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Leavening Community Primary School

Full Governing Body Meeting – 13 March 2023, 5pm held virtually (TEAMS)

Minutes

Present	Chair James Robinson (JR) Neil Audsley (NA) (Vice Chair) Sian Mitchell (SM) Jane Price (JP) Elaine Phillips (EP) Jan Lomas (JL) Neil Clark (NC)	Parent Governor Co-opted Governor Head Teacher Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor
In attendance	Laura Waites (LW)	NYCC Clerk
Apologies	David Griffin (DG)	Co-opted Governor
Vacancies	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
1.0323	Welcome and apologies The meeting started at 5.05pm. The chair confirmed the resignation of Sandra Whitson (SW) as LA governor effective from 1 March 2023. Apologies were received and accepted from: David Griffin.	
2.0323	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.	
3.0323	Minutes of the meeting held on 9 January 2023. The Board confirmed the minutes of the meeting of 9 January 2023 were an accurate record of events and they were approved. The Chair is to sign an updated paper copy for the file.	
4.0323	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 were no additional points raised.	
5.0323	Consideration of minutes of any committee meetings The chair confirmed that curriculum and tracking committee meetings had been held since the last FGB meeting and minutes circulated to the board. The chair reported that tracking shows a tight reign being kept, some areas of improvement had been identified and staff needed recognition for their good work. The board noted there was good leadership in place and signs of progress.	
6.0323	Consideration of which items should be confidential The Board agreed that the item on Finance should be minuted as a confidential item.	
7.0323	Any other urgent business None raised.	

No	Item/Details	Action
8.0323	<p>Governing Board business</p> <p>The clerk confirmed that following the resignation of SW, there was one LA governor vacancy on the board. The headteacher advised that SW had reported her resignation to the LA.</p> <p>The clerk reminded the board that JR's term of office as parent governor was due to end on 17 March 2023 - the headteacher confirmed that the school had undertaken the parent governor appointment process to fill the vacancy, with JR being appointed as parent governor for a new term of office of 4 years. The board noted and ratified the appointment of JR as parent governor from the date of the FGB, 13 March 2023.</p> <p>The clerk confirmed that NA's term of office as co-opted governor was due to end on 17 March 2023 – the board approved the appointment of NA as co-opted governor for a new term of office of 4 years effective from 13 March 2023.</p>	
9.0323	<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:</p> <ul style="list-style-type: none"> The Core Advisor visit report (January 2023) from Michelle Hattersley The Core Advisor visit report on attendance and inclusion (January 2023) from Michelle Hattersley The parent survey analysis (January 2023) KS1 ofsted pupil survey KS2 ofsted pupil survey The School Development Plan The SEN parent survey <p>Governors reviewed quality of education / behaviour and attitudes, personal development / leadership and management / early years / staffing / attendance and punctuality / pupil numbers and mobility / SEND / safeguarding in the headteacher's report.</p> <p>Governors reviewed the additional circulated plans, reports and surveys.</p> <p>The headteacher invited questions from the board on their report and the circulated documents.</p> <p>Governor challenge</p> <p>The chair asked that points for challenge be raised by the board at relevant committee meetings to enable detailed discussion. This was agreed by the board with the caveat that the challenges are minuted in the committee clearly and the FGB is made aware. It was agreed that this arrangement will ensure that progress / direction is clearly recorded and identified.</p> <p>Q Has attendance improved? Is attendance data in from last year?</p> <p>A The headteacher confirmed that current attendance is 92%, it has improved against the national average. The board noted it was a positive picture and the school should be congratulated on progress in this area.</p> <p>The staff governor confirmed that the new start time of 8.45am has made a massive change and gave examples of the impact e.g. consolidation and practice in maths, grammar etc can be done with the extra 15mins per day; on Mondays especially the guided reading and phonics slot is retained and the school days start a lot more calmly with less impact on next sessions.</p> <p>The board noted that there was no sign that staff have struggled with the change and it had been led very well. Parent governors confirmed it was a positive change. The headteacher confirmed there was more time for one on ones with the</p>	

