



Look and learn beyond the classroom | Have high aspirations and fulfill 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 3 October 2023 at 5pm		
Members Present	Chair James Robinson (JR) (Parent Governor) Neil Audsley (NA) (Vice Chair) (Co-opted Governor) Sian Mitchell (SM) (Headteacher) Hannah Cooke (HC) (Staff Governor) Elaine Phillips (EP) (Co-opted Governor) Neil Clark (NC) (Parent Governor) David Griffin (DG) (Co-opted Governor) Jan Lomas (JL) (Co-opted Governor) (virtual) Emma Isaacs (EI) (Associate Governor)	
Apologies		
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 (01.0923)	<p>JR chaired the meeting. The meeting was quorate. Hannah Cooke was welcomed as a new staff governor. Emma Isaacs was welcomed as a prospective governor (appointed as associate governor at item x) No Apologies were reported JR gave a summary of how the Board is focussing on the core values of governance (noted above). Strategic direction was amber in the considerations of the Board and identified as something to develop further. In terms of financial health, JR gave the context regarding the budget for the benefit of new governors. The Board noted that the deficit funding application was confirmed by EP as approved and noted EP's work on the budget deficit plan. The Headteacher noted that the LA values the work being done by the Board on finance and it demonstrates how governors are open to options for the sustainable future of the school. Governors noted there had been a good start to the year and the complimentary feedback from parents, particularly about the nursery.</p>	
Appoint Chair and Vice Chair (02.0923)	<p>The Board agreed the procedure for the election of the Chair and Vice Chair and governors were asked to express an interest in the positions. DG proposed JR be appointed as Chair – all agreed. EP proposed NA be appointed as Vice Chair – all agreed. The term of office was agreed at minute 13.</p>	
Annual Register of Business and Personal Interests (03.0923)	<p>Governors were reminded to complete the circulated annual register of business & personal interests and disqualification declaration forms. The disqualification declaration was signed and given to the Headteacher for the file. The Clerk is to arrange for copies of the interests register to be available in the school office for governors to sign</p>	Clerk
Register of Gifts and Hospitality (04.0923)	<p>Governors were reminded to complete the circulated annual register of gifts & hospitality form as appropriate, for any items received of over £20 in value (as per the staff register).</p>	
Declaration Of Interests, Register Of Governors' Interests (05.0923)	<p>Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.</p>	
Confidentiality (06.0923)	<p>Governors were reminded of the confidential nature of the meeting and that other people's views should be respected. It was agreed that any items to be confidential and excluded from the main minutes would be highlighted during the meeting.</p>	
Any Other Urgent Business (07.0923)	<p>The Chair approved the following items to be added to the agenda. Minutes of the governors away day meeting held 2 October 2023 (circulated) - the Chair gave a brief summary of the meeting and noted governors had completed the NGA questionnaire and safeguarding, including reviewing the</p>	

	latest KCSiE documents. It was confirmed that JL is to complete safer recruitment training; DG has already completed this.	JL
Committees (08.0923)	<p>The Board considered whether any Committees were to be established.</p> <p>The Board agreed that the finance committees was to continue, and be chaired by EP</p> <p>The Board agreed that the curriculum & performance committee was to continue, and be chaired by the Headteacher</p> <p>TOR are to be considered at the first meeting.</p> <p>The Board agreed the following committee membership:</p> <p>Finance – All governors are welcome to attend the committee meetings, at least 3 to be quorate</p> <p>Curriculum & performance – as above</p> <p>Headteacher’s Performance Management – NA, JL and DG</p> <p>Complaints/Disciplinary – aware of need to have panel available and to convene governors as appropriate</p> <p>Appeals Panel – as above</p>	
Delegations (09.0923)	<p>The Board noted and approved the circulated NGA delegation planner document.</p> <p>Governors queried if there was a delegation set out in the Budget Management Policy – to be checked.</p>	Head
Pupil Premium report (10.0923)	<p>The Board confirmed they had all received the pupil premium report from the Headteacher and read it in advance of the meeting. Governors reviewed the overview and noted it was based on figures from last year. The Headteacher advised that there was an increase in pupils eligible for funding.</p> <p>Question – A governor asked how do we know that pupil premium funding is making a difference?</p> <p>Answer – the Headteacher clarified that pupil premium funding was additional funding allocated for qualifying pupils, and noted the update covered the impact that the funding was having on pupils and what it was spent on.</p> <p>The Headteacher gave examples of the interventions used in school. The Headteacher advised that covid catch up / recovery funding was also used to enable children to start in class again. The Board noted that progress was good across core and other subjects and pupils were meeting targets. The Headteacher has detailed case studies that can be shared with governors.</p>	
Governor responsibilities (11.0923)	<p>The Board agreed the following governor responsibilities:</p> <p>SEN Governor (Statutory) - JL</p> <p>Early years, wellbeing and attendance – JL</p> <p>The Chair noted it was helpful to have one person with the above overview and there was consistency through JL continuing this role over a number of years.</p> <p>Safeguarding (incl PHSE) Governor (Statutory) – NA.</p> <p>Literacy Governor -NCI</p> <p>Numeracy Governor –DG</p> <p>Finance Governor - EP</p> <p>Health & Safety - NA</p>	
Agree a timetable for Governor monitoring visits (12.0923)	The Board noted that monitoring had been considered at the governor away day and governors had agreed to develop and improve arrangements. The Chair gave a	

