LEAVENING COMMUNITY PRIMARY SCHOOL
'Together We Can'

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**		
Minutes of the meeting held on 8 July 2026 at 5pm (held Virtually via TEAMS)		
Members Present	**Chair** - Sian Mitchell (SM) - Headteacher Emma Isaacs (EI) - LA Governor Sue Schofield (SS) - Co-opted Governor Hannah Cooke (HC) – Staff Governor David Griffin (DG) - Co-opted Governor Jane Price (JP) - Co-opted Governor James Robinson (JR) - Parent Governor (CofG) (from item 15)	
Apologies	Elaine Phillips (EP) - Co-opted Governor (VC) Jan Lomas (JL) - Co-opted Governor	
Absent No Apologies		
Also In Attendance		
Name Of Clerk	Laura Waites (LW) – NYC Clerk	
Vacancies		
School Vision And Values	• Look and learn beyond the classroom • Have high aspirations and fulfil our potential • Care, share and belong • Lead, teach and learn with passion	
Core Functions Of Governance	• 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.	

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 (01.0726)	The meeting started 5.03pm.It was agreed that SM would chair the meeting as JR had sent apologies for late arrival and EP was absent. The meeting was quorate.	
Apologies for Absence (02.0726)	Apologies were reported and accepted from JL and EP. JR had sent apologies for late arrival.	
Declaration of Interests (03.0726)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (04.0726)	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 (05.0726)	None	

Minutes of the last meeting (06.0726)	The Board confirmed the minutes of the meeting of 11 march 2026 were an accurate record of events and they were approved.	
Matters arising (07.0726)	Governors considered progress for every item on the action log from the last set of minutes and any other matters arising: • HT to involve governors in any ideas to offer marketing support; consider targeting local villages; review signage on the main road – *HT confirmed the school is being proactive with social media marketing on different platforms; Emma is running stay and play sessions; there have been no specific meetings about marketing but numbers are currently pretty stable.* *Q Any more we could do?* *A The only area could be to consider an Instagram presence and HC is looking into this.* • At every finance meeting, review the position regarding nursery pupil numbers – *HT confirmed that this is covered in finance meetings.* • Update the governor monitoring template to include monitoring of AI and safeguarding – *completed.*	
Headteacher report (08.0726)	The HT referred to her report which had been circulated to governors in advance of the meeting and included updates on admissions and pupil numbers; Staff CPD; SEND; Attendance; EYFS; Parental engagement. HT confirmed that copies of the parental engagement surveys (incl. nursery and mainstream) had also been circulated with the report. HT asked if there were any questions from governors on her report: Q - The three pupils who left, what were the reasons and did the pupils relocate? A – HT advised on the reasons and the pupils involved. HT and JL have looked into it and there were no common links. There were eight in and 8 out so pupil numbers are pretty stable. HT explained that the KS1 and KS2 numbers have resulted in really different class sizes and if the discrepancy continues over the next few years she will need to look at options in more detail for the mix of year groups. HT noted the school has had different models over the years to reflect the spread of pupil numbers across the school and this is worth considering. HT noted she hasn't yet looked at Y456 and Y123 classes due to the 4 year rolling curriculum as if changes were made in year 3 or 4 it would have to start again. 30 is the maximum capacity in the classroom. Whilst the pattern over the last two years shows a significant discrepancy, two years is not enough of a pattern to base changes on yet and HT noted the need to mindful for future years. Q What you described regarding splitting 4 years into 2 year groups, is it feasible or not? A We are lucky in KS2 that we have amazing TA who is also a HLTA. We have been top heavy in Y5 and Y6 and not as heavy in Y3 and Y4. Q Regarding safeguarding and phone policies, is it by default or their age? A One of the changes in there was all schools to be smart phone free by default. We will bring in the smart phone free policy but this year there has not been a problem. Q If a child came to school now what would happen?	

