



**Leavening Community Primary School**  
**A VIRTUAL meeting of the Full Governing Body Meeting was held on**  
**9<sup>th</sup> December 2020 at 5pm**

**DRAFT Minutes**

<b>Present</b>	James Robinson (JR) Neil Audsley (NA) Louise Callaghan (HT) David Sharpe (DS) Louise Tolhurst (LT) David Griffin (DG)	Chair - Parent Governor Co-opted Governor Head Teacher Parent Governor Co-opted Governor Co-opted Governor
<b>In attendance</b>	Laura Waites (LW)	NYCC Clerk
<b>Apologies</b>	Susie Kemp (SK)	Staff Governor
<b>Vacancies</b>	2	LA Governor Co-opted Governor

<b>No</b>	<b>Item/Details</b>	<b>Action</b>
1.1220	<b>Welcome</b> 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.	
2.1220	<b>Apologies</b> SK; consented.	
3.1220	<b>GB vacancies</b> LC advised that an EOI in the LA governor position had been received from SW, who is a retired HT with good experience of working in local authorities and with governing bodies having formerly been a chair of governors. LC has spoken to her to introduce the school. Governors discussed the EOI and agreed her background was very impressive and she should be invited onto the GB. It was agreed to wait until SW has settled in before going out to fill the vacant co-opted governor position.	LW
4.1220	<b>Declaration of interests, pecuniary or non-pecuniary.</b> None	
5.1220	<b>Determine any confidential items (not for publication)</b> Highlight as required.	
6.1220	<b>Notification of urgent other business</b> JR to give an update on the HT	
7.1220	<b>GB update</b> It was agreed that SK review the DBS checks; to do every 3 years. No governor terms of office are ending this academic year.	SK
8.1220	<b>Approve the minutes of the meeting held on 23 September 2020.</b> Approved with no comments.	
9.1220	<b>Matters arising</b> None raised.	
10.1220	<b>Report from the Headteacher</b> LC referred to the pre circulated HT report and responded to governor questions.  Q Baseline assessment - are we moving backwards or are we going in the right direction with the results in maths for example? A There is a huge amount of intervention and catch-up work being done. Doing assessments this Friday and hope to see a lot of improvement since September. LC is fairly confident we will have moved on and narrowed some of the gaps.	

No	Item/Details	Action
	<p>Q Are parents involved in these assessments, taking responsibility for some of the catch up or helping?  A There are some that do a lot and can see that children have had more reading practice; some don't do as much as would hope. At parents evening we gave ideas for support and areas parents could help with</p> <p>LC does stress to parents to try and do as much as they can, little and often is the best approach. It was agreed to put something in the newsletter to set the context for the request e.g. why we are starting at a lower base, what the progress is and the interventions, how parents can help with some clear examples.</p> <p>Q Key stage 2, how is teaching being done?  A The teacher has been doing the planning and teaching from home and Mrs B did the physical coordination in school. The remote teaching does seem to be working; the teacher is ensuring pupils have been getting the quality of teaching they need and will be back in school tomorrow.</p> <p>Governors noted it is good to hear an example of where remote teaching is being done well and asked LC to pass on their appreciation of the good work being done. LC noted that having the additional member of staff to manage things in the classroom has worked well too. This has been a really good test of how to go forward with teaching if there are other needs to self-isolate; however, LC is not sure how successful it would be with a younger cohort. The approach worked well as children were in school, not sure if it would work as well if they were at home.</p> <p>Q Who will cover the after-school club when Mr B leaves?  A Miss C has been doing the after school and will take over the breakfast club – will look at how this is operated.</p> <p>LC gave examples of several staff who are being very flexible and assets to the school.</p> <p>Q The results show reasonable progress in reading, but less so other areas?  A Reading has had a push and a lot of early interventions were focussed on phonics and reading as if the children can't do that, they will find it hard to progress in other areas.</p> <p>Q What are plans in other areas?  A Will use Mrs B to do some spelling interventions (she is a qualified teacher so will be able to take on this role) – she can also do some of the writing and maths interventions.</p> <p>The data in the report was taken beginning of the term and then half term – this half term there should be an acceleration in the progress.</p> <p>Q Why are older groups seeming to progress more?  A LC is having conversations with staff about the expectations and being consistent in the monitoring – data can be skewed due to comparisons with small cohorts.</p> <p>Need to be careful to look at the actual breakdown of the curriculum and the expectations per year group not just the comparisons in the peer group. LC is working with staff on this as part of the curriculum design process and staff will spend more time mapping children against the age-related expectations.</p> <p>Q Any issues with the older year groups?  A As above, will go through the same process to develop the understanding; LC is more confident that tracking is more accurate at KS2 so do need to concentrate on the early years.</p> <p>Q Discussed parent voice in the classroom area.</p>	

