



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 (at school) Minutes of the meeting held on 10 July 2024 at 5pm		
Members Present	Chair James Robinson (JR) (Parent Governor) Sian Mitchell (SM) (Headteacher) Elaine Phillips (EP) (Co-opted Governor) Emma Isaacs (EI) (LA Governor) David Griffin (DG) (Co-opted Governor) Hannah Cooke (HC) (Staff Governor) (from item 7)	
Apologies	Neil Audsley (NA) (Vice Chair) (Co-opted Governor) Jan Lomas (JL) (Co-opted Governor) Neil Clark (NC) (Parent Governor)	
Absent No Apologies		
Also, In Attendance		
Name Of Clerk	Laura Waites (LW) – NYC Clerk	
Vacancies		
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 (01.0724)	The meeting started at 17.00 JR chaired the meeting. The meeting was quorate.	
Apologies for absence (02.0724)	Apologies were reported and accepted from NA, NC and JL HC was to join the meeting at 17.15pm	
Declaration of Interests, Register of Governors' Interests (03.0724)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (04.0724)	Governors were reminded of the confidential nature of the meeting and that other people's views should be respected. <i>It was agreed that any items to be confidential and excluded from the main minutes would be highlighted during the meeting. None highlighted.</i>	
Any Other Urgent Business (05.0724)	There were no items to be added to the agenda.	
Minutes of the last meeting held May 2024 (06.0724)	<i>The Board confirmed the minutes of the meeting of May 2024 were an accurate record of events and they were approved.</i>	
Actions And Matters Arising (07.0724)	Governors considered 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. <i>Actions o/s from Jan / Mar FGB:</i> 1. <i>Add review of fees for 2 year old provision to Sept FGB agenda - noted</i> 2. <i>Head to carry out parent voice again in early July -complete</i> 3 <i>An event is to be arranged in way of thanks for NA - noted NA has now submitted his resignation. Chair and governors noted their appreciation for NA's valuable contribution to the school. The Head noted the date for the event is 12 July 2024.</i> 4 <i>Check whether the quoted cost of £450 was for visual or full inspection - HT confirmed tree survey has been done and was funded from capital.</i> <i>Actions from May FGB:</i> 1 <i>Add governance health check as standing FGB agenda item - done.</i> 2 <i>Finance committee and Safeguarding meeting notes are to be forwarded to the clerk for circulation to governors - noted.</i> 3. <i>Further work on the start budget - latest version to go to finance committee for sign off before submission – completed .</i> 4. <i>In 6 months time look at a survey on 2 year olds – to be done by November 2024</i> 5. <i>Collate and review staff wellbeing survey - completed</i> 6. <i>Newsletter article and marketing on strengths of the school – HT noted this referred to the curriculum project and celebrating what we are doing; an article will be done in September 2024</i> 7. <i>NC is to edit the proposed document on smartphone use to reflect governor comments for further discussion – completed and circulated – governors approved the draft. Governors noted it was nice for parents to know school is there for any advice needed on the subject.</i> HC joined the meeting at this point.	
Minutes of committees	The Board noted the circulated minutes from the Finance committee meeting and Safeguarding meeting.	

(08.0724)		
<p>Headteacher Update (09.0724)</p>	<p>The Headteacher noted that she and the Chair met online with Michelle Hattersley (SEA, NYC) and John Northern (Principal Advisor, NYC) to go through the School Partnership Improvement Plan (SPIP) and they were very positive about the school. The school was category 3 at the start of year and is recommended to be category 2 from September 2024 (subject to final NYC sign off). This will mean less monitoring in future. The Chair noted the SEA feedback was they are impressed by the work done in the school. The Chair noted how governor monitoring was being used along with other independent scrutiny to triangulate and gather evidence.</p> <p>The Board confirmed they had all received the report from the Headteacher and read it in advance of the meeting. Governors reviewed the updates in the report on: Quality of Education: incl SDP 2024-25 (to be circulated), funded school development projects for 2024-25, pupil outcomes incl EYFS assessment, Y1/Y2 phonics, KS1 and KS2 teacher assessments for subjects, Y4 multiplication table check.</p> <p>Behaviour and Attitudes; Personnel Development; Early Years; Staffing; SEND; Emotional Support; Attendance; Pupil Numbers and Mobility; School Community; Safeguarding</p> <p>The Headteacher referred to the report and responded to questions from governors.</p> <p>The Headteacher will circulate the updated SDP for 2024-25 to governors and talked through the key areas for next year's plan at the meeting. These included:</p> <ul style="list-style-type: none"> • Continuing to develop the curriculum plans. For example HC is working on the curriculum in nursery and the 2 year old curriculum – using the curiosity approach. Governors noted they had an update at the last meeting on the start small think big curriculum. • Looking at spelling in KS2 which is an area identified as needing further improvement. The Headteacher updated on plans and training for this. • The longer term goal of continued improved outcomes in maths at end of KS2. • The school is developing well thought out plans for outdoor provision – in reception. In nursery this is strong and the reception environment needs to be thought through more to get the best out of it. The school is thinking of how it will look across the whole of early years. • Attendance – continue being as rigorous as we are and the role of attendance link governor. • Improving behaviour for learning – self regulation approaches <p>Question: Is the priority on behaviour in response to the Ofsted report?</p> <p>A The Headteacher advised that was regarding behaviour management in general (linked to a small number of children), whereas the SDP priority is focussed on behaviour for learning, engagement and attitudes.</p> <p>Question: Do you have the SATs results</p> <p>A The Headteacher confirmed she was to share them.</p> <p>The Headteacher gave an update on the SATs results. The Board noted the KS2 cohort is a small cohort (8 children) and</p>	<p>1. HT</p>

