



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 13 March 2024 at 5pm		
Members Present	Chair Neil Audsley (NA) (Vice Chair) (Co-opted Governor) Sian Mitchell (SM) (Headteacher) Hannah Cooke (HC) (Staff Governor) Elaine Phillips (EP) (Co-opted Governor) Emma Isaacs (EI) (LA Governor) Neil Clark (NC) (Parent Governor)	
Apologies	Jan Lomas (JL) (Co-opted Governor) James Robinson (JR) (Parent Governor)	
Absent No Apologies	David Griffin (DG) (Co-opted Governor)	
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 (01.0324)	The meeting started at 17.02 NA chaired the meeting in JR's absence and welcomed all to the virtual meeting. The meeting was quorate.	
Apologies for absence (02.0324)	Apologies were reported and accepted from JR and JL. Apologies from DG, who was not present, were to be confirmed.	
Declaration of Interests, Register of Governors' Interests (03.0324)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (04.0324)	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 (05.0324)	The Chair approved the following items to be added to the agenda. None	
Minutes of the last meeting held January 2024 (06.0324)	The Board confirmed the minutes of the meeting of 24 January 2024 were an accurate record of events and they were approved.	
Actions And Matters Arising (07.0324)	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 - Minutes to be signed by the chair for the file - complete Point 2 - JL is to discuss 'challenge' with the Headteacher – <i>complete; JL's report is to be circulated.</i> Point 3 - The clerk will confirm the LA gov appointment decision to NYC – <i>complete.</i> Point 4 - The clerk will add review of fees for 2 year old provision to the Sept FGB agenda – <i>noted.</i> Point 5 - The Headteacher is to order 2 banners – <i>complete.</i> Point 6 - The Headteacher will carry out parent voice again in early July – <i>noted.</i> Point 7 - Ask staff and children for ideas on how to celebrate the good Ofsted result – <i>the Headteacher noted this action was still outstanding.</i> Point 8 - Arrange a potluck event for staff and governors – <i>completed.</i> Point 9 - Schedule a governor away day event – <i>a reminder was given to governors to respond to JR on arrangements.</i>	
Consideration of minutes of any committee meetings (08.0324)	The Board noted there were no minutes to report on. NA is to complete and circulate the minutes from a recent Safeguarding meeting.	NA
School Development Plan Update (09.0324)	The Board confirmed they had received a copy of the School Development Plan 2023-24 from the Headteacher and read it in advance of the meeting. The Headteacher gave a report on the main headlines in the plan. The plan relates to 6 key priorities, which are: KPI 1 (Quality of Education):	

- Continue with curriculum design and implementation to ensure pupils retain knowledge.
- CPD for the new teaching team to ensure continuity in teaching our bespoke curriculum

KPI 3 (Quality of Education):

- Continue to improve the quality of education so that all pupils make good progress from their starting points and pupils are sufficiently challenged across all subjects.

KPI 5 (Quality of Education)

- Literacy skills, particularly writing and reading fluency, will be further developed throughout the school to empower pupils to unlock further progress

KPI 2 (Leadership & Management):

- Ensure leaders at all levels can demonstrate impact

KPI 4 (Early Years):

- To further develop the role of all adults in the EYFS to ensure effective challenge.
- To improve writing outcomes through meaningful early writing opportunities.

KPI 6 (Personal Development):

- To continue to implement a rich PSHE and RSE curriculum

The plan covered progress against key actions for each priority, including milestones/success criteria, completion date, monitoring (incl governors), impact and evidence for each of the key priorities.

Governors were referred to the impact column in particular and the Headteacher gave a summary of main headlines.

Regarding KPI 1, an Ofsted action related to refinement of the curriculum. Feedback was that it is there and well thought out, however there is too much and this could overload the children with knowledge inhibiting them from knowledge building. The Headteacher, with the staff team, has worked through the curriculum, staff CPD and next steps with plans to take the school to March 2025. The Headteacher noted it was important not to rush the work as the curriculum is complicated with mixed groups per class.

The Headteacher hoped this gives governors assurance that there is a clear plan.

The Headteacher confirmed that there was a lot of good quality CPD happening across school and gave examples, including how the new teacher was on track with her first ECT year, with coaching and mentoring.

KPI 3 – the Headteacher confirmed the work with the research school on formative assessment had been postponed until the Summer term. This is a strength of the school already but can be enhanced.

Other key aspects covered were:
 NC came into school for a monitoring visit.
 DG was scheduled to do a maths visit and this was rearranged to next term.

