

MEETING NOTES

FULL GOVERNING BODY: 21 MAY 2025, 18:00 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 2025	25 March 2029
Nick Neil	Staff Governor	09 October 2024	09 October 2025
Amy Herukka	Co-Opted Governor	01 December 2022	01 December 2026
Jo Shelly	Parent Governor	25 March 2025	25 March 2029
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
Debbie Hull	Co-Opt Governor	09 October 2024	09 October 2028
Christina Reid	Parent Governor	02 April 2025	01 April 2029
Simon Coath	Parent Governor	02 April 2025	01 April 2029
Richard Benson	Headteacher – Ex-Officio	NA	NA
Vijith Vijay	Governance Professional	NA	NA

NOTES

Opening Items

1 Welcome, Introductions and Apologies

Apologies were received from **SC, AH, HH** and **NT**.
NM welcomed everyone and started the meeting at 18:05

2 Declarations of Pecuniary Interests

None

3 Matters to be raised under AOB as urgent

None

4 Minutes of the Meeting on 2 April 2025 for Approval

- **Matters Arising**
- **Previous Actions**
 - **Action 2 - NM to discuss with JS offline regarding the requirement for previous chairing experience and update the recruitment advertisement.**
 - **Action 4 – RB to share the S175 audit with the board**

	<ul style="list-style-type: none"> ○ Action 5 – NM to conduct staff survey. RB to conduct surveys of parents and children. ○ Action 7 – Amended staff code of conduct to be shared with all staff to inform them of the changes ○ Action 8 – JS to commence the chair recruitment process ○ Action 9 – NM to set up CR and SC for NGA’s induction and safeguarding training.
	<p>ACTION 2 – Complete ACTION 4 – Complete ACTION 5 – IN progress ACTION 7 – Complete ACTION 8 – Complete ACTION 9 – Complete</p> <p>Minutes from the meeting held on 2 April 2025 were approved, subject to the amendment of removing PPG for DH. Updates on previous actions were reviewed; Actions 2, 4, 7, 8, and 9 were marked complete. Action 5 – staff survey completed. Parent and pupil surveys ongoing. VV will create a poll to assign link governor roles.</p> <p>ACTION – VJ to create poll for link governor roles.</p>
5	Correspondence Received
	None
6	Chair's Actions
	None
7	New Chair Recruitment Update
	<p>JS advised that Rebecca Fludder is conducting an initial search and will report back within five weeks. DH queried the timeline, and NM confirmed the five-week estimate.</p>
School Performance	
8	<p>For review:</p> <ul style="list-style-type: none"> ● Headteacher's Report 2024-25 ● For review: SIP and SEF - 2024.docx <ul style="list-style-type: none"> ○ Pyramid Schools Trust review update ● For review: Spring Data 2024-25.docx
	<p>Headteacher’s Report 2024–25</p> <p>RB reported 45 new admissions for Reception in Sept 2025 and discussed the challenges of the school’s visibility and location. A new sign for the pre-school will be installed to replace the "No Smoking" sign, and promotion for the pre-school is being led by the SBM after half term. JS commented on using local middle and</p>

upper school promotions. **RB** noted fewer young children in the estate and an ageing population, which is also affecting the middle school.

The school website will be migrated next month, providing an opportunity to refresh content. Admissions and pupil movements were reported, with one pupil moving to Florida, deleted

An AI system (TeachmateAI) has been purchased to support report writing and other functions for teachers and admin staff. Persistent absence figures will decrease following the off-rolling of children who have moved away. No holidays over five days were reported.

Safeguarding

RB confirmed that safeguarding incidents had not increased. **MS** raised concern over increased levels of reported racist and bullying incidents. **RB** clarified that any student claim of bullying is logged. However, this needs to be investigated by the teachers as not all claims are actually bullying related. Incidents mostly occur during lunch, often low-level and language-related. A nearby school's playground redesign reduced incidents significantly; **RB** is exploring similar options.

Staff training

CPD sessions have been ongoing, though **DH** raised concerns from maths teachers about reduced CPD time. **RB** explained the improved feedback model and adjusted assembly time. These changes are aligned with PST feedback on better utilisation of time.

Health & Safety

Minor accidents have increased, but no RIDDOR incidents were noted. A new asbestos management plan is in its quality assurance with the LA, though an existing plan is in place in the school.

SEF and SDP

RB presented a live, RAG-rated SEF document with live-linked data. The school is maintaining ADHD-friendly status. The school has been self-rated as RI/Good, with next steps aligned to the SDP. **DH** queried ongoing challenges; **RB** noted the need to ensure lasting impact from support provided by PST. **RB** reiterated that the SDP houses all strategic reporting, aiding board understanding of current progress.

The school is in line with national tracking data, with phonics outcomes above average. **NN** emphasised the value of comparing internal trends alongside national ones. A question was raised internally by Ebrahim Tafti (Deputy Headteacher) whether the school needs to do other tests if standardised testing is already taking place, this will be decided in the new year.

Leadership & Management

NM noted that areas for improvement are not RAG rated; **NN** clarified the focus is on the management of teaching deliverables, not teaching quality itself. End-of-block assessments are used effectively.

NM asked for the Head's view on current quality of teaching. **RB** confirmed teaching quality is strong and observable through pupil engagement. Conversations with pupils provide insight into learning quality.

Spring Data 2024–25

RB highlighted improvements in Year 3 data (from 30% to 49%) following classroom-based tutoring interventions. A rise in EHCPs (from 4 to 20) and high-need pupils is contributing to performance challenges.

