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## Leavening Community Primary School

### Full Governing Body Meeting – 24 April 2023, 5pm held virtually (TEAMS)

#### Minutes

<b>Present</b>	<b>Chair</b> James Robinson (JR) Neil Audsley (NA) (Vice Chair) Sian Mitchell (SM) Jane Price (JP) Elaine Phillips (EP) Neil Clark (NC) David Griffin (DG)	Parent Governor Co-opted Governor Head Teacher Staff Governor Co-opted Governor Parent Governor Co-opted Governor
<b>In attendance</b>	Laura Waites (LW)	NYCC Clerk
<b>Apologies</b>	Jan Lomas (JL)	Co-opted Governor
<b>Vacancies</b>	1	LA 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
1.0423	<b>Welcome and apologies</b> The meeting started at 5.11pm. Apologies were received and accepted from: Jan Lomas.	
2.0423	<b>Declaration of interests, pecuniary or non-pecuniary.</b> All governors were reminded to declare any changes to the form 'Annual Register of Governors Business and Personal Interests'. All governors confirmed that they had no additional declarations to note for any item on the board agenda.	
3.0423	<b>Minutes of the meeting held</b> on 13 March 2023. <a href="#">The Board confirmed the minutes of the meeting of 13 March 2023 were an accurate record of events and they were approved.</a> The Chair is to sign an updated paper copy for the file.	
4.0423	<b>Matters arising from the minutes</b> Governors noted progress on every item from the action log from the last set of minutes and noted if there were any other matters arising from the last set of minutes. The following additional points were raised. All actions from the January 2023 FGB were complete. The governor away day had been held; the wellbeing action plan was circulated – the Board thanked the headteacher and JL for their work on this. Wellbeing is a standing agenda item and JL/Hea teacher have regular updates. The Headteacher discussed the English link role with NC and it was agreed the role will be revisited next academic year rather than this academic year; in the meantime JL has offered buddying for NC for a curriculum link role. DG also offered to buddy with the new English link governor once appointed in September. The Chair noted although there was not a formal Board induction process in place currently, it was good to see that informally governors were confident in taking on buddying roles. The Chair recognised work done by all to introduce new people into the Board. A formal induction process is to be considered in the future.	JL DG  Chair

No	Item/Details	Action
5.0423	<p><b>Consideration of minutes of any committee meetings</b> None to report since last meeting</p>	
6.0423	<p><b>Consideration of which items should be confidential</b> None raised.</p>	
7.0423	<p><b>Any other urgent business</b> None raised.</p>	
8.0423	<p><b>Governing Board Business</b> The Headteacher confirmed all governors have completed the mandatory safeguarding training. The Clerk gave an update on the vacant LA governor position and the options for filling the position. North Yorkshire Council (NYC) are aware of the vacancy and will advise if/when there are any suitable candidates; in the meantime the Board can identify if there is anyone suitable to put forward and the Clerk noted that a search could be done of the Inspiring Governance website.</p>	Govs
9.0423	<p><b>Personal Development - subject leader presentation</b> The Headteacher reminded the Board of the termly subject / curriculum lead updates and confirmed that Personal Development was the focus for this meeting. This was the one SEF area that the school was currently evaluating as outstanding. The Headteacher displayed a presentation on screen and gave a summary to the Board on the key points. The Board considered the personal Development areas that Ofsted review under the headings 'developing', 'promoting', 'enabling' and 'support'. The Headteacher advised that Personal Development was hard to measure, it sits across the whole curriculum and is focussed on developing respectful and active citizens as well as a range of other areas. The Board noted the invisible thread running through the curriculum. The Headteacher referred the Board to a list of things 'good' schools are expected to deliver and provide demonstrable evidence of in an Ofsted inspection. To reach 'outstanding' the school must meet all the criteria securely and consistently, as well as the criteria for outstanding.</p> <p>The Board noted that in the last inspection, the school fell down on 'appreciating the world and its people and difference' and the school has since worked hard to ensure this is interwoven in the curriculum – this is evidenced in pupil voice and in the development of the RE and PSHE curriculums. The Headteacher gave examples of visits and activities undertaken to provide experiences above and beyond the curriculum for the children.</p> <p>The Headteacher confirmed that Spiritual, Moral, Social and Cultural (SMSC) is a big part of the Personnel Development curriculum and the Board reviewed key aspects of this on the presentation slides. The Headteacher noted that the cultural element wasn't fully demonstrated in the last inspection and gave detailed examples to the Board on how this area has been developed. The Board noted that the school purpose 'Together We Can' is seen strongly on entrance to the school and that visitors to the school often comment on the relationship between staff and pupils.</p> <p>The Headteacher confirmed that the culture in the school was to ensure all children have access to sports and the arts and gave examples of how the majority of vulnerable pupils are accessing activities; all pupils are given opportunities to compete in sports not just the elite via teams, all children have opportunities to learn an instrument, have access to music lessons, 74% of pupils are in the choir and children can complete accredited national arts qualification. For Personal Development, this was the right thing for the pupils.</p>	

