



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 1 October 2025 at 5pm at Leavening School		
Members Present	<b>Chair</b> - James Robinson (JR) (Parent Governor) (CofG) Elaine Phillips (EP) (Co-opted Governor) (VC) Hannah Cooke (HC) (Staff Governor) Emma Isaacs (EI) (LA Governor) (virtual) Sian Mitchell (SM) (Headteacher) Jan Lomas (JL) (Co-opted Governor) Sue Schofield (SS) (Co-opted Governor) David Griffin (DG) (Co-opted Governor) Jane Price (JP) (Co-opted Governor)	
Apologies		
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>	
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>	

**Colour coding Key – Highlighting Governor Core Functions / School safeguarding focus**

Green – Safeguarding challenge question

Red – Performance / Strategic / Financial challenge question

Blue – Approval/decision taken

Item (Number)	Detail	Record Actions
Welcome (01.1025)	JR opened the meeting and welcomed all. EI attended virtually. The meeting was quorate.	
Apologies for Absence (2.1025)	There were no apologies	
Election of Chair and or Vice Chair (3.1025)	<p>A nomination for the chair position was received from JR. No other nominations were received.</p> <p><b>The Board agreed (by vote by show of hands) that JR be appointed as Chair for a term of 2 years.</b></p> <p>A nomination for the vice chair position was received from EP. No other nominations were received.</p> <p><b>The Board agreed (by vote by show of hands) that EP be appointed as Vice Chair for a term of 2 years.</b></p> <p>JR confirmed that at the last meeting of the FGB in July 2025, the Board ratified the decision by email to appoint EP for another term of office as co-opted governor (her term had ended on 29 June 2025 and was renewed from 30 June for 4 years).</p>	

Annual Register of Business and Personal Interests (4.1025)	Governors completed the annual register of business & personal interests and disqualification declaration forms.	
Register of Gifts and Hospitality (5.1025)	A reminder was given of the need to complete the register if applicable and a minimum value of £50 was agreed by the Board.	
Declaration of Interests (06.1025)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (07.1025)	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.	
Any Other Urgent Business (08.1025)	None raised.	
Committees (09.1025)	The Board considered the establishment of Committees for 2025/26. The Board agreed the following committees and membership: Headteacher's Performance Management – DG, EP, JL Disciplinary, Complaints and Appeals - 3 governors to be appointed depending on matter to be considered. Finance – EP (chair), EI, JR, HT, SS Curriculum & pupil progress – DG, HC, JL, JP, HT Model terms of reference are to be adopted for the committees. The delegation to the committees is covered under the scheme of delegation. The FGB is to be clerked by NYC clerk; other committees internally.	
Scheme of delegation to HT (10.1025)	Governors reviewed the scheme of delegation to the headteacher, which was agreed.	
Governors with specific responsibilities and Link Governors (11.1025)	The Board discussed and approved appointments to governor responsibilities / link roles as follows Safeguarding (statutory) - EI SEND (statutory) - JL Online Safety – EI Health & safety - EI Wellbeing – JL EYFS – JL PSHE - JL Finance – EP Training - JR  HT advised there is a new area to be considered for curriculum, and explained how this role would work in addition to the maths and English lead roles. It was agreed to consider these roles at the next FGB meeting once the new Ofsted framework were available. HT will also share more thoughts on 'how we work in the new curriculum'. <b>Action:</b> Add item to next FGB agenda	Clerk
Review of governance documents (12.1025)	Standing Orders - The Board reviewed the circulated Model Standing Orders and approved the document. Chair to sign on behalf of the Board. Code of Conduct - The Board reviewed and approved the circulated NGA code of conduct document. Chair to sign on behalf of the Board.  The strategic governance plan is to be reviewed at the next FGB meeting (following the governor strategy day). <b>Action:</b> Add item on FGB agenda	Clerk
Minutes of the last meeting (13.1025)	To be considered at the next FGB meeting – draft minutes from the cover clerk are still awaited and have been chased up.	

Matters arising (14.1025)	Any actions still outstanding to be covered at the next meeting.	
Minutes of Committees (15.1025)	None since last FGB meeting	
HT Report (16.1025)	<p>HT referred to the report circulated to governors in advance of the meeting and highlighted key areas for governor consideration.</p> <p>Attendance – Current attendance figures were in line with <b>x</b>. HT covered the schools attendance management arrangements and governors noted how the school works with the SENDCo on this. HT advised that apart from the usual problem with holiday requests and ongoing issues e.g. medical, attendance was generally looking positive.</p> <p>JL noted the school was doing a tremendous job with attendance and she did not think there was anything more that could be done to make improvements. Governors acknowledged that the school was not complacent and that some families will have certain issues. HT confirmed that the breakdown of attendance had been shared and reviewed with JL. Certain cohorts were monitored and the school is very clear on the support needs of certain children. HT gave examples of how the school was supporting families. It was noted some families were still taking holidays and paying fines.</p> <p>HT noted communications were planned to highlight certain issues and what actions were needed. For example, there will be a hardline message about expecting a considerable amount of homework if holiday absences are taken.</p> <p><b>Q JL asked if the school had translated absences into the amount of months, weeks etc. of lost learning?</b></p> <p><b>A HT is to review this. Governors discussed the messages to parents.</b></p> <p>HT updated on children who are persistently late and what trends are being seen.</p> <p><b>Comment - JL noted the national push on attendance but that nothing is really offered to schools in terms of extra support.</b></p> <p><b>Comment - Governors noted that the problem is becoming systematic and all you can do is keep track in some cases.</b></p> <p>Behaviour and attitudes - HT referred to an email from a parent who feedback that they had come away with something positive from a meeting in person at school. Governors noted the positive feedback on actions in practice and that it was good to see an impact was being made on children's attitudes which could indirectly impact teaching and learning in classroom.</p> <p>School Development projects for 2025-26 - HT referred to a maths families project which the school is participating in. The programme aims to support families so pupils feel more positive about maths and to increase adult's confidence in working with numbers</p> <p>HT noted that the school had slimmed down the number of projects the school is involved in and focussing instead on CPD and monitoring.</p> <p><b>Comments: Governors discussed the impact of the HT qualification and professional learning that is being done. Governors acknowledged how it had allowed the HT to rethink certain school activities. JL noted outstanding schools often get complacent as they are not getting comparative feedback on what others are doing.</b></p>	

