



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 (on TEAMS)		
Minutes of the meeting held on 24 January 2024 at 5pm		
Members Present	<b>Chair</b> James Robinson (JR) (Parent Governor) Sian Mitchell (SM) (Headteacher) Hannah Cooke (HC) (Staff Governor) Elaine Phillips (EP) (Co-opted Governor) Jan Lomas (JL) (Co-opted Governor) Emma Isaacs (EI) (LA Governor) Neil Clark (NC) (Parent Governor)	
Apologies	Neil Audsley (NA) (Vice Chair) (Co-opted Governor) David Griffin (DG) (Co-opted 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"> <li>• Look and learn beyond the classroom</li> <li>• Have high aspirations and fulfil our potential</li> <li>• Care, share and belong</li> <li>• Lead, teach and learn with passion</li> </ul> <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"> <li>• Ensuring clarity of vision, ethos and strategic direction;</li> <li>• 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</li> <li>• Overseeing the financial performance of the organisation and making sure its money is well spent.</li> </ul>	

Item (Number)	Detail	Record Actions (who and by when)
Welcome (01.0124)	JR chaired the meeting. The meeting was quorate.	
Apologies for absence (02.0124)	Apologies were reported and accepted from NA and DG	
Declaration of Interests, Register of Governors' Interests (03.0124)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (04.0124)	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 (05.0124)	The Chair approved the following items to be added to the agenda. None	
Minutes of the last meeting held November 2023 (06.0124)	The Board confirmed the minutes of the meeting of November 2023 were an accurate record of events and they were approved.	
Actions And Matters Arising (07.1123)	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. Point 1 - A revised budget is to be sent to EP once the pre payment adjustments are made and English hub funding checked – Completed. Chair reported the work that the school and EP put in has been recognised by the LA and future review meetings no longer needed. The Board noted thanks for getting to this position. Point 2 - The Headteacher will cover what challenge looks like in the spring term FGB.- <b>covered in spring term in HT report</b> Point 3 - The Board agreed to review the data and SEF documents closely - <b>Completed and reviewed in Ofsted</b> Point 4 - A meeting to be held to look at the marketing with the aim of starting 2 yr old provision from April 2024 – <b>The meeting has been held and documents done; the Board is happy with them thanked NC for his work. Head has ordered a banner with positive quotes and results from Ofsted. School is well on with the marketing. Head has written to parents, press releases come out next week and the local media receive a blanket communication. HC met with JL to discuss contacting libraries and others who do children's clubs to promote the nursery. The Chair commended the work HC has done on this.</b> Point 5 - The Headteacher and JL will lead on the recruitment of an extra member of staff – Head confirmed they had met. An advert went out at the start of spring term and the closing date is next week; there has been some interest already	
Consideration of minutes of any	The Board noted the finance meeting held with NYC (covered in finance item). The Board also noted a Marketing working group had met this term.	

committee meetings (08.0124)		
Ofsted update (09.0124)	<p>The Board confirmed they had received a copy of the final Ofsted report from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher confirmed it was a good result and the report was now published. Governors were asked for any comments on the report.</p> <p><b>Question:</b> The Chair asked about staff feedback, especially about day 1 as it can be stressful, and whether there was anything else we can do to help?</p> <p><b>Answer:</b> The Headteacher and JL noted the inspection was conducted well and professionally and inspectors took time to reassure staff and put them at ease. Governors noted it is a stressful environment and staff respond differently to this. The Headteacher advised some staff had found it particularly stressful and described how she supported them. The Headteacher noted the school has been subject to an intense level of monitoring and relentless accountability over several months, culminating in the inspection. JL has discussed the inspection with the Headteacher and noted she had handled it really well.</p> <p>JL proposed a vote of thanks to the Headteacher and all of the staff for their work on the inspection and the good result and the Board agreed it was important to recognise this and record it in the minutes.</p> <p>The Chair commented that all members of staff had stepped up and contributed. The Headteacher has also thanked staff of the past and noted a lot of people in the community have invested in the school and there has been an influx of positive parent feedback. The Chair also gave thanks to governors.</p> <p>The Board noted the report reads really well, and the Headteacher reminded that the audience is the parents. The areas of improvement will involve some work but are actually quite minimal things and the improve section is quite short.</p>	
Headteacher Update (10.0124)	<p>The Board confirmed they had all received the report from the Headteacher and read it in advance of the meeting, including the:</p> <ul style="list-style-type: none"> <li>• School Development Plan (SDP) which has been reviewed with evidence of impact at end of Autumn term 2023</li> <li>• Pupil attainment and progress analysis and attainment over time documents ( x 2)</li> <li>• SEA advisor report (10.1.24) (Michelle Hattersley) following the SDP monitoring meeting attended by Head/JL</li> </ul> <p>Governors reviewed the quality of education – pupil outcomes, progress in curriculum design, staff continuing professional development, behaviour and attitudes, personal development, leadership and management early years, staffing, attendance and punctuality, pupil numbers and mobility, SEND and safeguarding</p>	

