



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 15 November 2023 at 5pm | | |
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| 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) David Griffin (DG) (Co-opted Governor) Jan Lomas (JL) (Co-opted Governor) (virtual) Emma Isaacs (EI) (Associate Governor) | |
| Apologies | Neil Clark (NC) (Parent Governor) | |
| Absent No Apologies | | |
| Also, In Attendance | Fiona Robinson (FR) (Bursar) (Virtual) | |
| 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) |
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| Welcome (01.1123) | JR chaired the meeting. The meeting was quorate. | |
| Apologies for absence (02.1123) | Apologies were reported from NC | |
| Declaration of Interests, Register of Governors' Interests (03.1123) | Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda. | |
| Confidentiality (04.1123) | 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.</i> | |
| Any Other Urgent Business (05.1123) | The Chair approved the following items to be added to the agenda. None | |
| Minutes of the last meeting held Oct 2023 (06.1123) | The Board confirmed the minutes of the meeting of October 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 2 - JL is to complete safer recruitment training - tbc Point 3 - Check if there was a delegation set out in the Budget Management Policy - tbc Point 6 - A dry run of the healthcheck will be completed with the Clerk at the next termly strategic planning meeting on 9th January 2024 at 9.15am All other points had been progressed | |
| Finance (08.1123) | FR joined the meeting at 5.15pm Benchmarking – FR referred to the circulated benchmarking report based on the 22/23 budget outturn for NYC comparisons and 21/22 for national data. Governors reviewed the explanations in the narrative; the main variances were: The high level of support staff compared to schools of a similar size – EP noted the school had a higher than average % of SEND pupils which explained this. Revenue income per pupil is slightly lower than similar NYC schools – FR noted other schools may have greater levels of deprivation which they received additional funding for. Teaching staff costs were high compared to national data – small school so difficult to compare. Premises costs were higher – EP noted the reasons for this variance was the age of the school and a lot of recent maintenance e.g. plumbing, things breaking generally There were no questions on the benchmarking report. Governors noted things have changed since the data was gathered and everything is amplified as Leavening is a small school. | |

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| | <p>Revenue Budget Summary October 2023 – FR referred to the circulated budget monitoring report and confirmed the expected outturn was broadly in line with the start budget. Governors noted the school has made significant savings on support staff which offsets some overspend compared to the start budget. Funding for certain SEN pupils was confirmed and governors noted the hard work of the headteacher on this. School meal take-up has increased since the new provider started. There was a positive variance to the nursery compared to the start budget and a few additional support hours may be needed.</p> <p>Question: A governor queried the learning resources budget?</p> <p>Answer: The Bursar confirmed some of this is sports premium funding which the school will have to spend by August 2024. The Learning resource budget was reduced this year. The school has spent £3800 and will spend £5000 by year end. £1500 is for software licences and subscriptions - some are 3 year ones - Governors agreed that a third be put in each year for these.</p> <p>Question: The Headteacher asked if the money from the English hub was being considered in the learning resources budget – the school has bought some reading resources and are claiming the money from the hub</p> <p>Answer: The Bursar is to check this.</p> <p>Capital Budget Summary – FR referred to the capital budget summary and confirmed that the school had received funding for connecting classrooms of £27k which has been spent. There is £15,596 left in capital funds, of which £11,056 is to be spent by March 2025 and £4,540 by March 2026.</p> <p>EP thanked FR for the budget reports and asked that a revised budget be sent once the pre-payment adjustments had been made and the check on English hub funding.</p> <p>Revised Start Budget – FR referred to the revised Start Budget and noted the school was paying the current deficit off this year and was due to go back into deficit based on pupil numbers next year. Governors noted that the position may change and will continue to keep a careful watch on the position.</p> <p>The Board thanked FR for her updates and FR left the meeting at this point.</p> | <p>FR</p> <p>FR</p> <p>FR</p> |
| <p>Consideration of minutes of any committee meetings (09.1123)</p> | <p>The Board noted that the finance committee had met since the last FGB; a copy of the minutes is to be sent to the clerk for circulation.</p> | <p>EP</p> |
| <p>Headteacher Update - progress in curriculum development incl governor monitoring reports (10.1123)</p> | <p>Headteacher update: The Headteacher gave a verbal update to governors on progress in curriculum development. The Headteacher confirmed that, in the summer term, the outgoing subject leaders wrote medium-term subject plans for all their areas for the autumn and spring terms. The Headteacher confirmed the school is in the last year of the curriculum design and she has just completed the medium-term</p> | |

curriculum plans for the summer term. Now there is a strategic curriculum designed and in place, just the operation detail needs to be developed with teachers. The Headteacher has shown staff how to do the plans as progression documents and has handed the work back to the teachers.

The Chair queried the workload of the Headteacher and noted it was good that the new subject leaders were taking the work forward.

Question: A governor asked if the curriculum plans were now all in place?

