

Leavening Community Primary School
A Full Governing Body Meeting was held on
4th March 2020 at school

Minutes

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

No	Item/Details	Action
1.0320	Welcome and introductions NA opened the meeting and gave a reminder of the core functions of the GB.	
2.0320	Apologies Apologies were received from LP due to being on a training course and from JR; consented.	
3.0320	Declaration of interests NA gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0320	Confidentiality NA gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. One matter to be covered as AOB at the end of the meeting.	
5.0320	Urgent Other Business It was agreed to cover a corona virus update as AOB at this point. DOH advice is reviewed daily. If any pupils/staff have travelled to certain named countries they must self-isolate if have any symptoms. One member of staff has travelled to Malaysia and if shows symptoms will self-isolate. The school is to send advice to parents; will encourage handwashing. Q Are there any significant concerns? A No Q. Is there a plan for if there is an outbreak? A The school has an emergency procedure. There is no NYCC plan. Q Is there a disaster plan? A Yes – this says to congregate in the church. It is the decision of the head / chair of governors regarding action.	
6.0320	Minutes The minutes of the FGB meeting held in January 2020 were agreed and signed.	
7.0320	Matters Arising None	
8.0320	GB Update SM noted that in the earlier health check with the head/chair/clerk and AP from the NYCC governance team, the number of vacancies on the GB had been	

No	Item/Details	Action
	<p>discussed. There is currently 1 x LA governor vacancy which AP/LW will follow up. There is also 1 x parent and 1 x co-opted governor vacancy.</p> <p>The makeup of the current governing body had been discussed; there are 11 positions and 3 vacancies. The GB agreed to reduce the number of parent governors on the IOG from 4 to 2 positions in line with practice elsewhere. This would require the transfer of 1 current parent governor to the vacant co-opted governor position if the GB was in agreement.</p> <p>It was agreed by the GB that a new IOG setting out the reduced number of governor position (9) be drafted for signature by the chair and sent to NYCC for approval. SK will transfer from a parent governor role to a co-opted governor role.</p> <p>The circulated skills audit was noted. No skills gaps are currently identified on the GB.</p>	LW/JR
9.0320	<p>Head teacher Report</p> <p>SM referred to the circulated HT report and covered the key points. There was a discussion on the forthcoming governance review and findings from the recent Ofsted inspection. It was noted that in terms of the inspection, the SEA view was that had teaching and learning been a bit better in 1 x classroom then a transitional judgement could have been applied. It is becoming more common for these to be applied now so the school was unfortunate in the timing of the inspection and being one of the first under the new framework.</p> <p>Q Is there any way to rectify the judgement as it was unfair on the school in respect of the timing and could impact on parents' choice to come here.</p> <p>A Post Ofsted parent feedback was positive and it is not clear how much weight the Ofsted has for new parents. If a school has a requires improvement judgement, HMI can come back to monitor progress against an action plan.</p> <p>The challenge is getting parents into the school where they can then see the good work being done here. SM gave examples of children who are coming into the school despite the rating. SM will be putting a report on the website each half term which is a parent friendly impact statement targeted at parents and prospective parents.</p> <p>SM responded to governor questions on the report.</p> <p>Q Why is the nursery measured as GLOD and in reception this jumps to ARE?</p> <p>A It is the terminology used by the government</p> <p>Q Do you want to change the way you do the report based on health check feedback that a written report is only needed once a term? It is recognised that in terms of staff wellbeing this is a lot of work for the HT.</p> <p>A It was agreed that a detailed written report be done for the second meeting of the term and the first meeting will feature a verbal update.</p> <p>Items 10-15 were included in the HT report.</p>	
16.0320	<p>Policies</p> <p>SM referred to circulated policies which governors discussed.</p> <p>Administration of medicines policy – SM advised on a recent incident which necessitated the review of this policy. Following review and discussion, governors agreed there was no need to change the policy.</p> <p>Budget management policy – no comments.</p>	
17.0320	<p>Governor monitoring</p> <p>DS and LT reported on their visit which covered a review of the curriculum development with SM/LP. This looked at each stage and it was useful to governors to follow an audit trail through the process including visiting each</p>	

No	Item/Details	Action
	<p>classroom and speaking to the children. This helped to see the impact that the planning was making. Progression sideways across the year groups was an Ofsted concern and DS saw evidence of this across the school. The meeting also included the review of long and medium term plans and how prior knowledge is taken into account and next steps are planned. DS/LT were happy to note that things that had been raised by Ofsted were being addressed and there was clear evidence of this. DS/LT looked at science / history which were 2 areas of deep dives for Ofsted.</p> <p>NA and other governors have been into school for the first Rapid Improvement group (RIG) session and these will be taking place regularly over coming weeks.</p>	
18.0320	<p>Governor training DG is to do introduction to governance training on 21 May / 18 June – SK to book.</p> <p>The next G SIN meeting will be held on 14 May – SM to check with JR if attending.</p>	<p>DG/SK</p> <p>SK</p>
19.0320	<p>Communications No recent surveys. SM will arrange a repeat of the Ofsted survey with parents/staff/pupils in 6 months' time.</p>	SM
20.0320	<p>Budget monitoring The bursar has met with SM/JR regarding changes to the budget. There has been some additional funding received which addresses the deficit position. There was circa £6k- deficit reported to the last meeting and the bursar will email an updated report to confirm the verbal report provided about additional funding.</p> <p>Q Why does the budget position fluctuate so much? A New formula calculations.</p> <p>It was noted that a lot of time is spent in meetings trying to address a deficit situation which doesn't materialise. This is a concern also given the latest sceneries the GB worked on</p>	
21.0320	<p>Contracts review SM reported that many of the school's current contracts are on a 2 year rolling basis. SK/SM have met with the NYCC relationship manager to discuss the contracts. The school will look at reviewing catering, catering and caretaking from September. NA/SK are also reviewing the maintenance contract and what is covered.</p>	SK
22.0320	<p>School financial value standard The document will be circulated to governors to approve.</p>	SM
23.0320	<p>Premises health & safety SK gave a report on the recent H&S visit. The following areas are being addressed and there were no major issues: Extractor fans and toilets – caretaker to address Cluttered floor space – reminder given to all staff Fire doors propped open – reminder given to all staff to close them. More fire blanket are to be installed in certain areas. Outside nursery area – to be sealed off until work can be done Damaged fencing – near the sports field area – there was a discussion about who was responsible for this given the agreement to allow community access to the area nearby. NA is to raise with the parish council the issue of vandalism to the dual use area. SK is reviewing what is covered by school insurance.</p>	<p>NA</p> <p>SK</p>
24.0320	<p>Other Business Confidential item - minute 26.0320c refers.</p>	
25.0320	<p>How GB decisions have impacted on pupil progress Lengthy discussion on curriculum development Governance and GB health check Health & Safety</p>	

No	Item/Details	Action
26.0320	HT performance management NA/DS /advisor have completed the HT performance management review and expressed thanks for SM's hard work. Governors nosed with the progress being made and the wider work with the children at school. The GB approved the recommendation of the HT performance committee.	
27.0320	Date of next meeting FGB – 29 th April 2020	
	Close NA closed the meeting.	

Signed

Dated