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**Leavening Community Primary School**

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

**30 March 2022 at 5pm (at school)**

**DRAFT Minutes**

|  |  |  |
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| **Present** | Neil Audsley (NA) (Vice Chair)  Sian Mitchell (SM)  Louise Tolhurst (LT)  Sandra Whitson (SW)  Elaine Phillips (EP)  Jan Lomas (JL)  Jane Price (JP)  David Griffin (DG) | Chair - Co-opted Governor  Head Teacher  Parent Governor  LA Governor  Co-opted Governor  Co-opted Governor  Staff Governor  Co-opted Governor |
| **In attendance** | Laura Waites (LW) | NYCC Clerk |
| Apologies | James Robinson (JR) (Chair) | Parent Governor |
| Vacancies | None |  |

| **No** | **Item/Details** | **Action** |
| --- | --- | --- |
| 1.0322 | **Welcome and apologies**  NA opened the meeting and welcomed all attendees.  Apologies were accepted from JR; consented. |  |
| 2.0322 | **Declaration of interests, pecuniary or non-pecuniary**  None |  |
| 3.0322 | **Determine any confidential items (not for publication)**  None |  |
| 4.0322 | **Approve the minutes of the last meeting**  The minutes of the FGB meeting held January 2022 were approved and signed by NA. SM to file in governors file.  The minutes of the last meetings of the T&C Committee and RIG were noted. |  |
| 5.0322 | **Matters arising**  Actions from the last minute have been actioned or are in progress – see action table.  Q Are you waiting for any further reports on monitoring from the SIA?  A - the reading for enjoyment report has been sent today |  |
| 6.0322 | **Notification of urgent other business**  None |  |
| 7.0322 | **Headteacher Report**  All papers sent with the HT report were noted. The report included updates on the SEF, SIP, pupil monitoring, attendance and safeguarding, health & safety.  HT took questions on the circulated School Improvement Plan (SIP), which was annotated with impact.  Q DG, do you cover maths as part of your link role?  Y Cover science and maths. Have done science monitoring visit and will be doing maths visit this term  Q In 2.1 what is pobble ?  A North Yorks website is used for moderation and as a cohort to review examples of writing. JP explained how it was used in practice. SM explained how it was a useful comparison tool.  Q How long has this approach been in use?  A Was used last time for moderation and a lot of work has been done on it in school. There is a T&L resource for writing and other elements that the school can buy into.  Q Would the full membership be useful?  A Not at this point  Q How do you evaluate success, there is a lot of activity taking place - are you at place want to be?  A Yes. 3 years since sept have written whole curriculum and now as go into the whole cycle can see how a four year approach has worked.  SM explained how everyone has been part of new values, curriculum and developments. Governors noted it has been helpful bringing everyone up to speed on subject knowledge.SM reported on how this was working and having an impact.  Q Do you get support in other subjects, not just English and maths?  A This academic year had support for English and maths mastery.  SM has done CPD on reading. The school is keen to buy into access for national college staff CPD to cover all areas of the curriculum. Aim to take this forward from September 2022.SM attended first Howardian alliance heads meeting since covid this week. The cluster agreed from September to have curriculum peer groups with one school that takes a lead on certain themes where they have good practice. Govs noted this was a healthy attitude after the isolation.  Q How many are federated schools?  A There are 3 federations in the alliance. It is a small schools Howardian alliance so the schools all share same challenges.  Q Which areas do you have more to do on?  A 6.4 and 6.5 referred to PSHE and the RE curriculum needs more development  A How is the outdoor / jigsaw resource being used A jane gave examples, kids really enjoy the resources and are motivated. Noted the big impact it is having on the children. Culture is becoming embedded.  Governors noted that the positive nature of the reports from the LA should be reassuring and nothing was being raised as a concern - the school should be proud of the progress.  Governors would have welcomed in the monitoring reports some more evaluative commentary and the ‘so what’ element to help the school.  It was agreed that the Governing Body recognised the hard work and progress made by the school and would like to pass on thanks to the staff.  