



Look and learn beyond the classroom | Have high aspirations and fulfil our potential
Care, share and belong | Lead, teach and learn with passion

Leavening Community Primary School
A meeting of the Full Governing Body Meeting was held on
17 May 2022 at 5pm (at school)

Minutes

Present	James Robinson (JR) (Chair) Neil Audsley (NA) (Vice Chair) Sian Mitchell (SM) Elaine Phillips (EP) Jan Lomas (JL)	Parent Governor Co-opted Governor Head Teacher Co-opted Governor Co-opted Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	David Griffin (DG) Sandra Whitson (SW) Jane Price	Co-opted Governor LA Governor Staff Governor
Vacancies	One	Parent Governor

No	Item/Details	Action
1.0522	Welcome and apologies JR opened the meeting and welcomed all attendees. Apologies were accepted from DG, SW and JP.	
2.0522	Declaration of interests, pecuniary or non-pecuniary None	
3.0522	Determine any confidential items (not for publication) None raised; highlight as required.	
4.0522	Approve the minutes of the last meeting The minutes of the FGB meeting held March 2022 were approved, with change to show LT not present due to stepping down, and signed by JR. SM to file in governors file.	
5.0522	Matters arising Actions from the last minute have been actioned or are in progress – see action table.	
6.0522	Notification of urgent other business None	
7.0522	Headteacher Report The HT report was noted by governors and the main headlines were discussed, including: <u>SEF</u> The SPIP monitoring visit with MH – there is confidence in the school being rated good on 95% of the plan. Some data on pupil outcomes was not available at the time of the visit. Governors were very pleased with the feedback. SM circulated the document on evidence for Ofsted and the consolidation group considered it – JL noted that as well as evaluating all at good, the school also needs to demonstrate how it is doing against outstanding. SM advised that the SPIP was for the period April-April; a new plan will start in September rather than working with an interim plan. Quality of education indicators are strong and the school now needs to get solid evidence to support them. Q Regarding the SEF, are we still in category 4?	

No	Item/Details	Action
	<p>A Yes; this was MH's last visit and CJ is to visit school next. Still sitting on the requires improvement judgement currently but may move to category 3 next year. The school is now considered not at risk and is progressing. MH also recommended fellow heads to get in touch regarding the work on monitoring being done in this school.</p> <p>Early reading work has been completed and the Lead of English in the HUB was complimentary about the school saying 'it feels like a different school'. The HUB will continue to informally support the school on writing. The literary specialist gave positive feedback on their work with the school.</p> <p>Governors agreed that a note of thanks to the school be recorded and that this was a tremendously positive way to end the year.</p> <p><u>Attendance</u> JR noted good practice on attendance and asked for this to be highlighted in the newsletter to parents.</p> <p><u>Monitoring and pupil progress</u> Q What as a governing body should we expect?</p> <p>A It will be the first time in 2 years that data is published nationally. EYFS Good level of development- 4/8 pupils are expected to achieve this.</p> <p>KS1 – 3 out of 4 pupils are expected to achieve expected standard in reading, writing and maths. Maths is the only subject that 1 out of 4 will exceed expected standard. All pupils appear to be hitting personal targets.</p> <p>Year 1 phonics screening- 7/8 pupils expected to pass the PSC.</p> <p>Year 2 retake- 100% expected to pass the PSC retake.</p> <p>Q Is pupil attainment suppressed by what happened over the last 2 years with COVID? Is this an area to be developed?</p> <p>A Pupils in EYFS and KS1 are meeting their personal targets. Factors such as poor attainment in listening, language and attention in the EYFS have impacted the overall number of pupils who can achieve an overall GLD.</p> <p>In KS2 (Year 6) 2 children were high achievers at the end of KS1 and their progress measure is not in line with their attainment at the end of KS2. Looking at the individuals concerned, we can confidently equate this to the impact of the pandemic for numerous reasons.</p> <p>Gov challenge – JL is interested to see in Ofsted if data this year will be red. There was discussion on the Ofsted approach to looking at the curriculum and whether there is enough progress in the school to warrant leadership and management being classed as good?</p> <p>Governors would like to have a better understanding of new framework and SM is to consider ways governors can have a better understanding of new curriculum framework and how Ofsted will use it.</p> <p><u>Staffing</u> Since the report was written, 2 more staff are off with Covid. Support staff absence is impacting on 121 support for EHCP children and SM is moving classroom support to ensure needs are met. However the role of adults in support of early years is a key area of development for the school so there is an</p>	<p>SM</p> <p>SM</p>

