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Care, share and belong | Lead, teach and learn with passion

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

Minutes

Present	James Robinson (JR) Sian Mitchell (SM) Louise Tolhurst (LT) Sandra Whitson (SW) Neil Audsley (NA) David Griffin (DG) Jane Price (JP)	Chair - Parent Governor Head Teacher Parent Governor LA Governor Co-opted Governor Co-opted Governor Staff Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies		
Vacancies	2	2 x Co-opted Governor

No	Item/Details	Action
1.0621	Welcome JR opened the meeting and welcomed JP the new staff governor appointed by the school.	
2.0621	Apologies None reported.	
3.0621	Declaration of interests, pecuniary or non-pecuniary None	
4.0621	Determine any confidential items (not for publication) None	
5.0621	Notification of urgent other business None	
6.0621	Approve the minutes of the meeting held in April 2021. The minutes of the FGB meeting held April 2021 were approved.	
7.0621	Matters arising Matters arising were actioned or on agenda – see action table. Two potential governors have been contacted via Inspiring Governance to fill the vacant co-opted governor positions and SM / JR have discussed their skill sets. It was proposed that Elaine Phillips be appointed as a co-opted governor – all agreed by show of hands. It may be possible to make a second appointment in September. There was a reminder to all governors to complete the mandatory safeguarding online course. SK keeps a training log at the school. NA will be doing further safeguarding training as safeguarding governor.	ALL
8.0621	Committees Rapid Improvement Group – JR referred to the circulated minutes. The RIGS are being held fortnightly and have been attended by a range of governors. The governance action plan is updated at the end of each meeting. It was agreed that the fortnightly meetings were useful and JR proposed they continue in Autumn term until the school can demonstrate it is moving towards a secure judgement evaluation; all agreed by show of hands.	

No	Item/Details	Action
	<p>The meetings will be scheduled with more focussed agendas; three key priorities are to be agreed before meetings. It was agreed that the HT / chair should not be taking minutes and this will be rotated around other governors in attendance. A common template will be used for both the RIG and T&C committee meetings.</p> <p>Tracking and Curriculum Committee – SM noted that advice from TC (National Leader of Governance – NLG) on effective use of meetings was that the Tracking & Curriculum Committee continue to meet half termly. As all governors are welcome to attend all committees it was proposed that the following GB meeting arrangements be adopted from September: 3 x FGB meetings (one per term) – to include HT report 3 x T&C focussed meetings (one per term) – To incorporate the T&C committee and look in depth at curriculum development and data. SM asked governors to refer to the circulated monitoring schedules.</p> <p>Governor question – Is 1 x HT report a term enough; how will governors know what going on in school? Answer – There will be a new governors information section on the website to access minutes of RIGS, policies, progress data etc in 'real time' and ensure information is all in one place.</p> <p>Governor question – This needs to be a priority, will it be available for September? Answer – A completion date of the end of term was agreed.</p>	SM
9.0621	<p>Update from the Headteacher SM referred to the circulated HT report, highlighted the key points and responded to governor questions as follows:</p> <p>Pupil attendance – excluding lockdown = 94.2% which is under the national average of 96% but has increased since the last report from 93%. It was noted this reflected a national picture and was being seen in the local schools cluster. As move to recovery and out of immediate Covid situation some children are showing anxiety and this impacts on attendance – to be raised at T&C committee.</p> <p>Governor question – Are there any underlying problems, any specific children needing to work with and what action are you taking? Answer – There is persistent absence in one family, this has been discussed with SG governor and actions are ongoing.</p> <p>Staff attendance – no staff have had to isolate since the last report, no impact on pupils.</p> <p>Staffing - Governor question – Is the change to the staffing structure understood? Answer – SM will ensure it is made clear and outlined the changes to staffing arrangements. Governors agreed that they have every confidence in the HT's judgement.</p> <p>RSE consultation – SM reported that the majority of parents were supportive of the curriculum and policy; only 1 pupil was withdrawn from the sex education sessions. The RSE Policy was approved, and SM confirmed sessions are to go ahead as part of the curriculum. Feedback from parent and staff governors was that it was going well.</p> <p>Governor question - Progress and attainment scores were poor. In Reading, Writing and maths many were below the ARE, is there any comment from the HT on that? Answer – SM gave an overview of each cohort in terms of attainment: Reception – there is largely a language issue as a barrier to learning and this is a focus in the recovery curriculum</p>	SM