	<p>updates in the report.</p> <p>The Headteacher responded to questions from governors on the report.</p> <p><b>Question:</b> The Chair asked are we going to be improving our attendance data?  <b>Answer:</b> There was 93.3% overall attendance and 5 persistent absence pupils for the autumn term. 2 of the 5 with persistent absence moved on from the school at the end of autumn term so we may be looking at lower persistent absence in future if that pattern continues.</p> <p>Comment: Governors commented that the behaviour monitoring update shows how well the school understands the pupils. The progress and curriculum updates all look very good.</p> <p><b>Question:</b> A governor asked, in one place the report mentions challenging more able children, is it because we think more could be doing better?  <b>Answer:</b> The headteacher confirmed this. JL is to discuss 'challenge' with the Headteacher.</p> <p><b>Question:</b> Could more be done to have a better atmosphere in class, do children talk too much?  <b>Answer:</b> The Headteacher confirmed the behaviour observation is amongst the older pupils whose appetite and excitement for school could be described as leading to 'fizz' behaviour. The children are working on their personal targets in managing behaviour. The Headteacher discussed the number of pupils (9) with ADHD with the inspector. An area of future focus for the Headteacher is to look at the whole school approach with staff including attitudes, expectations and culture in managing behaviour. There is some good work that can come out of this focus, in terms of making children more independent with learning. The school is well on with this and the Headteacher covered characteristics of exceptional learning with inspectors.</p> <p>The Chair thanked the Headteacher for the report and commented it was great to see the Ofsted result and the enthusiasm.</p> <p>The Headteacher noted the reassuring thing was that nothing was a surprise, all the next steps in terms of curriculum refinement etc had been previously identified by the leadership.</p> <p>Safeguarding - The Headteacher confirmed the SCR was up to date. There is a system in place and it is checked by the Headteacher and NA (as safeguarding lead governor). It was also scrutinised by Ofsted and ticked off by the SEA (Michelle Hattersley).</p>	<p>JL</p>
<p>Governing Board Update (11.0124)</p>	<p>Governors noted that circulated documentation from NYC detailing the nomination of EI to fill the vacant LA governor position.</p>	

	<p>The Board approved the appointment of EI as LA governor for a term of 4 years. The clerk will confirm the decision to NYC.</p> <p>The Board approved the renewal of DG's term of office as co-opted governor for a further 4 years.</p>	Clerk
Governor monitoring (12.0124)	<p>JL reported that she had joined the Headteacher and Chris Peel (CP) at a mental health day hosted by Marigold Trust at Norton. The Headteacher confirmed it was attended by approx. 100 people across 10 schools. The Headteacher led a session on ADHD and girls which was well received. CP lead a session on 'relax kids', enabling children to take responsibility for their own emotions etc. Governors noted CP is a trained coach in this. Governors noted thanks to CP for her hard work and noted the good feedback from session. The Chair noted it was pleasing to hear about the positive impact and image of the school.</p>	
Finance (13.0124)	<p>EP gave an update on the budget. There is still a forecast deficit, however this has now been agreed with NYC. The forecast is that the school will be able to breakeven next year. The meeting with NYC regarding finance this morning considered forecast pupil numbers; NYC confirmed they recognised the hard work done to get into a better positive position and confirmed no further meetings were needed.</p> <p>The Chair thanked EP for her work on finance, work with the bursar, and for getting more certainty about the budget forecasting.</p> <p>Governors noted and approved the circulated terms of reference for the finance committee based on an NGA template.</p> <p>The Headteacher and EP have met to discuss funding for 2 year provision. Families are entitled to up 30 hrs and some may only be eligible for 15 hrs but want to pay to for additional hours to top up to 30 hours. It is proposed to keep existing nursery fees the same. The recommended charge for 2 year old provision is £6-£7 per hour based on additional salary costs and EP's review of local 2 year old provision.</p> <p>Governors discussed the proposal. <b>Question:</b> Would you undercut the main nurseries in Malton? <b>Answer:</b> The Headteacher noted private nursery fees are generally charged annually so can be cheaper than the hourly rate the school would charge. Governors commented that £6-£7 per hour is cheaper than private nurseries used by them.</p> <p>The Board agreed to start with a fee of £6 per hour (whilst the new provision gets up and running) and that this be reviewed again in September 2024 (add to Sept FGB agenda).</p>	Clerk

