



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
4 October 2022 at 5pm (at school)

DRAFT Minutes

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

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

No	Item/Details	Action
1.1022	Welcome and Introductions The meeting started at 5pm. LW opened the meeting and gave a reminder of the core functions of the GB which are: <ul style="list-style-type: none"> Setting strategic direction. Holding Headteacher to account for educational performance. Ensuring financial health, probity and value for money. JL attended virtually - got online by item 4	
2.1022	Apologies for absence and to determine whether any absences should be consented to Apologies were reported from JP and SW - consented	
3.1022	Election of Chair and or Vice Chair: Governors took a vote to appoint JR as the Chair and NA as the Vice Chair of the Governing Body for a term of office of 1 year.	
4.1022	Annual Register of Business and Personal Interests. All governors were reminded to complete the annual register form and the disqualification declaration form.	
5.1022	Register of Gifts and Hospitality All governors were reminded to declare any gifts or hospitality received in academic year 2021-22 – none declared.	
6.1022	Declaration of interests, pecuniary or non-pecuniary. No interests in the meeting were declared	
7.1022	Determine any confidential items (not for publication) Budget monitoring –depending on discussion at this meeting. SM noted it may also require an extra ordinary meeting to be held for further discussion.	
8.1022	Notification of urgent other business None reported.	

No	Item/Details	Action
9.1022	<p>Committees: The following committee and committee membership arrangements were approved:</p> <ul style="list-style-type: none"> • Finance Committee – EP (Chair), NA, SM (EP to take minutes and determine meeting frequency). • School Improvement Committee (to replace the Rapid Improvement/Consolidation Committee) - to meet once per term; will look at data in depth and operate as thematic school improvement focus working groups involving links, lead governors, head, staff and other governors if they can attend). It was noted that arrangements for FGBs will continue as last year with 3 general FGB and 3 special focus FGBs with a HT report / update each meeting; specific data and SI focus at alternate meetings. • Headteacher’s Performance Management Committee – NA, JR, JL – agreed 10am 28 November pre meeting; 8th December HT performance committee meeting. External advisor to be invited to attend. • Complaints Panel – NA, DG, EP • Appeals Committee – JL, SW, JR <p>LW advised that the GB could consider a reciprocal arrangement with another school’s GB for Complaints/Appeals if needed.</p> <p>LW gave a reminder that Committee TOR and Chair/VC are to be confirmed at the first committee meeting.</p> <p>JR left the meeting at this point and NA took over role of Chair.</p>	
10.1022	<p>Scheme of Delegation LW to forward a template / example of the formal scheme of delegation to the Headteacher so that it can be determined by the Head/Chair if the separate document is needed or delegations to be included in the Budget Management Policy.</p>	LW
11.1022	<p>To appoint Governors with specific responsibilities and Link Governors. Statutory required responsibilities were agreed as follows: NA – Safeguarding Governor JL – SEND Governor Other governors with specific responsibilities were agreed to remain the same as last year, as follows NA - Health & Safety JL - EYFS, Mental health SW - English DG - Maths, STEM EP - Finance JR - Training</p>	
12.1022	<p>Agree a timetable for Governor monitoring visits SM advised that governors who are curriculum link governors had sight of the monitoring schedule at the end of last term and gave an update on recent / forthcoming visits:</p> <p>JL came into school to review Early Years on 27th September DG’s Maths visit was due to take place on 6th October and is to be rearranged next half term when JP back in school. SL is coming into school on 11th October as English lead. NA been into school to review Safeguarding on 15th September. JL is to do SEN monitoring on 19th October</p> <p>SM noted that link governor visit reports are being sent to all governors and put in the governor portal.</p>	
13.1022	<p>Standing Orders The standing orders template was discussed and approved with the following amendments:</p>	