No	Item/Details	Action
	<p>The Headteacher explained how the use of a subscription to Picture News was having a big impact on the children being able to discuss elements of 'British Values' through an awareness of current affairs.</p> <p>The Headteacher has sought SEA feedback on the school's evaluation; in English, the school has discussed and justified that sequencing the curriculum so it is tailored to meet children's needs is more important than the rigid 4 year plan recommended by advisors.</p> <p>The Headteacher responded to questions and comments from the Board on the presentation.</p> <p><b>Governor Challenge</b>  Q The Chair asked what does outstanding look like, can you provide examples?  A The Headteacher explained that the 4 bullet points referred to criteria for what outstanding is and the Headteacher gave examples of how the school demonstrates this with impact  Q NA asked in reaching the self judgement of outstanding, have you asked pupils similar questions to those Ofsted would ask?  A The Headteacher confirmed that this had been done and that the evaluation also came from talking to staff, walking around the school and seeing the ethos and culture of the school in practice.</p> <p>Comment – EP noted that the children and staff were now very used to lots of visits and new people coming into school to talk with them and this will have built their confidence up and should be useful preparation for when inspectors next come in</p> <p>Comment - NA noted that this is a big part of their development as well</p> <p>Comment – The Chair agreed that as a parent, it was their experience that the children were fully engaged and engrossed with tasks; the enthusiasm and engagement with teachers was impressive and the Chair spoke highly of way their children were engaged in lessons.</p> <p>Comment – NC has also seen the enthusiasm and confidence of children in school visits; they were keen and eager to get involved in the talk he gave.</p> <p>Comment – DG noted the small school size gave it a sense of community. It was noticeable how well teachers and staff know their pupils which was one of the school's greatest strengths.</p> <p>Comment – JP said also hasn't known a school to do as much with the Personal Development focus as Leavening does, which the Headteacher confirmed was valuable evidence as JP has worked with many schools in her career.</p> <p>Q - EP noted mental health and the importance of focussing on that coming out of Covid and asked for examples of how Covid catch-up funding had been used.  A The Headteacher confirmed that between Sept 21 and April 22 there were two intense terms of focussing on a recovery curriculum using the funding for a piece of intense work; this year a lot of the pupil premium funding was being spent on incorporating many of these things covered in the presentation.</p> <p>Comment – EP noted pupil premium finding was not necessarily just for disadvantaged children and it was good to see examples of how the school has effectively used Covid catch up and pupil premium funding. The Headteacher gave other examples of how the school is building the daily curriculum e.g., opportunities for people to come in and inspire the children.</p>	