	<p>reminder of the format of reports and referred to JL's early years monitoring report from 20th September 2023, which had been circulated prior to the meeting.</p> <p>It was agreed that the Headteacher is to set a monitoring diary with governors. Initial meeting were confirmed: DG – to do a maths visit on 12 October. EI and NC are to shadow other governors in their first visits NC – 18 October – to meet Headteacher to go through the purpose of literacy monitoring EI to shadow JL for the next early years visit.</p> <p>The Headteacher confirmed the focus of governor monitoring as follows: Autumn term - focus on intent – to be covered with the subject lead Spring – implementation and seeing things 'in practice' Summer – covering the impact</p> <p>The Chair reminded all governors of the Outlook calendar used for key dates and to contact the school office if they had any issues using it.</p>	<p>Head</p> <p>DG</p> <p>NC</p> <p>EI</p>
<p>Standing Orders (13.0923)</p>	<p>The Board discussed the circulated Model Standing Orders document and approved the document with the following changes:</p> <p>The governing body shall meet 6 times as an FGB each school year; The chair and vice-chair shall have a term of office of 1 year. If the meeting fails to elect a chair for the meeting then the meeting shall stand adjourned and shall be re-convened within 28 days. The Board noted that a calendar of governing body and committee meetings for the ensuing year is to be circulated. The Clerk is to update and circulate the Standing Orders to governors.</p>	<p>Clerk</p>
<p>Code of conduct (14.0923)</p>	<p>The Board confirmed that they had received and read a copy of the NGA model code of conduct.</p>	
<p>Minutes Of The Last Meeting Held July 2023 (15.0923)</p>	<p>The Board confirmed the minutes of the meeting of July 2023 were an accurate record of events and they were approved.</p>	
<p>Actions And Matters Arising (16.0923)</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. All points had been progressed</p>	
<p>Consideration of minutes of any committee meetings (17.0923)</p>	<p>The Board noted that no committees had met since the last FGB. The governor away day was discussed at minute 07.</p>	
<p>Report of the Headteacher (18.0923)</p>	<p>The Board confirmed they had all received the report from the Headteacher, including the sports, pupil premium and recovery funding updates and read it in advance of the meeting. Governors reviewed the quality of education including pupils outcome data, behaviour and attitudes, personal development, early years, staffing SEND, emotional support, attendance, pupil numbers and mobility, SEND, and safeguarding updates</p>	

in the report.

The Headteacher responded to questions from governors on the report.

Question – A governor asked if the attainment data covered the whole year?

Answer – The headteacher confirmed it did.

The Board noted as the school was in the Ofsted window, the data / comparisons need to be considered by governors in more detail.

It was agreed that this would be done at the next curriculum and performance committee meeting on 10th October 2023, 9.30am – all who can are welcome to attend.

Question – A governor asked about end of KS2 data and whether expected progress was made over the year.

Answer – The Headteacher confirmed there were some questions regarding children who joined the school more recently and the Board noted their progress is to be considered by the curriculum and performance committee.

Question – A governor asked whether the latest progress was reflected in the SEF

Answer – The Headteacher confirmed it is included as an action for the autumn term and that progress is expected.

Question – A governor asked about attendance data.

Answer – The Headteacher confirmed that the data shown in the report was as at week 2 and that persistent absence is zero to date this term. The Board noted that persistent absence was reducing – from 27% in 21-22 to 7% in 22-23.

The Board noted it was part of the culture of the school that children want to come, however also noted the need for school to continue look at what the barriers to attendance are.

The Headteacher confirmed that attendance was reviewed in the safeguarding monitoring and the Board noted how the school is reinforcing attendance and how absence is authorised or not.

Question – A governor asked about the KS2 data, why it did not add up to 100.

