



Leavening Community Primary School
A VIRTUAL meeting of the Full Governing Body Meeting was held on
20 January 2021 at 5pm

Minutes

Present	James Robinson (JR) Louise Callaghan (LC) David Sharpe (DS) Louise Tolhurst (LT) Sandra Whitson (SW) Susie Kemp (SK)	Chair - Parent Governor Head Teacher Co-opted Governor Parent Governor LA Governor Staff Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	Neil Audsley (NA) David Griffin (DG)	Co-opted Governor Co-opted Governor
Vacancies	1	Co-opted Governor

No	Item/Details	Action
1.0121	Welcome JR gave a reminder of the core functions of the GB which are: Setting strategic direction; holding Headteacher to account for educational performance; ensuring financial health, probity and value for money.	
2.0121	Apologies Apologies from DG were consented to. Apologies from NA received after the meeting.	
3.0121	GB vacancies Governors took a vote and agreed that SW be appointed as the LA governor. JR said he had very positive feedback from LC after speaking to SW. Governors welcomed SW to the GB and the experience she will bring to the board. All made introductions. SW gave a brief summary of her background to introduce herself to the GB.	
4.0121	Declaration of interests, pecuniary or non-pecuniary None	
5.0121	Determine any confidential items (not for publication) Highlight as required.	
6.0121	Notification of urgent other business None,	
7.0121	GB Update There is one vacancy to fill for a co opted position. It was agreed at the last meeting that the GB would look to fill the vacancy next term once SW has settled in. JR reported that the review of governance which has been a bit slow to progress due to Covid, is now a focus. The GB is functioning well in the current difficult circumstances.	
8.0121	Approve the minutes of the meeting held on 9 December 2020. Approved with amendment to min 19.1220 - DS did two visits and a written report	
9.0121	Matters arising None raised.	
10.0121	Report from the Headteacher LC gave a brief summary of the previously circulated report and reminded governors that usual practice is that governors read the report in advance and prepare questions as the focus for the meeting.	

No	Item/Details	Action
	<p>LC reported that the main focus is the lock down and the school closure has a big impact on all of the work of the school. Staff are working very hard and doing an amazing job in difficult circumstances.</p> <p>LC gave examples of how the staff are being flexible and doing different roles, reading and teaching sessions on Zoom.</p> <p>LC is interested to know what parent governor views are on how give the homework and the school is looking at moving to a virtual learning platform. Depending on the length of the lock down, may need to look at reviewing how to get the provision out to parents and make it accessible.</p> <p>The following parent views were noted:</p> <ul style="list-style-type: none"> - SK and LT had no experience of google classrooms but have heard good reports about it, once back to normal it may be worth exploring its future use as well. - The school is doing brilliantly this lockdown and parents are certain they are receiving all the work. - The biggest challenge is the motivation, as a child may put more effort in at school if they have more contact from the teachers. - The guidance of 4 hours is a lot of work and not easy to reach this level. LC said the school work equivalent is 4 hrs but this would usually involve team discussion and giving feedback etc as well, so at home would expect it to condense down to less time. - Parents think the children are getting good feedback which is quick and relevant to the child. This is an improvement on the first lockdown. - A worry before, was we were losing children. Having 91% of them kept going is excellent. <p>JR commented that this was good parent voice feedback, and it is positive that parents are saying systems are working much better in this lockdown. The GB passed on congratulations to all the staff; they have not heard any issues and have many compliments.</p> <p>It was agreed that after a certain time, staff feedback will be given the following day, to ensure staff wellbeing.</p> <p>LC reported that all statutory assessments are now cancelled</p> <p>Q Is there any other news about SATS other than they are not going to happen? A No, they are not to be replaced</p> <p>Q What processes have you got in place to keep the assessments going, we need to know how the children are doing? A We can build portfolios and keep records until they actually come back to school and then will need to test what they can apply. The standard of presentation is slightly below what would normal get in the school. An advantage of going to a virtual learning platform would be to build in some assessment</p> <p>Q Regarding Ofsted, are you having monitoring visits or is there any indication from them at all? A The last was in 2019 and it could be up to 3 years until the school gets the next Ofsted visit/ The LA don't have any monitoring visit in place due to Covid and the Ofsted inspections have been moved to the summer term. SW noted that some visits are taking place by Ofsted in other formats.</p> <p>The LEA support was discussed; Lindsay Miller is now the school's advisor until August. LC has had some virtual meetings and phone calls and there is a new timetable for key improvement actions; some dates will need to change due to the new lockdown.</p>	