Answer: The Headteacher confirmed the strategic plans were and that the delivery of the curriculum was ever evolving – the key focus now for the school was the developing the pedagogical skills of the teachers and the curriculum delivery to ensure it builds on pupil knowledge and there are opportunities to develop learning.

Question: A governor asked if the Headteacher was confident the curriculum worked well for SEN pupils?

Answer: The Headteacher confirmed she was confident and gave examples of how SEND pupils are engaged with the curriculum.

Question: A governor asked about how it worked for talented children?

Answer: The Headteacher confirmed they were catered for and the school was working on pupil challenge this year as one of the areas of improvement. The Headteacher gave examples of this in subjects and noted the curriculum is designed to be taken deeper to be explored at a mastery level rather than skipping to the next year.

Governor monitoring reports:

The Chair referred to DG's review of the maths mastery programme and the governor monitoring report circulated with FGB papers. DG confirmed it appears to be making a difference and he saw evidence of the transition.

DG noted in his visit there was an opportunity to walk around the school and see classes in action. The headteacher had responded to the challenge by DG on how the curriculum was being embedded across the school and DG was reassured about the practice and focus in the school. DG noted he had not seen any difficulties following the loss of the previous maths teacher, the mastery work is continuing well. The Headteacher confirmed the children are making expected progress across the autumn term.

The Chair noted it was good to see how the independent governor monitoring visit reflected the Headteacher's update.

The Chair referred to NC's first English monitoring report which had been moderated by the Chair and JL and circulated with FGB papers.

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| <p>Pupil Outcome Update-overview (11.1123)</p> | <p>The Board confirmed they had all received the following pupil outcome data documents from the Headteacher, and read them in advance of the meeting.</p> <ul style="list-style-type: none"> - Governor's data crib sheet (data synopsis) - Attainment and progress end of Autumn term 2023 <p>Data synopsis - the Headteacher confirmed the Governor's data crib sheet was put together with JL following a pupil progress meeting. It was designed to support governors in their understanding of the key messages from the end of year statutory assessments 2022/23 and should be read alongside other sources of data about the school's position, such as the headteacher's report, case studies and juniper pupil progress data. The Headteacher noted the document aims to enable governors to see clearly why the school is focusing on what it is this year. Governors noted the headlines on the crib sheet and the Chair confirmed it was a very useful document.</p> <p>Data analysis – the Headteacher confirmed the update was based on autumn 1 data from the start of the school year to October half term for each class. The Headteacher referred to nursery and reception children and noted the majority of children were working below expected and at this early stage a cautious approach to the data was needed when teachers were just getting to know the children and starting to assess them. The Headteacher referred to the actions being taken as a result of the data. Across early years the school is ensuring there are more opportunities to provide the early curriculum and embed phonics and some activities in reception. Embedding, consolidation and sustaining is done over 3 years in the mastery approach – governors noted this is why a daily impact may not be seen in a short period of time and needed to be monitored over a longer period of time.</p> <p>The Headteacher confirmed that in KS1 and KS2 pupils were making expected progress. The Headteacher noted LA advisor visits had urged caution regarding the statements about this and the Headteacher confirmed the data is now backing it up – the school will continue to triangulate the evidence. The Headteacher confirmed key actions across KS1 including how the school was targeting pupils with potential to be working above expected. The Board noted that the Headteacher will cover what challenge looks like in the spring term FGB.</p> <p>Question: A governor asked if there was anything about the data update that needed further review? What is the right balance of detail for governors to know about? Answer: The headteacher conformed the analysis describes up to more recently what is happening across each class and what the school is working on</p> | <p>Head</p> |
| <p>Receive and review the summary school self-evaluation (12.1123)</p> | <p>The Board confirmed they had all received the latest school self-evaluation document (SEF) from the Headteacher, and read it in advance of the meeting. The Headteacher asked if there were any comments or questions from governors on the circulated document.</p> | |

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| | <p>Governor comment: The Chair noted the governor's vision of the what the school vision is was highlighted in recent training and the need to draw attention to the school core values so that governors have these in mind. Answer: The Headteacher confirmed the values are linked with everything as they define what the school is about</p> <p>Question: A governor queried the data on p13/14 where the subjects were set out. In terms of KS2 outcomes – is the school in line with national data for reading and writing? There are a couple of areas where the school appears to be lower? Answer: The Headteacher confirmed there were case studies on this which have been sent to governors.</p> <p>Question: A governor asked if the Ofsted inspectors will see the data? Answer: The Headteacher confirmed that data is not published for cohorts of less than 10 children – however the headteacher will give them the data.</p> <p>Question: A governor asked when the data would be refreshed? Answer: The Headteacher confirmed at the end of Autumn term and termly after that.</p> <p>JL noted the data picture is critical for governors to be well acquainted with and the Board agreed to review the documents closely. The Headteacher noted the staff know the children really well and the documents are more for leaders / governors to monitor.</p> | Govs |
| Governing Board Update (13.1123) | <p>LA governor vacancy – DG is looking at making an application and confirmed this is in progress.</p> <p>Training – The Chair has been in touch regarding various courses. Governors have access to national college training and NYC and there is online training available. The Board confirmed the following training needs/completion: The Chair and JL have done training on xx All governors have completed safeguarding training JL is to do safer recruitment training when a course is available. EI and NC have done new governor training.</p> | |
| Safeguarding Report (14.1123) | <p>The Board confirmed they had all received the latest safeguarding report from the Headteacher and read it in advance of the meeting. The Headteacher covered the main headlines in the report. There were 3 children on plans in 2022/23; now there were no children on plans as one child had left the school and others no longer needed a child protection plan. There was 1 incident of reported bullying last half term and no other incidents. Question: A governor asked if peer on peer review included hate crime / racist incidents? Answer: The Headteacher confirmed it does The Headteacher confirmed how the school ensures online safeguarding including the monitoring and filtering done via the new the smoothwall package.</p> | |