No	Item/Details	Action
	<p>children and interaction and relationships between staff and children is evolving as a result.</p> <p>Q Are there any welfare issues from the HT perspective to discuss? A The headteacher did not have any to raise</p> <p>Q The comment on the pupil feedback regarding the 'school doesn't encourage them to express feelings' stands out a bit, was there any reason for this? A The headteacher confirmed that she was surprised at this feedback as the school had implement several pupil voice initiatives and gave examples. The headteacher has spoken to staff regarding how the school addresses this and on reflection acknowledged that the school may sometimes be a victim of its own success – for example having done so much work on targeted 121 sessions on pupil emotional health and wellbeing, it may have been the children who didn't have targeted interventions who raised the issue after seeing all the work done with other children. The headteacher advised that a workshop type session with a 15 min slot per year group on Friday afternoons is being considered for children to raise anything they need support with. JL suggested a focus group could also be considered and the SEA had suggested this also.</p> <p>Q When you give them the questionnaire is there any discussion around the questions ? A The headteacher confirmed yes there is some discussion</p> <p>Q Has anyone in the school got special training in EAL to support the EAL pupil? A The headteacher confirmed no training needs had been identified</p> <p>The board thanked the headteacher for the comprehensive reports.</p>	
10.0323	<p>Health and safety premises report NA confirmed that he had met with the school business manager / office to review progress with actions from the previous health & safety visit to ensure that as much as possible was either completed or in progress.</p> <p>NA confirmed that the latest health & safety advisor visited had flagged up further actions but nothing of major concern. Some works were to be actioned when the weather improves.</p> <p>Q Was there a guttering issue, as had seen some dripping water in the building? A The headteacher confirmed there had been some ingress near one classroom which had been addressed.</p> <p>NA confirmed that the H&S reports were shared with all governors.</p>	
11.0323	<p>Policies in line with the school's policy schedule The headteacher confirmed there were no policies to review at this meeting</p>	
12.0323	<p>Safeguarding, including single central record and safeguarding audit The headteacher confirmed that it was a governing board responsibility to ensure the completion of the safeguarding audit. For expedience, the headteacher had completed the document. The board confirmed that they had received a copy of the safeguarding audit from the headteacher and read it in advance of the meeting.</p> <p>The headteacher confirmed that there were 4 actions to complete and went through them with the board in detail. The headteacher is to get some guidance from on what the business continuity plan needs to cover. The school is looking at the need to have a formal traffic management plan in place. The school is also ensuring DSL training is updated.</p>	

No	Item/Details	Action
	<p>The board approved the audit and noted that, overall, there was a positive picture and it was a reflection of secure practice in school. It was noted that there had been a positive safeguarding inspection last term. The headteacher confirmed that the LA safeguarding meetings also looked at good practice in the school.</p> <p>The chair confirmed with the headteacher that SCR checks are in place. The board acknowledged NA's hard work and diligence as the safeguarding governor, especially his work on the SCR, which identified some improvements which have now been completed.</p> <p>The chair noted the contribution made by many people that help the school, not just governors, also parents and members of the community who come into school to do extra tasks.</p>	
13.0323	<p>Governor monitoring</p> <p>The headteacher confirmed that governor monitoring is being completed in line with the calendar of monitoring and written reports are being circulated to the board.</p> <p>It was agreed that NC discuss with the headteacher taking on the English link governor following SW's resignation.</p> <p>NC confirmed he has completed his introduction to governors training.</p>	NC
14.0323	<p>Consider and agree the start budget (maintained schools) for the following year</p> <p>The chair of the finance committee (EP) confirmed there had been a meeting with the LA to discuss the budget and noted there had been some confusion as the LA were looking at a budget the GB / school hadn't agreed; this was despite EP and the bursar doing a lot of work on the budget. The forecast was a loss of c£16k this financial year mainly due to SEN funding not being awarded and a higher pay increase. The c/f loss into the next financial year was c£12k. The LA was not happy for the school to run as a loss, however EP advised the bursar and headteacher are checking whether the correct figures and funding were being used. Meetings with EP, the headteacher and bursar continue. The board noted that there may be a need to consider the staffing structure depending on the outcome of the budget work. The headteacher confirmed that the LA have given the school additional time for accurate figures to be developed before deciding any further action.</p> <p>The start budget is to be discussed in more detail and approved at the next FGB Meeting.</p> <p>The headteacher confirmed the finance committee had identified ways to work more openly with the bursar / tighten up on communications so figures are communicated in advance. EP had asked for monthly figures to keep on top of budget, however was told this was outside of the service standard for the SLA (which states there will be a minimum 6 sets of accounts). EP has confirmed how many hours of bursar time the school can have, which will be helpful in ensuring the budget is closely tracked.</p> <p>The Chair noted confidence in the finance lead.</p> <p>Governor challenge</p> <p>The headteacher / EP responded to questions from governors on the budget update.</p> <p>Q Is it common for schools to be in a deficit position at the moment? A The headteacher confirmed all schools apart from biggest were making losses this year</p> <p>Q Is there a national average as comparison?</p>	Clerk

