



**Leavening Community Primary School**  
**A Full Governing Body Meeting was held on**  
**18<sup>th</sup> September at 6.15pm at school**

**Minutes** (final)

<b>Present</b>	James Robinson (JR) Neil Audsley (NA) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT)	Chair – Parent Governor Co-opted Governor Head Staff Governor Co-opted Governor Parent Governor
<b>In attendance</b>	Laura Waites (LW)	NYCC Clerk
Apologies	Susie Kemp (SK)	Parent Governor
Vacancies	4	Parent; LA; 2 x Co-opted Governor

<b>No</b>	<b>Item/Details</b>	<b>Action</b>
1.0919	<b>Chair and vice-chair of the GB</b> It was unanimously agreed that JR be appointed to the position of Chair of the Governing Body for a term of 1 year and that NA be appointed to the position of Vice Chair for a term of 1 year.  <b>Welcome and introductions</b> JR opened the meeting and welcomed all governors.	
2.0919	<b>Apologies</b> Apologies were received from SK and the reason discussed and consented to. JR reported the DC has resigned from the governing body due to work commitments.	
3.0919	<b>Declaration of interests</b> There were no declarations of interest to report. The register of interest forms were circulated, updated and signed. SK to do at the next meeting.	SK
4.0919	<b>Confidentiality</b> JR gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. It was agreed that items be highlighted as required in the course of the meeting.	
5.0919	<b>Minutes</b> The minutes of the last meeting held in July 2019 were approved as a correct record with the following amendments: Page 1 – LH to read LT. Final versions are to be forwarded to the school office for publication.	LW
6.0919	<b>Matters Arising</b> None	
7.0919	<b>Standing Orders &amp; Register</b> It was agreed that the Standing Orders (September 2019) and the Code of Conduct be approved. Governors present signed the Code of conduct. SK to do so at the next meeting.	SK
8.0919	<b>Curriculum Update</b> SM and LP gave a report on the school curriculum and referred to a circulated paper. This covered three areas – intent (aims), implementation and impact.	

No	Item/Details	Action
	<p>LP circulated a copy of the school action plan which covers a 2 year cycle and reported on the work that has been done on developing the curriculum, the curriculum charter and how the school has ensured that all statutory regulations have been covered. The school website has been updated with the latest curriculum information. It was explained how the school offers a rich curriculum which is much wider than many schools e.g. it includes outdoor activities and links with Forest school, enterprise and community initiatives.</p> <p>Q Is there a document which sets this out?  A The curriculum policy covers it as well as the circulated action plan (which is part of the SDP). The school website includes short and medium term plans and themes/topics for all subjects in the curriculum. The approach ensures there is a clear progression in skills which is important in mixed classes. Teachers also use weekly plans. LP have examples of how the plans are used</p> <p>Q How do you share weekly plans with TAs?  A At the start of the week plus there are discussions regarding any change as they arise. LP covered the curriculum charter development was needed.</p> <p>Q Why have you chosen to analyse foundation subject data as well as the core subjects? What impact will the collection of more data have?  A It is a skills and knowledge based curriculum and the children will apply skills across all subjects. Assessing the whole curriculum will demonstrate this. Data is to be collected from the end of term 1.and will show if the children are working at / below or exceeding expectations. It will act as a formative assessment.</p> <p>Q Do we get more of an idea of how we are achieving the enriched curriculum?  A Yes. Doing the assessment termly will also enable termly adjustment.</p> <p>Governors noted that the curriculum information on the website will give parents a clear insight into what is being taught in school. It was agreed to promote this in the school newsletter and possibly to add a link to the webpages.</p> <p>Q How are the weekly plans accessed?  A They are kept on site so if a supply teacher needs them they are available.</p> <p>It was agreed that it would be useful for a governor to attend the next staff meeting that covers the curriculum. LT is to attend for that item (SM to forward the date).</p> <p>SM gave examples of how the assessment system will be used to track pupil progress and will enable formative assessment throughout the year to support end of year summative assessment. The new system can give an at a glance view and is updated on an ongoing basis.</p> <p>Q When is this done?  A It is done daily so is as taught</p> <p>It was discussed how this can be used to improve the experience for each child. Evidence from books also informs the assessment.</p> <p>Governors recognised the amount of work done over the last 18 months to get the system to this point.</p> <p><u>Leadership and management structure</u>  SM covered proposed changes to the school structure. It is not practical given the size of the school to have subject leaders and SM has looked at models used by other schools to determine the following arrangements:</p>	<p>SM/LP</p> <p>LT SM</p>

