



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

LEAVENING SCHOOL GOVERNING BOARD FULL GOVERNING BODY MEETING (in person) Minutes of the meeting held on 6 July 2023 at 5pm		
Members Present	Chair James Robinson (JR) (Parent Governor) Neil Audsley (NA) (Vice Chair) (Co-opted Governor) Sian Mitchell (SM) (Headteacher) Jane Price (JP) (Staff Governor) Elaine Phillips (EP) (Co-opted Governor) Neil Clark (NC) (Parent Governor) David Griffin (DG) (Co-opted Governor)	
Apologies	Jan Lomas (JL) (Co-opted Governor)	
Absent No Apologies		
Also In Attendance		
Name Of Clerk	Laura Waites (LW) – NYC Clerk	
Vacancies	1 x LA Governor	
School Vision And Values	<ul style="list-style-type: none"> Look and learn beyond the classroom Have high aspirations and fulfil our potential Care, share and belong Lead, teach and learn with passion <i>It is important to ensure that all decisions that are made are in line with the school's vision and strategic direction.</i>	
Core Functions Of Governance	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and Overseeing the financial performance of the organisation and making sure its money is well spent. 	

Item (Number)	Detail	Record Actions (who and by when)
Welcome and apologies for absence (01.0723)	JR chaired the meeting. The meeting was quorate. Apologies were received and accepted from Jan Lomas.	
Declaration Of Interests (02.0723)	Governors confirmed they had no additional declarations to note for any item on the committee agenda.	
Confidentiality (03.0723)	Governors were reminded of the confidential nature of the meeting and that other people's views should be respected. Governors confirmed there were no items to be minuted as confidential items and excluded from the published minutes.	
Any Other Urgent Business (04.0723)	Governors confirmed there were no items to be considered as other urgent business.	
Minutes Of The Last Meeting Held 24 th April 2023 (05.0723)	The Board confirmed the minutes of the meeting of 24 th April 2023 were an accurate record of events and they were approved.	
Actions And Matters Arising (06.0723)	<p>NA joined the meeting at this point.</p> <p>Governors noted progress for every item on the action log from the last set of minutes and noted if there were any other matters arising from the last set of minutes.</p> <p>Point 1 (April) - Buddying for NC / new link governor – the Board confirmed that NC would start the link governor role from September 2023 and JL/DG will provide support. The Chair asked if NC was feeling involved and NC confirmed that he was.</p> <p>Point 2 (April) - Consider formal Board induction – the Chair noted there is currently an informal induction process and checked NC's experience as a recent new governor, which was confirmed as good. Governors noted that as a small school, the Board needed flexibility and the current arrangements where a new governor meets with the Chair, Head and has a tour of school were sufficient.</p> <p>Point 3 (April) – Consider suitable candidates for LA governor vacancy – the Chair noted no candidates had been identified to-date. The Board agreed that DG will consider the role – Clerk to send details of the role and process.</p> <p>Point 4 (April) - Draft and circulate a vision for comments – the Headteacher confirmed this has been completed.</p> <p>Point 5 (April) - Circulate a copy of a vision from the SEA - the Headteacher confirmed this has been completed.</p> <p>Pont 6 (April) - Circulate advisor report on SPIP - the Headteacher confirmed this has been completed.</p> <p>Point 7 (April) - Finance Committee is to sign off and approve the Start Budget for submission - the Headteacher confirmed this has been completed.</p>	Clerk
Consideration of minutes of any committee meetings (07.0723)	The Board noted that an update on the latest finance committee meeting would be given at item 21 - Finance update from Chair of Finance.	
Governing Body Update (08.0723)	LA governor vacancy – covered at item 6 (point 3) above. The Headteacher advised the Board that Jane Price will be stepping down from her staff governor position from September when she takes up a new post elsewhere.	