No	Item/Details	Action
	<p>Q The Chair asked for an example of the enthusiasm children have shown in discussing things through Picture News. A The Headteacher and JP referred to discussions about online influencers.</p> <p>Q The Chair asked about global links and what might this look like if successful A The Headteacher confirmed that the school is considering how the children can look at global views. Leavening is currently looking at a match with a small school in Africa and is also linked to one in London. The children will be comparing differences between their schools. The Headteacher will be working with KS2 on this. The Board noted this initiative sounded amazing.</p> <p>The Chair thanked the Headteacher for the presentation. The Headteacher and the Chair confirmed that the work has been assessed rigorously. The Chair noted there is no sign from LA Advisors that the self-assessment rating of 'outstanding' for personal Development is out of line.</p>	
10.0423	<p><b>Review of progress against the milestones in the SDP</b> The Board confirmed they had all received the report from the Headteacher on the review of progress against the SDP and read it in advance of the meeting.</p> <p>The Headteacher referred to circulated paper and confirmed that the document gives detail of where the school is currently at with the SDP and explained that in some areas the school was still to see the full impact, as expected at this stage of the school year. The Chair noted this item also links to the pupil progress (item 13 on the agenda).</p> <p>The Headteacher responded to the following questions from governors on the report.</p> <p><b>Governor Challenge</b> Q DG – Which areas do you have greatest concern about; keep you awake at night, if any? A The Headteacher confirmed that none were a great cause for concern. Some were not as far along as they would like them or have not made as much rapid progress as hoped, for example Developing the role of the adult in early years (JP is doing a lot of staff training); Attendance rates need to be further secured but there is a lot of work being done on this – the persistent absence figure of 27% is considerably higher than the national average, however as a small school, things like illness outbreaks can skew the data; the school is working with a few particular families on this; Punctuality also an area to work on.</p> <p>Q NC - What more can the school do to improve punctuality; I can't see that there is more you could do? A The Headteacher noted illness is illness; it is about identifying those families where the attitude to attendance needs some work. The school does work successfully with many of them to change.</p>	
11.0423	<p><b>Review of pupil attendance data</b> Covered above</p>	
12.0423	<p><b>Review of staff attendance</b> The Headteacher gave a verbal update to the Board on staff attendance. It was confirmed the school has robust staff attendance management strategies in place and the Headteacher gave an update on progress with the attendance management process for certain staff. The Headteacher confirmed they have been liaising with NYC HR to get advice. The school is complying with good practice in line with what is recommended by HR, although it was a time-consuming process. The Board noted that it was reassuring from the school's perspective that robust arrangements were in place.</p>	

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13.0423	<p><b>Receive a pupil data report</b></p> <p>The Board confirmed they had all received the report from the Headteacher on the review of progress against the SDP and read it in advance of the meeting.</p> <p>The Headteacher referred to circulated paper and confirmed that it covered attainment and progress for the spring term, in line with national data, similar schools and against school targets (considering different pupil groups). The Headteacher confirmed that the Tracking Committee goes through data in detail and asked governors to focus on the data analysis in the document, which was shared on screen.</p> <p>The Headteacher referred to the attainment and progress for each year group and outlined where targeted interventions and support was being used to address gaps in expected performance.</p> <p>The Headteacher responded to questions from the Board on the report.</p> <p><b>Governor Challenge.</b></p> <p>Q The Chair asked when is 'above only' triggered?  A The headteacher confirmed that 'at above' is the children only in that category.</p> <p>Q The Chair queried the figures in Early Years?  A The Headteacher confirmed that in early years nursery attainment over time, writing was identified as requiring support and the school is ensuring there are more writing opportunities in the curriculum. Understanding the arts was another focus area. Five and potentially 6 pupils were working at ARE and there were 2 pupils; 2 children with SEND in the cohort.</p> <p>Q The Chair asked in the natural world figure, 2 out of 7, what is the disparity? Is where we need to focus more on a targeted intervention here?  A The Headteacher noted the children were okay mathematically but struggle more with creativity.</p> <p>Q In respect of KS1 and KS2 what do governors need to be aware of?  A The Headteacher noted governors need to know that staff take each child individually to look at progress, interventions and where they are making less / more than expected progress. Where children are making less than expected progress, there is a direct correlation with persistent absence.</p> <p>Q DG - In Y6 there is a difference between summary and O track data?  A The Headteacher confirmed progress is different to attainment – they are making progress, not necessarily age related</p> <p>Q The Chair noted there are 2 doing badly is this tied into attendance?  A The Headteacher noted attendance isn't always the reason. JP gave examples of pupils who are getting support with anxiety, which can impact progress.</p> <p>Q The Chair asked if there is anything the school can identify to do more?  A JP and the Headteacher confirmed a lot of different approaches, strategies and work is being carried out to support pupils with mental health, well being and anxiety issues.</p> <p>Comment – The Chair noted Y6 looks quite positive, on all measures which demonstrates ability to take a child to above expected.  Comment - JP noted there are SEND children as well who are making excellent progress who won't necessarily meet age related.  Comment – The Chair noted it was useful for the Board to look at progress rather than attainment. It was agreed the Tracking Committee will focus on this in more detail.</p>	

