

Leavening Community Primary School
A Full Governing Body Meeting was held on
3rd July 2019 at 6.15pm at school

Minutes

Present	James Robinson (JR) Neil Audsley (NA) Sian Mitchell (SM) Louise Peers (LP) David Sharpe (DS) Louise Tolhurst (LT) Susie Kemp (SK) Daniela Cross (DC)	Chair – Parent Governor Co-opted Governor Head Staff Governor Co-opted Governor Parent Governor Parent Governor Co-opted Governor (from 9.0719)
In attendance	Laura Waites (LW)	NYCC Clerk
Not present		
Vacancies	3	Parent; LA; Co-opted Governor

No	Item/Details	Action
1.0719	Welcome and introductions JR opened the meeting and welcomed all governors.	
2.0719	Apologies There were no apologies to report.	
3.0719	Declaration of interests JR gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0719	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.	
5.0719	Urgent Other Business JR asked governors if there was any other urgent business for this meeting; none raised.	
6.0719	Minutes The minutes of the FGB meeting held on 8 May 2019 were agreed and signed with the following amendments: check governor categories on Page 1; amend minute 14.0519 to read early years.	
7.0719	Matters Arising None	
8.0719	GB Update GB vacancies – 1 parent, 1 LA, 1 co-opted. LW is to follow up on the EOI from the prospective LA governor that was circulated and see if they can attend an FGB meeting to see if this school is a good fit. GB training – all were sent a reminder email recently about the need to completed safeguarding and Prevent online training if not already done so – DS, LT and SK confirmed they had done it (check others) LP is to attend complaints training SK is to attend introduction to governance training when it is available locally. The option to request time off for public duties if working in the public sector was raised as this can cover time for governor visits and training.	LW ALL LP SK

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9.0719	<p>Budget Budget – The 3 year forecast is to be dealt with at the next finance committee meeting this week.</p> <p>DC joined the meeting at this point.</p>	
10.0719	<p>Premises, Health & Safety Premises health and safety – SM gave out lanyards to all governors to wear when visiting the school – these can be kept in the school office for when needed. SM reported that there had been some flooding in the entrance; a risk assessment has been done and a dehumidifier is being used to dry out the area. The repair works will be covered by the school insurance. In the early year's area, a gate has been installed and the school is making full use of an existing screen in the early year's area to improve safeguarding. NA reported that there is a rotten gate which needs repairing or replacing. Fund raising is being done to cover the insurance cost of using the school field for community use.</p>	<p>ALL</p> <p>SM</p>
11.0719	<p>Head Teacher's Report SM referred to the pre-circulated report and there was a full discussion and questions from governors on the main points, pupil data and the progress made with the School Development Plan (SDP). SM gave a staffing update. The school is recruiting for a new school administrator and the advert went out Monday with a deadline of next Wednesday and shortlisting / interviews on w/c 16th July. The aim is to get someone in place for the start of September. DS/LP/SM are involved in interviews. Q Is safer recruitment training up to date? A Yes DS has done it.</p> <p>Governors asked the following questions on the HT report: DS commented on LJ who is the school LEA – says the school continues to offer a good level of support to a pupil who was recently at risk of exclusion – sounds like it was to be from this school but this was not the case – governors noted this ambiguity.</p> <p>Q Attainment – notes are out of step with the broad statement that everyone made expected progress. A SM has done data analysis since and those pupils had gaps so were below age related and have worked on this – see report which shows in red where there is more progress to be made. Q Are some pupils not at expected age related? A Yes it has changes as a result of work one Q Why is it is below age related? A Y1 reading was 80% and maths 60% below – this data was from May half term and discussed at the curriculum and tracking committee – some pupils are taking some time to catch up due to a low starting point. Q Where are they now? A Y1 are now have 100% working at ARE and 20% above in reading; 40% below ARE in maths (2 children) but they are on the cusp and just need additional evidence of achievement in a couple of areas; 100% are working at ARE and 40% above in writing. Governors noted that this was very good progress. Q How was this achieved? A It was a team effort.</p> <p>Governors asked the school to pass on how impressed they are with the progress made in a short space of time. SM noted the push on writing via the SDP had helped.</p>	

