

<b>Meeting</b>	<b>Leedon Lower School Annual General Meeting and Full Governing Body</b>
<b>Date and Time</b>	Meeting held on Wednesday 9 October at 6pm at Leedon Lower School
<b>Meeting number</b>	1
<b>Vision</b>	Every child leaves Leedon as a global citizen, with the skills, experience and confidence needed to dream big, achieve their full potential and be a successful learner for life.

<b>Members of the Board</b>			
<b>Name</b>	<b>Position held</b>	<b>Meeting attended in this academic year</b>	<b>Initials</b>
Nicola McIntyre	Chair	1/6	NM
Michelle Stewart	Parent Governor	1/6	MS
Amy Herukka	Co-opted Governor	1/6	AH
Jo Shelley	Vice Chair	1/6	JS
Nick Neil	Staff Governor	1/6	NN
Debbie Hull	Co-opted Governor	1/6	DH
Toby Maloy	Co-opted Governor	1/6	TM
Nicky Thurgood	Parent Governor	1/6	NT
Heena Howe	Parent Governor	1/6	HH

<b>Attending</b>			
<b>Name</b>	<b>Position held</b>	<b>Meetings attended in this academic year</b>	<b>Initials</b>
Helen Beeson	Note Taker	1/6	HB
Richard Benson	Head Teacher	1/6	RB
Steve Kelly	CEO, Pyramid Schools Trust	For item 13 only	SK

<b>Item</b>		<b>Action</b>
<b>1.</b>	<b>Welcome, introductions and apologies for absence</b>	
1.1.	The Chair welcomed all members to the first meeting of the Board for academic year 2024/25.	
1.2.	All members confirmed they had nothing to declare.	
1.3.	All Members were asked to complete the Declaration of Interests forms (hard copies circulated) and return at the end of the meeting.	All
1.4.	NM introduced Helen Beeson to the Board, who would be taking the minutes of the meeting in the absence of an appointed clerk.	
1.5.	There were no apologies for absence.	
<b>2.</b>	<b>Matters to be raised under any other business agreed as being urgent</b>	
2.1.	Nothing to report.	
<b>3.</b>	<b>Minutes of the last meeting (10 July 2024)</b>	

3.1.	One amendment to the minutes under item (4) – amend ‘ <i>writing</i> ’ rather than ‘ <i>reading</i> ’. With the one amendment to item (4), the minutes were <b>approved</b> as an accurate record.	
<b>4.</b>	<b>Matters arising (not covered elsewhere on the agenda)</b>	
4.1.	Summer data Item to be covered separately under the agenda. Item closed.	
4.2.	Item (11) JS to liaise with EH to add in Governor visit dates. <i>Item outstanding, will look at Monitoring Programme and action before half term.</i>	
4.3.	Item (17) KP has now left – item to be closed. Equality Training – <i>AH still needs access. NM to reissue</i> RB was asked to circulate Respect Policy to parents. <i>Item outstanding RB to circulate to parents and members of the Board.</i>	
<b>5.</b>	<b>Correspondence received</b>	
5.1.	NM confirmed that K Pantling had resigned her position and thanked her for her term.	
5.2.	Letter from the Department for Education (DfE) had been received and would be discussed as a separate item on the agenda.	
5.3.	A consultation letter from CBC had been separately circulated to all members of the Board.	
<b>6.</b>	<b>Chair’s Actions</b>	
6.1.	NM confirmed the Attendance Policy had been approved to use from beginning of year. To be ratified by the Board at today’s meeting	
	<b>Annual General Meeting (AGM)</b>	
<b>7.</b>	<b>Election of Chair and Vice Chair</b>	
7.1.	No nominations for the role of Chair were received from members of the Board. NM confirmed her term would run until March 2025 and she would not be standing again. A succession plan was required.	
7.2.	The appointment of NM until March 2025 was seconded by TM and <b>approved</b> by the Board	
7.3.	No nominations were received for the role of Vice Chair. JS agreed to stand for a further term.	
7.4.	The appointment of JS to the role of Vice Chair was seconded by TM for a further term and <b>approved</b> by the Board.	
7.5.	NM confirmed that co-chairing could be a possibility to ease the time burden. She agreed to research cost of Governors for Schools, share resources, and organise an informal call to discuss further with members.	NM
<b>8.</b>	<b>Appointment of Staff Governor</b>	
8.1.	NN confirmed he had agreed to stand again for the role of staff governor and there had been no other nominations.	
8.2.	The Board <b>approved</b> the appointment.	