	A We would take it off them. We acknowledge some children use their phone as they walk to school and they are collected at the start of the day and handed out at the end of the day. HT referred to the SEND update. The current profile is 48% and in September it reduces to 19%. This is due to a significant number of SEND children in Y6 moving on who also have ECHPs. There has been a lot of work on adaptive teaching this year and NYC (the local authority) have introduced an inclusive mainstream toolkit as part of the government's inclusivity agenda. This has enabled the school to look at the SEND register and some children needing adaptations don't categorise as SEND anymore; the school will have a monitoring register for them. The changes impact on statistics presenting across the school in terms of the number of SEND categorised children; those moved off the SEND register will not be forgotten as they will be on the monitoring list. HT referred to the circulated external LA advisor report from Michelle Hattersley's inclusion monitoring visit. Evidence of good practice was found and children's SEND needs were being met within the confines of the budget. HT gave an update on attendance and referred to the separate report circulated. The number reflects a lot of holidays being taken in term time. Persistent absence has significantly reduced by half and should improve further next year. HT detailed the reasons. HT will be talking to parents about having a positive culture of attendance at the forthcoming Reception evening. Children from nursery don't attend all the time so it is a transition for them and parents, so HT will be setting out from the start that Reception isn't optional. Q - What happens to those children who take holidays in term time? A – the absence is always unauthorised. If it exceeds 10 sessions the LA penalty kicks in and the LA fine process is used. Some parents would rather take the financial hit of the fine against reduced holiday costs. Q - What is the penalty? A – It is set by the LA and based on how many days the child is absent for. Governors acknowledged it was a tricky issue as the fines in comparison to the money saved on the holiday were not a deterrent and some children may get a broad enriched experience on holiday. Governors commented on the format of the headteacher report and agreed it was very detailed and easy to read.	
Pupil Attainment and Progress 2026 (09.0726)	HT advised that the data has not yet all come in to provide a full analysis to the FGB. Governors were invited to attend a pupil progress committee meeting at school – to be held on Tuesday 14th July at 10am (HT and JL attend; JP and EI also confirmed attendance). Q - Are SATS results delayed this year? A – Yes the DfE have confirmed they will now be released on Thursday 17th July and HT has let parents know. It was acknowledged that it will be a last minute scramble at the end of the school year to get the results out. Q - Is it on their treat day? A – Yes, on their trip. HT confirmed this can be looked at in more detail at the committee next week.	

	HT gave headlines on pupil data for GLD, Y1 and Y2 phonics, and the Y4 multiplication check. In the Y4 multiplication check, the average score is 21 out of 25. Of our 5 children, 2 were well below standard as they are SEND. The results have been discussed with Michelle Hattersley already; it is not an issue but HT wants to continue sustaining progress next year. This year's results were better than the last 2 years.	
Safeguarding (10.0726)	The Annual report from the Designated teacher for looked-after children (LAC) and DSL (Designated Safeguarding Lead) is to be provided at the Autumn term meeting. HT has been working with the safeguarding governor (EI) on the report and collation of all the information. Staff have done relevant training and policies are up to date. HT is checking what requires review next year. EI updated on the safeguarding / H&S walkaround with the LA advisor which identified some minor things, no major concerns. All staff know what they are doing and there is evidence that safeguarding is a top priority and always dealt with correctly.	
School Development Plan (11.0726)	HT referred to the circulated SDP summary which outlined progress, what had been done and what had been sustained against priorities. HT noted some aspects required a little bit more sustaining than others. Q - With the participation one, what are the numbers looking like for extra-curriculum provision? A - HT has tracked pupil participation and noted the school puts on clubs that meet children needs. The school knows the children well and activities are not just put on for Ofsted. Data is available for the whole school and trends for SEND and PP children. This half term the book club had 4 children but that was still a good % of the class given the class size. As a small school HT recognises the importance of continuing these type of activities even with such small numbers. HT noted that whilst there is the expectation of teachers that they will run activities, HT does bear in mind work life balance and the school can only do so much enrichment in the curriculum Q - Have you reached out to parents to run clubs? A - HT confirmed she does this and gave examples of some of the ones in place e.g. drama & dance. An external sports provider is to do a sports club starting in September. HT noted the school is doing its best to meet the needs of the children and it is the nature of a small school that there are not as many staff members to put on clubs. The SDP priorities for 2026/27 are to be reviewed in Autmn term.	
Premises, Health and Safety (12.0726)	EI noted the H&S officer has also done a fire risk assessment as well as the visit referred to above.	
Finance (13.0726)	EP had provided a finance summary which was circulated with meeting papers along with the latest budget monitoring report. HT noted the figures did not include any additional SEND hours and there was due to be an increase in September due to a very high needs child joining Reception whose EHCP was awaited. An ECAR had been submitted but can take 10-12 weeks to assess. Q - What is the nature of their needs? A – HT gave an update.	

