



Leavening Community Primary School Governing Body

Minutes 19th September 2018 at 6.15pm

Present:	Chair	James Robinson (JR) Neil Audsley (NA) Rebecca England (RE) Sian Mitchell (SM) David Sharpe (DS) Louise Tolhurst (LT)	Parent Governor Co-opted Governor (VC) Parent Governor (VC) Headteacher Co-opted Governor Parent Governor
In attendance:	Clerk	Laura Waites (LW)	
Apologies:		Louise Peers (LP) Simon Cansick (SC) Carolyn Childs (CC)	Staff Governor Parent Governor LA Governor
Vacancies:		1 x parent, 1 x co-opted positions	

Minutes	Details	Action
1.0918	<p><u>Appointment of Chair /Vice Chair</u> JR welcomed all to the meeting including LT who has been appointed to one of the vacant parent governor positions. JR was confirmed as Chair as per last meeting (27.6.18). RE/NA were asked if they were happy to continue in a joint vice chair role which they confirmed. A vote by show of hands was taken and the appointments were approved unanimously. RE's term of office as parent governor is due to finish on 30th September 2018. JR stressed the importance of retaining skills and experience on the governing body. RE is happy to continue with the governing body and governors agreed that RE be co-opted pending the results of the school's next parent governor appointment process to fill the vacant parent position.</p> <p><u>Decisions:</u> Chair of Governors – JR; Vice Chair of Governors RE/NA; RE appointed as Co-opted Governor from 1 October 2018</p> <p><u>Actions:</u> SM to undertake process to fill 1 x parent governor vacancy</p>	SM
2.0918	<p><u>Apologies for absence</u> Apologies were reported for CC, SC and LP together with reasons for absence; consented. HT noted that SC is the second new parent governor, taking up the position vacated by AO who stepped down in July 2018. LP is the new staff governor, taking up the position vacated by NF. Other changes to the governing body were that PW and LH had stepped down at the end of the last academic year as co-opted governors and ARA in September 2018.</p>	
3.0918	<p><u>Declarations of interest</u> JR gave a reminder about the need to declare any interests: none were reported.</p>	
4.0918	<p><u>Confidential items</u> JR gave a reminder of the need for confidentiality. It was agreed that any confidential items to be excluded from the public minutes be highlighted at point of discussion.</p>	
5.0918	<p><u>Minutes of the Last Meeting (27.6.18)</u> The minutes of the last meeting held on 27 June 2018 were approved as a correct record with the additional comments made by the HT and signed by the Chair.</p> <p><u>Decisions:</u> Minutes of 27/06/18 approved for publication</p>	