No	Item/Details	Action
	<p>Q DG – Can you say more about the Y6 data for maths regarding the theme of age related expectation – 5 out of 8 will not make age related expectations and why?</p> <p>A JP confirmed 2 pupils are working 2 years below as they are SEND, 3 are part of the attendance focus, 1 has high levels of anxiety and another pupil is receiving anxiety support, all of which affect progress. The Chair noted this demonstrates the school has clear strategies to deal with wellbeing.</p> <p>Q The Chair asked if there was any more support needed?</p> <p>A JP confirmed there was good support in school and the school works with outside agencies and there was close discussion with parents – there was no expectation that pupils with anxiety would do extra things at home.</p>	
14.0423	<p><b>Question session with the headteacher- holding governors to account through Ofsted focussed questions</b></p> <p>The Board confirmed they had all received the paper on Ofsted focussed questions for governors and read it in advance of the meeting.</p> <p>The Headteacher confirmed that the aim of this session was, as a follow on from the Board away day session, to use the questions to explore, within the governor remit as link governor or otherwise, whether the evidence is all there and to think about it in context of the school.</p> <p>The Headteacher has spoken to colleagues about what Ofsted asked of governors and a focus area was governors understanding of the school. Key areas Ofsted was drilling down to included knowing the school, strengths and weaknesses, vision.</p> <p>The Headteacher referred to page 2 and the question on school's priorities and confirmed these are all in the SDP and SEF, records of school visits.</p> <p>The Headteacher also brought attention to governance in the SPIP and noted there is a report to come from the SEA (which will be forwarded to governors when available) which touched on effective governance and the need for the Board to have a strategic vision. Governors noted that it was good practice for a Board to have a strong vision which sets out a clear strategy over 5 years for where they want the school to be.</p> <p>The Board agreed that a vision be developed to demonstrate the strategic role of the GB.</p> <p>The Chair is to draft and circulate a copy for comments. For consideration at the next FGB. The Headteacher can circulate a copy of one from the SEA for reference.</p>	<p>Head</p> <p>Chair Head</p>
15.0423	<p><b>Policies in line with the school's policy schedule</b></p> <p>The Headteacher confirmed there were no policies to review at this meeting</p>	
16.0423	<p><b>Safeguarding, including single central record update</b></p> <p>The Chair reminded the board that NA gave a detailed report on safeguarding at the last meeting.</p> <p>NA reported the SCR was up to date and he continues to do regular checks. The latest Safeguarding Visit report had been circulated and a report of the most recent safeguarding meeting held with Headteacher.</p>	
17.0423	<p><b>Monitoring visit reports</b></p> <p>The Board confirmed that they had received and read the following reports in advance of the meeting:</p> <p>Safeguarding visit report (Spring – Kellee Osbourne)</p> <p>Early years visit report (Spring – Elaine Broadbent)</p> <p>The Board received an update on governor monitoring visits / reports completed since the last meeting.</p>	