<b>9.</b>	<b>Appointment of Co-opted Governor</b>	
9.1.	NM welcomed Debbie Hull to her first meeting as a Co-opted member. DH brings with her a wealth of experience and skills particularly regarding marketing.	
9.2.	NM confirmed that DH's DBS and safeguarding checks were still required before she could formally be appointed to the Board.	NM/Clerk
9.3.	Pending confirmation of item (10.2) above, the appointment of DH to the role of Co-opted Governor was seconded by TM and the Board <b>approved</b> the appointment.	
<b>10.</b>	<b>Appointment of Link and Committee Roles</b>	
10.1.	The following link and roles were appointed: Safeguarding and Attendance – MS Inclusion (SEND/PPG) – NT Finance and Health and Safety – TM (with NM to support H&S) Early Years/PSHE – AH Equalities– NM Curriculum – JS/HH (with a link to NN and Kevin Roche)	
10.2.	The following committee roles were appointed: Budget Working Group – TM/NM/AH/MS Pay Review Panel – TM/NM/JS HTMP panel – NM/AH	
10.3.	NM confirmed that the HTMP Panel ideally requires an additional person. The Board was also looking to appoint a new external advisor. This service will have a cost implication.	NM
<b>11.</b>	<b>Adoption of Code of Conduct and Standing Orders</b>	
11.1.	The Chair confirmed that no changes had been made to the Code of Conduct.	
11.2.	The Board <b>approved</b> the Code of Conduct	
11.3.	With regards to Standing Orders, TM noted that the timings on issuing papers. NM confirmed that seven days is a legal requirement but not always possible to achieve. Accepted that governors may not be able to read all the papers if received late. The Board agreed that the Standing Orders should be amended to reflect 'Best Endeavours'.	
11.4.	Subject to the amendment in item (11.3) above, the Board <b>approved</b> Standing Orders.	
	<b>Full Governing Body (FGB) – School Strategy</b>	
<b>12.</b>	<b>Update on academy order</b>	
12.1.	A letter from the DfE, dated 16 September 2024, had been received regarding the school's conversion to an academy. The letter confirmed change in policy from new government towards 2RI schools, which meant we were no longer required to convert and the academy order would be revoked. However, we could continue to join on a voluntary basis.	
12.2.	In a meeting with the DfE it had been confirmed that the Chiltern Learning Trust had withdrawn their interest in Leedon joining.	
12.3.	NM confirmed that Pyramid Schools Trust were still interested in working with Leedon. A new application would need to be completed, with a full consultation exercise undertaken with staff and parents.	
12.4.	The current deficit and ongoing building works may present a problem with any new application.	

