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**Leavening Community Primary School**

**A meeting of the Full Governing Body Meeting was held on**

**15 September 2021 at 5pm**

**Minutes**

|  |  |  |
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| **Present** | Neil Audsley (NA) – Meeting Chair  James Robinson (JR)  Sian Mitchell (SM)  Louise Tolhurst (LT)  Sandra Whitson (SW)  David Griffin (DG)  Jane Price (JP)  Elaine Phillips (EP)  Jan Lomas (JL) | Vice Chair - Co-opted Governor  Chair - Parent Governor (from item 9)  Head Teacher  Parent Governor  LA Governor  Co-opted Governor  Staff Governor  Co-opted Governor  Co-opted Governor |
| **In attendance** | Laura Waites (LW) | NYCC Clerk |
| Apologies |  |  |
| Vacancies | 0 |  |

| **No** | **Item/Details** | **Action** |
| --- | --- | --- |
| 1.0921 | **Welcome**  LW opened the meeting and covered the appointment of the chair and vice-chair of the governing body. JR was appointed to the role of chair and NA was appointed to the role of vice chair; governors voted unanimously in favour of the appointments; there were no other nominations.  NA chaired the meeting in the absence of JR.  NA opened the meeting and welcomed governors.  JL left the meeting for governors to consider her expression of interest in filling the vacant co-opted governor role. The governing body voted unanimously to appoint JL to the governing body. JL joined the meeting.  All governors introduced themselves and their role for the benefit of the new governors – EP and JL. |  |
| 2.0921 | **Apologies**  All present except JR who will attend later. |  |
| 3.0921 | **Declaration of interests, pecuniary or non-pecuniary**  None |  |
| 4.0921 | **Determine any confidential items (not for publication)**  None |  |
| 5.0921 | **Notification of urgent other business**  None |  |
| 6.0921 | **Approve the minutes of the meeting held in April 2021.**  The minutes of the FGB meeting held June 2021 were approved and the minutes of the last meetings of the RIG were noted. NA is to sign a copy for the file. |  |
| 7.0921 | **Matters arising**  Matters arising were actioned or on agenda – see action table.  Q Is the governor area on the website available?  A The Governors section is public and a governor’s area is password protected – all are to let SK know if they need information on how to access the governors area. | ALL |
| 8.0921 | **Standing Orders, Register of Interests and Code of Conduct**  The Governing Body Standing Orders were reviewed and approved with the following changes:  Change 2 to 1 year for chair and vice chair appointment.  Insert details of FGB focus meeting incorporating tracking and curriculum to reflect what was agreed at the last mtg  The Governing Body approved the Code of Conduct – LW to circulate a cover signing sheet.  Governors were asked to complete the register of interests form electronically and return signed forms to LW. | LW  LW  ALL |
| 9.0921 | **Staff presentations**  Recovery curriculum –  SM gave a presentation on the recovery curriculum which set out the aims and objectives of the curriculum this academic year to re0engage and reconnect with each child to get them to learn. SM gave the context and rationale for developing a recovery curriculum which will look at new ways to consider the needs of the whole child and their overall wellbeing at the centre of education in a rounded approach. SM advised that the recovery curriculum would focus on whole school approaches rather than intervention approaches and explained the focus across the following areas: on relationships, play, therapeutic approaches and compassion.  Staff have also reflected on what the recovery curriculum should look like as a whole school approach and what would be included in the whole school policy. More information will be presented to the next curriculum focussed FGB meeting.  SM and JP gave examples of some of the anxieties the children are showing coming back into school related to the pandemic which impacts on attendance and the impact on speech and language development in early years. This re-enforced the need for the approach set out in the presentation and was also impacting on staff time.  JR joined the meeting at this point.  SM responded to governor questions on the presentation:  Governor question - Appreciate the need to balance but the school will still get pressure to achieve. What is the priority? Would Ofsted support this?  A The approach has been discussed; have discussed if the approach to plugging gaps has been superficial. Ofsted do talk of the need for a well-rounded curriculum. It was agreed that there was a need to be mindful of gaps and on evidence that demonstrates the progress the children are making. The Governing Body needs to show support for the and its approach as well the challenge.  Governor question - As long as we still see progress, the rounded approach should be supported. Is there reassurance that we don’t swing pendulum so far that progress is not seen.  A – The school will still deliver all aspects of the curriculum. Evidence is showing focus on gaps has been superficial and a more nurturing curriculum would work better.  Governor question - What about teacher and staff support, where are they getting support from?  A There is a lot of cross team support  Governor question - Nuffield early learning intervention programme - do you use this?  A Yes we do use it. NELI is more targeted and the school wants to also use a whole school approach.  Governor question – Could parents encourage the older children to do more looking after the smaller ones e.g. in the line up coming into school and also ensure that children arrive on time as it has been noticed there are more latecomers?  A Yes this can be considered.  Governor question - What will staff get from approach?  A Whole school approach could be used to improve teaching and learning  Governor question - Is it envisaged there will be intensive work to start with then more focus on progress?  A Yes and SM gave examples of how this might work in practice.  Governor question - What will you do once at the stage when children are re-engaged and learning?  A It could take up to a year to get to that stage, depends on each child.  SM will circulate a copy of the presentation with governors.  Early Years Walk Around and verbal presentation –  All governors looked around the early years classroom. SM explained that the two new teachers early years / KS1 have spent time in summer transforming the inside and outside areas and this is seeing children engaging and the provision is well matched to needs and is improving behaviour and learning. The school is really excited about the educational offer for the children.  Governors were impressed with the use of the space that the school has, noted the school should be proud of what has been achieved and that it reflects the ethos of the school.  SM gave an example of a themed day recently and all the thought that went into it to make it play based and the approach to the learning to bring it to life  Governor question – Were any videos / photos done?  A Will look at this in future and how we use these examples on Facebook and the website. It was agreed that SM would look at resources for this and ensure safeguarding considered.  It was agreed that SM will pass on the governing body’s appreciation to the rest of the staff. | SM  SM  SM |
| 10.0921 | **Data**  SM referred to the circulated data and noted the main headlines.  KS2 is not making as much attainment as would like. Staff are baselining all the children across the school so the school will have data to show progress.  A letter has been sent to parents on expectations on attendance.  Governor question - Where do you expect to be?  A. Staff will set targets following the baseline. Would expect improvement in reception; maths teaching; reading across the school.  Governor question - Is the data impacted by home learning in first and 2nd lockdown?  A - Yes was better in 2nd lockdown.  Governor question - Is there anything extra the children who need it can be given to do at home to take pressure on staff?  A Would be extra pressure on some families and may be counter productive  SM will be putting the recovery curriculum to parents so they can see what is on it.  Governors noted the point that parents have a role in supporting what they can at home.  Governor question - Are there sessions with parents to show them what the phonics, maths and their practice is?  A Yes, did these pre covid and will look to do them again.  Governor question – What has slipped further behind as terms progressed?  A Plugging the gaps superficially for the attainment and retention of the learning |  |
| 11.0921 | **School Development Priorities 2020-21**  Covered above |  |
| 12.0921 | **Governing Body Update**  There are no vacancies currently on the governing body.  The governing body planner and dates including monitoring visits and link arrangements is under development – it needs to show that SW is the link lead for English. Link roles for EP and JL are to be considered and will be discussed with SM. | SM |
| 13.0921 | **Governance Action Plan**  The RIG arrangements will continue until the end of term. NA is to circulate the updated plan to all governors.  SM has circulated a copy of the SEF; the judgements have not changed however the content has drastically changed and it was agreed that the next RIG meeting will focus on this and the Ofsted judgements. In the leadership section there is an action for governors to rewrite the governance section of the SEF this term and a working group of the RIG will be convened to look at this.  SM reported that the new SIA (Michelle Hattersley) will be in school this week for an informal meeting and for the first planning meeting on 4th October to review the SDP, SEF most recent HT report.  The next RIG meeting is on Friday at 2.30 – may move to these virtually; they are fortnightly and 30 mins session. JR will attend the RIG at school on Friday to ensure the arrangements for the SEF etc are established; JL, EP and SW to attend remotely. | NA  JR  JL/EP/SW |
| 14.0921 | **Self-Evaluation Update**  Covered above |  |
| 15.0921 | **Policies and Procedures**  It was agreed that the policies circulated below are to be reviewed by governors and recommendations made at the next meeting.  SM will email out to governors which policy they are to review related to their link roles.  Complaints policy  Pay policy  SEN policy  Safeguarding policy  Assessment and feedback policy | SM |
| 16.0921 | **Safeguarding**  Governors were referred to the updated guidance emailed by SM and the new KCSIE document which sets out governor’s key responsibilities and role as school leaders.  It was noted that there is a document for governors to sign to confirm they have read and understood the KCSIE document.  EP and JL have completed the online safeguarding training and shared their certificates. | ALL |
| 17.0921 | **Premises Health and Safety Update**  No update  Governor Question - What is happening regarding the school fence?  A NA to catch up with SM on this | NA |
| 18.0921 | **Budget update**  FR has not been into school yet and will attend the November meeting to give an update on the budget.  The scheme of delegation and budget management policy are to be reviewed by SM and JR. | SM/JR |
| 19.0921 | **Correspondence**  None |  |
| 20.0921 | **Key Actions Summary and Impact of GB decisions**  SEF to be reviewed  Governor review of policies  Governance action plan and RIG arrangements in future  Change the SO/delegations document regarding the committees - everything comes to the GB  Good tour of school and saw the planning and work that had gone into the area – informal learning walk  Discussion on proposed curriculum  Review of data |  |
| 21.0921 | **Close and date of next meeting**  November and January meetings are to be held as virtual meetings on a different day than Wednesday. LW and SM to confirm the dates.  The meeting closed at 7.05pm | SM/  LW |