	<p>Attendance is positive at 95.9% which is slightly above average. Persistent absence has reduced from 13 pupils last term to 6 this term. Punctuality has improved from 3 families to 1 family. There have been many improvements in early years – to be covered in more detail under separate agenda item</p> <p>The Headteacher also updated governors on recent LA advisor feedback which was positive.</p> <p>Governors were asked for any comments and questions on the report.</p> <p>Question: A governor asked, when you say refinement and overloading, do you have to teach all the curriculum? Answer: The Headteacher confirmed, the school teaches all the curriculum basics, but the school’s own personal curriculum was too detailed, and it is this that is being slimmed back to take out what the children don’t need to know. Governors noted that the work on the curriculum means it will still meet the needs of the school.</p> <p>Question: A governor asked why there were highlighted areas in the document? Answer: The headteacher confirmed there was no reason. It was probably left in from prompts.</p> <p>Question: A governor asked, if LA monitoring is to be reduced, what impact will this have on the school? Answer: The headteacher noted that monitoring has been mixed. There will be less external monitoring but the school leaders will ensure internal monitoring is strong.</p> <p>Comment: NC noted that he has completed an English monitoring visit and is to write-up and circulate a governor monitoring report. NC spent time in Conkers and Oaks and went through SDP areas to look for progress and saw work in action in the classroom.</p> <p>Question: A governor asked, can you give detail on the handwriting policy? Answer: The Headteacher confirmed this was covered in NA’s visit. It is based on a lot of research. Initially writing can look more illegible, but research shows the approach enhances writing in the longer term. The presentation is much improved in English books and in writing. It is still to improve further in other areas of the curriculum.</p>	
<p>Safeguarding Monitoring update (10.0324)</p>	<p>The Board confirmed they had received a copy of the SEA Advisor Spring Term Safeguarding Visit report (Kellee Osbourne, 26 February 2024) from the Headteacher and read it in advance of the meeting.</p> <p>The Headteacher gave a report on the main headlines in the report.</p> <p>The visit included a review of actions since previous visits in June and October 2023; a review of filtering and monitoring; a review of the safeguarding audit and any areas grade below 5; a review of the single central record (SCR); identification of resources to support safeguarding and KCSiE 2023.</p>	

	<p>The Headteacher confirmed that the advisor had commented how much of a pleasure it was to visit Leavening School and there was a good culture of safeguarding and wellbeing. Progress against the previous actions was noted.</p> <p>There were some actions from report. Governors noted progress with these, including: The Deputy DSL role in monitoring checks with the Headteacher – in progress Using the filtering and monitoring PowerPoint presentation with staff so there are aware of their role – to be disseminated to staff at the April training session and to governors at their away day (when CofG and wellbeing governor are present) Essential safeguarding training checklist – this has been sent to the school admin who has ownership. Low level concerns template - to be shared with staff at the training day Other minor refinements were also noted.</p> <p>NA, as Safeguarding Governor, commented that this was a positive report; the school has been compliant for quite a while and there is always something we can improve on. NA visited school this month for a half termly safeguarding visit and confirmed checks were done on CPOMS; the SCR was checked at the previous visit. No issues were found.</p>	
Governor filtering and monitoring training (11.0324)	To be covered at the governors away day.	
Governing Board Update (12.0324)	<p><u>Vacancies / recruitment</u> NA gave notice that he will be resigning at the end of the academic year after 22 years as a governor. He had remained until now to see the school through Ofsted, especially with his role as Safeguarding lead. NA will send his formal resignation to the Clerk.</p> <p>The Headteacher acknowledged the hard work that NA has done over the years. His skills and experience, Chair, Vice Chair and Safeguarding roles have been key in the school. The Board agreed that an event be arranged in way of thanks.</p> <p>The Board noted that a governor should ideally take on the Safeguarding lead role before NA leaves so a handover can be done. NA noted the role involved regular half termly meetings with the Headteacher and checking the monitoring / records are in place. NA will discuss options with the Headteacher at the next S-G meeting.</p> <p>Following NA's departure, a co-opted governor vacancy will be created and the Board discussed the approach to filling this. The Headteacher will review the Inspiring Governance website and all governors are to consider anyone who could be a suitable candidate. It was noted that traditionally the parish council has been approached.</p> <p>There will also be a need to identify a replacement Vice- Chair.</p> <p><u>Governor training</u> EI confirmed she has been working through National College (NC) training. The Headteacher gave a reminder to governors that the school subscribes to the NC and they can use the resource. JR is the training link governor and is reviewing the</p>	NA Head NA/Head Head/Govs