No	Item/Details	Action
	<p>A The headteacher confirmed there wasn't. The issue for this school is lack of c/f reserves. During the Covid period there was cost management issues which used up the schools reserves.</p> <p>The chair noted from informal discussions with other chairs of governors, the larger than expected staff pay rise was a concern as it wasn't in school budgets from LA funding and schools have to pay the extra.</p> <p>The headteacher also noted the ongoing issue with the need to pay additional SEN funding the school has to meet.</p>	
15.0323	<p>Schools Financial Value Standard (SFVS) (maintained schools)</p> <p>The board confirmed they had all received the draft SFVS document from the headteacher and read it in advance of the meeting. The headteacher confirmed it is produced annually and the draft has been reviewed in detail by the finance lead, EP.</p> <p>The board approved the SFVS be submitted to the local authority by the deadline of 31st March 2023.</p>	
16.0323	<p>Review admissions, pupil numbers and consider options for class and staffing structure</p> <p>The headteacher confirmed this will be covered in detail at the finance cttee.</p> <p>The headteacher noted 7 pupils confirmed in reception as first choice in September 2023 which will mean similar pupil numbers as there as 8 leavers and another pupil joins after Easter.</p> <p>There were no changes to classes or structure planned, however the board needed to be mindful of reviewing arrangements once the final budget is confirmed. The headteacher is working closely with HR to review current contracts and outlined a number of options.</p> <p>The board noted that getting pupil number stable is helped by the nursery. The headteacher advised the board that she was mindful of the need to carefully manage communications with staff so that morale and performance were not impacted and gave examples of how it was being managed.</p> <p>The board noted that the staff choose not to take strike action when could have done and the school stayed open; this demonstrated the good attitude of staff and the board wished to express their appreciation for the dedication and hard work of the staff.</p> <p>The chair attended a briefing with the headteacher and HR and thanked the headteacher for sharing the concerns with the board and confirmed that the board will offer support where it can do. It was noted by the board how the school is moving forward and there was confidence in it being judged as good. The headteacher confirmed staff morale and teamwork is the best that she has known it at this time.</p> <p>JL confirmed that as wellbeing lead, she will meet with the headteacher to discuss what else the board can do for the wellbeing for the school.</p>	JL
17.0323	<p>Consider and agree the maintenance programme and proposals for the use of devolved capital</p> <p>To be covered at next meeting of the FGB</p>	
18.0323	<p>Receive and review the summary school self-evaluation (SEF)</p> <p>The board confirmed they had all received the draft SEF document from the headteacher and read it in advance of the meeting. The headteacher referred to the document and highlighted each area of the Ofsted framework.</p> <p>The board noted the personnel development the staff was discussed in the school training day and as term progressed more work was done and evidenced; the headteacher is self evaluating this area as outstanding and has confidence in the evaluation.</p>	