	<p><u>Actions:</u> LW to send a PDF version of the minutes to the School Administrator for publication. File signed hard copy minutes in new 2018/19 GB folder</p>	LW LW
6.0918	<p><u>Actions from the minutes</u> All outstanding actions are to be covered in the HT report in item 9.</p>	
7.0918	<p><u>Standing Orders and Register of Interest</u> LW reported that an updated version of the Standing Orders for the Governing Body had been circulated with the meeting papers, these included as an appendix, a code of conduct for all governors to sign up to. It was agreed that the Standing Orders be approved. Governors will consider the code of conduct and sign it at the next meeting. JR asked that an early draft copy of the minutes be made available to the HT/Chair at the end of the week where possible. LW circulated register of interest forms for all each governor to complete.</p> <p><u>Decisions:</u> The Standing Orders dated September 2018 were approved. The appendix relating to the code of conduct will be signed at the next meeting</p> <p><u>Actions:</u> LW to provide a hard copy version of the code of conduct for governors to sign at the next meeting. File signed registers of interest in new 2018/19 GB folder</p>	LW LW LW
8.0918	<p><u>Governing Body Update</u> JR noted the change of governor role agreed for RE and the recent resignations reported earlier in the meeting. This means that there are now two vacancies on the governing body – 1 x parent governor and 1 x co-opted governor. All governors were asked to consider anyone who could be approached to fill the co-opted governor role.</p> <p>The school website is to be updated with minutes from last year's meetings; a revised GB structure will be added and all new governors are to provide pen portrait details.</p> <p>The new parent governors are to undertake introduction to governance training which can be booked through the school office. HT reported that LP will be doing complaints training. JR has attended chair of governor training. LW reminded all governors to undertake the online safeguarding training (a link has been provided by recent email) and was asked to check how often this needs to be refreshed if already completed last year.</p> <p><u>Actions:</u> ALL to consider potential candidates who could be co-opted LP to attend complaints training LT and SC to attend introduction to governance training ALL to complete online safeguarding training LW to check timescales for refresh of the online safeguarding training Provide pen portraits for the website</p>	ALL LP LT/SC ALL LW LP, LT, SC
9.0918	<p><u>Head teacher's Report</u> HT reported on the HT report and SDP as one item. JR asked governors to take five minutes to re-read the pre-circulated documents; hard copies were provided where required.</p> <p>JR gave a reminder about the need for confidentiality, particularly to parent governors, as given the school's small cohort it may be possible to identify individual children despite data being anonymously reported. Governors were asked not to share information outside of meetings. The role of governors and the need to be familiar with the code of conduct was stressed. RE asked for clarification about the process for dealing with issues raised by</p>	

parents as sometimes the role of parent and parent governor line can blur. It was agreed that if the matter doesn't need to come to the governing body, it should be directed to the school; governors should signpost parents to the class teacher in the first instance and then to the HT in the next instance, or governors should speak to the Chair first if they need to clarify how certain matters should be dealt with. It is also important to encourage engagement with the GB as well and whilst governors should show an interest in school issues it was important that they were clear of the process to be used to deal with them.

The HT responded to the following questions from governors on her report:

Q Is it the SATs results that are shown at the end of the report?

A Yes, that is the KS2 test results and SATs.

HT reported that she had been asked by NYCC why there was such a difference in the end of phase assessments in EYFS, Year 1 phonics screening, end of KS1 and end of KS2 compared to last year and if this was due to an error in data input. The data this year has significantly declined. The HT reviewed the data input but found it to be accurate which indicates a decline in pupil outcomes this year and the results are disappointing but as HT was not at the school last academic year, she was not involved in monitoring and scrutiny.

Q. How can the GB address this if they are not in the classroom?

A Governors were involved in tracking committee meetings, what questions were being asked there?

JR noted that RR had warned the GB not to expect good results but that all efforts were being made by the school regarding pupil progress and that the school improvement advisor had commented that the school was operating in difficult circumstances.

The GB discussed the monitoring of pupil progress during the tracking meetings and what level of scrutiny and questioning had been applied. It was acknowledged that there is a need for the GB to ask more pertinent questions.

Q. Does the HT see what the school needs to focus on moving forward?

A. The discrepancy between predications and attainment last year needs to be resolved. Now that the HT is back in place, she will oversee the operational level to ensure more rigour.

The GB noted that with the HT back in a permanent role, it is anticipated that progress rates will improve.

HT described the formula used for predications of expected standards. The targets set in 2017 had been amended in 2017/18 to be less aspirational than the original target, therefore it was a surprise to see the results that were achieved overall in July 2018, on HT's return. Looking at individual results however there is a better picture – in reading and writing, 81% met expected, it is just in maths where the results were particularly poor. The maths result brought the overall average down. However, HT noted, the maths score was on one day and things happen on the day which cannot be predicted such as an able child being ill and not giving their peak performance.

It was agreed that a good challenge to governors is that they need to be querying this type of result. The GB discussed the line between critical challenge and being offensive and noted that their input needed to be constructive.

Q. What can we do about the maths results?

A Analysis has been done with the maths papers, with teachers and with the maths leaders. Fluency is one issue found.