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	<p>Q Has there been a governance review after the 'requires improvement' Ofsted outcome? A There was one in March 2020. LC to send SW a copy for comments. No feedback since due to Covid. The school is in a good position to demonstrate good improvement. There is a willingness to show improvement and for governors to come in to do monitoring. Assessments were done at the beginning and end of the Autumn term and progress will be further reviewed this term. LC reported that the formative assessment is ongoing but from a distance.</p> <p>Q Could governors be invited to the assessment meeting? A Agreed it would be useful to have the input from governors. Governors can write a short report or email attending monitoring meetings. It was agreed that this is critical standard practice if a governor is doing a visit, feedback is crucial and there also needs to be a clear focus to the visit. DS is to attend the staff meeting.</p> <p>The pupil data report was considered. JR would like governors to consider how information is compiled and circulated as this has been something identified to be standardised and improved.</p> <p>Q Are we going in right direction, what are the weak and strong points? A We are moving in right direction. Covid catchup money has let us employ additional hours to provide more support. In terms of data, a big focus is to do the moderation and interrogate the assessments. There has been progress across the board. Children are moving into working in the correct year group. They won't make up a years' work in one term and a few children have some gaps who will need more time. Reception children have made less progress but there were a lot of gaps to start with. Will look at breaking this into more steps to support assessment and catchup.</p> <p>Q Should we focus on the 9% pupils who aren't engaging? A This equates to an average of 4 children who are not attending Zoom sessions or returning work. It is not always the same children. The school is working with families of any children who are a concern. The majority are regularly engaging. The school is concerned about safeguarding with not being able to physically see the children which is why staff are giving immediate feedback.</p> <p>Q Could we say to parents if there is a Zoom failure. We do a chaser get a reason? A. There was a discussion, and it was agreed that the system in place was sufficient.</p>	<p>LC</p> <p>DS</p>
11.0121	<p>School Development Plan LC reported that the timescales set in the plan have to be moved back in order to be realistic. Progress is being made in all the areas. LC has spoken to Lindsay Miller about the curriculum development timescales. At the moment school development is all linked with delivering learning in the current Covid situation and the government view is this is the focus rather than long term planning.</p>	
12.0121	<p>Sports premium Nothing to report.</p>	
13.1220	<p>Staff/ Pupils / Family wellbeing Family wellbeing – covered above</p> <p>Staff wellbeing – JR asked if any issues needed governor's attention. LC advised that the biggest concern is the staff workload. LC is telling staff they can't recreate the entire classroom and they will have to prioritise certain aspects. Staff are also reminded to ensure they have some downtime. Staff morale seems good in the</p>	

No	Item/Details	Action
	<p>building. It is busy, but calm and organised. Everyone is being flexible, and the rota is well shared out.</p> <p>Q Should governors send a questionnaire out to staff asking for confidential feedback on any issues?</p> <p>A It was agreed that this was not needed as the school feels quite positive. JR does manage to see most staff regularly and asks how they are. If LC or SK feel at any stage any issues need raising, they will ensure to bring them to the attention of JR and the board.</p> <p>Pupil wellbeing – all the children seem to be settled and the school is trying to ensure they have a developed curriculum.</p>	
14.0121	<p>Safeguarding Report Covered in HT report Concerns regarding 2 pupils are being dealt with. LC has identified actions and involved outside agencies where appropriate.</p>	
15.0121	<p>Governance review and plan JR reported that the plans have been on hold due to Covid and are to be picked up after the lockdown. A number of visits were planned, and it was agreed to establish a subcommittee. There is a clear determination to have meetings and take the governance review further, but the GB has not been in a position to do much with it currently.</p> <p>SW was invited to join the subcommittee and will review the governance report.</p> <p>LC advised that Lindsay Miller has given 21 March as the proposed review of the action plan. Governors noted it was important that they don't lose sight of doing this review. More planning is required; there are some things to do more work on but a lot is in hand.</p>	SW
16.0121	<p>Budget Monitoring Report LC reported that the school budget appears to be on track. It will be reviewed at the next FGB meeting. The position is better this year than previous years. LC works with Fiona Robinson, the NYCC bursar, on the budget.</p>	
17.0121	<p>Staffing Matters LC reported that there is a new lunchtime supervisor and an experienced GTA has been appointed.</p>	
18.0121	<p>Governor Training All governors are to check their training needs.</p>	
19.0121	<p>Governor Monitoring Visits SW and DS are to get involved in monitoring visits and attend staff meetings. The GB welcomes the external view that SW can bring, and LC also brings her experience on early years. It was agreed that the GB needs to get more assurance on the monitoring arrangements and improve them in terms of the governance review and planning. It was agreed to keep meetings to a minimum now to relieve any pressure on the staff and the GB will plan how to do more after the lockdown. It was also agreed for DS and SW to attend a school assembly.</p>	DS/ SW
20.0121	<p>Premises, Health & Safety LC reported that NA has been into school regularly. NA came in to help over the Christmas holidays to clear a large amount of rubbish, clear out an early year's area and cleaned all gutters around the school building, which the school really appreciated. LT has also offered a lot of help. On behalf of governors, LC is to send NA a thank you for his hard work.</p> <p>The ceiling repair in the learning zone is completed and painted. LC and NA have done a school visual check and no other issues were seen.</p> <p>The NYCC H&S representative came to do a fire inspection last week and there were no issues. They will be doing the full H&S inspection next year.</p>	LC

No	Item/Details	Action
	Visitors – guidance is any health or special needs professional access and contractors doing key works access should continue.	
21.0121	Policies to consider/agree None	
22.0121	To deal with any matters agreed for consideration under item 6 above. LC thanked SK for her work on the website. Governors discussed the computer provision. LC reported that the computers have been delivered this morning and are being checked by ICT. No child will be without access to suitable ICT and the school has given out several iPads etc. The school broadband is working okay.	
23.0121	How has this meeting impacted on the welfare and progress of our pupils? Appointed a new LA governor who welcomes the opportunity to get to know the school Checked the staff and pupil well being Discussed progress and monitoring and ways to improve	
24.0121	Date of next meeting 3 rd March 2021, 28 th April 2021, 30 th June 2021 Closed at 6.55	

Signed

Dated