

# MEETING NOTES

FULL GOVERNING BODY: 5<sup>TH</sup> MARCH 2025, AT LEEDON LOWER SCHOOL

**Vision:** Every child leaves Leedon as a global citizen, with the skills, experiences and confidence needed to dream big, achieve their full potential and be a successful learner for life.

## MEMBERSHIP

NAME	ROLE	TERM FROM	TERM TO
Nicola McIntyre	Chair	25 March 2021	25 March 2025
Nick Neil	Staff Governor	09 October 2024	09 October 2025
Amy Herukka	Co-Opted Governor	01 December 2022	01 December 2026
Jo Shelley	Parent Governor	25 March 2021	25 March 2025
Nicky Thurgood	Parent Governor	29 November 2023	29 November 2027
Michelle Stewart	Parent Governor	01 December 2022	01 December 2026
Heena Howe	Parent Governor	29 November 2023	29 November 2027
Steve Ellerton	-	05 March 2025	04 March 2029
Debbie Hull	Co-Opted Governor	09 October 2024	09 October 2028
Richard Benson	Headteacher – Ex-Officio	NA	NA
Vijith Vijay	Governance Professional	NA	NA

**OUTSTANDING ACTIONS:** See Agenda Point 4

## MEETING NOTES

<b>1</b>	<b>Welcome, Introductions And Apologies For Absence</b>  The Chair welcomed all attendees and commenced the meeting at 6:00 PM. Apologies were received from <b>HH</b> . The board has condoned the apology. <b>SE</b> was officially welcomed as a new member of the governing board.
<b>2</b>	<b>Any Personal Or Business Interests To Declare</b>  <b>MS</b> declared her role as a Staff Governor at Lancot School.
<b>3</b>	<b>Matters To Be Raised Under Any Other Business Agreed As Being Urgent</b>  Next meeting date to be discussed

<p><b>4</b></p>	<p><b>Minutes Of The Last Meeting (04.12.2024) And Matters Arising (Not Covered Elsewhere On The Agenda)</b></p> <p>For approval: Leedon Lower School Minutes 4 December 2024.docx</p> <p><b>Question 1</b> <b>NM queried who the positive feedback was from under Item 13.3.</b> <b>NN</b> responded that it was from Carly Woodall, Assistant Head at Brooklands who comes in to provide SEND support.</p> <p><b>NM</b> raised a query regarding the terms 'social and learning means' and recommended the removal of Item 13.4.</p> <p>Item 18.5: It was agreed that 'general absence' will be updated to 'persistent absence.'</p> <p><b>Previous Actions:</b></p> <ul style="list-style-type: none"> <li>• Item 2.11: Weekly site visits for scaffolding are ongoing, as confirmed by <b>RB</b>.</li> <li>• Item 21.7: The pay policy is included in the agenda for 5<sup>th</sup> March 2025.</li> <li>• Item 15.1: The Sports Premium Action Plan will be updated to reflect the PE curriculum.</li> </ul>
<p><b>5</b></p>	<p><b>Correspondence Received</b></p> <p><b>NM</b> reported receiving an email from <b>Toby Maloy</b> confirming his resignation with immediate effect. <b>TM</b> extends his best wishes. Thanks were expressed to <b>TM</b> by the board for his couple of years of service.</p>
<p><b>6</b></p>	<p><b>Chair's Actions</b></p> <p>None</p>
<p><b>7</b></p>	<p><b>Succession Planning - Chair's Role</b></p> <p><b>JS</b> and the team met online to discuss the succession planning for the Chair's role.</p> <p><b>JS</b> has contacted a chair recruitment service, which will cost £950 plus VAT upon appointment, and the board needs to initiate the process.</p> <p>The board agreed to use this service.</p> <p><b>NM</b> is willing to stay on beyond the end of her term in a few weeks to support the recruitment process. The service is expected to share candidates within approximately five weeks.</p> <p><b>NM</b> is also open to continuing as a governor to support the new chair.</p>