It was noted that the Self Evaluation (SEF) must be getting towards good. The data is coming at the end of term for all subjects and will be analysed and ready after the Easter holidays.  A Have you got a sense of how it’s going?  A SM referred to a trajectory of upward trends in attainment in the last data report which is continuing; strong in reading and phonics. Personal attainment / ARE progress is used as the measure of success, especially with the high cohort of SEN pupils.  Q Do you set indicative school targets?  A Historically yes but not this year.  SM gave example of one child’s progress observed by MH  Governor discussed the impact of the school taking on any additional pupils with SEN in a small school environment | SM |
| 8.0322 | **Link Governor Reports and Visits since the last FGB meeting**  English – SW (report) – SW referred to the circulated report. SW was interested to see how the school dealt with reading phonetically and noted the children communicated well. The children SW spoke to about their reading were all very positive. Covered acting out, paired reading and guided reading approaches. The children enjoyed reading to SW.  Reading – EP (visit/discussion with SIP) – EP spoke to 2 groups about love of reading. The children happy and confident with the majority being very interested in reading.  Safeguarding – NA (visit) – Covered in HT report. Visit booked in for next week.  Health & Safety – NA (visit) – Visual inspection done. Radiator covers, repair in nursery, school fence ongoing. Noted how used area safely currently. There is damage to the wildlife area - more trees are to be replanted and the area will be clearly marked off. |  |
| 9.0322 | **Governing Body Update**  SM reported that LT has resigned early from her role of parent governor due to other commitments. The school is advertising the parent governor vacancy.  Governor action plan and impact - to be covered at next meeting.  Governance health check update (report from Elaine Trewitt Governance office School Improvement Services (10 Feb 2022) – to be covered at next meeting.  Governor training and skills - a recommendation from the health check was to nominate a link governor for training. JR was proposed. To ratify at the next meeting. | SM  LW  LW  LW |
| 10.0322 | **Policies**  The budget management policy was noted and was approved by governors |  |
| 11.0322 | **Finance**  Update from Chair of Finance Committee on Budget monitoring, Start Budget and Licensed Deficit – EP gave an update. The budget is forecast to be -10k behind where it was expected to be. The licensed deficit application has been submitted and receipt acknowledged. EP/SM will advise governors of feedback when received.  Q What is the process for the deficit application?  A An application is submitted to the LA with an action plan to be reviewed / agreed. May be some questions to respond to.  SM noted that almost one third of schools were forecasting a deficit in North Yorkshire. There is no timeframe by which the LA has to reply.  Q What happens if the LA say school can’t have a licensed deficit?  A It shouldn’t be an issue as the action plan shows how the school will go back into surplus and the bursar supported this. If not accepted, would have to look at other options. | EP/SM |
| 12.0322 | **Staffing Update**  There was no staffing update at this time |  |
| 13.0322 | **Correspondence**  None received in advance |  |
| 14.0322 | **Key Actions Summary and Impact of GB decisions**  Finance and ensuring the LD and plan  Work on supporting school improvement  Noted the good monitoring report  Senior leaders talked of how well the reading initiatives were going  Governor visits looked at reading and the shared love for reading  Q Help with marketing was mentioned?  A Yes as a long term project. Have had a marketing working group in the past however the consolidation working group is a current priority.  It was agreed look at formalising the marketing of the school and raising the profile; could look for a marketing skillset when advertise for new parent governor. Highlight as agenda item at future meeting. | SM  LW |
| 15.0322 | **Close and date of next meeting**  Tuesday 17 May in school 5pm (instead of 4 May)  Wednesday 22 June in school 5pm (instead of 29 June)  Next week there is a school partnership improvement plan review looking at governance. JL, JR, NA and DG attending - Tuesday 5 April 1-3pm. Noted the need to ask about availability of Ofsted training. | JR |