No	Item/Details	Action
	<p>A It was noted several people would be happy to come into school to share their experience. It would be useful to have a male role model who would volunteer to get involved in the school given the school's female oriented workforce.</p> <p>DG was going to come in and talk about experience as a police officer. It was noted there was a need to encourage parent volunteers and the local community to come into to run after school activities, do reading etc. SK is to co-ordinate this and JR, DG, DS and NA were all happy to be involved.</p> <p>There were no further questions on the HT report.</p>	SK
11.1220	<p><b>School Development Plan</b> LC referred to the circulated SDP – a school improvement action plan was sent out. This was based on the school partnership action plan written with the LA earlier in the year when LM was working with SM. Many points have not progressed due to the CV-19 lock down. Some actions have rolled over and LC has looked at feasibility of what can be implemented and progressed. The original KPIs identified by the LA post Ofsted are still the focus of the plan, and progress is being made in all areas.</p> <p>Q Which area is LC most concerned about? A Curriculum, only due to it being such a big job; the Ofsted result was a reflection of the school being early in the process for Ofsted and the new curriculum. There is a detailed action plan for the governance review and quite a bit to do on early years; the quality of education is improving.</p> <p>LC and JR are to have a meeting about the governance aspects with LM. JR, NA and DS will meet with LC to go through the governance plan before Christmas if possible; particularly to discuss the points about monitoring and scrutiny, as concerned this could be overdone.</p> <p>It was agreed that the current performance and tracking meetings be renamed rapid improvement meetings and that they will be held more frequently and include DG, NA and JR. Minutes from the previous tracking meetings are to be circulated.</p> <p>Subject action plans are to be developed for review at the next meeting in January.</p>	JR/LC/ NA/DS  LC/JR/ DG/NA
12.1220	<p><b>Sports premium</b> Covered above.</p>	
13.1220	<p><b>Staff/ Pupils / Family wellbeing</b> Staff wellbeing – LC noted it is a difficult balance when the school is classed as 'required improvement' in keeping staff wellbeing up without overloading staff, especially in a small school. There have been some issues with bubbles and childcare issues due to the current situation. Everyone is doing a marvellous job; they are understandably anxious about CV-19 and the school is on version 9 of the risk assessment. The latest change is the need to wear masks outside of the classroom. People are doing very well and coping but it is a constant topic of conversation and it is a challenge to manage. There have been several tests each week of term; so far this has not impacted too much on staff, but this does raise anxiety levels. Many schools rely on volunteers; here the school is relying more on goodwill of staff and they are being flexible with their hours to help the school stay open.</p> <p>Governors noted they are very grateful to all staff and the work they are doing and asked that this be recognised especially as schools are one of the most vulnerable areas in the country. JR is to express thanks to staff on behalf of the GB and how impressed governors are with the way the school is functioning.</p>	JR

No	Item/Details	Action
	<p>LC reported that the school will need to be on call for test and trace right up to Christmas Eve.</p> <p>Pupil wellbeing – all the children seem to be settled and the school is trying to ensure they have a developed curriculum. Parent governors gave examples of how the staff are putting children first.</p>	
14.1220	<p><b>Safeguarding Report</b> No issues to report. Some staff need refresher training and SK is coordinating this. NA, as safeguarding lead governor has met with LC on safeguarding matters and minutes of the meeting will be circulated.</p>	LC/ NA
15.1220	<p><b>Governance review and plan</b> Covered above. A meeting of the rapid improvement group / taskforce will be held to take the governance review recommendations and overlook the schools improvement</p>	
16.1220	<p><b>Budget Monitoring Report</b> The 3-year budget projection is currently 'in the black' and governors agreed that this is an amazing result given the deficit situation 3 years ago. LC has met with the bursar and was reasonably positive about the balanced budget.</p> <p><b>Q Will getting the extra staffing in impact on the budget?</b> <b>A The school receives CV-19 catch up funding for this.</b></p> <p>The budget is based on the latest school roll. Given the position the school could review the sports premium funding. The bursar has raised the wrap around care and the need to monitor this. LC supports keeping it as prospective parents do enquire about after school clubs etc and some of the new pupils will use these facilities more.</p> <p>The minutes of the budget monitoring meeting are to be circulated.</p>	LC
17.1220	<p><b>Staffing Matters</b> Some of the staff changes were covered in the HT report. There will be further changes with Mr B leaving. The newsletter will cover all staff changes so parents are aware.</p>	
18.1220	<p><b>Governor Training</b> Details of the school network meetings and a list of training available to governors is to be circulated. DG still to do the introduction to governance course as this was cancelled in May 2020.</p>	DG
19.1220	<p><b>Governor Monitoring Visits</b> DS has done a KS1 visit. It was agreed that some specific link governors are to be identified. To be discussed in the RIG meeting.</p>	
20.1220	<p><b>Premises, Health &amp; Safety</b> School field– there is still an issue with safety at the back of the school – NA to review. Will look at specialist fencing contractor and check if the school must have a specific contractor for insurance.</p> <p>There has been a request from a village group to fund some seats/shelter on the school field. Anything would come to the governing body to approve. There is money available from the new development for the community which could be used. It was agreed that NA can go back to the group with 'in principle' approval of the GB.</p>	NA
21.1220	<p><b>Policies to consider/agree</b> None</p>	
22.1220	<p><b>To deal with any matters agreed for consideration under item 6 above.</b> SM is making good progress and JR is in regular contact. Will be an update on arrangements before March 2021.</p>	

No	Item/Details	Action
23.1220	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> Good progress made – seeing trajectory. Ensuring the health and wellbeing of staff and pupils Agreed to appoint a new governor	
24.1220	<b>Date of next meeting</b> 20 <sup>th</sup> January 2021	

Signed

Dated