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	<p>LP spoke about a scheme of work for CLE (centre of literacy excellence) which has been used in a half term trial to build up to extended piece of writing and a creative approach. This has also had an impact on pupil progress. SM reported on Y2 progress. 40% were below ARE in writing last term and this term 20% (1 SEN pupil).</p> <p>In Y3 there has been a big improvement. 10% are below ARE in reading, 80% at ARE and 50% above. In writing, 40% are below ARE, 60% at ARE and 30% above. 3 pupils are on the cusp again, and need additional evidence to meet all criteria.</p> <p>Q What is being tried? A Grammar is the issue and is boys. Next year there will be a focus on engaging boys in writing. The school is looking at new approaches to engage them e.g. through iPads.</p> <p>In Y3, maths 10% were below ARE, 90% at ARE and 70% working above.</p> <p>Q Is there any improvement with Y5 maths?</p> <p>A It is now 20% below ARE (1 child) and 80% at ARE with 60% working above.</p> <p>In summary, the school is pleased with the progress made and where there are red areas on the data report, these are being addressed. SM is very pleased that the data has been moderated externally so the judgements are accurate. SATS are out on 9 July.</p> <p>100% reception pupils achieved a GLOD also. 3 out of 7 achieved greater depth in reading. In writing 2 out of 7 are exceeding and in maths, 4 out of 7 are exceeding. This is a much better result than last year.</p> <p>In KS1 4 out of 5 achieved expected standard (1 pupil in SEN), and 4 out of 5 achieved greater depth. 2 achieved greater depth in in writing and in maths. These are very strong results and it is good to see the numbers of pupils exceeding expected standards and working at a greater depth.</p> <p>In KS2, writing is the only subject that is fully teacher assessed. There are 8 pupils (1 SEN). Apart from the SEN pupil, all are at expected progress and 3 are working at greater depth. These results reflect Ofsted recommendations that the school focus on writing.</p> <p>Governors again noted that these were very pleasing results for the school and demonstrated the strong leadership and management of the school. SM will email the latest data summary to all governors.</p>	SM
12.0719	<p>Pupil progress Covered above</p>	
13.0719	<p>Safeguarding SM gave a reminder to all to do the online safeguarding and prevent training if not already done so.</p> <p>Q In terms of the online training, do you only report things in school or on the periphery such as parents?</p> <p>A An concerns should be raised with the HT if it is a matter which could impact on a child.</p>	
14.0719	<p>Preparation for Ofsted NA circulated a document on the new Ofsted framework from a recent training session attended. It was noted that the school could have an Ofsted inspection based on the new framework if it doesn't happen before the end of term. NA went through the main points in the circulated presentation. There are changes to the main areas of focus as follows:</p>	

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	<p>TLA = quality of education Outcomes = behaviours and attitudes Behaviour and safety = personal development Leadership and management – no change Early Years = Early years Education</p> <p>Q Do we have to do more work on the SEF? A This was discussed. There is nothing to compare it to; most is in place already so the change should not have a huge impact on the SEF.</p> <p>Governors noted that there is to be more emphasis on tailoring the curriculum to community needs. The school does ask the children what they want to learn, tailors the curriculum and takes a fluid approach. There was discussion about the emphasis that the school places on diversity due to its rurality. SM advised that the school doesn't compromise on the curriculum due to its size. Another major change to the Ofsted framework is a move away from school data and more focus on deep analysis, book scrutiny and the design of the curriculum. Personal development is a new area of focus and there are good examples of how this is dealt with by the school. A lot of planning goes into the transition of new pupils into the school. SM gave the example of a successful recent placement.</p> <p>Q What is RSE in the curriculum? A relationships and sex education; it was known as SRE. In terms of leadership and management, it was noted that all governors need to have knowledge of the curriculum Q What does this mean for governors? A All should have a general idea and 1 or 2 should have a greater knowledge. It was noted that this can be achieved through the lead / link governor arrangements.</p> <p>SM will do a presentation on the curriculum at the September FGB. The school website also has good information for parent on the curriculum.</p> <p>There was discussion about another area of leadership and management with regards to staff wellbeing and that this is particularly important in a small school where workloads can be a challenge. It was noted that the Chair of Governor role is important in making sure staff wellbeing is being addressed. The staff governor role in terms of bringing staff voice to the attention of the GB is also important. It is also important to be aware of the complaints procedure, who to pass concerns onto and sign posting to the correct person. Governors are to have a stronger role in school improvement and the SDP under the new Ofsted framework. Lead governors can get involved in this with their staff links and discuss subject related priorities.</p> <p>It was agreed that all governors will read the document and bear in mind the key points. A session on the new framework will be scheduled into FGB meetings. The committees can also look at some of the impacts in their meetings. NA advised that there will be other school cluster meetings to attend; NA and JR will attend further meetings and SM will share the date for the October meeting when arranged.</p> <p>It was agreed that link governors attend a meeting each half term with their staff leads via a learning walk. There is a need to consider how the link governor roles will work next year; LP and SM are to discuss the priorities for</p>	<p>SM</p> <p>ALL LW/SM ALL</p> <p>NA/JR/SM</p> <p>ALL LP/SM</p>