Mrs Peers has been on training delivery with the maths advisor and has also visited an outstanding school for maths (Brompton), using funding in the school support plan.

	<p>The GB considered how they can delve deeper rather than taking information at face value. Leadership in the school was discussed and it was agreed that although the interim head carried out an excellent caretaking role, it was not the same as having a permanent HT to maintain commitment and standards of monitoring. The GB agreed that they needed to work better as a team this year to support the school and the HT.</p> <p>Q. Looking at the Year 1 picture is this also a cause for concern? A. There is some cause for concern regarding Year 1.</p> <p>Q Is there a plan to address this? A Systems that were in place in the year before the HT went on leave were not used last year. HT gave examples of this including early diagnosis tests to baseline and give an interim forecast were not done and data was only tracked termly not half termly. The baselining has already been done this term and moving forward the interim and half term approaches will be used so that the GB can be reassured that more rigour will be applied.</p> <p>Q. Is this result going to put us back on a support plan with access to more funding? A No, this has been considered by the LA and it is the view of the school improvement advisor that with the HT back in post, the school is out of a period of turbulence. The results were a reflection of what happened last year which should not be an issue this year.</p> <p>HT noted that there needs to be a balance in terms of approach. For example, the year before last when the support plan was in place, the school had good results but staff were deflated due to the support plan and morale was low. Last academic year the HT generally came back to positive staff but results were not great. There is more monitoring capacity in school now and HT's priority is getting the best out of the children, whilst ensuring staff remain committed – it is a balance, but HT will not compromise on standards.</p> <p>The GB acknowledged that the school now has a baseline to work from and half termly tracking will be done so arrangements already feel more rigorous.</p> <p>JR fed back on some staff feedback regarding the need for the HT to be more supported and stressed the importance of staff voice. Staff are aware of the poor results but are confident that improvements can be made.</p> <p>JR summarised by saying that the GB and the school know where we were last year and have identified actions to improve and the GB will take on board the need to ask pertinent questions and do more challenge.</p> <p>It was noted that if you go back further than 2 years the data shows peaks and troughs for various reasons such as the type of cohort each year. Predictions for Y6 this year show they will be in line with or above expectations overall, with 30% working beyond across reading, writing and maths.</p> <p><u>Decisions:</u></p> <p><u>Actions:</u> The GB agreed that they needed to work better as a team this year to support the school and the HT The GB will take on board the need to ask pertinent questions and do more challenge. The school will ensure there is a sound baseline to work from and half termly tracking will be done</p>	<p>ALL ALL HT</p>
10.0918	SDP – covered above	