	<p>The Headteacher confirmed that the school had undertaken the process to appoint a new staff governor and that Hannah Cooke will join the Board from September 2023. Governors noted the work, skills and experience that Jane had brought to the Board.</p>	
<p>Report of the Headteacher (09.0723)</p>	<p>The Board confirmed they had all received the report from the Headteacher and read it in advance of the meeting.</p> <p>Governors reviewed the quality of education, behaviour and attitudes, personal development, early years, staffing SEND, emotional support, attendance, pupil numbers and mobility, Leavening School community, and safeguarding, updates in the report.</p> <p>The Headteacher highlighted the staffing update and reported on the recent recruitment of an early career teacher (ECT) including their skills and experience.</p> <p>The Headteacher updated on the nursery and advised that there is no obligation to register interest of pupils in advance to support with strategic planning, so numbers are not known until later in year.</p> <p>The Headteacher advised that KS2 SATs results are not published until 11th July and that all other pupil data was in the report. The Headteacher confirmed the key headlines for the Board: Phonic results were pleasing; KS1 assessment - all children met targets. In terms of working above expected, the school will focus on writing and maths to achieve greater depth; Early years - 40% had not achieved a 'good level of development' (GLOD) and the Headteacher explained reason for this and referred to the high % of SEND pupils in the cohort.</p> <p>The Headteacher asked governors if they had any questions on the report.</p> <p>Question: The Chair asked about support in KS2 and what was in place?</p> <p>Answer: The Headteacher confirmed the support an ECT can expect and noted the school receives funding for a local provider to deliver training.</p> <p>Question: DG asked whether the training involved the ECT being away from class?</p> <p>Answer: The Headteacher confirmed all teachers get 10% of PPA time and ECT get 20%.</p> <p>Question: DG asked how the school will bridge the additional 10% of time?</p> <p>Answer: The Headteacher acknowledged it will be a challenge however plans were that the headteacher will lead Jane's subjects from September whilst the ECT is unable to undertake a lead role.</p> <p>Governors noted that this situation highlights the need to consider federation / MAT options in the near future as a way to provide more support for the Headteacher and the school. The Headteacher confirmed which roles staff would be taking on in the Autumn term.</p> <p>Question: The Chair asked whether a link governor could provide additional support?</p>	

	<p>Answer: The Headteacher advised not at this time.</p> <p>Question: EP noted that the headteacher had thought strategically how the recruitment impacts the whole school and the best arrangements for the school.</p> <p>Answer: Governors confirmed that the Headteacher can raise any support requirements the Board can provide if needed. The Headteacher confirmed that they have applied for government funding to do a national qualification in headship / leadership, which will be an extra strength for the school. The Board noted this would be good for the Headteacher and the school.</p> <p>Question: The Chair noted the Headteacher's report raised a number of challenges, including early years considerations, and asked whether the Headteacher thought the new staff member would be a good fit for the school, and whether the recruitment took account of SEND and other needs of the school?</p> <p>Answer: The Headteacher confirmed that the recruitment did take these matters into account.</p> <p>Question: EP asked about the staff member doing GTA work in nursery and whether enough support was in place .</p> <p>Answer: The Headteacher confirmed the ratio will be 1 to 8 in September and on days when there are 6 or more children in class, will look at additional support. The school will be making a saving by not replacing a staff member but may need to consider recruitment as the year develops and the school gets more children in.</p> <p>Question: NC asked if the arrangement was sound, legally?</p> <p>Answer: The Headteacher confirmed it was.</p> <p>Question: EP asked whether the staff member had the skills /experience to be in that role without support?</p> <p>Answer: The Headteacher confirmed that yes they were really confident in their role and gave examples for Governors to note.</p> <p>The Headteacher noted the Board's strategic direction / co-operation to look at the nursery, as numbers are always a concern. The Headteacher proposed another governor away day to explore federation/MAT/marketing and the Board agreed to meet on 2 October 2023.</p>	Chair
Review of progress against the milestones in the SDP (10.0723)	<p>The Board confirmed they had all received the School Development Plan (SDP) 2023/24 from the Headteacher and read it in advance of the meeting. Governors reviewed the priorities and the milestones set out in the plan.</p> <p>Question: The Chair asked if there was any concern regarding lack of progress against any of the milestones in the plan?</p> <p>Answer: The Headteacher confirmed that there will be a continued focus next year on curriculum and to embed it now that there is consistency across the whole school. The majority of the development plan focuses on continuing with things. Areas where the school would have hoped to have made more progress were consistent presentation in pupils books, high standard of writing, development of writing in early years and spelling.</p> <p>Question: The Chair asked about progress in the EYFS</p>	

