



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

Full Governing Body Meeting - 9 January 2023, 5pm held virtually (TEAMS)

Minutes

Present	Chair - Neil Audsley (NA) (Vice Chair) Sian Mitchell (SM) Jane Price (JP) Elaine Phillips (EP) Jan Lomas (JL)	Co-opted Governor Head Teacher Staff Governor Co-opted Governor Co-opted Governor (from item 12)
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	James Robinson (JR) Sandra Whitson (SW) David Griffin (DG) Neil Clark (NC)	Parent Governor LA Governor Co-opted Governor Parent Governor
Vacancies	None	

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
1.0123	Welcome and apologies The meeting started at 5pm. Apologies were received and accepted from: James Robinson and Sandra Whitson. Neil Audsley was appointed to chair the meeting in the absence of JR. The following governors were not present/did not send apologies: David Griffin and Neil Clark. Jan Lomas had emailed that she was trying to join the meeting but having technical difficulties. The clerk confirmed that the meeting would not be quorate until JL joined the meeting – the board agreed any decisions required would be deferred to that point.	
2.0123	Declaration of interests, pecuniary or non-pecuniary. 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.	
3.0123	Minutes of the meeting held on 15 November 2022. The Board confirmed the minutes of the meeting of 15 November 2022 were an accurate record of events and they were approved. The Chair is to sign an updated paper copy for the file.	
4.0123	Matters arising from the minutes 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: Presentation – The headteacher has hard copies of the presentation to circulate to governor when the board next meets in person.	Head

No	Item/Details	Action
	Virtual meetings – The headteacher is reviewing how to deal with circulation / presentation of information at virtual meetings	
5.0123	<p>Consideration of minutes of any committee meetings</p> <ul style="list-style-type: none"> • Academisation W-G – The headteacher confirmed that she had met with JR, JL and DG to discuss an action plan for moving forward on academisation. It is to be confirmed with JL if meeting notes have been shared with all governors. • Finance committee – to be covered later on the agenda. 	Clerk
6.0123	<p>Consideration of which items should be confidential</p> <p>The Board agreed that the item on Finance should be minuted as a confidential item.</p>	
7.0123	<p>Any other urgent business</p> <p>None raised.</p>	
8.0123	<p>Governing Board business</p> <p>The clerk confirmed that there were no current governor vacancies on the board. JR's term of office as parent governor is due to end on 17 March 2023 – the headteacher confirmed that the school will undertake the parent governor appointment process to fill the vacancy.</p> <p>NA's term of office as co-opted governor is due to end on 17 March 2023 – to be dealt with at the next FGB meeting.</p> <p>Governors were reminded of the need to complete online safeguarding training and confirm to the school that they have done it.</p>	Head Govs
9.0123	<p>Confirm the scheme of delegation to HT</p> <p>The Board agreed that the scheme of delegation document be circulated to all governors for comments and be ratified at the next meeting.</p>	Clerk
10.0123	<p>Headteacher update</p> <p>The board confirmed they had all received the report from the headteacher and read it in advance of the meeting.</p> <p>The board confirmed that they had also received the following documents from the headteacher and read them in advance of the meeting: The School Development Plan (SDP) and the School Partnership Improvement Plan (SPIP). The Early Years Adviser Autumn term report (December 2022) from Elaine Broadbent.</p> <p>Governors reviewed the evidence of impact in the SDP at the end of Autumn term 1 2022; the SPIP agreed by the headteacher, Chair and SEA. Governors reviewed the quality of education / early years / attendance / pupil numbers and mobility / SEND / safeguarding / behaviour updates.</p> <p>The headteacher invited questions from the board on their report and the circulated plans.</p> <p>Governor challenge</p> <p>Q Pupil number information is encouraging – do you have any thoughts on planning for next financial year ?</p> <p>A The headteacher confirmed that there looked to be strong nursery numbers in N2, new numbers to be confirmed.</p> <p>Q SEN – what is the position regarding support?</p> <p>A The headteacher confirmed that a diagnosis had been made for 1 child and that the parents can now claim for support. The headteacher will provide a separate safeguarding update.</p> <p>Governors noted that the school has quite a high proportion of SEN pupils, 30%, compared to North Yorks.</p> <p>Governors noted the profile raising, contact and liaison work that the headteacher was undertaking e.g. with the small schools network.</p>	
11.0123	<p>Safeguarding, including single central record and safeguarding action plan</p> <p>The board confirmed they had all received the safeguarding action plan from the headteacher and read it in advance of the meeting.</p>	