	<p>Personal development - HT referred to the range of schools visits and activities being done to further develop opportunities for pupils to experience the cultural diverse country they live in – including an early years visit to a local residential home in Norton.</p>	
SEF / School Improvement Plan (17.1025)	<p>HT referred to the SEF which is currently a slimmed down version, and confirmed that the next one will follow the format of the new Ofsted framework.</p> <p><b>Q</b> What is the timeframe for updating these plans to the new framework?  <b>A</b> HT noted that SEAs are pulling up schools on using the old framework in their SEF despite the new framework not yet being live.  <b>Action:</b> Revised SEF / SIP to be brought back to the FGB in due course</p> <p>HT reminded governors that a brief update on the SIP was given at the last FGB. The SIP will be updated when the new curriculum and Ofsted framework details are available. HT fed back on discussions with other HTs on the direction they are taking with the curriculum. Governors noted some of the proposed focus areas. Inclusion is an area that governors will need to demonstrate a clear understanding of.</p> <p>EI left the meeting at this point.</p>	HT
Governing Body's constitution and membership (18.1025)	<p>The make-up of the governing body as set out in the Instrument of Government (9 positions in total) was reviewed and no changes were required.</p> <p><b>Action:</b> The school is to recruit to the parent governor vacancy  Terms of office  EP - As stated above, the Board approved the re-appointment of EP as co-opted governor from 30 June 2025.  JL – The Board approved the re-appointment of JL as co-opted governor from 1 October 2025 (and the extension of her previous term to the date of this FGB meeting)  There was a reminder that governor details are to be updated on GIAS and the school website.</p>	HT
Safeguarding (19.1025)	<p>Covered in HT report  Governors also noted the report from EI as lead safeguarding governor.</p>	
Health and Safety (20.1025)	<p>There are no current issues from recent H&amp;S walkabouts.  A number of capital projects have been discussed in the finance committee.</p>	
Budget update (21.1025)	<p>EP referred to the circulated budget monitoring summary and detail reports as at 31 August 2025. It was noted that the in year position was -£4.027 but due to the carry forward there was a positive balance overall.</p> <p><b>Q</b> What about the nursery?  <b>A</b> HC gave an update and it was noted there was expected increase in income from the nursery</p> <p>Governors discussed the demographics of the area and the need to attract new pupils. It was noted that there was new housing and this could attract new families.</p> <p>EP referred to the circulated benchmarking report.  Governors noted the report suggested the following spending priorities be reviewed / explored based on comparison with other schools:</p>	

	<p>Premises staff and services Educational ICT Catering staff and supplies</p> <p>Governors thanked EP for her work on finance.</p>	
Governor Training / Skills Audit (22.1025)	<p>Governors were reminded of the need to complete the annual safeguarding and child protection training and to read part 2 of KCSiE</p> <p><b>Action:</b> Complete sheet to confirm KCSiE has been read</p>	Govs
Governor Monitoring Visits (23.1025)	<p>HT is timetabling what is needed and is to co-ordinating a schedule of monitoring visits with governors HT confirmed forthcoming visits with JL and SS</p>	
Policy Review (24.1025)	<p>HT noted the arrangement for specified governors to read and comment on certain policies in advance of the meeting.</p> <p>The following policies were reviewed and approved: Admissions; Allergens; AI; Anti Sexual Harassment Bereavement; Budget Management; Business Continuity; Behaviour Charging and Lettings; Child Protection; Child Poverty; Code of Conduct; Complaints Procedure; Curriculum; Drugs and Substance Misuse; Early Reading</p>	
AOB (25.1025)	<p>HT referred to the circulated parent and pupil surveys Governors noted feedback from pupils on what they enjoyed in school and also what was identified as areas for future development.</p> <p>Q Governors queried some aspects of the questions A HT Highlighted how the school aims to listen to pupil voice and the HT confirmed the regularity Q Can we include a question on would you change anything? A HT to review.</p> <p>JL left the meeting at this point.</p> <p>Governors noted feedback from parents and the summary of strengths / areas for action.</p>	
Date of next meetings (26.1025)	<p>26 November, 5pm (Teams meeting) 11 March, 5pm 8 July, 5pm</p> <p>10 February, 10am - Away Day, Burythorpe House Clerk to attend as part of termly planning</p>	

Meeting closed at 6.40pm

**Signed By**

**Date**

## ACTION LOG

Item	Action	Person	Opened	Comments
1	Add item on discussion on curriculum link roles to next FGB agenda	Clerk	Sept 25	
2	Add item on governor strategic plan to next FGB agenda	Clerk	Sept 25	

3	Updated SEF / SIP to be brought to a future FGB meeting	HT	Sept 25	
3	Recruit to parent governor vacancy	HT	Sept 25	
4	Complete training	Govs	Sept 25	