

Leavening Community Primary School
A Full Governing Body Meeting was held on
13th March 2019 at 6.15pm at school

Minutes

Present	James Robinson (JR) Daniela Cross (DC) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT) Neil Audsley (NA) Susie Kemp (SK)	Chair – Parent Governor Parent Governor Head Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Not present		
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.0319	Welcome and introductions JR opened the meeting and welcomed all governors. Introductions were made for Susie Kemp, a new parent governor.	
2.0319	Apologies None received.	
3.0319	Declaration of interests JR gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0319	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 that items be highlighted as required in the course of the meeting.	
5.0319	Urgent Other Business JR asked governors if there was any other urgent business for this meeting; none raised.	
6.0319	Minutes The minutes of the FGB meeting held January 2019 were agreed and signed by JR.	
7.0319	Matters Arising It was agreed that governor questions be highlighted in colour in the minutes.	LW
8.0319	Vacancies JR reported that CC had submitted a letter of resignation from the Governing Body which means there is an LA governor vacancy and 1 parent governor and 1 co opted governor vacancy. NA's term of office was due to end this month and it was agreed by the GB that NA be appointed as a co-opted governor for a new term of office of 4 years. JR's term of office was due to end this month and SM advised that the school had appointed him as parent governor for a new term of office of 4 years following recent EOI process in which SK had also been appointed.	

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9.0319	<p>Head Teacher's Report</p> <p>SM referred to the pre-circulated report which included reference to the School Development Plan (SDP) and a reminder of the school's priorities. The Curriculum and Tracking Committee is reviewing progress this year, over time and for different cohorts including pupil premium.</p> <p>Key highlights in the report were that cross school reading is a real strength especially the progress made in KS2 which is now better than expected. Writing is also better than expected or at expected across cohorts and Maths is showing expected progress. The school has considered why this area is not as strong given the focus. The school uses three schemes and is still working on getting the best balance and there is some caution on assessment. SM advised that the way that progress is scored means that ½ point progress can't be shown and those who are on the cusp of achieving the next level are therefore not showing in the data. In summary there were no concerns.</p> <p>JR noted the challenge that the school had applied to its self-assessment and approaches and through the curriculum and tracking committee. It was agreed to look at the next meeting how the progress is going.</p> <p>SM advised that English is easier to assess by comparison with maths. The maths curriculum has a lot to cover so there is a cumulative effect over the school year – at the end of the year when the whole curriculum has been covered the school hopes to see more progress.</p> <p>Q Is this an average? A yes</p> <p>Q Is there any concern regarding individual pupils? Q There are thorough discussions at the C&T Committee about this a, for example in year 4 a number of pupils are being review carefully</p> <p>Q Does the maths lead governor have any concerns? A None. All the children are demonstrating a love of maths from what can be observed</p> <p>SM reported that Lisa Jones (LJ) the LA Advisor has visited the school and SM is awaiting her report. The meeting was positive; school data was reviewed and LJ noted the SEF was honest and accurate and is confident to support a good judgement of the school. JR can endorse that view and noted that the school should be able to share some optimism much of which is down to SM's leadership and the quality teaching from the staff.</p> <p>Q Does LP feel she can see a change as the staff voice?</p> <p>A Yes. The figures are accurate, a lot of moderation has been done and other schools are agreeing with the assessment.</p> <p>Governors agreed that it was a good idea to put out some positive messages about how hard everyone in the school is working and how committed they are.</p> <p>There was a discussion about the Ofsted review which is expected soon.</p> <p>Q How much notice is given of an inspection?</p> <p>A The afternoon of the day before; governors noted it was not a lot of notice in which to prepare</p> <p>Q Would parents be expected to give their views to the inspector?</p> <p>A. Parents are able to submit their views online</p> <p>Q Do parent know Ofsted look at parent views online?</p> <p>A It was agreed to remind parents</p> <p>There was a discussion about use of online sites for parent voice; they can be useful as long as fair.</p>	
10.0319	<p>SEF</p> <p>SM advised that the SEF has been completed and the school's overall self-evaluation is that the school can be judged and evidence as good. Governors were very pleased as a GB that the school is in this position. SM will send out the latest SEF document to governors.</p>	SM