	<p><b>Question 2</b>  <b>MS inquired about the comprehensiveness of the recruitment service.</b>  <b>JS</b> clarified that Rebecca, the recruitment consultant, will manage the process online with <b>JS</b>.</p> <p><b>Question 3</b>  <b>MS asked whether the new chair should have previous chair experience.</b>  <b>NM</b> advised that she would discuss further with <b>JS</b> offline.</p> <p><b>ACTION 1:</b>  <b>Louise Harris</b>, School Business Manager to incorporate the cost of the recruitment service into the new budget.</p> <p><b>ACTION 2:</b>  <b>NM to discuss with JS offline regarding the requirement for previous chairing experience and update the recruitment advertisement.</b></p>
8	<p><b>Election of governors</b></p> <ul style="list-style-type: none"> <li>- Parent governor roles</li> <li>- Co-opt roles</li> </ul> <p>Three parent governor applications have been received, including <b>JS</b> As there are three vacancies, no parent vote is required.</p> <p><b>NM</b> suggested re-electing Jo as a parent governor tonight. <b>NM</b> will speak to the other two applicants, Simon and Christina, and invite them to the next meeting to be elected on.</p> <p><b>NM</b> proposed inviting <b>SE</b> as a co-opted governor, as he brings financial expertise.</p> <p><b>Decisions:</b>  <b>NM</b> formally nominated him. DH and NN seconded the nomination, and the <b>board unanimously approved.</b>  <b>JS</b> nominated <b>NM</b> to become a co-opted governor. <b>MS</b> seconded the nomination, and the <b>board approved the decision.</b></p>
9	<p><b>Headteacher’s Report</b></p> <ul style="list-style-type: none"> <li>- PST 10 days support</li> </ul> <p><b>For review:</b>  HT report 2024-25.docx</p> <p><b>For information:</b>  Census Spring 2025.pdf</p> <p><b>Attendance</b>  <b>RB</b> introduced the report and will update the attendance data accordingly.</p>

**NM** enquired about the accuracy of absence monitoring. **RB** confirmed that the current attendance rate is 93.7% as of yesterday, noting that it has been impacted by sickness, flu, and holidays.

**DH** asked if there were any common themes in absences. **RB** highlighted that the Gypsy, Roma, and Traveller community has the lowest attendance rates.

**RB** mentioned that the Local Authority officer has access to children's data and can discuss relevant cases.

**NM** enquired about safeguarding incidents, noting two incidents in November and two in January. **RB** confirmed that these were referrals to the LA.

**MS** asked if any of the cases were open to children's services. **RB** clarified that there are no open Child Protection or Child in Need cases.

**NM** asked for an update on the tracking of exclusions.

**RB** reported that exclusions are lower than last year.

**NT** enquired about the percentage of exclusions involving SEND students. **RB** stated that out of three exclusions, two students have Education, Health and Care Plans.

### **Staffing**

**NM** raised staffing cover specifically regarding Year 3 – Galaxy Class.

**RB** confirmed that the class is being covered by long-term supply and SENDCo. Mrs Hughes is on maternity leave, and her class is also being covered internally by two long-term supply contracts.

The leadership of maths has changed, with Hannah Worsley and Kevin Roche now working together.

### **Accidents**

**NM** enquired whether serious accidents had increased to three. **RB** clarified that this was a typo, and the correct figure is still two, with no incidents recorded this term.

### **Health & Safety**

**RB** reported that 35 doors were found noncompliant with current law but had been covered in an audit by CBC. Since they were compliant at the time of installation, replacement is not required.

Six classrooms are currently unavailable due to ongoing works and scaffolding.

**RB** has informed the LA that this situation cannot continue next year, stressing the need for the work to be completed over the summer.

**SE** noted that the situation could be disruptive for the rest of the school. **RB** explained that the building was initially sectioned off during construction, so work could technically continue while the school is in session. However, an agreement with the LA is needed regarding funding.

**NT** raised a concern about the back fence, which is now more exposed since trees have been cut, leading to an instance where someone was seen talking to