12.5.	The DfE was still supposed to be offering funding to cover ten days of support for 2RI schools.	
<b>13.</b>	<b>Questions and Answers with Steve Kelly, CEO for Pyramid Schools Trust</b>	
13.1.	The Board welcomed SK to the meeting.	
13.2.	SK confirmed that Pyramid Schools Trust were still interested in pursuing a relationship with Leedon Lower School. The Trust were currently in discussions with Brooklands Middle School. For the trust, forming a partnership with a local lower and middle school would be the ideal relationship.	
13.3.	SK emphasised that Leedon's current funding position would remain an issue but were happy to continue building a relationship in the interim.	
13.4.	The DfE expect trusts to have between 7,000 – 10,000 pupils, Pyramid Schools Trust currently had 3,000, with a view to doubling in size.	
13.5.	SK felt that the Trust shared very similar values to the school, and this is what drew the school to the Trust's attention. He confirmed that Board members were welcome to come and visit schools within the Trust's portfolio as he was confident that that this would be demonstrated. RB confirmed that his visit to Ramsey Manor Lower School had certainly reassured him.	
13.6.	SK confirmed that the Pyramid Trust works alongside schools' management teams enabling them to make strategic decisions. The Trust would remain mindful of decisions regarding funds and liaise heavily with individual schools to ensure best value in the right areas.	
13.7.	Members confirmed initial thoughts surrounding working with Brooklands which may enable the two schools to organise the children in a different way, engage with developing the curriculum, and engage in a closer working relationship to enable an improvement in children's outcomes.	
13.8.	Immediate priorities for the Trust would be: <ul style="list-style-type: none"> <li>a. Support strategic plan.</li> <li>b. Specifics around teaching.</li> <li>c. Remove administration from the HT (finance, policies, H&amp;S).</li> <li>d. Offer tailored support to suit individual needs.</li> </ul>	
13.9.	Thoughts for Leedon to consider: <ul style="list-style-type: none"> <li>a. Ten days of support – do you want to pursue?</li> <li>b. Unable to take on a school with a large deficit without a plan to manage.</li> <li>c. Define what is happening with the school building repair (Pyramid can offer support for this).</li> <li>d. DfE Regional Director has final say. SK confirmed that the Advisory Board meets once a month.</li> <li>e. Approval is not instant – TUPE process, land registry changes, etc.</li> <li>f. The Trust does provide a framework and programme of governance, however, it's for individual schools to define how they manage providing they stick to a schedule. A chair would be required to meet with the Trust formally.</li> <li>g. Clerk service can be provided via the Trust.</li> </ul>	
13.10.	The Board thanked SK for his time.	
<b>14.</b>	<b>Resolution on joining a Multi Academy Trust (MAT)</b>	
14.1.	NM confirmed that the process could take considerable time and the option to pursue ten days support was a sensible way-forward.	
14.2.	The Board confirmed that the School would pursue the option for ten days support and <b>approved</b> the recommendation.	NM/RB

14.3.	The Board felt it was sensible to join the same MAT as Brooklands, and confirmed that parents would need to be consulted.	
14.4.	NN confirmed that joining an MAT offered staff enhanced CPD which at the current time was extremely limited through CBC.	
14.5.	The Board <b>approved</b> , unanimously, to join a MAT.	
	<b>Schools Performance</b>	
<b>15.</b>	<b>Head Teacher's Report</b>	
15.1.	RB provided a verbal update to the Board. Six classrooms had been condemned in the KS1 building following damage uncovered during the roof repairs. This had made the start of term extremely challenging for staff and children.	
15.2.	Rocket class had been moved into new classroom this week and special mention was made of how well the class had coped with continued disruption.	
15.3.	Space was now extremely limited, with every available area used.	
15.4.	Reception classes had settled in particularly well.	
15.5.	Two teachers were currently off and being covered, cover was working well.	
15.6.	RB noted that there had been a couple of suspensions so far. ECHPs - could have as many as 20 by mid-year point. It was noted that this is not an isolated/local issue.	
15.7.	RB concluded that in summary it had been a positive start to the year, however, the estate is a huge challenge. At the current time there was no update on the roof, CBC would be pursuing a legal dispute. TM confirmed that this was not a swift procedure – could take up to one to two years to resolve.	
15.8.	A contractor would be onsite during half term to create more rooms within existing space. Five new walls would be erected as a temporary measure to create new defined spaces.	
15.9.	Areas within the playground had also been reorganised which had been well received by the children.	
<b>16.</b>	<b>Schools Development Plan</b>	
16.1.	RB confirmed the Plan was in draft format but would be finalised by half term.	
16.2.	RB confirmed that £3k for improvement funds were available and would be allocated to WalkThru school improvement.	
16.3.	JS/NM agreed to meet separately regarding the monitoring schedule and would invite additional attendance from members as required.	JS/NM
16.4.	Now that link roles were confirmed, meetings should be scheduled before the half term.	All
16.5.	NM confirmed that comments should not be added to 'live' documents, however, corrections to typos could be made.	All
<b>17.</b>	<b>23/24 EOY Data</b>	
17.1.	RB noted that the data presented was easier to read in the Overview. It demonstrated the journey of the children and showed a very positive outcome.	
17.2.	Phonics data was highlighted – there had been a change in teaching approach and the data showed a positive impact.	
17.3.	Early years performance was still not where it should be and Sonar will help to monitor progress. It was recognised that progress had been slow prior to the introduction of Sonar.	