	<p>Answer: The Headteacher confirmed this was more about provision opportunities.</p> <p>The Headteacher made the Board aware that as a result of SEA monitoring visits, other things have come up which the school has had to respond to outside of the SDP.</p>	
School Self-Evaluation (SEF). (11.0723)	<p>The Board confirmed they had all received the School Self Evaluation report from the Headteacher and read it in advance of the meeting.</p> <p>Governors reviewed the assessments set out in the report.</p> <p>The Headteacher noted that overall effectiveness was good and asked for comments / questions from governors on the SEF.</p> <p>Question: A governor asked if there have been any challenges to the SEF; and whether the assessments are secure?</p> <p>Answer: The Headteacher confirmed there had been no challenges; and that the assessments were fairly robust.</p> <p>Question: EP noted, in the past, the Board had considered there may be challenges and queried if the evidence was now there?</p> <p>Answer: The Headteacher confirmed attendance and behavior is a national challenge but noted the school can demonstrate improvement; there was a good improvement this summer term with 96% compared to last year. The Headteacher also gave a comparison with persistent absence numbers this year and last and covered the monitoring activities being done in the school.</p> <p>The Chair noted the school was proactive when there were problems e.g. developing new procedures, working with NYC and the Board has also been involved in attendance. The Safeguarding lead governor (NA) noted there has been an improvement in behaviour and attendance The Chair noted how the members of the Board have stepped up in several ways and that there is a good culture across the Board. The Chair also recognised there is strong leadership from the Headteacher and gave several examples. The Headteacher noted the leadership shown by staff in school and gave examples of how had strengthened middle leadership and things were in place (curriculum, policies) for new staff to build on.</p> <p>Question: A governor asked who will be the DSL?</p> <p>Answer: The Headteacher confirmed will be Sarah Bennett. NA is to continue as safeguarding governor. The Chair noted the importance of this role and the need for continuity.</p>	
Receive a pupil data report (12.0723)	<p>The Board confirmed they had all received the latest pupil data report as part of the headteacher's report and read it in advance of the meeting.</p> <p>The Headteacher confirmed that the KS2 SATs results will be available from 11th July 2023 and will be reported on at the next FGB meeting in October 2023.</p> <p>Governors reviewed the reports on early years, KS1 data and KS2 assessment (excl SATS).</p>	Clerk

	<p>JP gave an update on the whole school approach used for maths and the mastery project, noted that the school had signed up for 2nd year mastery and that the results were very much improved this year. The mean average was 21 and top score was 25. It was noted the SEND pupil score was also good. JP explained the work done with pupils in a multi age setting to help them gain confidence in multiplication tables etc.</p> <p>DG confirmed that his monitoring visit was focussed on maths mastery and he could see how the approach was definitely making a difference.</p> <p>In the recent recruitment process, the Headteacher noted pupil voice and how all the children spoke of their love for maths and the way it was taught.</p> <p>JP noted that after 3 years the maths approaches are now being sustained across the school and gave examples of how this is being done, including teaching and support staff training in mastery approaches, monitoring and observation used. Knowledge retention was also a focus and the use of White Rose maths is embedded, which is a focus for the sustaining year. The 10mins additional time allocated to maths each morning is also showing an improvement in pupil confidence in the subject.</p> <p>Question: The Chair asked if these were all part of the action plan? Answer: JP confirmed yes they would be part of the maths action plan that will be handed over to the new teacher and gave examples of what would be included to ensure the new teacher knows what is expected.</p>	
<p>Review transition arrangements and effectiveness. (13.0723)</p>	<p>The Headteacher gave an update to the Board on pupil transition arrangements and noted that due to the small number of children coming to reception (6) the school decided to provide one to one sessions tailored to new parents and children rather than a group meeting.</p> <p>Leavers have been to secondary schools and are doing some transition ready preparation with the Headteacher prior to an all school transition week, and the Headteacher described what this involved.</p> <p>The Headteacher covered arrangements for staff transition including the new teacher spending time in school for handovers with JP</p>	
<p>Annual review of pupil attendance data (14.0723)</p>	<p>The Headteacher noted this was covered in the Headteacher's report.</p> <p>Question: A governor asked if there were any authorised absences in relation to holidays in term time? Answer: The headteacher confirmed that they do not authorize any</p> <p>Question: A governor asked what is the authorized / unauthorised YTD referred to? Answer: The headteacher confirmed unauthorised will be</p>	

	holidays, absences for other reasons; and authorised is for reasons other than holidays	
Review charges and lettings rates for the next academic year (15.0723)	The Headteacher noted that letting charges will be reviewed at the next FGB meeting; school meal prices were reviewed and increased this year.	Clerk
Consider risk assessments and school visits (16.0723)	The Board noted there were no risk assessments requiring approval.	
Self-evaluation exercise – Board effectiveness (17.0723)	<p>The Board confirmed they had all received the health check document circulated prior to the meeting and governors confirmed they had read it. The Chair noted that the health check was an advisory activity and is to be done with representative from the LA.</p> <p>The Chair gave an assessment of Board effectiveness and noted it has developed in recent years, there is good flexibility and skill set across the Board, and governors have been effective in providing support to the school e.g. with attendance, discipline and recruitment.</p> <p>The circulated NGA self evaluation template was also discussed and the Board agreed that the Chair will develop a matrix including their initial RAG-rating, for circulation to governors and their comments.</p> <p>It was agreed the completed document could be used to highlight any areas for development in the next GB action plan which is to be completed for the next FGB, so that Board priorities can be identified.</p>	<p>Chair Governors</p> <p>Clerk</p>
Policies (18.0723)	<p>The Board confirmed they had all received and reviewed the following policies in advance of the meeting:</p> <ul style="list-style-type: none"> • Missing Child Procedure • Medication Policy • Low Level Concern policy • Pupil Acceptable Use Agreement • E-safety Social Media Acceptance Agreement • Attendance Management Policy <p>The Headteacher noted they were all generic NYC policies. The Board approved the policies with no comments or amendments.</p>	
Safeguarding (19.0723)	<p>The Chair confirmed with the Headteacher that Single Central Record (SCR) checks had been done and the Safeguarding Governor (NA) is to review it before the end of term.</p> <p>NA reported that safeguarding meetings have been ongoing to deal with various concerns raised. The Chair confirmed they had assurance from regular updates with the Headteacher.</p>	
Monitoring visit reports from external advisors / governors (20.0723)	The Board confirmed they had all received and read the following LA advisor reports circulated prior to the meeting and noted the recommendations: Safeguarding – Kellee Osbourne (19 June 2023) Core advisory – Michelle Hattersley (18 April and 27 April	

