previous academic years, and influencing factors, were discussed especially relevance in a primary setting eg outbreaks of common childhood illnesses such as Chickenpox which can necessitate a couple of weeks out of school (albeit authorised 'illness' absence). Accordingly, Mrs Taylor-Coleman proposed an attendance target of 96.2% for the academic year 208-19, and this was unanimously agreed (seconded: Mrs Lee). | | |
| 21/2018/19 | Safeguarding Audit: Report to Governrnors | | |
| 21.1 | Mr Smale explained that the Audit had been completed, with a short Action Plan prepared taking into account transgender and LGB considerations, and networking for training. The DSGLead should have Level 3 training and he confirmed that this was something he had completed. | | |
| 22/2018/19 | To Consider the Joint Headteachers' Report | | |
| 22.1 | Governors had had the opportunity to read the Report ahead of the meeting, and raised no questions. Mrs Taylor-Coleman said it is a good way to keep pace with everything that happens in school on a day-to-day basis (and see how busy it is!). Rev Warren appreciated the closing | | |

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| | message from Miss Melody. Mrs Taylor-Coleman presented Miss Melody with gifts from the governing body on her retirement. She gave a short presentation of thanks, highlighting the positive and privileged position in which she was leaving the school, ready for Mr Smale to step into place. | | |
| 23/2018/19 | To Confirm the date for the next Full Governing Body Meeting | | |
| 23.1 | The next meeting will be held on Thursday 17 January 2019 at 3.30pm in school. Committee meeting dates for the Spring Term will be arranged at that meeting. | | |
| 24/2018/19 | To confirm dates for the next Committee Meetings | | |
| 24.1/18/19 | See Agenda item (23) above. | | |
| | Meeting closed at 6.10pm | | |

| Governor Training | | |
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| Date | Provider and content | Participants |
| 23/07/17 | LDP Babcock: New Governor Training | Mrs K French |
| 16 March 2017 | LDP Babcock: School Attendance Workshop | Rev Warren |
| 02 March 2017 | LDP Babcock: New Governor Training | Kate Blundell |
| 03 March 2017 | Miss Melody: new governor/safeguarding governor responsibilities | Kate Blundell |
| 07 Feb 2017 | Better Governor webinar: Competency Framework for Governors: introduction to the framework | Miss Melody Rev Warren Mrs Taylor-Coleman Mrs Heard |
| | BetterGovernor webinar: Raise OnLine | Rev Warren |