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| | <p>The Headteacher gave an update on CPOMS and confirmed records are checked for accuracy are actions are monitored. The Headteacher confirmed the Single Central Record was up to date.</p> <p>The Headteacher confirmed a monitoring visit had been carried out with the safeguarding advisor and the school had demonstrated compliance in safeguarding.</p> <p>The Headteacher referred to recent pupil voice on safeguarding and noted the vast majority of pupils generally feel safe at school. The Headteacher has addressed matters with 1 pupil. The Headteacher noted a couple of areas where pupils don't feel safe including the road outside (the Headteacher confirmed pupils don't go outside on the road whilst at school).</p> <p>Question: The Chair asked if the evacuation training raised anxiety? Answer: The Headteacher noted it was an unusual experience for the children as a first time for many.</p> | |
| Policy Review (15.1123) | <p>The Board confirmed they had all received and reviewed the Pay Policy in advance of the meeting. The Headteacher confirmed it was based on a standard NYC template and only things that were not applicable to the school had been taken out. The Board approved the policy.</p> | |
| Communication Pupil voice on safeguarding (16.1123) | Covered above | |
| Wellbeing Update (17.1123) | <p>The headteacher confirmed that JL comes in regularly to school as the wellbeing lead governor and provides updates to the Board. Governors asked about the wellbeing of the staff. The Headteacher confirmed that in a small school generally you would always know if there were any problems. There is pressure on staff due to the forthcoming Ofsted window. JL confirmed she is available if staff need to talk to her. The Staff Governor confirmed staff communications were good.</p> <p>The Board noted there was a wellbeing survey last Summer and this would be repeated annually.</p> <p>Governors asked about the Headteacher's wellbeing and workload and what more could the Board do? The Headteacher noted there was a pressure with Ofsted coming etc. The Headteacher noted EI is coming into school on Fridays and covering in the office which is helping to free up time for the Headteacher to do quality strategic work.</p> <p>The Board thanked JL and EI for their work.</p> | |
| Provision for 2 year olds (18.1123) | <p>The Chair referred to a recent finance committee meeting about provision for 2 year olds which had been positive. A review of funding, local provision, demographic data, forecast need, staffing and costs had been done. The</p> | |

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| | <p>bursar had confirmed at least 3 pupils would be required to cover costs. The Chair noted the abilities and enthusiasm of the new nursery teacher to lead the provision.</p> <p>The Board noted and approved the recommendation of the committee to approve a decision on provision for 2 year olds.</p> <p>A meeting to be held to look at the marketing with the aim of starting provision from April 2024</p> <p>The Headteacher and JL will lead on the recruitment of an extra member of staff.</p> <p>The Headteacher noted the Board will need to see how the 2 year provision evolves and the impact on future nursery / reception arrangements.</p> | |
| AOB (19.1123) | None | |
| Impact of meeting (20.1123) | <p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Wellbeing of staff and headteacher considered</p> <p>Safeguarding of pupils and feedback from pupil voice</p> <p>Several key actions from the meeting incl decision on extending early years provision</p> <p>Pleasing to hear about the pupil progress and the crib sheet will ensure governors effectively monitor and challenge performance</p> | |
| Next meeting (21.1123) | <p>The Board agreed that the next FGB meetings will be held on Wednesdays at 5pm:</p> <p>24 January 2024 (Teams)</p> <p>13 March 2024, 15 May 2024, 10 July 2024 (in person tbc)</p> | |
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| | Meeting closed at 18.50 | |

ACTION LOG

| Item | Action | Person | Opened |
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| 1 | A revised budget be sent to EP once the pre payment adjustments are made and English hub funding checked | FR | November 2023 |
| 2 | The Headteacher will cover what challenge looks like in the spring term FGB. | Head | November 2023 |
| 3 | The Board agreed to review the data and SEF documents closely. | Govs | November 2023 |
| 4 | A meeting to be held to look at the marketing with the aim of starting 2 yr old provision from April 2024 | Head | November 2023 |
| 5 | The Headteacher and JL will lead on the recruitment of an extra member of staff. | Head/JL | November 2023 |
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