



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

Minutes

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

No	Item/Details	Action
1.0321	Welcome JR welcomed all governors to the meeting and 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.	
2.0321	Apologies None reported. Due to technical difficulties LW joined the meeting at item 8; NA took notes to pass to LW for items 1 – 7.	
3.0321	GB vacancies There is one vacancy to fill for a co opted position.	
4.0321	Declaration of interests, pecuniary or non-pecuniary None	
5.0321	Determine any confidential items (not for publication) Highlight as required.	
6.0321	Notification of urgent other business None	
7.0321	GB Update Nothing to report.	
8.0321	Approve the minutes of the meeting held in January 2021. Approved with amendment as follows: 20.0121 see highlighted text to add: 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 and 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.	
9.0321	Matters arising Question on minutes from SW - 10.0121. Did DS attend the staff meeting? Response from LC - DS had attended previous meetings, but due to school closure, staff meetings have been ad-hoc. Formal meetings will begin again 8 th March when school reopens. DS will attend future meetings. 15.0121. SW pointed out there has not been a sub-committee meeting. Response from JR - An item on the GB action plan will take this forward. 19.0121. SW and DS are to get involved in monitoring visits and staff meetings SW pointed out that this will also be need to taken forward on the GB action plan.	DS JR JR

No	Item/Details	Action
10.0321	<p>Report from the Headteacher - to receive and ask questions</p> <p>LC referred to the pre-circulated HT report and asked governors to note the new report format which reflects key Ofsted areas, has an added impact column and a new standing item on pupil mobility.</p> <p>Governor comment – it is useful to see the report organised in the way it is.</p> <p>LC noted that governors should have read the report and considered any questions to raise.</p> <p>Key headlines on the report were:</p> <p>School reopening - the school reopens for all children on 8th March. 25-30% children have been in and LC expects 100% will be back in on Monday. 100% are back in nursery. All staff are gearing up for the next phase and have been in to undertake planning. There has been some drop off seen in the children's work and engagement since the government announcement about reopening schools.</p> <p>School improvement reviews - there are three key school improvement reviews in the next few weeks - phonic and reading visit, early years advisor visit and a governance review on 22 March.</p> <p>Staffing – 2 are shielding. There are some implications over the next few weeks and the school will do it can with existing staff until they can return.</p> <p>Governors had the following questions on the report:</p> <p>Q Will shielding end at Easter? A Yes on 31 March during the Easter break, so they should be back on 12 April. The NYCC risk assessment supports anyone with a shielding letter not to be back until April and to follow the guidance.</p> <p>Q Re shielding – are further staff required in school, are you bringing in anyone else to cover? A Various staff are deployed and the school has employed staff in Oak for 1.5 day a week from supply to deliver support to get pupils on track.</p> <p>Q Curriculum development and design - where are we up to and what is left to do? A LC has discussed this with the SIA (LM). It was to be done July last year which was a big ask for a small cohort of staff. The curriculum plan should be more than halfway complete for the following year.</p> <p>Q Have we got 1 complete and x still to do? A We will have done half term by half term as we are working on whole curriculum step by step.</p> <p>Q Is what has been done up to the standard we need? A Yes it is of a good standard, just not as advanced as hoped it would be. Many schools have just revised previous learning and LM was surprised that this school has been doing new learning remotely.</p> <p>Q Has LM had any significant interrogation of what the planning looks like? A LM did take it on trust; some docs are on website to see, LC does have files of evidence to view</p> <p>Q Is anyone on the GB confident they could do some review of this area? A DS attended a staff meeting on 30 November and curriculum planning was discussed. SW is happy with the work that LC is outlining and the experience she brings in as an interim HT. DG is happy to join DS in the review and appraisal of</p>	

No	Item/Details	Action
	<p>the curriculum work done. JR noted this will help the GB to have good constructive challenge. It was agreed that DS and DG attend the scheduled staff meetings on curriculum development – the next one is 4pm on Monday 8 March. LC to send a meeting invite. DG also to look at coming into school to view the 'life of the school'.</p> <p>Q The replacement to the statutory assessment, how is it to work? A LC shared an assessment strategy document on screen. Each different area of the curriculum is reviewed by teacher assessment. Some areas are more formalised e.g. English and maths, and foundation assessments will have more practical activities.</p> <p>Q What has been done on reading? A LC covered the work on English hub developments and an initiative the school is in process of doing to raise the profile of reading in classrooms and across the school.</p> <p>Q What is the school partnership improvement plan? A The plan identifies what support the LA is putting in place and the SDP has been informed by this</p> <p>Q Early years assessment – will we be completing this? A Yes and this will be a data exercise to the LA Q Do you have date for it? A Monday 15 March Q Can governors join in virtual meeting? A All briefings virtual and 2 staff doing virtual training. LC has discussed the process with JR and the roles of governors and a link governor for early years is to be appointed.</p> <p>Q Issues with some of the remote learning sessions were raised, they were sometimes hard to get on? A LC advised there have been some issues with one session. Overall, parent governors said remote learning is mainly working well and the bandwidth is holding up.</p> <p>There were no further questions on the HT report. Governors commented that it was great to see the HT report meeting the needs of Ofsted; it was a very clear report and the new format will work well for the GB.</p> <p>It was agreed that item 10 (the HT report) now included items 11, 12, 13 and 15 and future FGB agendas are to reflect this.</p> <p>Governors commented on the success of the new website. LC reported there is still more work to do to ensure it is Ofsted compliant e.g. policies are to be updated. Governors All noted the hard work.</p>	<p>DS/DG/ LC</p> <p>LW</p>
11.0321	Attendance - covered in HT report	
12.0321	Pupil Mobility - covered in HT report	
13.0321	Staff/ Pupils / Family well being - covered in HT report	
14.0321	<p>School Development Plan LC covered the circulated school improvement plan (SIP) and governance plan which all governors should have a copies of, and JR noted that the GB should aim to have reviewed them by 22 March for the governance review. The SIP is based on the school partnership plan and would previously be the SDP. It reflects discussion with the SIA to ensure it is focussed. LC advised that the first 4 pages</p>	