No	Item/Details	Action
	<p>DG confirmed that a maths monitoring visit is being arranged. The Headteacher confirmed the English monitoring visit will be done in Autumn term (when have an English link governor in place).</p> <p><b>Q The Chair asked if the gap in link governor has led to any issues?</b>  <b>A The headteacher confirmed the SEA had reviewed reading, and there was also a visit on early reading – the headteacher was confident nothing was being missed. The Chair noted the SEA is speaking highly of the value the Headteacher is adding to the school.</b></p> <p>The Chair noted the development of the monitoring calendar has been particularly good, it ensures visits are aimed at new development in the curriculum, focussed where they need to be and link arrangements in place are augmented by NYC monitoring. All the monitoring work is of a high standard.</p> <p>The Chair noted having read the advisor reports they give good assurance and there were no areas of concern raised.</p>	
18.0423	<p><b>Finance Update</b>  EP confirmed there is a Finance meeting on 25<sup>th</sup> April (9.30am) to consider figures from the bursar and review an initial start budget. The last meeting was on 12<sup>th</sup> April and the Board was assured all was in hand. All governors were invited to attend the meeting.</p> <p>The Board agreed that the Finance Committee is to sign off and approve the Start Budget for submission. There will be an update at the next FGB.</p>	FC
19.0423	<p><b>Staff wellbeing – update from Jan Lomas</b>  The Board agreed that the item be covered at the next meeting when JL is present.</p>	
20.0423	<p><b>AOB - None raised</b></p>	
21.0423	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b>  Identified how important welfare of children is and will focus on attendance  Progress and welfare of pupils is at fore front of what staff are working on  Chair is drafting a long-term vision for the GB</p>	
22.0423	<p><b>Date of next meeting</b>  The Board agreed that the meeting scheduled for Monday 3 July 2023 be changed to <b>Thursday 6<sup>th</sup> July at 5pm</b> (at school).</p>	Clerk

Signed

Dated

## ACTIONS

LW	Forward a template / example of the formal scheme of delegation	Oct 22	complete	
LW	Update the SO document	Oct 22	complete	
Govs	Read code of conduct and email to say agree it	Oct 22		Reminder at Nov FGB
Govs	Read case study - data	Oct 22	complete	
Govs	Read KCSiE and email to say done it	Oct 22		Reminder at Nov and Jan FGB
LW	Send training links	Oct 22	complete	
LW	Send parent gov process	Oct 22	complete	
SM	Do arrangements to appoint parent governor	Oct 22	complete	
Govs	Review policies and make comments	Oct 22	complete	
LW	Scheme of delegation – agenda item at next meeting	Nov 22	complete	To review for march meeting
SM	Share copy of SB's presentation with governors	Nov 22	complete	To share in hard copy at march meeting
SM	Check if EYFS report had been added to the website.	Nov 22	complete	
SM/ JR	The board agreed the need to review how governors can see examples of things in virtual meetings	Nov 22	complete	Under review
SM	Provide SCR update at future FGB	Nov 22	complete	
SM	Parent governor appointment	Jan 23	complete	
Govs	Complete SG training	Jan 23	complete	
LW	confirmed with JL if academisation meeting notes have been shared with all governors	Jan 23	complete	
JP	copies of SOAP will be circulated to governors	Jan 23	complete	
SM	Share feedback from SEA monitoring visit	Jan 23	complete	
Chair	Schedule away day	March 23	complete	
Head	Sent wellbeing action plan to staff	March 23	complete	
Head	Add question on plan to staff survey	March 23	complete	
Clerk	Add wellbeing as standing FGB agenda item	March 23	complete	
JL	Meet with HT on staff comms - wellbeing	March 23	complete	
Clerk	Start budget is agenda item next FGB	March 23	complete	
NC	Discuss English link role with HT	March 23	complete	
JL/ DG	Buddying role for NC / new link gov	April 23		
Chair	Consider formal Board induction	April 23		
Govs	Consider suitable candidates for LA governor	April 23		
Chair	Draft and circulate a vision for comments.	April 23		
Head	Circulate a copy of a vision from the SEA	April 23		
Head	Circulate advisor report on SPIP	April 23		
FC	Finance Committee is to sign off and approve the Start Budget for submission.	April 23		