No	Item/Details	Action
	Number of meetings - 6 FGBs (alternate general / SI focus as discussed above) Chair / Vice chair term – 1 year Circulation of minutes – 3 weeks Calendar of meetings agreed – Tuesday 15 Nov (virtual), Mon 9 Jan (virtual), Mon 13 March, Mon 24 April, Mon 3 July LW is to update the document and circulate it to governors.	LW
14.1022	Code of Conduct All governors confirmed they had read the document and are to send an email to say they agree it. The document is to be signed by the Chair	Govs
15.1022	Approve the minutes of the last meeting The minutes of the FGB meeting held 29 June 2022 were approved. Chair to sign paper copy.	
16.1022	Matters arising from the minutes No matters arising.	
17.1022	Minutes of committee meetings None held since the last FGB	
18.1022	Governor training on pupil data SM referred to pre-circulated documents for this training item and circulated a crib sheet on understanding data. SM explained the purpose of the session was to give governors an understanding of what information they need to know, how to interpret data and the kind of questions to ask. The focus of the session was end of academic year data (usually shared in summer 2 meeting but is being shared now due to timing of last FGB meeting). This year the 2 nd FGB meeting of every term will have an update on in-house data; other external data will be made available at other times in the year. In this school the type of data includes early years, early years phonics, end of KS1 (now to be 2023 when last published), multiplication check, times table check data, end of KS2 data. SM noted the type of data analysis that should be considered: <ul style="list-style-type: none"> - boys and girls performance data – there is a split of 56% boys and 44% girls currently in school - pupils entitled to FSM, pupil premium, anyone with EASL and SEN, looked after children as key groups - Progress with additional funding – pupil premium, recovery (covid) premiums etc - Progress of dis advantaged pupils against advantaged pupils - Progress of those with EHCP Noted school has high proportion of SEN so outcomes won't always compare well against national – do track data half termly JL offered some governor challenge on the type of data produced SM gave examples of the type of data and breakdowns JL as SEND governor would look at. SM handed out the early years foundation stage data profile which is generated at end of Reception and covered what the data showed and which areas of the curriculum were covered in prime / other areas to enable a good level of development (GLOD) to be assessed. It was noted cumulative assessment and progress against making a GLOD is tracked. 50% children didn't achieve GLOD last year. 2 were at expected (some may be at higher end), 1 was working below. Pupils need to meet expected standard which is presented as a number 2 in all areas of learning to achieve a GLOD. Some children did not meet expected standard (presented as a number 1)– the school can pinpoint which areas they need further help with. 3 out of 4 would did not achieve a GLOD were pupils with SEND.	

No	Item/Details	Action
	<p>SM noted that the school has 2 days allocated based on GLOD outcomes for Advisor Elaine Broadbent to provide support.</p> <p>Governor challenge – How do you show the context and details of SEND children - will NYCC know who they are? SM advised the report was generated by NYCC (SM's data highlights the SEND). The national picture is shown and the LA picture in the data for benchmarking.</p> <p>SM referred to Phonics screening test data – 8 children took the test, not 9. There are 9 children in the cohort. 1 child didn't as working to a personalised curriculum/engagement model. Out of 8 – 7 passed. 1 had SEN and is receiving support. 1 child retook the test as didn't pass last year and passed this year. SM responded to gov queries about the data / report format etc.</p> <p>KS1 data – 4 pupils in year 2. Report shows pupils working towards, at expected, and above expected progress, with comparison against national and LA data. SM responded to gov queries about the data. Noted pleasing results overall for KS1.</p> <p>KS2 – have to submit teachers assessments which are quality assured and moderated and the children also take tests. Sometimes there is a discrepancy between teacher assessment and test results. KS2 maths results were not as expected for 2 pupils – have had conversations about reasons – will look at this with KS2 lead this year re. readiness for tests etc. Writing is the only area that is quality assured only – use Pobble system for QA Reading – were pleased with attainment.</p> <p>The report also provides an average scale score – 100 is meets expected standard and anything less doesn't meet it; anything over was better than expected. The school average scale score for reading is 105 and 75% pupils met expected. Maths and GPS were disappointing – 2 children forecast to be expected weren't. 12.5% - 1 pupil in all 3 areas</p> <p>SM circulated her data document for more depth. In early years the data is broken down into prime / specific areas. For nursery children going into reception, 17% were below; 83% working at expected– this year's target setting hopes to see a similar trajectory. Baselines being done for 1 child who joined this term.</p> <p>Report gives more context regarding key cohort breakdowns and SM explained what is meant by vulnerable / disadvantaged. SM responded to questions from governors on this. Noted important that the school knows the children well and is able to demonstrate progress with both quantitative and qualitative data</p> <p>The report shows what governors can look at each time for each year group. SM went through examples in the detailed report and gave additional context regarding the data. Governors noted the type of questions they could ask as a result of reviewing the data.</p> <p>Governor question - KS2. End of Y5 50% below age related, why is this? SM explained 4 out of 8 pupils have SEN – SM has discussed the approach with JP, especially in a small school with multiple year groups in class. White Rose is recommended by the LA but needs different teaching methods per year group.. Y6 is a low attaining cohort this year due to number of SEN pupils.</p> <p>JL asked what the progress data looks like for the KS1 and KS2 – The progress data for KS2 is in the report that will be emailed through to governors.</p>	