No	Item/Details	Action
	<p>Reception & Y1 – only had one term in school so haven't had the time in school Y2 is better and this is the most engaged cohort in learning at home. Y3 – 6 pupils (3 are the pupils mentioned earlier) – still doing catch up provision; tailored 1 21 interventions. SM will cover the September recovery curriculum further on the agenda.</p> <p>Governor question – Is there anything in Y4 – Y6 to draw attention to? Answer – There are a majority of pupils in KS2 on SEN register which factors into the overall attainment</p> <p>There was discussion about different levels of engagement in each lockdown and the need to be covering 2 years in 1 which will have had an impact on attainment. Despite good engagement this lockdown it is not the same as being in front of a teacher; coming back is a big step for a lot of the children and it is hoped by the end of autumn term it will be a different picture.</p> <p>Governor question – Is there a similar pattern of attainment in other schools, any context? Answer – The national context is that attainment is far below what would expect. However, this will not be taken as an excuse by Ofsted. Howardian schools and similar schools are showing a similar picture across the board.</p> <p>It was agreed that in future HT reports there will be a commentary of the trajectory compared to the previous report and plans for the future as well as context from external comparison.</p> <p>The GB thanked SM for a very good and full report.</p>	<p>SM</p> <p>SM</p>
10.0621	<p>Safeguarding Covered above in HT report; no significant issues to report. It was noted that safeguarding is a key focus across the school.</p>	
11.0621	<p>School Development Plan SM referred to the circulated school improvement plan (SIP). The school has reviewed evidence and impact from this year's plan and SM welcomed comments from governors. The proposed SIP for 21/22 was covered and includes any areas from 20/21 which were not fully met or require more time to embed; the latter was important due to change in teaching staff (50%). Personal development is added as a new section.</p> <p>Governors noted it was good to see the plan incorporating things needing to be done from the Ofsted review and it is hoped by Christmas next year the school can be judged at least good. The plan is clear and laid out well with sensible timescales.</p> <p>JP noted from a staff voice perspective the staff are supportive of the plan and head's role in driving it forward. Staff welfare and mental health is being considered and is an active consideration. Governors noted that staff wellbeing is also a big consideration for governors.</p>	
12.0621	<p>Governance SEA draft visit report - the report was noted. Matt Blyton is the SEA currently and in contact with the school / Chair. Progress was discussed and the following actions agreed: The single central record is up to date; it was agreed that NA / JR will review this annually with SK. The school vision and values are displayed on the agenda in future with a column to link discussion to the vision. SM will cover the work on reading with DG as link governor</p> <p>Governors noted it was disappointing that the work of governors, the way they have come together and the significant action they were taking was not mentioned</p>	<p>NA/JR</p> <p>LW</p> <p>SM/DG</p>

No	Item/Details	Action
	<p>in the report. However, it was noted that after the recent GB training from the governance team there was positive feedback about the commitment of the GB. SM will make MB aware this is something that should be raised.</p> <p>Governing Body Action Plan 2021 – JR referred to the circulated document and asked for any comments. It was noted that it is reviewed at each RIG. It was agreed that a forum for staff and governors to discuss the vision be included in the school calendar.</p> <p>Governors agreed to continue with the current arrangements for fortnightly RIG meetings. The next meeting will include a review of the vision and values.</p>	<p>SM</p> <p>SM</p>
13.0621	<p>Governor Training JR noted that all governors need to keep updated on training needs and LW / SK will continue to keep governors advised of training opportunities.</p>	
14.0621	<p>Governor Monitoring Visits SM referred to the circulated monitoring schedule which included proposed monitoring activity. It was agreed that governors don't need to provide typed up reports, they can submit what they have written up whilst in school. It was agreed that governors would confirm dates/times with SM by 13 July.</p>	ALL
15.0621	<p>Policies to consider/agree: Governors discussed the following circulated policies. NA advised that he had reviewed the CP policy previously in draft. It was agreed that all policies be approved, with the addition of a consistent covering page including date reviewed, to be reviewed and sign by.</p> <p>Child Protection/Safeguarding Relationship, Sex Education Homework Allergens Equalities Plan EYFS Health & Safety Working at height procedure Medication SEND PHSE Pupil Attendance</p> <p>DG left the meeting at this point</p> <p>It was agreed that LW will work with SK on a policy review schedule. The Whistle Blowing Policy is to be added to the website as a priority.</p>	<p>SM</p> <p>LW/SK SM</p>
16.0521	<p>Finance SM noted that the Start Budget was approved at the last meeting. There is no change to the budget and no issues to report. The school may have a deficit c/f next year of £2,000 as support received for being in priority 4 comes at a cost.</p> <p>Governor question - Should this have been included in the agreement we signed; it was implied we would get it for free? Answer – it was agreed on the basis of this is what you'd should do the bursar was surprised would be a cost.</p> <p>It was agreed that the agreement and previous financial papers would be checked. The LA will cover the costs if they take the budget into deficit.</p> <p>SM will produce reports for end of the academic year on pupil progress, covid catch up, pupil premium and sports funding and circulate to governors.</p>	<p>SM</p> <p>SM</p>