No	Item/Details	Action
	<p>Sian - Assessment &amp; pedagogy (whole curriculum)  Sian – Inclusion  Louise - Core curriculum (maths, English, science and computing) incl EYFS  Elaine / Jess – Foundation curriculum. Incl EYFS</p> <p>Link governor role were discussed and agreed as follows:  DS – Core curriculum  LT – Foundation curriculum  JR – Assessment &amp; pedagogy  NA – Safeguarding and Health &amp; Safety. NA to do safeguarding training. It was agreed that a first task would be DBS and SCR checks.</p> <p>The following committee arrangements were agreed:  Complaints / appeals – NA, LT, DS, JR, SK (3 most suitable as required)  HT performance – JR, SIA</p>	NA
9.0919	<p><b>Governing Body Update</b>  The following action was agreed in regards to the 4 governor vacancies:  Co-opted governor – with DC’s resignation there are 2 vacancies; all to consider how to fill this  LA governor – the candidate put forward by the NYCC has turned down the position at this school as it was not in their preferred location. NYCC to be contacted regarding a replacement.  Parent governor – The school newsletter is to include a call for expressions of interest.</p>	ALL  LW  SM
10.0919	<p><b>School Development Priorities 2019-20</b>  SM referred to the circulated SDP priorities and asked that governors familiarise themselves with them and forward any comments.</p>	ALL
11.0919	<p><b>Governor priorities and visits</b>  It was agreed that the link governors (agreed above) are to contact lead teachers to make arrangements and determine how to make best use of time for the visits on following dates:  LP-/LT – 25 September  LP/DS – Tbc  SM/JR – Tbc  There was a reminder about the use of school visit templates</p>	ALL
12.0919	<p><b>Self-Evaluation September 2019</b>  SM referred to the circulated document and asked that governors familiarise themselves with it and forward any comments.</p>	ALL
13.0919	<p><b>HT report</b>  SM referred to the circulated report. Much of the detail has been covered above.  There were no further comments on the report.</p>	
14.0919	<p><b>Policies</b>  There were no policies to review.</p>	
15.0919	<p><b>Safeguarding</b>  All governors are to note the new guidance document (link has been shared) which is one of the key documents they need to be aware of.</p>	ALL
16.0919	<p><b>Health &amp; Safety (incl. premises update)</b>  NA appointed as Health &amp; Safety link governor and will make a report at the next meeting.</p>	NA
17.0919	<p><b>Clerks Update</b>  LW advised on a number of training opportunities:  GSIN meeting 17 October  Complaints training – 15 or 21 October  HT performance management.</p>	

No	Item/Details	Action
	LW will update on any matters that come out of the Clerking Service meeting at the end of the month. JR is reviewing use of CofG email address.	
18.0919	<p><b>Correspondence</b> SM circulated a document on Ofsted – leadership and management in the school. NA attended a local meeting on the new Ofsted framework; the next one is on 16<sup>th</sup> October at Terrington – LT/DS to attend</p> <p>SM is to meet the SIA on 25 September (JR/LT to attend). There was a discussion about the LA’s support plan and categorisation and the need to review the governance health check. An agenda item on GB statutory requirements is to be included at the next meeting.</p>	<p>LT/DS</p> <p>JR/LT</p> <p>LW</p>
19.0919	<p><b>Key Actions Summary and Impact of GB decisions</b> The roll out of the new curriculum with improve quality teaching and learning Leaders / Governors are looking across more subjects in their new lead / link roles The new arrangements will lead to better opportunities for all pupils.</p>	
20.0919	<p><b>Date of next meeting</b> 13<sup>th</sup> November 2019, 6pm 15<sup>th</sup> January 2020 4<sup>th</sup> March 29<sup>th</sup> April 24<sup>th</sup> June</p>	

Signed

Dated