	<p>the children. <b>RB</b> reassured that children are always supervised by adults in that area, and no concerns have been raised with the headteacher. <b>NM</b> advised directing any parental concerns to <b>RB</b>.</p>
<p><b>10</b></p>	<p><b>School Development plan</b></p> <ul style="list-style-type: none"> <li>- Progress to date</li> <li>- Autumn data</li> </ul> <p><b>For review:</b> SIP - 2024.docx December 2024 Data</p> <p><b>NM</b> explained that when the school was previously under an academy order, the DfE had proposed us joining either the Chiltern Learning Trust or Pyramid Schools Trust (PST), with the board preferring PST. Brooklands has since joined PST. However, following the change in government, the DfE has revoked the academy order.</p> <p>The board still believes joining an academy would be the best course of action. Instead of academisation, the DfE has offered 10 days of support from PST <b>RB</b> noted that this offer was made a year ago, but no support was provided last year. PST’s Head of School Improvement recently conducted a curriculum audit, and <b>RB</b> will meet with them on Monday to discuss the scope of support available.</p> <p><b>MS</b> asked whether the feedback from the external review was reassuring. <b>RB</b> responded that while some aspects were useful, others were either not in context or he disagreed with. However, notes were taken, and the school has already begun addressing the feedback.</p> <p><b>JS</b> asked if PST worked with the school on Thursday. <b>RB</b> noted that it was important to approach the feedback objectively. The process felt unfamiliar as the reviewers led the conversation rather than asking questions. While some feedback was superficial, they did acknowledge areas of strength within the school, such as phonics.</p> <p><b>NN</b> visited Ramsey Manor last week, a school that is part of PST, and noted that they were very well informed about their curriculum. He highlighted that they have autonomy over how they deliver it. <b>RB</b> found the visit useful, as it provided insights into how the school could adapt and refine its own curriculum. He noted that Ramsey Manor had previously struggled but has significantly improved since joining the trust.</p> <p><b>ACTION 3:</b> <b>NM</b> requested that the notes from Tuesday’s meeting be shared with the board, and <b>RB</b> confirmed that they would be. <b>NM</b> then asked about the progress of the wider School Development Plan. <b>RB</b> stated that the School Development Plan had been sent to the PST to identify areas where their support could be incorporated.</p>

	<p><b>Question 4</b></p> <p><b>NM</b> highlighted the need to establish a method for following up on documents with commentary and asked how does the school track progress? A suggestion was made to extract key reports to monitor progress and assess whether the school is on track with its objectives.</p> <p><b>RB</b> shared a report on data trends and had asked Ebrahim (DHT) to analyse them. Year 1 shows a positive trend in reading, and attainment trends were outlined in the report. This is the first full year of using the current testing system, which was not in place last autumn.</p> <p><b>DH</b> noted that Year 3 data stood out. <b>RB</b> confirmed that Year 3 has a high number of pupils requiring support, and a tutor is dedicated to this year group to address the decline in attainment. This intervention is having a positive impact. <b>NN</b> added that in-school moderation is being introduced. <b>RB</b> highlighted that writing is strong in Year 3, and progress for SEN and Pupil Premium students is very good. He also pointed out that 60% of the school's pupils are boys, which is an unusual demographic balance.</p> <p><b>Question 5</b></p> <p><b>NM</b> asked if there were concerns in other year groups. <b>RB</b> stated that overall progress is positive but noted that Reception changed its assessment approach, which has not been as effective as expected. <b>NN</b> mentioned that a new assessment framework is being implemented across the school this year.</p> <p><b>DH</b> and <b>NM</b> raised concerns about how governors can strategically monitor data and track progress effectively. They noted that the monitoring column in reports currently lacks data. <b>RB</b> agreed to review this and determine the best way to address it. <b>MS</b> suggested using a RAG rating system for actions and adding evidence to the monitoring column to improve visibility.</p>
<p><b>11</b></p>	<p><b>Governor link / monitoring visits</b></p> <p><b>For review:</b></p> <ul style="list-style-type: none"> <li>- Governor link visit T + L Dec 2024.docx</li> <li>- Gov monitoring visit Literacy Dec 2024.docx</li> <li>- Gov monitoring visit RE December 2024.docx</li> <li>Gov monitoring visit Science - Spanish Dec 2024.docx</li> </ul> <p><b>NM</b> stated that Ebrahim (DHT) had raised concerns about the pace of lessons, noting that it was an issue. <b>MS</b> observed delays in transitions between activities. <b>NN</b> will explore opportunities to strengthen curriculum writing. He emphasised the need for more structured opportunities in the writing curriculum, particularly for long-form writing. Since the current curriculum tools have not yet been in use for a full year, <b>RB</b> suggested allowing more time to assess their effectiveness. <b>NN</b> is developing a new writing curriculum that integrates model texts with other subject areas.</p>