17.4.	The report format would now be used to present to future meetings of the Board.	
17.5.	The Board asked that SEND groups performance be included for future reports and JS confirmed that she would discuss further.	JS
<b>18.</b>	<b>Financial and Premises Management</b>	
18.1.	NM confirmed that the deficit currently stood at £97k, however, was expected to rise to £131k in Q2 due to supply teacher costs.	
18.2.	Supply costs were increasing due to a staff disciplinary matter which would also require additional spend (£18k) in HR consultancy. NM confirmed that the LA would be informed.	NM
18.3.	This overspend would affect the three year plan and contingency measures to reduce spend in years two and three were to be put in place.	NM
18.4.	The forecast had been prepared until the end of the year. NM confirmed that spending would need to be tightened over the next six months.	
18.5.	RB confirmed that local beaver and cub groups were now using facilitates in the evenings. Members of the Board agreed that increasing long term income generating streams should be investigated.	
18.6.	NM confirmed that the admin team were currently working on PCs over ten years old. The performance of the equipment had deteriorated over recent months and required replacement at a cost of £2.5k.	
18.7.	The Board <b>approved</b> £2.5k spend towards new IT for admin support.	NM
	<b>Standing Items</b>	
<b>19.</b>	<b>Safeguarding</b>	
19.1.	The Board was asked to note that the staff training process was changing to Smartlog.	All
<b>20.</b>	<b>Wellbeing</b>	
20.1.	RB noted that Year 4 were due to commence mental health training	
20.2.	NM confirmed that some form of Employee Assistance Programme (EAP) was required for staff and she would investigate further. RB to review	RB
20.3.	It was also acknowledged that there were fewer first aiders this academic year and twilight sessions would be held shortly to accommodate training.	

<b>21.</b>	<b>GDPR</b>	
21.1.	The HT confirmed that there had been no GDPR breaches to report.	
<b>22.</b>	<b>Policies for Review</b>	
22.1.	<i>Safeguarding and Child Protection Policy</i> Changes had been highlighted. The nest was confirmed as the safe space.	
22.2.	TM highlighted the lack of reference to Queer within the Policy. RB confirmed that the Policy was based on a template from CBC and agreed to raise the question.	RB
22.3.	The Board <b>approved</b> the Safeguarding and Child Protection Policy pending confirmation of item 22.2 above.	
22.4.	<i>Child on Child Abuse Policy</i> No changes to the existing Policy.	
22.5.	The Board <b>approved</b> the Child on Child Abuse Policy.	
22.6.	<i>Attendance Policy</i> RB confirmed that a message had been sent to all parents regarding the updated procedures. Changes to job titles had been amended in this revision.	
22.7.	The Board <b>approved</b> the Attendance Policy.	
22.8.	<i>Uniform Policy</i> No changes to the existing Policy.	
22.9.	The Board <b>approved</b> the Uniform Policy.	
22.10.	<i>LAC and PLAC Policy</i> Minor amendments had been made to correct typos.	
22.11.	The Board <b>approved</b> the LCA and PLAC Policy.	
22.12.	<i>Accessibility Plan 2024 – 2027</i> RB confirmed that this was now a more comprehensive plan	
22.13.	The Board <b>approved</b> the Accessibility Plan 2024 – 2027.	
22.14.	<i>Confidential Reporting Policy</i> RB confirmed this was better known as 'whistleblowing'.	
22.15.	The Board <b>approved</b> the Confidential Reporting Policy.	
<b>23.</b>	<b>Governor Training</b>	
23.1.	All members were urged to use the available training resources from CBC	All
23.2.	All members were asked to record what training they had undertaken during the year	All
<b>24.</b>	<b>Any Other Business</b>	
24.1.	NM confirmed that more co-opted members were required to join the Board and further thought was required on how this would be pursued. This role was particularly skills based (finance/HR), parents were welcome to apply.	All
<b>25.</b>	<b>Dates for future meetings</b>	
25.1.	4 December 2024 12 February 2025 26 March 2025 21 May 2025 9 July 2025	

Minutes approved by the Governing Body on: 04.12.2024

Signed (Chair):

N Mchtyre

Approved