No	Item/Details	Action
	<p>The board confirmed that they had also received the Safeguarding Adviser Autumn term report (December 2022) from the headteacher and read it in advance of the meeting.</p> <p>The headteacher confirmed that as part of of general LA monitoring, every NYCC maintained school has a safe guarding advisor in addition to the senior education advisor, who is allocated 2 half days. The first half day was spent with the designated safeguarding lead (DSL) looking at monitoring reports and checklists to prepare a proposed action plan. The headteacher confirmed that there was nothing on the action plan that was significant. The chair confirmed that he had met with the headteacher to review the action plan that the school was already doing a lot of things identified in the plan and was compliant. The board noted that there was a strong culture of safeguarding at Leavening and safeguarding advisor suggestions were to enhance current practice. The headteacher confirmed that the next advisor visit will be in two months and focus on the completion of the safeguarding audit, which schools need to do every 2 years.</p> <p>The chair confirmed that he has met with the school administrator to go through the SCR and that everything was in place, with only a few minor updates required.</p> <p>Governors queried how TAs were kept in the loop and highlighted the need for the school to make certain there are opportunities for staff to catch up if they miss any briefings etc.</p>	
12.0123	<p>SEND update</p> <p>The headteacher confirmed that this item was covered in the HT report. JL jointed the meeting at this point</p> <p>The chair confirmed with the now quorate board the decision at item 3 to approve the minutes.</p>	
13.0123	<p>Attendance update</p> <p>The board confirmed they had all received the attendance case study document from the headteacher and read it in advance of the meeting. The headteacher confirmed that attendance for last week had increased to 98.9% and the board noted this positive news on attendance.</p> <p>The board reviewed the attendance case study with the headteacher. The board confirmed they were confident that the school leadership was focussing hard on attendance. The headteacher confirmed that the SEA was visiting the school to do a half day of monitoring on attendance and the results will be shared with the board.</p> <p>Governor challenge</p> <p>Governors noted that the case study referred to a few families with attendance difficulties and the headteacher confirmed the work that the school was doing to address issues had resulted in huge improvements with this cohort, particularly where parents worked with the school in partnership. JL confirmed that she had seen some of the issues first hand in meetings she had attended and how strategies were being used by the school. The headteacher noted the approach to nurturing taken in class and how this was enabling a team focus on wellbeing across the school. Governors noted it was good to see that the work with families was having an effect and the positivity shown. The 10% improvement was marvellous.</p>	Head
14.0123	<p>Pupil progress and attainment updates</p> <p>The board confirmed they had all received the following documents from the headteacher and read them in advance of the meeting:</p> <p>Whole school group ARE analysis data report</p> <p>Attainment summary over time data report for reading, writing and maths</p> <p>Attainment and progress summary data report for computing, DT and geography; science and PSHCE; History, MFL and music</p> <p>Data analysis report for the whole school and progress over the Autumn term</p>	