	<p>A staff survey conducted by <b>NN</b> received overwhelmingly positive feedback, indicating that children are enthusiastic about their lessons. A pupil voice survey will be conducted soon to assess lesson delivery and student engagement. PST noted that lesson walk-throughs were not observed in Thursday's meeting. <b>NN</b> clarified that they are planned within lessons. <b>DH</b> and <b>SE</b> will check dates and attend the next available monitoring visits.</p>
<b>12</b>	<p><b>SEND update</b></p> <p><b>For review:</b> SEND report to govs Feb-2024.docx</p> <p><b>For information:</b> SEND Information Report.docx</p> <p><b>RB</b> reported that the PST were highly impressed with Chris, the SENDCo, and the quality of the EHCPs. Their main advice was to allocate more time in classrooms for adaptation, though overall feedback was very positive. An LSA was appointed in December, and another candidate is currently being interviewed. <b>NT</b> noted that the EHCP monitoring period has now been extended to a six-week cycle for assessments.</p>
<b>13</b>	<p><b>PPG strategy</b></p> <ul style="list-style-type: none"> <li>- Presentation on evening</li> </ul> <p><b>RB</b> shared documents outlining the PPG Strategy. The school is part of a successful funding bid under a wider project involving five schools, with <b>RB</b> leading the initiative locally. The funding is being used to improve outcomes for PPG pupils.</p> <p>The PPG grant is allocated to support children through teaching adaptations, interventions, and therapies, all of which come with associated costs. <b>RB</b> will discuss the PPG strategy further with <b>JS (PPG link)</b></p> <p><b>Question 6</b> <b>NM</b> asked about how progress is tracked. <b>RB</b> explained that a separate document details interventions and captures their impact. This document will be reviewed and shared with the board to improve progress monitoring.</p>
<b>14</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Update on current budget position</li> <li>- SFVS</li> <li>- Benchmarking</li> </ul>

	<ul style="list-style-type: none"> <li>- Budget setting</li> </ul> <p><b>For review:</b></p> <ul style="list-style-type: none"> <li>- Leedon Lower School 2024-25 Returns Forecast - Jan 2025.xlsx</li> <li>- School Business Manager January Finance report.docx</li> <li>- Benchmarking 2023-24.pdf</li> </ul> <p><b>For approval:</b></p> <ul style="list-style-type: none"> <li>- SFVS 2024-25 Draft.docx</li> </ul> <p><b>NM</b> confirmed that the end-of-year financial position aligns with the forecast shared by Louise, the School Business Manager, with the school expected to end the year in surplus, an important achievement. The school appears to be moving in the right direction financially.</p> <p>There is a £35k overspend in overall expenditure, primarily due to staffing, supply costs, and HR-related expenses (£16k) linked to ongoing disciplinary matters and maternity cover.</p> <p><b>NM</b> suggested including a contingency in future budgets for unexpected HR matters. Additionally, investing in senior leadership training could help mitigate future HR-related costs.</p> <p>Benchmarking indicates that the school’s spending is appropriate. The school has repaid £25k of the deficit recovery loan. Louise is currently preparing the first draft of the budget, which will be discussed on 2nd April.</p> <p><b>RB</b> recommended offering Louise more working days, as she has been highly effective. <b>NM</b> acknowledged that the school did not have a School Business Manager (SBM) until recently and having a SBM has been tremendously beneficial. <b>RB</b> confirmed that he would discuss this with her.</p> <p><b>Approval:</b>  <b>The Schools Financial Value Standard was approved by the board.</b></p>
<p><b>15</b></p>	<p><b>Safeguarding</b></p> <p>No safeguarding issues were raised. <b>RB</b> will renew the Working Together to Safeguard and Supervision training. Additionally, a further Deputy DSL is being trained to strengthen safeguarding capacity within the school. The use of CPOMS has been highly effective in managing and addressing safeguarding matters.</p> <p><b>ACTION 4:</b>  <b>RB will share the S175 audit with the board of governors.</b></p>
<p><b>16</b></p>	<p><b>Wellbeing</b></p> <p>Staff expressed positive feedback about working at the school, appreciating the leadership and the current head during the PST review.</p>