11.09.18	<p><u>Priorities</u> The following governor lead roles were discussed and agreed. <u>Maths</u> – RE wants someone else to do it as she doesn't have capacity this year. DS was asked if he could do it and agreed to undertake the role. He will use a non-executive approach with a non teacher perspective. It was agreed that this objectivity was good practice. The GB will welcome more interaction in school from DS. <u>SEN</u> - RE was asked to consider taking the lead on SEN which will be carried out in conjunction with the HT. JR noted it will be good to retain RE's experience . Re agreed to undertake the role and to advise if this needs to change. <u>English/Tracking</u> - CC to be asked to continue to chair the Tracking Committee and as governor lead for English. <u>Finance</u> - NA was asked if he would chair the Finance Committee on the proviso that there may be someone with accountancy background who may be co-opted in future. <u>Safeguarding</u> - JR is to be the safeguarding governor. EYFS - LT was asked to consider taking on the early year's governor role – it will involve a termly meeting with HT/teacher to review plans.</p> <p><u>Decisions:</u> Maths Lead – DS English Lead – CC Safeguarding Lead – JR SEN Lead – RE EYFS Lead – LT Chair of Tracking committee – CC Chair of Finance committee - NA</p> <p><u>Actions:</u> Computing lead – tbc Committee membership - tbc</p>	
12.0918	<p><u>Policies</u> The following policies that were circulated with the meeting papers were approved with no amendments. HT advised that they had been based on NYCC model templates.</p> <p><u>Decisions:</u> That the new governor induction policy and the GDPR and fire safety policies be approved.</p>	
13.0918	<p><u>Finance and staffing</u> HT covered the headlines. The next finance committee meeting is on 15th October 2018 at 2pm. JR asked if NA could come into school in advance of a meeting for an informal discussion with the HT in preparation for the committee. JR will also ask CC to do the same regarding the tracking committee.</p> <p>HT advised that the main item for the next finance committee will be to explore the recovery deficit plan; however the latest in year summary position shows that it was not necessary after all to apply for a licensed deficit last year as the school budget was in surplus at the start of the financial year. The c.£20k deficit predicted by 2020/21 is now reduced to £2k. The biggest factor in this change is the savings made on the school administrator change.</p> <p>Q Is it easier to go forward with out of hours provision now that the school is in a better financial position? A The school has held a wraparound provision meeting and it has been agreed to go ahead with this. HT is working on details so that the school can start to advertise it. The GB discussed how many children would be needed to make it worthwhile bit noted that provision can be reviewed and changed as appropriate should demand change.</p> <p>HT reported on a number of staffing matters. Gill Husband has been appointed as a new school administrator and will take up her post mid October 2018.</p>	

	<p>HT has accepted the resignation of NF and will need to find support for 2.5 terms for a Y6 pupil. This is to be advertised with the wrap around provision posts to attract more candidates.</p> <p>JR will speak to HT regarding the resignation and arrange to do an exit interview. Ian Train is the new caretaker /cleaner appointed by NYCC and will be starting in October. HT is to review locking up and winter weather arrangements once he is in post.</p> <p>Q Would extra skills be needed to do the SEN role? A The school will consider appropriate skills and experience</p> <p>Health & Safety -NA to arrange for the hedge to be cut back as getting too tall. Q Have we got an asbestos plan still? A Yes, all staff should be aware of it</p> <p><u>Actions:</u> JR will speak to HT regarding the resignation and arrange to do an exit interview NA to arrange for the hedge to be cut back as getting too tall. NA/CC to come into school in advance of committee meetings for an informal discussion with the HT in preparation for the committee</p>	JR NA NA/CC
14.0918	<p><u>Safeguarding</u> Nothing to report.</p>	
15.0918	<p><u>Correspondence</u> NA/DS are dealing with a complaint in accordance with the school complaints process. The nature of the matter concerned data protection. The matter was not considered by the FGB at this stage as under the process it is important that other governors are available to be involved in any appeal. A second matter arising from safeguarding is also being investigated by NA from last term. The HT has emailed all staff to keep them aware of safeguarding processes and key contacts following the ongoing enquiries. As agreed above, JR has been named as lead governor for this vital part of the school.</p> <p><u>Actions:</u> NA/DS to update on the complaint in accordance with the school complaints process. NA to update on the safeguarding matter.</p>	NA/DS NA
16.0918	<p><u>Clerks Service Update</u> Most matters already covered earlier in the meeting.</p> <p><u>Actions:</u> LW was asked to flag up any local training to governors</p>	LW
17.0918	<p><u>Impact of GB decisions on pupils</u></p> <ul style="list-style-type: none"> • Highlighted the way the GB wants to work to challenge monitoring and be more effective • Agreed lead governors and ensure have key leads such as maths • Talked a lot about standards, focus and need to drill down 	
18.0918	<p><u>Next meeting</u> 28th November 2018, 6,15pm start with opportunity for a school walkabout from 6.00pm</p>	
19.0918	<p><u>AOB</u> The GB discussed RE's parent feedback and the best approach HT raised a wellbeing matter – it was agreed to minute this as a confidential item (minute 19.0918c refers)</p>	
20.0918	<p><u>Close</u> JR closed the meeting</p>	