Internal moderation of writing has resumed this year, aiming for greater consistency. **NN** explained phonics gaps are being addressed via repeated sessions, and that prior reading assessments do not indicate phonics screening pass rates.

CR asked about maths strength; **RB** confirmed consistently strong outcomes in maths. Reading remains a challenge due to low levels of reading at home.

RB detailed challenges in Y1 and Y2, including mental health referrals and high levels of need. **DH** suggested comparing to national SEND data. **RB** confirmed that moving forward the school will compare with national SEND data.

MS asked about the progress in multiplication (MTC); **RB** confirmed expecting improvement from last year. **NM** asked about expected outcomes in EYFS. **RB** shared that CBC data showed lower school readiness across the county, though current EYFS data showing improvement on last year. Y1 and Reception show developmental differences. **DH** attributed this to COVID; **RB** added challenges in self-awareness and social development. **NN** noted socialising and anxiety difficulties in Y2 and Y3.

EY teachers are visiting a school to understand how barriers are addressed in a school with similar needs. **JS** asked about greater depth students; **RB** confirmed numbers are not included in the current report.

PST Review

NN had a positive review visit at Ramsey Manor. Effective reading strategies were observed, though not all were consistently practised. The reading culture was evident.

RB confirmed strong support from PST. **NM** asked how consistency can be maintained. **RB** confirmed final day will involve him working with Head at Ramsey Manor. **JS** enquired about the number of PST days; **RB** confirmed 4 of 10 planned days have occurred.

NN reflected on increased understanding following PST sessions.

RB reported that children and parents are happy with the school, and **NM** noted the importance of maintaining standards.

Finance & Premises

9

Finance Update

- **To be presented: revised budget**

RB noted a staff member's interest in transitioning to a classroom role. **NM** warned of the financial implications of adding two new SEN roles in the budget from Sept, which would see school back in deficit by Year 3; **RB** confirmed exploring alternatives, including use of current HLTAs.

RB reported £35k in new SEN funding based on EHCP levels. No immediate recruitment for SEN roles will proceed without board confirmation.

Playground Quotes

Three quotes were received for resurfacing, the lowest being £24.4k and had references from Brooklands Middle. Capital funds total £14k with an additional £8.2k expected in July.

NM asked if money would be better spent elsewhere on the aging school building.

RB confirmed that major building costs are usually covered by the LA as the building belongs to the LA. However, playground is a higher priority, as its deterioration has become a health and safety concern. **NN** emphasised the adverse impact on learning as staff limited on what can be taught outside.

The board approved the £24.4k expenditure, subject to the PTA agreeing to cover the shortfall of £2.2k.

	<p>JS enquired if the work will be scheduled for the summer holidays; RB confirmed that it would be. There are no updates from the LA regarding rebuilding the KS1 block roof.</p>
10	<p>Premises Update</p> <ul style="list-style-type: none"> • For review: Governor link H&S visit report May 2025 NM.docx
	<p>NM visited the site, met with Louise (SBM) and Steve (Caretaker), and reviewed the premises action plan. NM reported that actions in the plan were largely completed. Observations from site walk included a discussion on decluttering. RB confirmed ongoing efforts to tidy and streamline the site.</p>
Standing Items	
11	<p>Safeguarding</p>
	<p>RB confirmed the safeguarding audit is rescheduled to 18 June. NM queried why some of the governors safeguarding training had not been recorded. RB to investigate with SBM. MS queried record-keeping and that it should be a part of the SCR; NM advised all governors must ensure they share certificates with clerk and SBM when annually completing NGA safeguarding training.</p> <p>Action – NM to share governors’ training log with VV.</p> <p>No current safeguarding concerns were noted. The SENDCo is now DSL-trained and becomes one of four Deputy DSLs. DH asked about safeguarding challenges, which RB illustrated with a hypothetical example the importance of consistent knowledge among staff, and that there is a long wait between referrals and meetings.</p> <p>DH asked if the concerns get picked up in a timely manner; RB confirmed that they do.</p> <p>MS asked about Child Protection cases; there is currently one CIN, no CPs.</p>
12	<p>Wellbeing</p> <ul style="list-style-type: none"> • Staff survey results
	<p>NM reported 25 responses to the staff survey, with largely positive feedback and no reports of bullying or discrimination. Only one respondent expressed an intention to leave within a year.</p> <p>Action - NM to share summary results with staff before the end of term.</p>
13	<p>GDPR</p>
	<p>No breaches were reported.</p>
14	<p>Policies for Approval</p> <ul style="list-style-type: none"> • Appraisal Policy • Staff Absence Policy • Charging and Remissions Policy • Marking and Feedback Policy • Governor visits policy

	Charges have increased for new lettings, while existing clients will retain current rates. All policies have been approved.
15	Governor Development and Training
	CR to explore NGA governance training. Action – VV to circulate link governor roles.
16	AOB
	None
CLOSE OF MEETING AT 19:40	

Minutes approved by the Governing Body on: 15.07.2024

Signed (Chair):

N McIntyre

Approved

ACTIONS					
Action ID	Meeting Date	Agenda Point	Responsible Person	Status	Action
5	Wednesday, March 5, 2025	16	Richard Benson	In-progress	A staff survey to be conducted to assess wellbeing of parents and children.
10	Wednesday, May 21, 2025	4	Vijith Vijay	Pending	To create a governor link roles selection poll.
11	Wednesday, May 21, 2025	11	Nicola McIntyre	Pending	NM to share governor's training log with VV.
12	Wednesday, May 21, 2025	12	Nicola McIntyre	Pending	NM to share survey summary results with staff before end of term.