Signed

Dated

**ACTIONS**

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| --- | --- | --- | --- | --- |
| **Name** | **Task** | **Opened** | **Closed** | **Comments** |
| **ALL** | Let SK know if need information on how  to access the governor’s area. | **Sept 21** |  |  |
| **LW** | Update SO document as agreed | **Sept 21** |  |  |
| **LW** | LW to circulate a cover signing sheet for governors to sign for Code of conduct | **Sept 21** |  |  |
| **ALL** | Complete the register of interests form electronically and return signed forms to LW. | **Sept 21** |  |  |
| **SM** | Circulate a copy of the curriculum presentation with governors | **Sept 21** |  |  |
| **SM** | Consider resources for use of photo/video of school activity on Facebook and the website | **Sept 21** |  |  |
| **SM** | Pass on the governing body’s appreciation to staff following learning walk | **Sept 21** |  |  |
| **SM** | Discuss link roles for EP and JL | **Sept 21** |  |  |
| **JR/JL/EP/SW** | JR will ensure the arrangements for the SEF etc are established via the RIG  JL, EP and SW to attend next RIG remotely. | **Sept 21** |  |  |
| **SM** | Email out to governors which policy they are to review related to their link roles | **Sept 21** |  |  |
| **ALL** | Read the KCSIE document | **Sept 21** |  |  |
| **NA** | Catch up with SM on progress with the fence | **Sept 21** |  |  |
| **SM / JR** | Review scheme of delegation and budget management policy | **Sept 21** |  |  |
| **LW / SM** | Confirm the dates of the Nov/ Jan meetings | **Sept 21** |  |  |