No	Item/Details	Action
	<p>It was noted there are key questions about the maths curriculum this year and that it is hard to teach 4 year groups in one class – a lot to consider this year. Governor challenge - What sort of time is spent on each curriculum area – SM gave examples.</p> <p>There was discussion on aspects of the progress measure – maths doesn't lend itself to the wider curriculum whereas English can be more easily applied across the whole school.</p> <p>SM noted other areas that governors could ask questions about - how do marking; impact on overall assessment of school of pupils who are under attainment; focus on under attaining pupils and how involve parents etc.</p> <p>Case study – SM shared a case study to put Y6 data into more context - for governors to read later and will email details to governors not at the meeting.</p> <p>SM also shared a pupil premium report sports premium report showing how the funding had been spent.</p> <p>SM gave a reminder that governors refer to the questions governors might want to ask about data – for the next meeting. (crib sheet).</p> <p>SM gave a summary of the headlines from the session – the in school context is 27% SEN. 15% with autism. Early years data varied. Pleasing Y1 and phonics. Pleasing end KS2 data. Disappointing maths data.</p>	SM/ Govs
19.1022	<p>Sports Premium / Pupil premium Report circulated above</p>	
20.1022	<p>Pupil admission numbers SM advised PAN was 10 pupils per year. If the school were full would have 70 pupils in school. SM happy to continue with 10 and does not propose more than 10 in Reception next year (currently 7-9 expected).</p> <p>The GB approved SM's proposal that PAN stays at 10 per year.</p>	
21.1022	<p>Governing Board Update LW advised there is 1 parent governor vacancy which needs to be filled by the school – LW is to send the latest appointment process - SM noted that the school will advertise again this term.</p> <p>LW is the send the latest governing body details for the school to complete GIAS/website updates.</p> <p>Skills audit – the GB has identified that marketing skills are desirable.</p>	SM/ LW LW
22.1022	<p>Governor Training KCSIE – Sept 2022 – all governors are to confirm they have read and understood the circulate document. SM to send out a summary document. DG and SW have done safer recruitment training. All governors are to do the online CP basic training LW to send links of training to JR.</p>	Govs/ SM LW
23.1022	<p>Budget Monitoring EP gave an update on the budget and advised that the budget forecast shows some challenging decisions will be needed. It was agreed to hold a detailed discussion at the next finance committee – to be held well in advance of the next FGB so that the bursar can provide cost scenarios for discussion – date to be agreed</p>	
24.1022	<p>Policy Review SM updated on the circulated policies. All were standard NYCC policies.</p> <p>Maths calculation policy</p>	

No	Item/Details	Action
	<p>School child protection policy and manual Pay policy H&S policy Complaints procedure</p> <p>It was agreed that governors responsible for each area were to review and comment on the policies and make recommendations for approval at the next meeting.</p>	Govs
25.1022	<p>AOB JL raised flowers sent for JP's absence which governors made a donation to.</p>	
26.1022	<p>How has this meeting impacted on the welfare and progress of our pupils? Assessed pupil progress – know what challenges are and next steps this year JL will be doing wellbeing monitoring Strong Safeguarding monitoring visit - monitoring shows no safeguarding concerns, parent, staff and pupil voice Parent survey noted – responses were very positive – 26 out of 59 respondents. Good evidence for Ofsted. Meeting with Michelle Hattersley – when talking with staff re local context – weren't forthcoming re info on county lines – so all have info on this</p>	
20.0622	<p>Date of next meeting</p> <ul style="list-style-type: none"> - FGB - Tuesday 15 Nov 2022 (virtual), Mon 9 Jan 2023 (virtual), Mon 13 March 2023, Mon 24 April 2023, Mon 3 July 2023 - Finance – tbc (before next FGB in November 2022) - HT perf management - 10am 28 November pre meeting; 8th December (External advisor to be invited to attend). <p>The GB noted thanks to SM for her hard work.</p>	

Signed

Dated

ACTIONS

LW	Forward a template / example of the formal scheme of delegation	Oct 22		
LW	Update the SO document	Oct 22		
Govs	Read code of conduct and email to say agree it	Oct 22		
Govs	Read case study - data	Oct 22		
Govs	Read KCSiE and email to say done it	Oct 22		
LW	Send training links	Oct 22		
LW	Send parent gov process	Oct 22		
SM	Do arrangements to appoint parent governor	Oct 22		
Govs	Review policies and make comments	Oct 22		