	<p>governors section of NC to earmark any training that could meet the needs of the Board and will circulate details to governors. The Clerk sends details of any training available from NYC.</p> <p><u>Actions from the governance healthcheck</u> The Board confirmed they had received a copy of the governance health check report and read it in advance of the meeting. The Headteacher referred to the circulated document and noted it was completed following a meeting with Chris Walker (NYC) and attended by the Chair (JR), Headteacher and Clerk to review aspects of School GB governance. The school was in a good position overall with most things in place from the checklist. There were some minor things to develop which were highlighted in amber / red on the report and these were discussed in detail by the Board.</p> <p>A recommendation included the completion of terms of reference for the curriculum committee – these were attached to the meeting papers and approved by the Board.</p> <p>Progress against the actions will be reviewed at the governors away day.</p>	Chair
Governor monitoring update (13.0324)	<p>NC covered his English monitoring visit NA covered his Safeguarding monitoring visit.</p>	
Finance (14.0324)	<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"> - Revised budget monitoring report January 2024 summary - Revised budget monitoring report January 2024 detail - SFVS <p><u>Budget monitoring</u> EP gave an update on the revised budget. The Board noted that the school was doing well against the budget. The in-year balance was now just under £6k against a forecast £1k balance, which reduces the negative c/f figure.</p> <p>In terms of the licensed deficit, the LA confirmed they were happy with our performance at the last meeting. The school was challenged on pupil number assumptions, but it can be seen that according to forecasts we should move to a positive position next year and come out of the licensed deficit process.</p> <p>The budget does not include income and costs for additional nursery provision and EP will contact FR for a revision.</p> <p>Question: A governor asked if there were any premises matters that could be an issue? Answer: The Headteacher noted it is an old school building so does need maintenance. The alarm and boiler systems need looking at. External decorating has been put off but is now needed. The Bursar (FR) has recommended taking some capital for dealing with these key maintenance matters. The Board noted this will impact on the school's ability to do other capital matters. The Headteacher has arranged for the works to be done as they were essential costs and unavoidable.</p> <p>Question: A governor asked if there were any issues with the roof? Answer: The Headteacher confirmed repairs were done, but not at a huge expense.</p>	EP

	<p>The Headteacher noted the school is struggling to recruit a second caretaker. The Headteacher confirmed that Rob Allan, a parent, had provided some handyman works needed after the school had been quoted £2-4k. El and her husband have also given their time to do the tidy-up. The Board recognised their support and gave thanks for the money they have helped save the school.</p> <p>EP noted the NYC finance team does appreciate we have an old building and recognises we serve a good purpose in the community as a small rural school.</p> <p>NA noted it has been a while since the school had such a good budget position. EP noted it is due to the staff who have worked within budget constraints. The Headteacher noted the school does also rely on the goodwill of parents and others to help and will pass on thanks to those who have helped recently.</p> <p><u>SFVS</u> EP gave an update on the circulated document. There were no major changes to last year's document. The Board approved the SFVS for submission.</p> <p><u>Contract review</u> The headteacher confirmed that all NYC contracts have been reviewed with the school administrator and NYC relationship manager; all were kept the same plus additional early years learning subscriptions were added (£7 / month). The staff absence scheme is being reviewed and teacher cover at 4 days is to be provided; absence cover for certain other staff is being reviewed and what is best for the school / finances.</p> <p><u>Benchmarking</u> A report was given at the last meeting. EP noted as a small rural school, it is hard to get a useful comparison to Leavening.</p> <p><u>Capital and options for spending</u> Covered above in discussion on maintenance costs.</p> <p>NA thanked EP for all the work she does on finance.</p>	
<p>Nursery provision - 2 year olds (15.0324)</p>	<p>The Headteacher gave an update on nursery provision for 2 year olds and confirmed the school is still looking to take 2 year olds after Easter – there will be 1 child from Easter and 3 from September. EP noted that the school will cover costs with these numbers and that hopefully numbers will grow further.</p> <p>The Board noted that as there is just 1 child from Easter current staffing will be used and the school will review what is needed for 2 year old provision ready for September. HC has visited a nursery in Scarborough recommended by the NYC advisor and the Headteacher is to review practice at a recommend one in York. The Headteacher has also met with a former head who had set up 2 year old provision to share practical advice on resources and things we may need. HC noted the nursery visit was really positive and generated lots of ideas. It was good to see it in practice and the differences in what we do now.</p>	