No	Item/Details	Action
17.0621	<p>Premises, Health & Safety Neil left the meeting at this point.</p> <p>There were no H&S issues to report, all recent actions from inspections are in hand.</p>	
18.0621	<p>Governor led nursery provision</p> <p>JR has met with the nursery and saw good practice. SM raised outcome of recent consultation / discussions on increasing opening times. The nursery currently opens 3 and a half days and feedback is that parents are keen to see an increase in opening hours.</p> <p>SM has costings from the bursar to support an additional 2 hours for a GTA = 3 children and there will be sufficient take up in September for places with a further increase to numbers in January.</p> <p>Governors approved the proposal to open the nursery for an additional 2 hours.</p> <p>There has been discussion on increasing the age range as well as have 5 days a week opening. However, governors endorsed SM's vision it would be in the best interests of the school to review this in the longer term as the current focus needs to be on getting a good judgement.</p>	
19.0621	<p>Curriculum intent statement linking to vision and values SM noted the pupil consultation and parent consultation on the vision and values. Feedback was that there was a clear message on values. It was proposed that the second value be amended from 'aim high so everyone can shine' to 'have high aspirations and fulfil our potential' to be more inclusive. All agreed and welcomed the stakeholder input.</p>	
20.0621	<p>Staffing Matters Covered above.</p>	
21.0621	<p>To deal with any matters agreed for consideration under item 6 above None</p>	
22.061	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> - Safeguarding and the vision and values are at the forefront in all we do - Constantly trying to improve consider welfare of staff and pupils – good to hear staff voice on this 	
23.0621	<p>Date of next meeting</p> <ul style="list-style-type: none"> - 15 September, 4.30pm 	

Signed

Dated

ACTIONS

Name	Task	Opened	Closed	Comments
D Sharpe	Attend future staff meetings	March 2021	April 2021	
Chair	Gov action plan to include sub-committee meeting arrangements	March 2021	April 2021	
Chair	Gov action plan to include governor monitoring visits	March 2021	April 2021	
Head	Invite DS/DG to next curriculum dev session	March 2021	April 2021	
Clerk	Amend agenda to reflect new HT format	March 2021	April 2021	
Head	Revised the SDP document and present for review at the next FGB meeting	March 2021	April 2021	
All	All governors are to send comments on gov action plan to JR by 12 March	March 2021	April 2021	
Chair/Head	Update and circulate revised gov action plan	March 2021	April 2021	
Head	Circulate a copy of the Ofsted action plan to all governors	March 2021	April 2021	This is covered by the SIP
Clerk	Add governing body action plan as a standing agenda item	March 2021	April 2021	Ongoing
All / SK	Attend governance review with LM on 22 March. SK to send meeting invite/reminder	March 2021	April 2021	
L Tolhurst	Attend training on 15 March 1.30-3.30pm if available	March 2021	April 2021	
Head	Raise replacement of septic tank issue with NYCC	March 2021	Tbc	June 21 - not resolved yet
David G	provide a written review of visit	April 2021	June 2021	To be done after next CT meeting
Head	lead a review to explore the wider opening.	April 2021	June 2021	On agenda - June
HT/LC	HTs review the position on extending LC support with FR.	April 2021	June 2021	
Head	Newsletter article on holiday absence	April 2021	June 2021	
FGB	Review messaging and impact re holiday absence at the next FGB.	April 2021	June 2021	Ongoing message every half term
Head	HT to ensure the attendance at school policy is on school website	April 2021	June 2021	
ALL	Review SIP and if interested in an aspect of the plan to let HT know	April 2021	June 2021	On agenda - June
Head	Identify potential governors – Inspiring governance	April 2021	June 2021	EOIs discussed x2
Head	Election for staff governor	April 2021	June 2021	Attended June meeting
Clerk	Circulate NYCC training details	April 2021	June 2021	Ongoing
Head	HT is to progress a schedule of training to be provided by LM and agreed dates before the next FGB. meeting.	April 2021	June 2021	
DG	Safer recruitment training	April 2021	June 2021	
Clerk	Availability of introduction to governance course for DG – raise as an issue.	April 2021	June 2021	
Head	Agree focus for future governor visits	April 2021	June 2021	
Head	Card and gift are to be arranged for DS	April 2021	June 2021	
ALL	Complete the mandatory safeguarding online course.	June 2021		
Head	Governors information section on the website to be completed by September	June 2021		
Chair	RIG to focus on 3 priorities at each meeting	June 2021		
Head	Raise anxiety and impacts on attendance at T&C committee	June 2021		
Head	Include commentary on trajectory compared to the previous report and context from external comparison in HT report	June 2021		

NA/JR/SK	Review SCR annually with SK	June 2021		
Clerk	Display vision and values on the agenda with column to link discussion to the vision	June 2021		
Head	Cover the work on reading with DG as link governor	June 2021		
Head	Contact MB about governor impact	June 2021		
Head	Add forum for staff and governors to discuss the vision to school calendar	June 2021		
ALL	Confirm monitoring visit dates/times with SM by 13 July.	June 2021		
Head	Add covering page including date reviewed, to be reviewed and sign by to policies	June 2021		
LW/SK	Produce policy review schedule	June 2021		
Head	Check the P4 agreement and previous financial papers re. costs	June 2021		
Head	Produce reports for end of the academic year on pupil progress, covid catch up, pupil premium and sports funding and circulate to governors.	June 2021		