Answer – The Headteacher confirmed the numbers of pupils who achieved expected, were working above and working towards expected progress.

The Headteacher updated the Board on how new members of staff were settling in. The school has appointed very skilled teachers and the Headteacher was confident they have the strengths to work well in the school. The Board noted the Headteacher has done a lot of work on how teaching and learning looks in Leavening, particularly with mixed aged classes. The model put in place is based on research and good practice. The

	<p>Headteacher is coaching staff ensure ways of working are evolved and developed. The Board noted how the Headteacher was ensuring new staff are supported and nurtured and there was good feedback from parents about the new staff.</p> <p>Question – A governor asked if there were any problems with the staff monitoring done by the Headteacher? Answer – The Headteacher confirmed there were no issues she was aware of; there is open communications and staff monitoring is designed to be supportive.</p> <p>Question – A governor asked about the impact on leadership of the Headteacher doing more teaching. Answer - The Headteacher confirmed she teaches Mon-Wed afternoons and focusses on leadership Tues-Fri afternoon. Whilst this gives more credibility in her role of monitoring and coaching, the Headteacher acknowledged it is hard to manage the timetable and gave examples.</p> <p>The Board noted the teaching head arrangement was financially, rather than strategically driven.</p> <p>The Board discussed the wellbeing of the Headteacher and the vulnerability of having a teaching head role and governors agreed the need to identify a longer term plan and for JL to continue the work being done as wellbeing governor.</p> <p>Question – A governor asked what else can governors do to help? Answer – The Headteacher noted that having the governor presence in school and availability of governors to support the school was helpful.</p> <p>Question – A governor asked about the impact of the change to hours in the school office? Answer – The Headteacher advised that the aim is to keep Friday free of certain admin tasks and staff carry out some tasks.</p> <p>The Board noted, ideally, the school could benefit from a volunteer to assist with general administration such as communications and reception. EI is to discuss potential support with the Headteacher.</p> <p>The Headteacher confirmed that numbers of nursery children are being reviewed and how this may change – the Board noted that the school is aware of vulnerability given the staff – pupil ratio and closely monitoring it.</p>	EI
Pupil outcome update (19.0923)	<p>The Board agreed that the KS2 SATs results from Summer term (shared with governors in advance of the meeting) will be discussed in more detail by the curriculum and performance committee.</p> <p>The Headteacher gave a brief summary of the results and the Board noted they were based on 8 pupils including several with SEN; 4 children joined KS2 just pre or post covid. The Board noted attainment was low and acknowledged the explanation and that there was no cause for concern.</p>	
Review of progress	The Board confirmed they had all received the School	

<p>against the milestones in the SDP (20.0923)</p>	<p>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. The Headteacher confirmed the key areas in the framework, the key targets and key aspects covered. The majority is driven by quality of teaching and learning.</p> <p>Question – A governor asked how this tied in with governor monitoring Answer – The Headteacher confirmed when governors look at impact</p> <p>The Headteacher confirmed the plan has been shared with the LA School Improvement and Senior advisors.</p> <p>The Board agreed to accept the SDP. The Chair noted that the Board had discussed governor priorities at the governor away day and agreed: The need to be financially responsible Focus on ensuring governors monitoring / supporting the school in the best possible way Developing the strategic direction and options for the school.</p>	
<p>Governing Body Update (21.0923)</p>	<p>LA governor vacancy –the Board noted DG is looking at making an application. The Board formerly agreed that EI be appointed as an associate governor until she can be appointed to the co-opted governor vacancy created with the move of DG to the LA governor position. The Board noted that a skills audit is to be discussed. The Chair confirmed the NGA self evaluation (20 questions) was discussed at the governors away day. An annual planner for governance matters – to include meetings, monitoring, governor training, statutory aspects, etc. – is being developed following the termly strategic planning meetings with the Chair, Headteacher and Clerk. The Chair is to review the Board action plan and priorities The Governance health check was done last year and the Headteacher confirmed the school is expected to engage with the LA again in February 2024 – a dry run will be completed with the Clerk at the next termly strategic planning meeting.</p>	<p>Chair Clerk</p>
<p>Sports Premium Update (22.0923)</p>	<p>Covered in the Headteacher’s Report</p>	
<p>Safeguarding (23.0923)</p>	<p>The Board confirmed they had all received the annual safeguarding report from the Headteacher, and read it in advance of the meeting.</p> <p>The Headteacher confirmed that the SCR is up to date and has been reviewed by the safeguarding governor, NA.</p> <p>The Headteacher confirmed to the Board that she is the DSL and SENCO and that the Deputy DSL is Sarah Bennet.</p> <p>The Headteacher and Chair updated the Board on the</p>	