	HT has applied for Element 3 transitional funding which won't meet all costs. When the EHCP comes through the school will be in a better position. The school can't say it is unable to meet need due to not having an EHCP and is unlikely to get extra funding. Q – Will 121 support be required? A – Yes. Fortunately existing staff are able to provide extra support temporarily, but essentially it requires a FT position. HT also noted that a pupil who was expected to go to special school did not get a place so will need continued funding for their high level of need. Q – Would they be moving Y1 to Y2? A - No they would be Y4, however their complex needs means they are not moved class to class. The school is going to appeal the decision. Q – Governors queried the level of time / support needed in school A - HT noted she is considering the level of support across the board. The staff can relinquish extra hours if not needed so the school has a flexible approach. Governors noted it is good that the school has not appointed separate support on a contract and the wait and see approach used was a good way to do it. HT noted the current budget compared to two years ago is more buoyant than it has been for a while. The Board ratified the recommendation of the Finance Committee (in May 2026) to approve the start budget 2026/27.	
Review of next year's staffing and class structures (14.0726)	Covered in HT report. HT advised that there were no changes to teaching staff / class structures next year but as highlighted earlier, class sizes are significantly different. HT has ensured TA support is proportioned across classes and staff are delegated accordingly. Following inclusion monitoring with JL, HT has discussed a different approach to supporting children. The school has historically had the same person supporting a child over 2 years. Now with the new inclusion agenda a different approach is to be taken which pools GTA SEND support and uses staff across the 3-4 high need children, so it is not just the same adult for the same child. Contracted hours remain the same with some flexible temporary increases to meet the needs of the two high needs children referred to earlier.	
Pupil premium review (15.0726)	JR joined the meeting at 6pm. HT confirmed the strategy has been published on the website and a report has been circulated on outcomes for 2025/26. HT noted the % was high this year and was not expected to reduce with the 4 Y6 pupil premium leavers. The government is changing the eligibility benchmark for the funding next year. Q - What about the 121 mentor for disadvantaged pupils is that still the case A – The pupil premium strategy is for 3 years and we are 2 years in; we will continue it for another year with a different person.	
Sports Premium review (16.0726)	Governors noted the circulated sports premium funding report which was to be submitted, and which detailed how the funding has been used in 2025/26. Q – Is there 2 hours a week for sports? A - Yes we use a sports coach	