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	<p>The GB noted that the recent parents evening was very positive as well and the parent survey showed positive results overall. It was agreed to change the Likert scale used in future surveys and remove the unsure rating to improve the quality of the feedback. There had been some comment on the role of governors and the idea of a new governors newsletter will help. Parents are to be reminded that GB minutes are available on the website.</p>	
11.0319	<p>Curriculum Update LP gave an update on the development of the curriculum. A parent curriculum meeting had been held; whilst it was disappointing that only one parent had attended, they had appreciated the session and found it useful. LP will get in touch regarding an article on the session for the newsletter. Ideas around promotion and timing of future sessions were discussed. DS and JR will also do articles on their visits for the governors' newsletter. LP provided an overview of recent curriculum work and a short summary will be circulated with the minutes. The curriculum charter has been refreshed and all medium term plans have been reviewed to ensure coverage for all children. Details will be available on the school website for parents. Topic information has also been redesigned. LP referred to a document on planning and progression in mixed class teaching. The approach reflects that now English and maths development is embedded, the school has 'clawed back some of the fun' in lessons which is seen in progress. Governors noted the hard work that LP has put into developing the curriculum gave their appreciation and thanks for this. Q What about science is that a focus? A It is not known as a core subject but is still a foundation subject. Every half term a different science topic is taught. The same approach is used for computing.</p>	<p>LP DS JR LP / LW</p>
12.0319	<p>Safeguarding There were no safeguarding matters to raise. Staff and governor training is on track.</p>	
13.0319	<p>Curriculum and Tracking committee An update has been covered above</p>	
14.0319	<p>Governor Self-Evaluation Skills - Governors noted that a skills audit has been done previously to help look at what skills or experience was needed in the GB. Link governor roles - It was agreed that DC will take on the Literacy Governor role and DS will act as a mentor. DC will arrange to meet with SM and DS to discuss the role. LT will act as mentor to new governor SK over the next year. SK asked for a steer on the use of Facebook in her the role as governor and NA clarified that governors just needed to ensure they didn't discuss specifics just as they would not outside of GB meetings generally. A key role of a parent governor is to signpost how to raise concerns through appropriate channels, especially complaints as there is a Complaints Policy. Preparation for Ofsted – SM advised that she did a mock Ofsted with colleagues this week and it was suggested that the GB spend time looking at possible Ofsted questions which had been collated by colleagues in the area. These were based on real life questions asked in recent inspections. Governors reviewed the question sheet for discussion. Questions to consider were: <ul style="list-style-type: none"> - the strengths and weaknesses of the school which could be answered by referring to the SDP and the SEF documents both of which governors will be given to put in their files - The strengths and weaknesses of the GB which could be answered by referring to examples of how they have supported and challenged the school; the impact of training and some GB self-evaluation of what </p>	<p>DC DS LT SK</p>

No	Item/Details	Action
	<p>has been developed and what is still outstanding. Governors can refer to their files and to the GB / Committee minutes for challenge and impact of decisions on pupils. Minutes</p> <ul style="list-style-type: none"> - Can the GB clearly articulate the school vision and values? <p>SM will send out some information to help governors to populate the Q/A document and governors will discuss the document in their forthcoming development meetings together: DC/DS; LT/SK; NA/JR and JR will also meet with SM. When in school governors can familiarise themselves with where key documents and policies are.</p>	<p>SM ALL</p>
15.0319	<p>Governor Visits DS reported on a class visit he attended to see a session on using fractions this was part of the maths project LP is leading and was attended by other teachers to see how the children were using fractions in this school. DS noted they were impressed by what they had seen and he will do an article for the governors' newsletter about the session. Q Is any other work planned for the project? A There some sessions shortly and an observation of a class 7 lesson at Norton in April. The GB noted that this is a great vehicle to impact on the children transition at a very important stage in school and should help make it a better experience for the children. The GB showed their appreciation for the work that LP is putting into the project and noted the good evidence DS is producing for the GB of his visits.</p>	
16.0319	<p>Policies SM referred to three pre-circulated policies. The Education Health and wellbeing policy and Tapestry policy were both approved with one amendment – to change the name of head / Deputy. The Curriculum policy has been revised and finalised however will be resent for approval as the wrong version was circulated.</p>	
17.0319	<p>Governors newsletter It was agreed that the first governors newsletter will sign post the website information; include a 'this is us' section, include examples of what the GB does and include an article by DS on his maths visit. Each issue will also include a summary of GB meetings and impacts and a governors nomination for staff. The newsletter will be published termly. SK will produce a draft format for the first one and agree it with JR.</p>	<p>SK / JR</p>
18.0319	<p>Finance Committee Update SM advised that the wraparound service has not been used sufficiently yet to pay for itself but it was still in the early stages. Governors agreed that it needed to be given more time to get established. Unless less costs become a concern it was agreed to continue the service for a year and then review the position. Governors noted that the service was useful in improving the whole school offer, SK has used the service and appreciates it being available to parents. SM referred to Finance Committee discussions on ideas for promoting the service which are to be developed with staff. More information about the service is to be published in the newsletter, particularly to let parents know how it can be used flexibly. No further updates to note. Minutes of the meeting will be shared.</p>	
19.0319	<p>Communication SK agreed to take on the development of Twitter for the school as a channel for briefings and reminders. Staff continue to use Facebook as a promotional tool also. SM assured the GB that checks are in place on use of photographs and the site is well moderated by staff.</p>	<p>SK</p>

No	Item/Details	Action
20.0319	Health and Safety To be covered at the next meeting.	
21.0319	Governor Training SK has done safeguarding training.	
22.0319	Urgent Other Business None raised	
23.0319	How GB decisions have impacted on pupil progress The maths transition project New curriculum charter Self-Assessment Governing body leadership and challenge Continuation of Wraparound Care New Governor newsletter and twitter feed	
24.0319	Head teacher performance management JR noted that the HT performance management meeting with NA and LJ had been very positive and LJ was positive about the progress that the school is making. Governors also noted they had seen visible improvements in the school this year.	
25.0319	Date of next meeting - FGB 8th May 2019, 6.15pm	

Signed

Dated