	<p>governors were reminded of confidentiality and mindful of not identifying any individuals in the minutes.</p> <p>SPAG – the results were as expected; further analysis is being done and spelling is already identified as something the school wants to improve further.</p> <p>Maths – the results were lower than expected; mainly due to missed marks due to timing.</p> <p>Question: Governors queried the maths results and approach. A. The Headteacher noted retaining knowledge was found to need improvement and is an SDP priority.</p> <p>Question: Governors noted a slight concern that predications, preparation and expectations were a little out of step? A. Governors discussed this and the Headteacher confirmed more of the context and future plans. Noted there is a different cohort next year. The Headteacher noted feedback from pupil voice is pupils have much different attitude (more positive) to maths now than they did a few years ago. The Headteacher described how this linked to behaviours to learning.</p> <p>Reading – the results were good in this area. There was a governor query on reading result and nature of the test which the Headteacher expanded on.</p> <p>Writing – the results were good in this area. The Headteacher confirmed the overall position regarding the results. There was a discussion on the format of the Headteacher report and whether it contains the information governors need in a format they can easily understand. It was noted that the format changed recently and works well for the headteacher and the governors. It includes all the information needed and key points, and is less wordy than the previous format. The Chair noted there is enough content to stimulate discussion.</p>	
<p>Governing Board Update (10.0724)</p>	<p>There will be 1 x co-opted vacancy to fill as a result of NA stepping down and the headteacher is meeting with a prospective candidate next week.</p> <p>The Board noted EI is making good progress with shadowing NA in the Safeguarding link governor role and recognised that good plans were in place for handover. EI has done the required safeguarding training and noted the information on the governors hub is really useful.</p> <p>Progress against the action plan from the governance health check earlier in the year was discussed and how any amber areas were being. It was noted all amber areas had either been completed or were in progress.</p> <p>DG is to complete complaints training (via national college).</p> <p>Governing board self evaluation was discussed. The Chair has received a skills audit from EI and is aware of the skills of other longer standing members. It was noted there is a strong match between skills and the roles governors have.</p>	<p>2 DG</p>
<p>Governor monitoring update (11.0724)</p>	<p>Safeguarding is to transition to EI from September 2024.NA did a safeguarding monitoring visit since the last meeting.</p> <p>The Chair attended the external monitoring visit by the SEA/principal advisor with the headteacher. Reported above.</p>	

	The early years / wellbeing monitoring by JL has been c/f to next term.	
Safeguarding (12.0724)	Covered in Headteacher report.	
Policies (13.0724)	<p>The Board confirmed they had received the following policies</p> <ul style="list-style-type: none"> • Charging and lettings • Food <p>Governors discussed the assurance of policies being implemented.</p> <p>Decision: The policies were approved</p>	
Communication with stakeholders (14.0724)	<p>The Board confirmed they had received the parents survey report from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher referred to the circulated report and updated on the key points, included number of respondents, comments received, strengths and what the school was considering. Governors noted overall the feedback was very positive.</p> <p>Question: Is there anything across the school community you are aware of needing further action? A The Headteacher was not aware of anything</p> <p>Question: Next time there is a survey are you going to try and do it online e.g. google forms? A The Headteacher confirmed it was considered but there wasn't a free text box. Agreed this is something that can be looked at for next time.</p>	
Wellbeing Update (15.0724)	<p>The Board confirmed they had received the staff survey report from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher referred to the circulated report and updated on the key points. Governors recognised JL's work in developing and collating the survey, which focussed on staff health and wellbeing, and noted the recommendations made in the report, which governors considered in detail. Overall comments were positive. All appreciated the situation around workload. It was agreed the survey should be repeated.</p> <p>The Chair asked about Headteacher's wellbeing and workload and asked if there was anything the GB can do to support the Headteacher.</p>	
Finance (16.0724)	<p>The Board confirmed they had received a copy of the following reports and had read them in advance of the meeting.</p> <ul style="list-style-type: none"> - Monitoring outturn May 2024 summary report - Monitoring outturn May 2024 detail report - Pupil premium, sports swimming) and catch up funding updates <p>EP referred to the above reports and gave an update on the outturn for 31 May 2024. Noted it is a tight budget and the report gives an accurate snapshot of the current position and the budget will be reviewed again next term. The Headteacher noted a couple of potential nursery starters. Pupil's leaving and starting are like for like.</p> <p>Governors noted the updates on other funding – sports, pupil</p>	

	<p>premium and catch up. Governors commented on the use of the money and noted the impact. It was noted the use of funding was well documented.</p> <p>The Headteacher updated on wrap around care and confirmed the school is looking at increasing the offer. This will be a good news story.</p>	
Premises, H&S (17.0724)	The Headteacher confirmed the H&S advisor has been in and completed the H&S assessment.	
AOB (18.0724)	None	
Impact of meeting (19.0724)	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Considered staff and pupil wellbeing in depth Self evaluation of the GB considered Ensured plans in place for safeguarding governor handover Pupil progress and attainment data scrutiny Priorities for improvement in 2024-25</p>	
Next meeting (20.0724)	<p>FGB – Wednesdays at 5pm: 9 October, 20 November 2024 22 January, 12 March 2025 21 May, 9 July 2025</p>	
	Meeting closed at 18.40	

ACTION LOG

Item	Action	Person	Opened
	<i>C/F from last meeting:</i>		
1	<p>Review of fees for 2 year old provision - Sept FGB Survey on 2 year olds – November 2024 Newsletter/marketing on strengths of school Sept 2024</p>	Clerk Head Head	
	<i>Actions from this meeting</i>		July 24
1	The Headteacher will circulate the updated SDP for 2024-25 to governors		July 24
2	DG to do complaints training		July 24