No	Item/Details	Action
	<p>issue if we are taking adults out to support EHCP instead. Governors noted some problems but that they are being dealt with.</p> <p>SM responded to further governor questions on her report.</p> <p>Q What happened re the challenge in CJ's report? A SM has discussed it with member of staff; have done a lot of coaching and 121 support to ensure working smarter.</p> <p>Q PSHE curriculum – how is it covered? A. It is a big part of the curriculum; the school will make sure evidence of work done is available and cover how it works with other priorities</p> <p>Governors thanked SM for a comprehensive report.</p>	
8.0522	<p>Safeguarding Update SM covered systems used and staff training in safeguarding. The CPOMS system will ensure all monitoring is in one place. With the amount of staff turnover / training, it is a good system to ensure consistency and will be good value for money.</p> <p>NA noted will be positive to have everything to hand.</p> <p>There were no issues to report from a safeguarding or health & safety perspective.</p> <p>Work is to be done on fence and this is to be raised with the LA – it has been made safe for now but is not sustainable.</p> <p>Q Does the school have an annual survey check for capital investment? A No</p>	SM
9.0522	<p>Curriculum & Tracking SM referred to report from DG on curriculum. Governors noted it was a very good report.</p>	
10.0522	<p>Link Governor Reports and Visits since the last FGB meeting The science and maths report from DG was noted It was agreed that JL will be link governor for early years for now and will cover SEN for this term.</p>	
11.0522	<p>Governing Body Update It was noted there is a vacancy on the GB for a parent governor – the school is to manage the selection process.</p> <p>JR / NA have reviewed the governance action plan. The results from the circulated health check were discussed briefly. All actions from last year's plan have been met. A new action plan will include the health check recommendations.</p> <p>JR circulated a draft succession plan for the chair role and asked for comments. It was queried if it was usual to have an external person come in as chair and governors noted it was common practice to have a vice chair or two vice chairs. JR/SM will discuss the position annually.</p> <p>In response to a HT performance management query, NA advised the panel met in October / December with James Duron and recommended a pay award / increment; however as SM is at top of pay spine no additional pay was able to be made. It was agreed to consult with the Chair of Finance Committee next time the panel meets to check the position regarding pay. The next HT performance panel will be held Nov/Dec 2022 and the outcome is to be reported at the following FGB meeting.</p>	<p>SM</p> <p>JR/NA</p> <p>SM/JR</p> <p>JR</p> <p>JR</p>

No	Item/Details	Action
	<p>JL is looking at attending a governor training webinar on Ofsted and will share good practice. DG is looking at doing performance data training. It was agreed that JR will be the training link governor and need to reflect at each meeting on training done / to be done.</p> <p>It was agreed to set aside time for SM to deliver some performance data training as part of next governors meeting - 30mins.</p> <p>JR has carried out the skills audit.</p>	<p>JL/JR</p> <p>SM</p>
12.0522	<p>Marketing the school Governors discussed the skills needs to look at school promotion and whether a separate committee or working group was needed. SM noted that open days will be held in October. Some social media work is done by SG but not a lot of time to do this. It was agreed there is a need to audit what is done and what is effective and to make sure things go in local papers when possible.</p> <p>SM to ask the next HT group meeting if there is someone who does marketing successfully on other GBs/in school who could talk to the school.</p> <p>EP will see if her contact can meet with SG to discuss ideas.</p>	<p>SM</p> <p>EP</p>
13.0522	<p>Policies All link governors fed back comments on the policies they reviewed. The GB agreed that the following policies be approved:</p> <ul style="list-style-type: none"> • Pupil Attendance • Religious Education • Staff attendance • Behaviour/Anti-Bullying • ICT acceptable use agreement 	
14.0522	<p>Finance EP gave a brief update on the licensed deficit and will be meeting the bursar to discuss the action plan. The Start budget approval was noted as part of licensed deficit process.</p>	<p>EP</p>
15.0522	<p>Correspondence NA received correspondence on use of school field for camping. It was agreed it was not appropriate for S-G and H&S reasons and NA is to draft a response. JR reported good feedback from parents on role of governors at recent sessions.</p>	<p>NA</p>
16.0522	<p>Key Actions Summary and Impact of GB decisions Governors congratulated the school on having matched average attendance figures. The impact of the focus on attendance is seeing a significant improvement from last term. The school is still working closely with children and families on anxiety issues. Time change to 8.55 is helping with tardiness and there was an article in the newsletter.</p>	
17.0522	<p>Close and date of next meeting 29th June 2022, 5pm</p>	

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/E P/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	May 22	
SM	The school is advertising the parent governor vacancy. Consider someone with marketing skillset	Mar 22	May 22	
LW	Governor action plan and impact - add to next FGB agenda	Mar 22	May 22	
LW	Governance health check update - add to next FGB agenda	Mar 22	May 22	
LW	Nominate a link governor for training – ratify nomination of JR at next FGB - add to agenda	Mar 22	May 22	
EP/SM	EP/SM will advise governors of LD feedback when received.	Mar 22	May 22	
LW	Look at formalising the marketing of the school and raising the profile – agenda item at future meeting.	Mar 22	May 22	
JR	SIP review of governance on 5 April 1-3pm. Ask about availability of Ofsted training.	Mar 22	May 22	
SM	Good practice on attendance to be highlighted in newsletter to parents	May 22		
SM	Consider ways governors can have a better understanding of new curriculum framework and how Ofsted will use it.	May 22		
SM/NA	Work to be done on fence is to be raised with LA	May 22		
SM	Fill vacancy on GB for parent governor	May 22		
NA/JR	Update governor action plan based on health check recommendations	May 22		
JR/SM	Discuss chair succession planning / position annually.	May 22		
JR	Consult with chair of finance next time the HT performance panel meets	May 22		
JR	Next HT performance panel will be Nov/Dec 22 report outcome at Jan FGB	May 22		
JL JR	Complete training webinar on Ofsted and share good practice JR to be training link governor and ensure FGB reflect at each meeting on training done / to be done	May 22		
SM	Deliver performance data training at FGB in June – 30 min session	May 22		
SM EP	Ask if there is anyone with marketing expertise who could speak to the school at next HTs group Ask contact can meet with SG to discuss marketing ideas	May 22		
NA	Draft response to correspondence received	May 22		