

**Leavening Community Primary School**  
**A Full Governing Body Meeting was held on**  
**15<sup>th</sup> January 2020 at school**

**DRAFT Minutes**

<b>Present</b>	James Robinson (JR) Neil Audsley (NA) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT) Susie Kemp (SK)	Chair – Parent Governor (from item 6) Co-opted Governor Head Staff Governor Co-opted Governor Parent Governor Parent Governor
<b>In attendance</b>	Laura Waites (LW)	NYCC Clerk
Apologies	David Griffin (DG)	Co-opted Governor
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.0120	<b>Welcome and introductions</b> NA opened the meeting and gave a reminder of the core functions of the GB.	
2.0120	<b>Apologies</b> Apologies were received from DG; consented.	
3.0120	<b>Declaration of interests</b> NA gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0120	<b>Confidentiality</b> NA 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.	
5.0120	<b>Urgent Other Business</b> None raised.	
6.0120	<b>Minutes</b> JR joined the meeting and took the chair. The minutes of the FGB meeting held in December 2019 were agreed and were signed.	
7.0120	<b>Matters Arising</b> 14.1219 – discussed action for LP on staff voice and how this could be done. Agreed to do a follow up with pupil, staff and parent survey using the Ofsted format in the summer term.	
8.0120	<b>GB Update</b> Vacancies - LA governor – check with NYCC if any suitable candidates are available. All governors to think whether they know of any candidates who could be put forward. Co-opted governor – review in September; possible look at Y6 parents Parent governor – review numbers on IOG in new school year in September  Training and skills – It was agreed to carry out a review and skills audit to inform decisions on above vacancies and any governor training needs at the end of Summer term FGB meeting.	All

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	<p>LP has attended a course on dealing with difficult conversations. Will consider if any further complaints training is required.</p> <p>Website – updates have been done. SM to check content against checklist.</p>	
9.0120	<p><b>Head teacher Report</b>  Agreed to amalgamate items 9 and 10 and cover as HT report. SM referred to the circulated HT report, covered the main headlines and responded to governor questions.</p> <p><b>Q Is there an example of what the school is most pleased with in the response to the actions put together for the Ofsted report?</b>  <b>A Parental response has been good. All parents communicated in some way, meetings, email etc. Gained 2 new pupils as well so Ofsted is not an issue.</b></p> <p>SM received good feedback when showing new parents around. Staff attitude has been very positive and there are no issues. The Ofsted action plan is nothing different to what was planned or already in place through the SDP. There has been an improvement in learning attitudes in Y1/Y2 following new staffing arrangements and investment in new learning experiences. Ofsted showed there was work to do in Reception, Y1 and Y2 and this is well on the way to being addressed.</p> <p><b>Q Where is resource taken from?</b>  <b>A Nursery – one pupil is not attending F-T so there are some surplus staff hours that can be used.</b></p> <p>There are 15 pupils in the nursery and 4 new ones. The nursery is proving to be a real strength to the school.</p> <p><b>Q Have you seen differences in any other classes?</b>  <b>A Reading for pleasure – this year’s topic is media makers. Engagement is much improved and the children are enjoying the sessions. Teachers have more autonomy to choose texts that they know will appeal to their class and are more proactively involved in making this successful.</b></p> <p>In many education forums the message is coming out that there are a number of consistent themes from Ofsted reviews and the school is already addressing these.</p> <p><b>Q Is Dawn Kimber a new adviser? A No, she is the early years advisor.</b></p> <p>There were no further questions on the HT report.</p>	
10.0120	<p><b>Safeguarding Update</b>  Nothing to update on safeguarding since the last meeting.  LA advice regarding the safeguarding audit is that it will need to be developed for this year and if there are few actions / things to change it can be rolled over to next year.  There are no actions for the safeguarding governor (NA) apart from regular meetings with SM regarding any instances of bullying or other matters that arise. NA does come into school regularly to discuss any matters.</p>	
11.0120	<p><b>Policies</b>  SM referred to circulated policies which governors discussed.</p> <p>Homework policy –Reading for fun homework worksheets were discussed and guidelines on recommended books. SM confirmed it is optional for parents to buy the books.</p> <p><b>Q Did all children do the homework last time?</b>  <b>A No. So now saying it is not optional to do the worksheets.</b></p> <p>Spelling, reading and calculations worksheets homework is to be compulsory in the policy and parents can check the website for details. The school will send worksheets out in intervals.</p> <p>LP noted that every child has a home learning journal in their books e.g. need to be fluent with the times table by year 4 and this will be tested</p>	