No	Item/Details	Action
	<p>Governors reviewed the reports showing number and percentage of groups/pupils working at and above ARE and achieving their expectations and the analysis of the data by the headteacher.</p> <p>The headteacher invited questions from the board on the reports and acknowledged it was hard to review this type of report at a virtual meeting as the documents would usually be reviewed in hard copy format with the board.</p> <p>Governor challenge</p> <p>Q In the SDP there is an action to provide more challenge to make more than expected progress – what would you say were your expectations?</p> <p>A The headteacher confirmed that this was to be addressed in a number of ways – catch up, leadership etc.</p> <p>Q What are the issues to tackle now to ensure children will make expected progress? I know there are things about increasing challenge, learning etc. what is the focus?</p> <p>A The headteacher confirmed that JP will cover maths later on the agenda. The school is looking at better progress in writing and has started a new writing cycle, more rigorous approaches to spelling, handwriting and improved writing quality. Many things that were implemented last year are to be embedded this year. Fluency in reading is a focus, particularly the crossover between years 2 3 and 4 and a new system has been implemented which is having benefits.</p> <p>Q Is there anything re. generic teaching skills – assessment etc. that the school should focus on?</p> <p>A Have worked on expectations with staff for KS1 – not a whole school thing. Looking at starting points of pupils and where they landed – correlations. Looking at higher expectations within each session. The headteacher gave examples of this and new approaches to pedagogy being used which staff were being trained in.</p> <p>The headteacher confirmed there was a staff training day on Ofsted readiness and the SEF evaluation of ‘good’; it was noted staff feedback was a number of areas were ‘outstanding’.</p> <p>Q The board noted this was great to hear about and asked about the evidence?</p> <p>A The headteacher confirmed that in terms of leadership and management, staff said the amount of opportunity for CPD and reflection on practice in the school was exceptional e.g. there is always a focus at staff meetings. It was noted this is a real positive for the school and it reflects on the work put in by the school.</p>	
15.0123	<p>Curriculum update – Maths update from Jane Price</p> <p>The headteacher asked JP to cover the work being done on the maths curriculum. JP shared with the board her presentation on school development planning for maths and noted the work included the continuous development that the headteacher had just spoken about to governors.</p> <p>The presentation included the ‘subject on a page’ (SOAP) approach developed recently as a tool for staff to use and JP confirmed that copies will be circulated to governors. The headteacher thanked JP for putting the document together so quickly for this meeting</p> <p>Governors noted the document provides a snapshot of where the school is for subject leaders and that it is useful for leadership, inspectors etc. it was noted that the SDP was used as a basis for the creation of action plans and a holistic view is taken to produce the documents. The document included information about intent, implementation and impact which JP reviewed with governors in detail.</p> <p>Governors thanked JP for the detailed presentation.</p>	JP
16.0123	<p>Behaviour update</p> <p>Covered in HT report.</p>	
17.0123	<p>Governor monitoring</p>	

No	Item/Details	Action
	Financial monitoring – The board confirmed that they had all received the notes from the finance committee meeting held on 4 January 2023 and had noted the contents:	
18.0123	<p>Policies in line with the school’s policy schedule</p> <p>The board confirmed that they had all received the following policies in advance of the meeting and had noted the contents. The headteacher confirmed that some policies were based on NYCC templates and these were adapted for school as required.</p> <p>The Board agreed to approve the policies with no amendments:</p> <ul style="list-style-type: none"> • Accessibility policy • Equality policy and plan • Resolving issues at work policy 	
19.0123	<p>Website compliance</p> <p>The headteacher confirmed to the board that the website audit has been completed and was compliant.</p>	
20.0123	<p>School health and wellbeing document</p> <p>The board confirmed that they had all received the school health and wellbeing document and plan circulated by JL in advance of the meeting and had noted the contents.</p>	
21.0123	<p>Review of progress against the milestones in the SIP/SDP</p> <p>Covered in HT report item.</p>	
22.0123	Review admissions, pupil numbers and consider options for class and staffing structure - report from discussion at Finance committee meeting	
23.0123	<p>AOB</p> <p>None raised</p>	
24.0123	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Attainment and progress discussed and how the school is ensuring pupils meet and exceed expectations</p> <p>Noted work on ensuring wellbeing of staff and pupils is a focus</p> <p>Attendance case study and evidence of improvements made</p>	
25.013	<p>Date of next meeting</p> <p>Mon 13 March 2023, Mon 24 April 2023, Mon 3 July 2023</p>	

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		To review for march meeting
SM	Share copy of SB's presentation with governors	Nov 22		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		Under review
SM	Provide SCR update at future FGB	Nov 22	complete	
SM	Parent governor appointment	Jan 23		
Govs	Complete SG training	Jan 23		
LW	confirmed with JL if academisation meeting notes have been shared with all governors	Jan 23		
JP	copies of SOAP will be circulated to governors	Jan 23		
SM	Share feedback from SEA monitoring visit	Jan 23		