Signed

Dated

**ACTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Task** | **Opened** | **Closed** | **Comments** |
| **ALL** | Let SK know if need information on how  to access the governor’s area. | **Sept 21** | **Nov 21** |  |
| **LW** | Update SO document as agreed | **Sept 21** | **Nov 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** | **Nov 21** |  |
| **SM** | Consider resources for use of photo/video of school activity on Facebook and the website | **Sept 21** | **Nov 21** |  |
| **SM** | Pass on the governing body’s appreciation to staff following learning walk | **Sept 21** | **Nov 21** |  |
| **SM** | Discuss link roles for EP and JL | **Sept 21** | **Nov 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** | **Nov 21** |  |
| **SM** | Email out to governors which policy they are to review related to their link roles | **Sept 21** | **Nov 21** |  |
| **ALL** | Read the KCSIE document | **Sept 21** | **Nov 21** |  |
| **NA** | Catch up with SM on progress with the fence | **Sept 21** | **Nov 21** |  |
| **SM / JR** | Review scheme of delegation and budget management policy | **Sept 21** | **Nov 21** |  |
| **LW / SM** | Confirm the dates of the Nov/ Jan meetings | **Sept 21** | **Nov 21** |  |
| **LW** | Check that SW is receiving the meeting notifications. | **Nov 21** | **Nov 21** |  |
| **EP** | Help with funding / grant applications and meet with FR on finance matters. | **Nov 21** | **Jan 22** |  |
| **JR** | JR will raise road condition as an issue with councillors | **Nov 21** | **Jan 22** |  |
| **NA** | Speak to SM regarding the work to be done | **Nov 21** | **Jan 22** |  |
| **SM** | Communicate thanks to staff. | **Nov 21** | **Jan 22** |  |
| **SM** | Update governor portal with original SEF documents; link governor reports from SW and LT | **Nov 21** | **Jan 22** |  |
| **SM** | Arrange EWO visit to school | **Nov 21** | **Jan 22** |  |
| **SM** | Future reports to be further anonymised | **Jan 22** | **Mar 22** |  |
| **ALL** | Link curriculum governors review attainment data in more detail | **Jan 22** | **Mar 22** | Will liaise with DG; JL and SM have met on SEN |
| **SM** | SM will share the reports from MH | **Jan 22** | **Mar 22** |  |
| **SM** | SM will share the national benchmarking data | **Jan 22** | **Mar 22** |  |
| **JL** | Further visits to focus on how well SEND / vulnerable pupils access the curriculum in class | **Jan 22** | **Mar 22** |  |
| **JR/SM** | SM / JR to meet with LW to develop a more focussed agenda for the next FGB | **Jan 22** | **Mar 22** | to be done before each FGB. |
| **JR/SM** | Consolidation working group to review S3 of the SEF | **Jan 22** | **Mar 22** | SM has communicated with the CWG about looking at this, no feedback yet |
| **SM** | The Budget Management Policy is to be updated and approved at the next FGB | **Jan 22** | **Mar 22** |  |
| **SM** | The teaching commitment of the head be reviewed in summer term | **Jan 22** | **Mar 22** |  |
| **SM** | Pass on thanks to staff from the GB for the hard work and progress made by the school | **Mar 22** |  |  |
| **SM** | The school is advertising the parent governor vacancy. Consider someone with marketing skillset | **Mar 22** |  |  |
| **LW** | Governor action plan and impact - add to next FGB agenda | **Mar 22** |  |  |
| **LW** | Governance health check update - add to next FGB agenda | **Mar 22** |  |  |
| **LW** | Nominate a link governor for training – ratify nomination of JR at next FGB - add to agenda | **Mar 22** |  |  |
| **EP/SM** | EP/SM will advise governors of LD feedback when received. | **Mar 22** |  |  |
| **LW** | Look at formalising the marketing of the school and raising the profile – agenda item at future meeting. | **Mar 22** |  |  |
| **JR** | SIP review of governance on 5 April 1-3pm. Ask about availability of Ofsted training. | **Mar 22** |  |  |