	<p>2023)</p> <p>The Board confirmed they had all received and read the governor monitoring report from Jan Lomas on SEND, wellbeing and attendance. The Board noted the key points set out at the end of the report which included:</p> <ul style="list-style-type: none"> • The HT should be congratulated for the considerable improvements leadership has brought about re attendance and her diligence in continuing to work to resolve ongoing issues. • The governors' attention is drawn to the very pleasing SEND outcomes reported and the congratulations due to the staff and HT. • Particular thanks must be given to the HT for her resilience and strong leadership in maintaining staff morale this term despite so many difficult issues and for dealing with these so promptly and thoroughly. <p>The Board acknowledged the final bullet point above, in particular, and gave thanks to the Headteacher for their work. The Board also acknowledged the work being done by JL as welfare governor and the positive impact on staff.</p> <p>The Board confirmed they had all received and read the governor monitoring report from David Griffin which focussed on implementation and impact in Maths (June 2023). DG noted it was a useful visit involving seeing every class and verified that the maths mastery approach was making a difference. In summary, DG was impressed and reassured and is pleased to know the school will be continuing the project.</p>	
<p>Finance update (from Chair of Finance) (21.0723)</p>	<p>The Board received the following reports which were circulated prior to the meeting: Budget monitoring summary report and detailed budget report for month ended 30 April 2023</p> <p>The Chair of the Finance Committee (EP) advised on the work done by the finance committee to agree the three year Start Budget, which included identifying cut backs on spending. The next meeting of the Finance Committee will take place on 3 October 2023 via TEAMS and all governors are welcome to attend.</p> <p>EP confirmed she is happy to continue in the finance lead governor role and the Chair noted it will be a strength to have continuity in the Chair of Finance.</p>	
<p>Standing item - Wellbeing update (22.0723)</p>	<p>The Board noted the monitoring report from Jan Lomas on wellbeing that demonstrates how it is a focus across the school.</p>	
<p>Staff Ofsted and well being survey (led by Chair) (23.0723)</p>	<p>The Board received the Staff Ofsted and well being survey report which was circulated prior to the meeting:</p> <p>The Chair reported there was a good uptake / response rate to this year's survey. The Chair has reviewed the last survey with this year's to provide a comparison and gave a summary of the key points from the analysis of feedback. The feedback was discussed and governors noted there</p>	

	<p>was some divergence.</p> <p>It was agreed that none of the responses should be a cause for concern; some were related to a particular matter which has been addressed or were open to interpretation. The Headteacher shared her responses to some questions related to the limited resources in school.</p> <p>The Chair noted all staff agreed they were supported by leadership team and that wellbeing was considered and the Board agreed the overall feedback was generally positive.</p>	
AOB (24.0723)	None	
Date Of Meetings (25.0723)	Monday 2 October 2023 – governor away day (venue tbc) Tuesday 3 October 2023 – FGB (at school)	
Effectiveness Of Meeting (26.0723)	How has this meeting impacted on the welfare and progress of our pupils? Board recognised the effort put into transition Updates on maths and pupil progress	

ACTION LOG

Item	Action	Person	Date By
1	Clerk to send details of the LA governor role and application process to DG	Clerk	July 2023
2	Agenda for next FGB to include item on KS2 SATs results from Summer term	Clerk	October 2023
3	Agenda for next FGB to include item letting charges	Clerk	October 2023
4	Chair to develop a matrix including their initial RAG-rating against the NGA evaluation template, for circulation to governors and their comments.	Chair/Govs	October 2023
5	Agenda for next FGB to include item on Board action plan and priorities	Clerk	October 2023
6	Hold governor away day (venue tbc)	Chair	October 2023