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	<p>are KPIs and the format of the document is based on the format of the NYCC school improvement plan template.</p> <p>Governors made the following comments on the plan:</p> <p>It is a confusing document. It is difficult to know how many priorities there are and where they come from. There is overlap between the plans with the need to look at the governing body improvement plan as well. The GB is responsible for the strategic management of the school and not the internal management of the school – do governors need to see detail on the internal management of the school. Slim it down too much repetition and be clear on priorities The current format is not easy to review and governors need to review it in a new format.</p> <p>LC will make a start on re-formatting the document and will liaise with governors on this work. The revised document is to be reviewed at the next FGB meeting.</p>	LC
15.0321	Safeguarding Update - covered in HT report	
16.0321	<p>Governance Review and Governing Body Action Plan 2021 JR referred to the pre-circulated governing body action plan which has been produced following a meeting with JR/SW to review the governance health check and review which were done last year. Five key priority areas have been identified. The plan is to be reviewed with SIA (LM) on 22 March as part of the governance review session.</p> <p>Governors discussed the best method to review the plan. Options were: To hold a separate meeting Assign it to 2-3 governors to review it initially them circulate – NA, LT and JR A governor to take each priority Virtual or telephone discussion could be used.</p> <p>The need to do the update quickly by 22 March was stressed.</p> <p>It was agreed that the governing body action review should answer the questions ‘what difference do we make to a strategic review of the school’ and ‘what do we need in place to evidence how this school is moving forward’.</p> <p>Governors need sight of the Ofsted action plan - LC to circulate copies to all governors.</p> <p>All governors are to send comments to JR by this Friday (12 March) and JR/LC will then finalise the document. A revised copy will be circulated for further comments.</p> <p>It was agreed that the governing body action plan will be a standing agenda item for future FGB meetings.</p> <p>LC noted that the review with LM on 22 March will include sessions with governors. There is to be a 45min meeting with JR and LC and a session with the GB. The session will likely be between 1 and 2pm and as many governors as possible are to attend.</p> <p>SK will send a reminder email and TEAMS meeting invite.</p> <p>DG left the meeting at this point</p>	<p>LC</p> <p>ALL JR/LC</p> <p>LW</p> <p>ALL</p> <p>SK</p>

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17.0321	<p>Finance LC reported that she is still to receive the budget report from the bursar (FR) but has met with the NYCC relationship manager to confirm the packages that the school has bought into, so will be receiving the budget information soon.</p> <p>Q Have you chased FR for the information? A SK has been in touch with FR and it was confirmed that now that the services have been finalised FR can update the budget; staffing and catering elements are also being updated.</p> <p>Q Is the general state of school finance okay? A The school is not facing any issues. The school will get more Covid-19 money. This year is fine. There is a need to look at impact of current HT arrangements, staff shielding and absence on next year's budget.</p> <p>JR gave a brief update on HT arrangements and to keep the forward momentum in transition. Governors were asked to note the confidential nature of the update. Further consultation is to take place and JR will confirm the plan to governors following this.</p>	
18.0321	<p>Staffing Matters Covered in HT report</p>	
19.0321	<p>Governor Training To be covered in the governing body action plan. Governors were asked to note the circulated NYCC governors termly newsletter which includes training course information.</p> <p>LC is doing some curriculum training and briefing for leaders in early years on 15 March 1.30-3.30pm and LT is to attend if available.</p>	LC/LT
20.0321	<p>Governor Monitoring Visits To be covered in the governing body action plan</p>	
21.0321	<p>Premises, Health & Safety Safeguarding – LC reported that work is being done to make the fence safe as a temporary measure but the school will need a decision on how much to invest in a longer term solution. The initial quote was high. The finance committee is to discuss the matter in more detail.</p> <p>Health and safety - NA does checks on a regular basis. NA raised the septic tank as an issue. It is accessed in NA's garden and NA has had to empty it to stop it overflowing. LC is aware that there is a programme of work to replace septic tanks in schools and will raise it again with NYCC to ask them to take immediate action due to issue raised by NA.</p>	LC
22.0321	<p>Policies to consider/agree None</p>	
23.0321	<p>Terms of Reference for Rapid Improvement Group To be covered in the governing body action plan</p>	
24.0321	<p>Governor Monitoring of Remote Education Covered in HT report It was noted that monitoring of remote learning is being done in a full and proper way by the GB. Parent governors were invited to comment on the arrangements and governors have seen the completed checklist presented by LC. Governors noted the very positive feedback. LC has circulated a full document to governors and everything is completed as it should be. Governors commented that the work was very methodical and efficient and gave congratulations to LC for the good work.</p>	
25.0321	<p>To deal with any matters agreed for consideration under item 6 above. HT leadership – covered in finance item above</p>	

No	Item/Details	Action
26.0321	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Appointed a new LA governor who welcomes the opportunity to get to know the school</p> <p>Checked the staff and pupil wellbeing</p> <p>Discussed progress and monitoring and ways to improve</p>	
27.0321	<p>Date of next meeting</p> <p>28th April 2021, 30th June 2021</p>	

Signed

Dated