No	Item/Details	Action
	<p>the SDP and what specific link governor roles are needed and will bring proposals to the September FGB. Staff lead roles are also being reviewed.</p> <p>Q If a school gets an outstanding Ofsted result does that mean it doesn't get inspected?</p> <p>A yes but it does get some health checks, Also schools which academies don't get an Ofsted inspection for three years.</p>	
15.0719	<p>Governors Visits</p> <p>DS gave a report on a maths meeting he had attended with LP. They had discussed her visit to Norton College on Y7 lesson on fractions and the difference between secondary and primary. LP found the Y7 scheme is the same as what primary school teach except that more time is spend on it in primary whereas Y7 lessons are faster paced and use more abstract approaches. LP is going to prepare a visual representation of fractions that is used in Y6 for secondary schools to use if any children are struggling in Y7.</p> <p>LT has had a meeting to go through the Early Years action plan and will do a class visit next LT is to continue to do her link governor training in Early Years with meetings in early September.</p> <p>DC has met with SM about English outcomes and a further meeting will be held in September to carry out a learning walk on language rich environment and teaching and learning of phonics.</p>	<p>LT</p> <p>DC</p>
16.0719	<p>Policies</p> <p>The following policies were pre circulated</p> <p>Marking and Feedback</p> <p>Behaviour</p> <p>It was agreed that both policies be approved with no amendment.</p>	
17.0719	<p>Communication</p> <p>SK has worked on the school Twitter account and all governors were encouraged to use it.</p> <p>SK has also produced the governor newsletter; SM to check if it was circulated by the school office.</p>	<p>ALL</p> <p>SM</p>
18.0719	<p>Marketing the school</p> <p>Marketing of the school will be covered by the Finance Committee meeting this week.</p> <p>A closed Facebook group is currently used for communications and the school is considering a public Facebook page. SK will meet with SM to discuss this.</p> <p>Q Will you check with parents about this?</p> <p>A Yes it can be covered in the newsletter.</p> <p>Another initiative e to consider is the revision of the school brochure. VC/SM/LP will meet to consider marketing the school in more detail following the finance committee meeting.</p>	<p>VC/SM/LP</p>
19.0719	<p>Urgent Other Business</p> <p>SM highlighted the things that are to be a focus in the SDP and asked for GB comments on what is to be developed in the leadership and management section on governance. It was agreed that the following areas be developed:</p> <ul style="list-style-type: none"> - Role of link governors; streamline and target things they will have most impact on - Awareness of the school curriculum and a presentation on this - More analysis on non-core subjects in a wider curriculum 	
20.0719	<p>Impact on pupils</p> <p>The FGB had identified some priorities for the SDP</p> <p>Identified changes and works to ensure safeguarding</p> <p>Considered the impact of the new Ofsted framework</p> <p>Equipping Y6 pupils in transition to Y7</p>	

No	Item/Details	Action
21.0719	Date of next meeting Wednesday 6.15pm - 18 th September	

Signed

Dated