	<p>'smooth wall' system and how it helps with monitoring and safeguarding.</p> <p>The Headteacher gave an update on CPOMS – the child protection online monitoring system – which is completed by staff and reviewed by the safeguarding lead in terms of effective use of the system, within data protection regulations. The Headteacher explained how the system is used and what is recorded.</p> <p>JL left the meeting at this point.</p> <p>Question – A governor asked about the vulnerable register and what is done to track and monitor vulnerable pupils? Answer – The Headteacher confirmed what the term 'vulnerable' covered, how the register is used in school, and noted the register is shared with JL as SEN and wellbeing lead.</p> <p>Question – A governor queried the review dates in the report Answer – the Headteacher will update them.</p>	
Letting and charges policy (24.0923)	The Headteacher advised the Board that the lettings and charges policy had been reviewed and there were increases to school meal charges. The Board noted new arrangements were in place for school catering and that the quality of meals has increased; there has been no negative feedback from parents. The Board noted nursery charges over lunchtime were increased and there was no negative feedback; people recognise costs have increased everywhere.	
Governor training (25.0923)	The Board confirmed they had read the latest Keeping Children Safe in Education guidance and signed to evidence this at the governor away day. The Headteacher confirmed staff have all read the latest version.	
Policies (26.0923)	The Board confirmed they had all received and reviewed the following policies in advance of the meeting: The Board approved the policies. Behaviour, Charging and lettings, English, Early reading Handwriting, e-Safety, Acceptable use agreement, EYFS, Feedback and assessment, Home learning, Managing allegations against staff, SEND, Relationship, Sex Education, Child Protection, Health and safety, Suspension and exclusion, Single equality scheme, First aid, Invacuation, evacuation and lockdown, Medical policy, Managing pupils with medical needs, Supporting pupils with medical needs who cannot attend education	
Communication with stakeholders (27.0923)	The Board considered a plan across the year for communication and to get feedback from stakeholders (parent and pupil voice). The Board noted they have received more information on stakeholder views over the last year. The headteacher confirmed an online parent survey is done on e-safety and pupil voice on online safety has been done. The Board agreed that governors will support the Headteacher by: Making voice a key part of the governor monitoring visit –	

	<p>talking to the children and collating the voice feedback as part of the visit.</p> <p>Helping to analyse the next parent survey in June – the parent governors noted the need to ensure the surveys are smaller if more are to be done - parent governors to help to promote the completion of the survey to parents.</p> <p>Providing ad hoc topics for the newsletter topics - Head and Chair to review newsletter / comms in fortnightly catch-up meetings.</p>	
School Self-Evaluation (SEF). (28.0923)	<p>JL rejoined the meeting.</p> <p>The Headteacher reported that the SEF judgment is good and the Chair confirmed this was discussed with LA advisors recently. The Headteacher confirmed criteria for all areas has been reviewed and nothing has changed since the last evaluation.</p>	
AOB (29.0923)	none	
Date Of Meetings (30.0923)	<p>The Board agreed that the next FGB meetings will be held on Wednesdays at 5pm:</p> <p>15 November 2023 (in person)</p> <p>24 January 2024, 13 March 2024, 15 May 2024, 10 July 2024</p>	
Effectiveness Of Meeting (31.0923)	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>The Board recognised and agreed the regular monitoring arrangements</p> <p>Wellbeing was covered and the challenges faced by the Headteacher</p> <p>By looking after our staff they look after the pupils.</p> <p>The Headteacher noted the strength on the governing body and the way they focus on wellbeing.</p> <p>Financial sustainability of the school</p>	

ACTION LOG

Item	Action	Person	Opened
1	The Clerk is to arrange for copies of the interests register to be available in the school office for governors to sign	Clerk	October 2023
2	JL is to complete safer recruitment training	JL	October 2023
3	Check if there was a delegation set out in the Budget Management Policy	Head	October 2023
4	<p>Headteacher is to set a monitoring diary with governors. Initial meeting were confirmed:</p> <p>DG – to do a maths visit on 12 October.</p> <p>EI and NC are to shadow other governors in their first visits</p> <p>NC – 18 October – to meet Headteacher to go through the purpose of literacy monitoring</p> <p>EI to shadow JL for the next early years visit.</p>	Govs	October 2023
5	The Clerk is to update and circulate the Standing Orders to governors	Clerk	October 2023
6	A dry run of the healthcheck will be completed with the Clerk at the next termly strategic planning meeting.	Chair	October 2023
7	Update the governor action plan	Chair	October 2023