No	Item/Details	Action
	<p>The headteacher is also evaluating behaviour and attitudes as outstanding; attendance is increasing and improving and the school can demonstrate evidence.</p> <p>The headteacher confirmed the huge amount of monitoring and assessment that has been done with LA advisors etc. who are confirming the positive position in direction of the school.</p> <p>The board noted that the evaluations were a really good reflection of the school. It was noted how the school has immediately moved to correct feedback from pupil survey which is also outstanding.</p> <p>The board noted the school is in a better place than ever to attract new pupils and hopefully the Ofsted result will help; also parent feedback was that the ethos and culture of the school had a larger impact on choice of school than Ofsted and a parents had a really positive view of the school when showed around.</p> <p>The headteacher noted that former LA governor, Sandra Whitson, had also sent an email which captured her experiences of working with the school including that she had seldom come across such polite well adjusted children.</p> <p>The board confirmed their confidence in the leadership of the school. The headteacher also recognised JP's work in leading maths.</p>	
19.0323	<p>Scheme of delegation to HT</p> <p>The board confirmed that they had received a copy of the scheme of delegation from the headteacher and reviewed it prior to the meeting.</p> <p>The board agreed to approve the scheme of delegation document.</p>	
20.0323	<p>Staff wellbeing – update from Jan Lomas</p> <p>The board confirmed they had all received the report and action plan on wellbeing from JL and read it in advance of the meeting.</p> <p>JL gave an overview of the action plan and confirmed that as staff were already doing a lot of work with pupils, this plan focussed on what the board and the school can do to focus on staff wellbeing.</p> <p>JL asked the board if there was anything in the action plan they wished to change. It was noted that several actions were already in progress. The chair noted the work done by JL and the board confirmed they were happy with the document.</p> <p>The board agreed the plan and noted the importance that all governors have a strategic view of wellbeing across the school.</p> <p>It was agreed that wellbeing is on the agenda at all FGB meetings to consider progress with the plan.</p> <p>The headteacher confirmed that the plan will be communicated to staff so that any feedback is captured.</p> <p>The headteacher confirmed that JL has been coming into school as link governor for attendance, inclusion and early years and always takes time to speak with staff and as the link governor for wellbeing does have that presence.</p> <p>Q Is there any crossover with the pupil questionnaire?</p> <p>A The headteacher confirmed the last staff survey was June 22 and as the school tends not to do them more than every 12 months, the next one was due this summer</p> <p>It was agreed that there will be a follow up question in the staff questionnaire about the plan as well and whether anything missing</p> <p>The chair thanked JL for her report.</p>	<p>Clerk</p> <p>Head</p> <p>Head</p>
21.0323	AOB - None raised	
22.0323	How has this meeting impacted on the welfare and progress of our pupils?	

No	Item/Details	Action
	<p>Really good and exciting wellbeing programme that is bound to help with wellbeing, starts with staff and will impact on pupils</p> <p>Found beginning to breakthrough not just good but o/s in the SEF</p> <p>Leadership and teamwork of the GB</p> <p>Finance and challenges to come discussed and detailed work being done to ensure the financial sustainability of the school</p> <p>Pupil and parent voice considered as well as staff voice and wellbeing</p> <p>Noted look at school promotion when get the new Ofsted – banner to highlight where the school is.</p>	
23.0323	<p>Date of next meeting Mon 24 April 2023, Mon 3 July 2023</p> <p>It was agreed that the Summer FGB and September FGB meetings will be in person and all other held virtually.</p> <p>The chair will schedule a board away day and agree a topic</p>	Chair

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		
Chair	Schedule away day	March 23		
Head	Sent wellbeing action plan to staff	March 23		
Head	Add question on plan to staff survey	March 23		
Clerk	Add wellbeing as standing FGB agenda item	March 23		
JL	Meet with HT on staff comms - wellbeing	March 23		
Clerk	Start budget is agenda item next FGB	March 23		
NC	Discuss English link role with HT	March 23		