	HT advised that sports premium funding will stop after Christmas and all schools will get transitional funding of £5k until then. Matty has offered coaching at a reduced rate of £5k for the year for small schools so the children can still get that additional benefit from a sports coach.	
GB Update (17.0726)	JR gave an update from the Governor Away Day held in April 2026 and noted it was a successful event. Tom Mitchell had attended and there was a session on alternative governance options in which the pros and cons were summarised. Whilst there was not an obvious home for a small school like ours the Board was now more aware of options. On the horizon it was not known what the government will do regarding the academy agenda and it will be kept under a watching brief. The role of the Board was considered and there was no willingness to change the current shape of the GB. Succession planning had been discussed and keeping an eye out for useful candidates to join the Board. JR noted the Board was operating effectively, no-one was looking to step down in the near future and roles were well embedded. JR gave examples of how well these were working across finance, safeguarding and wellbeing. Governor willingness to contribute to the school was very positive and there was a good working relationship with the staff. Another away day was planned for January 2027 on a Monday to consider the strategic plan. Training is being actively reviewed and suggestions made for governor training. Mandatory training is up to date and there will be safeguarding updates next term. JR thanked all for their work this year.	
Monitoring Visits (18.0726)	JR noted the monitoring that governors do and other visits to the school mean they are all seeing the same information and there is good triangulation.	
Wellbeing update (19.0726)	Staff voice - HT noted JL's circulated report and summary of the wellbeing chats pilot in 2025/26. There were no issues reported. Parent voice – HT advised the nursery parent and carers survey report and general school parent carers survey and report were also circulated for governors to note. Q - On the last paragraph of the general survey there is a reference to behaviour is that needing discussion? A – The question was does the school make sure children are well behaved in lessons – the response was largely about KS2 but it was not a significant issue. It came from a small pool of children and was down to perceptions rather than serious behaviour issues. Parent governors gave examples of how the school did nip in the bud really well. Governors agreed it was really good feedback overall which gave a positive picture of the school.	
Policy Review (20.0726)	Agree external support for HTPM - it was agreed that DG, JL and EP will continue to be involved for consistency. Appraisal Policy – the circulated policy was approved. Allergies Policy – HT updated on the new guidance regarding Epi Pens and the staff training that is required. A staff member will be the designated person and the school is progressing the training and fulfilling the needs of the government changes.	
AOB (21.0726)	None	

Impact of meeting (22.0726)	JR thanked all governors for their contributions this year, as highlighted above the Board was working effectively to fulfil its strategic and leadership role with the school.	
Date of next meetings (23.0726)	<u>Autumn term</u> 16th September 2026 – FGB (governance arrangements/documents, SEF/SDP priorities, GB strategic plan, SATS results) October / November 2026 – Finance (Monitoring, revised start budget) 09th December 2026 – FGB (revised budget approval) <u>Spring Term</u> January 2027 – Finance (School Financial Value Standard (SFVS)) 10th March 2027 - FGB (SDP progress, pupil data, approve SFVS, delegate Start Budget approval to finance) March 2027 – Finance (Monitoring) <u>Summer Term</u> May 2027 – Finance (Start Budget 2027/28) 30th June 2027 – FGB (Pupil Progress and Attainment, SDP/SEF progress, GB review) July 2027 – Finance (Monitoring)	

Meeting closed at 6.35pm

Signed By **Date**

ACTION LOG

Item	Action	Person	Opened	Comments
1	Add item on discussion on curriculum link roles to next FGB agenda	Clerk	Oct 25	Discuss at future meeting
2	Add item on governor strategic plan to next FGB agenda	Clerk	Oct 25	Discuss at future meeting
3	Updated SEF / SIP to be brought to a future FGB meeting	HT	Oct 25	Done
3	Recruit to parent governor vacancy	HT	Oct 25	Agreed to leave vacant for now
4	Complete all safeguarding training	Govs	Oct 25	Done
5	Commence new AI steering group with DG, JR, HT Arrange with HT for AI specialist to share details with the group	Chair	Nov 25	In progress
6	Pilot termly staff F2F meeting and termly survey from spring term	JL HT	Nov 25	In progress
7	HT to involve governors in any ideas to offer support. Consider targeting local villages. Review signage on the main road.	HT	March 26	Completed
8	At every finance meeting ,review the position regarding nursery pupil numbers	HT	March 26	In progress
9	Update the governor monitoring template to include monitoring of AI and safeguarding.	HT	March 26	Completed
10				