	<p><b>NM</b> noted that teachers receive 10% protected time each week. With the school now extending its day from Monday to Thursday and closing at 1:30 pm on Fridays, staff are able to receive their PPA time, reducing the need for cover.</p> <p>The annual staff wellbeing survey needs to go out shortly. <b>NM</b> recommended a parent and child survey also be completed this year, as over a year since last done.</p> <p><b>ACTION 5:</b>  <b>NM to action staff survey. RB to action parent and child survey.</b></p>
17	<p><b>GDPR</b></p> <p><b>RB</b> informed that a mild GDPR breach occurred, but it did not require formal reporting. The incident prompted a review of how information is sent home, and the necessary actions have been taken to prevent future occurrences.</p>
18	<p><b>Policies for review (any changes highlighted):</b></p> <ul style="list-style-type: none"> <li>- SEND policy.docx</li> <li>- Suspension and Exclusion policy.docx</li> <li>- Behaviour and bullying policy.docx</li> <li>- Complaints procedure.docx</li> <li>- Remote learning policy 2023.docx</li> <li>- Online Safety policy.docx</li> <li>- Teaching &amp; Learning Policy.docx</li> <li>- Asbestos management plan.docx</li> <li>- Staff code of conduct.docx</li> </ul> <p><b>Policies for discussion:</b></p> <ul style="list-style-type: none"> <li>- Model_policy_pay_with_performance_related_pay_2024.docx</li> <li>- Model_policy_pay_without_performance_related_pay_2024.docx</li> <li>- governors-allowances-and-expenses-policy.pdf</li> </ul> <p><b>Approvals:</b></p> <p><b>NM</b> highlighted that the SEND policy does not mention the SENDCo's qualifications. Once this amendment is made, the policy will be approved.</p> <p>The complaints procedure was approved, subject to the removal of the clerk's name.</p> <p>The remote learning policy was approved, pending an amendment to the contact person listed.</p> <p><b>All policies were approved subject to the mentioned amendments.</b></p> <p><b>ACTION 6:</b>  <b>Amend SEND Policy, Complaints Procedure, and Remote Learning Policy</b></p> <p><b>ACTION 7:</b></p>

	<p><b>RB to share amended Staff Code of Conduct with all staff.</b></p> <p><b>NM</b> introduced the Governors' Allowances and Expenses policy, which was approved and adopted by the governors.</p> <p><b>NM</b> discussed with the board whether the pay policy should be based on performance related progression. The board has agreed to continue with performance related pay policy.</p> <p><b>ACTION 8:</b> <b>RB to initiate consultation with staff and unions.</b></p>
<b>19</b>	<p><b>Governor development and training</b></p> <p><b>NM</b> emailed the training record for governors and ask that they go in and add their most recent training records. <b>NM</b> will share training options for safeguarding and induction with <b>SE</b>.</p>
<b>20</b>	<p><b>Any other matters agreed as being urgent</b></p> <p>The meeting on 2nd April 2025 will focus on addressing the budget setting.</p>

**Minutes approved by the Governing Body on: 02.04.2025**

**Signed (Chair):**



<b>NEXT MEETINGS</b>
<b>2<sup>nd</sup> April 2025</b>
21 <sup>st</sup> May 2025
9 <sup>th</sup> July 2025

(Actions – Continued on the next page)

# ACTIONS

Action ID	Meeting Date	Agenda Point	Responsible Person	Status	Action
1	05 March 2025	7	Louise Harris	Pending	Incorporate the cost of the chair recruitment service into the new budget for FY26.
2	05 March 2025	7	Nicola McIntyre	Pending	NM to discuss with JS offline regarding the requirement for previous chairing experience and update the recruitment advertisement.
3	05 March 2025	10	Richard Benson	Pending	RB to share the notes from Tuesday's meeting with Pyramid Trust with the board.
4	05 March 2025	15	Richard Benson	Pending	RB to share the S175 audit with the board.
5	05 March 2025	16	Nicola McIntyre / Richard Benson	Pending	NM to conduct staff survey. RB to conduct surveys of parents and children.
6	05 March 2025	18	Louise Harris	Pending	Amend SEND Policy, Complaints Procedure, and Remote Learning Policy.
7	05 March 2025	18	Richard Benson	Pending	RB to share amended Staff Code of Conduct with all staff.