	<p>Governors discussed the position of the banner and noted it needed to be on the main road to stand out. The Headteacher is to order 2 banners.</p> <p>Governors noted the Juniper benchmark analysis report circulated by the Headteacher for information.</p>	Head
Policy Review (14.0124)	To be covered in next meeting	
Communication (15.0124)	<p>The Headteacher fed back on staff surveys (for Ofsted) and noted all seemed positive. A couple of staff said workload is high but the Headteacher noted this is the same for many schools.</p> <p>The Headteacher fed back on pupil voice (for Ofsted) and noted it was very positive and the children were 'fab'.</p> <p>The Headteacher fed back on parent views (for Ofsted) and noted only 9 parents completed it. Need 10 for it to be made public. The inspector noted parents strongly agree with most things. The only negative comment was about a disorganised sports day and parents day.</p> <p>The Headteacher will carry out parent voice again in early July 2024.</p>	Head
Wellbeing Update (16.0124)	<p>JL gave an update as wellbeing lead. Governors noted that JL / Headteacher meet the day after half term to update on anything that needs to be discussed in terms of wellbeing. The Headteacher keeps JL updated generally and there are currently no critical matters for the Board to be aware of. JL is pleased with how the school has motored on this year and there is a sense of more lightness, less stress since the Ofsted inspection.</p> <p><b>Question: The Chair asked how can we celebrate the good result?</b>  <b>Answer: The Headteacher will put this to staff and children for ideas.</b></p> <p>A celebration for the children is to be held. For staff and governors, it was proposed to do a pot luck buffet after school. HC to organise this (particularly after the well attended staff Christmas night out which she arranged and was attended by some governors)</p> <p>JL reminded governors that there was opportunity to join a webinar on menopause for those to attend if they wanted (details had been circulated).</p>	Head  HC
AOB (17.0124)	None	
Impact of meeting (18.0124)	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Demonstrating that by good governance can get a good Ofsted and this reflects on all school</p> <p>Sustainability with finance and consideration of nursery</p> <p>Considered wellbeing of staff and all</p>	
Next meeting (19.0124)	<p>Date of next meeting – Wednesdays at 5pm:  <b>13 March 2024 (TEAMS)</b> – H&amp;S inspection update, SFVS, benchmarking, capital, contracts, policies, safeguarding inspection update, nursery provision 2 year olds, review of governance healthcheck</p>	

	<p><b>15 May 2024</b> (In person)– school improvement and strategy incl HT report (as above), curriculum focus - maths presentation (HT), start budget</p> <p><b>10 July 2024 (in person)</b> - H&amp;S, policies, finance, safeguarding, nursery update</p> <p>The Chair noted that it would be useful to hold another away day in summer. It was agreed that this be scheduled by the Headteacher. The focus is to include rolling out a behaviour matter on learning to learn which is an interesting topic for governors to know about; curriculum and learning focus for different staff to present on.</p>	Head
	Meeting closed at 18.15	

#### ACTION LOG

Item	Action	Person	Opened
1	Minutes to be signed by the chair for the file	JR	Jan 2024
2	JL is to discuss 'challenge' with the Headteacher.	JL	Jan 2024
3	The clerk will confirm the LA gov appointment decision to NYC.	Clerk	Jan 2024
4	The clerk will add review of fees for 2 year old provision to the Sept FGB agenda	Clerk	Jan 2024
5	The Headteacher is to order 2 banners.	Head	Jan 2024
6	The Headteacher will carry out parent voice again in early July.	Head	Jan 2024
7	Ask staff and children for ideas on how to celebrate the good Ofsted result.	Head	Jan 2024
8	Arrange a potluck event for staff and governors	HC	Jan 2024
9	Schedule a governor away day event	Head	Jan 2024