

Leavening Community Primary School
A Local Governing Body Meeting was held on
11th December 2019 at school

DRAFT Minutes

Present	James Robinson (JR) Neil Audsley (NA) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT) David Griffin (DG)	Chair – Parent Governor Co-opted Governor Head Staff Governor Co-opted Governor Parent Governor Co-opted Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	Susie Kemp (SK)	Parent Governor
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.1219	Welcome and introductions JR opened the meeting and welcomed DG who was attending to see the business of the Governing Body with a view to potentially expressing an interest in the current vacancy. JR gave a reminder of the core functions of the GB.	
2.1219	Apologies Apologies were received from SK; consented.	
3.1219	Declaration of interests JR gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.1219	Confidentiality JR gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. It was agreed to highlight any matters at point of discussion.	
5.1219	Urgent Other Business None raised.	
6.1219	Minutes The minutes of the FGB meeting held in September 2019 were agreed and were signed.	
7.1219	Matters Arising The majority of actions are to be covered in the review of Ofsted item.	
8.1219	GB Update Committee arrangements for HT performance and Complaints were reviewed and it was agreed that they would continue with no changes. JR gave a reminder of the need for governors to identify any training needs and to book training via the school office.	
9.1219	Ofsted review Governors had received for reading in advance of the meeting, a copy of the Ofsted report and a letter to parents. SM advised that communications to parents was being developed so that the Ofsted recommendations were meaningful and it was clear what the next steps would be. Many of the	

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	<p>recommendations were already in development in the school and some only required quick fixes. SM reported that feedback from 2 meetings held with parents and attended by governors had been positive and the documents produced were useful. Meetings have also been held with all staff.</p> <p>A draft school action plan for 2019/20 in response to the report was shared and SM advised that this is to be developed further with governors. It has been shaped to date from the recent HT performance appraisal meeting and meetings with the SIA, and is a culmination of a number of discussions since the inspection.</p> <p>None of the actions are new, they were all covered in the SDP. SM went through the actions in detail. It was noted that the judgment in relation to the quality of teaching and learning was largely based on one of two classes and many things will improve with the forthcoming staffing changes.</p> <p>Q If the report was based on 50% of the school via 1 class – was it queried if this was just based on one ‘off day’? A It was based on book scrutiny as well as other evidence; this is why book scrutiny during governor visits is very important.</p> <p>SM noted that each action is set out with specific success criteria, resources, costs, monitoring, milestones and outcomes. The identification of milestones will help governors with the job of performance monitoring against the plan and holding the school to account.</p> <p>Q Can critical meetings can be scheduled to coincide with the milestones? A Yes. DS/SM to ensure meetings take place at suitable times.</p> <p>The role of link governors was discussed. Q. Can we have a pictorial representation of the curriculum A Yes this is being developed for one term and will be done longer term too. It was agreed that this would be useful so governors can see how it develops, understand the links between core and foundation subjects and the sequencing for start and end points.</p> <p>Governors agreed that a detailed review of the progress against action plan can be done via curriculum & tracking committee (CTC) meetings. The FGB will monitor progress against the key milestones.</p> <p>Q when is the next Ofsted? A SM advised that the next Ofsted inspection will be in 3 years with a monitoring visits in 18 months to review progress against the action plan.</p> <p>Overall, governors agreed that there were a lot of positives already since the inspection – plans are in place and there are due to be staff changes. SM reported that the aim is to have one subject being taught with the right approaches by mid-February. It was agreed that a curriculum and tracking meeting be held on 11th February at 9am to review progress, to include book review and other evidence.</p>	<p></p> <p>DS/SM</p> <p>CTC FGB</p> <p>CTC</p>
10.1219	<p>Safeguarding Update The circulated Early Years Safeguarding self-assessment was noted. The Safeguarding Annual Report was noted. SM is not aware of any issues and both reports have been checked with staff voice.</p> <p>SM left the meeting at this point.</p>	

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11.1219	<p>Policies</p> <p>The draft letter to parents circulated on the personal, social and health education (PSHE) programme was noted.</p> <p>The following pre-circulated policies were approved. They were based on standard templates and were no major issues or changes.</p> <ul style="list-style-type: none"> • Educational visits policy • Induction policy • Leave policy • Model complaints procedure • Model policy for managing serial and unreasonable complaints <p>Complaint handling was discussed. There are no current complaints. LP reported that she is doing training and SM has done complaints training. Governors were reminded about relevant training. NA/DS will continue to take the lead on complaints.</p>	DS/NA
12.1219	<p>Governor monitoring</p> <p>LT reported on the circulated presentations from recent governor sessions at Terrington/Foston. It was noted that it is useful to see practice in other schools and talk to other governors/ NA/JR/LT are to attend any future sessions.</p> <p>As this is a small school the GB agreed the need to take a pragmatic approach to the schedule of governor visits to not overburden the staff. DS will carry out a visit prior to the next CTC meeting – date to be agreed with LP and JM (on her return to work).</p>	NA/JR/LT DS/LP
13.1219	<p>Budget</p> <p>LP reported that there is no change to the last reported budget monitoring forecast.</p>	
14.1219	<p>Staffing</p> <p>JM has returned to work following keeping in touch days and training and has made a positive start.</p> <p>The temporary teacher leaves at the end of term and there will be some handover time with JM.</p> <p>Other starters and leavers were noted.</p> <p>The need to ensure CPD was available was noted as being important.</p> <p>Q Can we do a staff survey to check staff voice? A It was agreed that this would be useful to capture positive news – will be optional to complete. LP to lead on this.</p>	LP
15.1219	<p>Premises health & safety</p> <p>NA has carried out a H&S visit. There is debris and standing water on the roof which needs to be investigated further and a number of minor issues were found. NA is compiling a list of concerns with photographic evidence to pass to SK to progress.</p> <p>Q Can we list all tasks to be done and how they can be addressed? A This is to be done and reviewed at the next meeting. It was noted that the school could look at the use of community volunteers but there would need to be assurance that they were qualified to carry out works safely.</p> <p>Q Is there a separate maintenance contract? A Yes – the school is to look at how more can be progressed through the contract.</p>	NA/SK
16.1219	<p>Clerk Update</p> <p>Nothing to report</p>	

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17.1219	Correspondence Nothing to report	
18.1219	Other Business DG expressed an interest in the vacant co-opted governor position on the GB. All agreed by show of hands that DG be co-opted onto the GB. LW to send out new governor information and DG to contact SK regarding doing a DBS check and creating a school email account.	LW/DG/SK
19.1219	How GB decisions have impacted on pupil progress Action plans developed as a result of Ofsted with early development led by governors/SM/SIA Clear monitoring and review arrangements to support and challenge progress Good cohesive arrangements to monitor and set standards which don't impact on staff welfare	
20.1219	Date of next meeting FGB – 15 th January, 4 th March 2020 – meetings to start at 5pm in future CTC – 11 th February 2020, 9am	
21.1219	Close JR closed the meeting.	

Signed

Dated