	<p>The Headteacher updated on recruitment and noted the school had to re-advertise as there had been little interest; now it is to be a September start, the number of applications received has increased .</p> <p>An Open Day is to be held on Friday morning and the Headteacher asked if any governors would be able to support HC with the event (due to staff absence). It was agreed that EI will come in and the Headteacher will cover the office.</p> <p>Question: A governor asked is the advertising working? Answer: The Headteacher noted it was hard to know; the school periodically puts a paid advert out at times we think parents will be looking.</p> <p>Question: A governor asked, where are the families from who have signed up their 2 year olds? Answer: The Headteacher will check</p> <p>Question: A governor asked if there is still 2 year old provision at Malton? Answer: The Headteacher confirmed no there was not</p>	Head
Premises, health & safety (16.0324)	<p><u>Premises</u> Covered under finance</p> <p><u>Health & Safety</u> The Board confirmed they had received a copy of the NYC Advisor Health & Safety Inspection report (22 February 2024). The Headteacher referred to the circulated report and noted only minor issues were flagged and the majority were in progress / had been actioned. These included a recommendation that a visual inspection of trees was to be done and the Headteacher is to check whether the quoted cost of £450 was for visual or full inspection.</p> <p>Paperwork was reviewed and confirmed to be compliant.</p> <p>NA is to review the actions from the report further with the Headteacher and school administrator.</p>	Head NA
Policies (17.0324)	<p><u>Policy Review Schedule</u> The headteacher confirmed that a policy review schedule has been developed and this is to be used for agenda setting.</p> <p><u>Review Policies</u> The Board confirmed they had received a copy of the following policies and had read them in advance of the meeting.</p> <ul style="list-style-type: none"> - Business Continuity Plan - Suspension or removal of a governor procedure - Special Educational needs and Disability Policy <p>The policies were approved.</p>	
Communication (18.0324)	The Headteacher confirmed that no stakeholder surveys had been done this half term. Termly parent sessions are coming up and an update will be given in the next meeting.	
Wellbeing (19.0324)	The Headteacher confirmed she meets regularly with JL and they have reviewed the wellbeing strategy. JL will give a fuller update at the next meeting.	JL
AOB (20.0324)	None	
Impact of meeting (21.0324)	How has this meeting impacted on the welfare and progress of our pupils?	

	<p>The finance position and how that has been dealt with EP confirmed we are working hard to have a viable school whilst meeting criteria of NYC to ensure we meet the needs of the school and children in our care Safeguarding discussions and ensuring we provide a safe and positive environment for children. Discussion on 2 yr old provision displays how aspirational we are and meeting needs of community. SDP shows commitment to developing further our proposition and long term planning will give a better outcome for the children We keep moving forward and are not complacent and are looking at continual improvement</p>	
Next meeting (22.0324)	<p>FGB – Wednesdays at 5pm:</p> <ul style="list-style-type: none"> - 15 May 2024 (in person) (school improvement and strategy incl HT report, curriculum focus - maths presentation (HT), start budget, policy review) - 10 July 2024 (in person) (H&S, policies, finance, safeguarding, nursery update, policy review) <p>Curriculum and Tracking Committee</p> <ul style="list-style-type: none"> - 23 April 2024 9.15am (Review the pupil data for the term. All governors invited). <p>Finance Committee</p> <ul style="list-style-type: none"> - Next term (EP to confirm details) 	
	Meeting closed at 18.15	

ACTION LOG

Item	Action	Person	Opened
	<i>C/F from last meeting:</i>		
1	The clerk will add review of fees for 2 year old provision to the Sept FGB agenda	Clerk	Jan 2024 <i>(noted for Sept 2024)</i>
2	The Headteacher will carry out parent voice again in early July.	Head	Jan 2024 <i>(noted for July 2024)</i>
3	Ask staff and children for ideas on how to celebrate the good Ofsted result.	Head	Jan 2024
	<i>Actions from this meeting:</i>		
1	Minutes to be signed by the chair for the file	NA	March 2024
2	Circulate JL's report from 'challenge' meeting with the Headteacher.	JL/HT	March 2024
3	Complete and circulate the minutes from a recent Safeguarding meeting.	NA	March 2024
4	Respond to JR on arrangements for governors away day	Govs	March 2024
5	NA will send his formal resignation to the Clerk.	NA	March 2024
6	An event is to be arranged in way of thanks for NA	Head	March 2024
7	Discuss options for replacement safeguarding lead at the next S-G meeting.	NA/ Head	March 2024
8	Review the Inspiring Governance website / consider anyone who could be a suitable candidate for co-option	Head/ Govs	March 2024
9	Review progress against the health check actions at the governors away day.	Chair	March 2024
10	Ask FR to produce revised budget incl. income and costs for additional nursery provision	EP	March 2024
11	Check where families who have signed up for 2 year provision are from	Head	March 2024
12	Check whether the quoted cost of £450 was for visual or full inspection.	Head	March 2024
13	Review the actions from the H&S report with the Headteacher and school administrator.	NA	March 2024
14	JL will give a fuller update at the next meeting.	JL	March 2024