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	<p>There was a discussion about whether there were clear expectations for children and parents on what they were expected to know and do. The children need to refer to their book notes and there needs to be a constant reinforcement of the skills.</p> <p><b>Q Do pupils have somewhere where they write down the week's homework?</b>  <b>A There is a record log in their books</b></p> <p>Governors discussed how the homework is reviewed if it isn't marked as parents couldn't tell if it was being looked at. It was noted that in future there will be a homework gallery. Children will be asked to bring their homework books in on certain dates and stickers/stamps / certificates can be used for feedback. Governors noted that it was useful to review an example book as it facilitated the discussion well.</p> <p>The policy was approved with the above comments.</p>	
12.0120	<p><b>Governor monitoring</b></p> <p>There is a CTC meeting on 11 February to discuss curriculum design and how it is being developed</p> <p>DS is meeting with SM/LP to look at best practice</p> <p>LT has been into school to discuss early years monitoring</p> <p>SM gave a reminder to do governor visit forms for each visit for the file.</p> <p>Governors discussed how many monitoring visits should be carried out per term and agreed that a monitoring calendar be developed. This will be discussed in more detail at the CTC meeting.</p> <p>It was noted that it is important that there is governor involvement in curriculum development and a session will be done on this to help governors understand the process.</p>	<p>DS</p> <p>ALL</p>
13.0120	<p><b>Committee Updates</b></p> <p>No committee meetings since the last meeting</p>	
14.0120	<p><b>Premises health &amp; safety</b></p> <p>The list of all tasks to be done as a result of NA's visual inspection has been sent to SK. The school has a low level MAS contract with the LA and SK has arranged for an NYCC maintenance surveyor to visit the school to review what can be addressed within the contract. Work to the flat roof is covered and can be scheduled for Summer 2021. The school is looking at the cost of higher levels of the MAS contract and SK will send a list of what tasks are covered / not covered to NA for further review of alternative solutions.</p> <p>Governors discussed the condition of the road outside the school; potholes are an issue and the yellow road markings need repainting. These matters are to be reported to NYCC.</p> <p>Potential community funding available from new housing development was discussed and if any would be available for the play park.</p> <p><b>DS asked about H&amp;S issues in the early years advisor report relating to the equipment</b> – it was noted that it was a while since the outside area had been visited and there is a need to have it cleared up at the end of the day. SM reported that all equipment has been reviewed and cleaned.</p>	<p>NA/SK</p> <p>ALL</p>
15.0120	<p><b>Correspondence</b></p> <p>Nothing to report</p>	
16.0120	<p><b>Budget</b></p> <p>SM advised that the school needs to submit a start budget to the LA in March 2020. FR (Bursar) has done 2 versions for consideration. There are not many things that can be changed in the budget apart from the CPD budget/learning resources as governors agreed not to make staff changes until September. Fixed term contracts can also be reviewed. In both options, the CPD budget is cut by £2k and learning resources by £4k. £9,5k from sports premium is put</p>	

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	<p>into the main budget for staff teaching PE (c£7.75k is left in the sports premium budget for swimming lessons etc).</p> <p>Q Where is the £16k sports premium shown in income – is it in the income section? It can't be added in again as would be double counting. A SM to check with FR</p> <p>Option 1 – shows 1 F-T TA for three SEN children in September and a -£5k deficit Option 2 – shows 1.5 F-T TA and a -£10k deficit</p> <p>Both scenarios show a budget deficit and the LA will need a clear plan on how the school will pay back the deficit in the next three years. The main difference between the two options is support staff.</p> <p>Q How is wrap around care income / expenditure shown as this is a strength. The nursery is also important. Both are positive 'pull factors' for the school. A To query with FR</p> <p>Governors discussed the options and noted the school needs the level of staff if has. FR in next in school on 4<sup>th</sup> February (12-4pm) and it agreed to hold a finance meeting at 2.15pm. Will look at the sports premium, wrap around care and nursery budgets and also whether pricing can be increased for these, lunchtime care and school meals. A detailed budget will be circulated to all governors before the meeting. The FGB meeting on 4<sup>th</sup> March will include a budget item.</p>	<p>SM</p> <p>SM</p> <p>SM</p>
17.0120	<p><b>Other Business</b> None raised</p>	
18.0120	<p><b>How GB decisions have impacted on pupil progress</b> Financial probity through further detailed review of the budget options Ensuring pupil welfare and needs are key considerations of spending plans Positive behaviour of children noted by audiences at the school play</p>	
19.0120	<p><b>Date of next meeting</b> FGB – 4<sup>th</sup> March 2020 – meetings to start at 5pm in future, for staff wellbeing. Finance – 4<sup>th</sup> February 2020, 2.15pm CTC – 11<sup>th</sup> February 2020, 9am</p>	
20.0120	<p><b>Close</b> JR closed the meeting.</p>	

Signed

Dated