

Leedon Lower School

Full Governing Body Committee Minutes

Date 14.10.2021
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 1

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	1/1	NM
Jenny Holding	Parent Governor	1/1	JH
Mike Fardell	Parent Governor	1/1	MF
Trevor Dyson	Co-opt Governor	1/1	TD
Sarah Arkle	Parent Governor	1/1	SA
Jo Shelley	Parent Governor	1/1	JS

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	1/1	RB
Kelly Burley	Clerk to Governing Body	1/1	KB

All supporting documentation detailed in these minutes is available on request.

1. Apologies for absence

Name	Post Held	Meetings attended this academic year	Known as
James Pegg	Co-opted Governor	0/1	JP
George Reardon	Parent Governor	0/1	GR
Colette Goring-Farrow	Co-Opt Governor	0/1	CGF

2. Any personal or business to declare

No interests were declared.

3. Any Other Business Agreed as being Urgent

None.

4. Minutes of the last meeting (15.07.2021) and matters arising/follow-up actions

15.07.2021: Minutes agreed as an accurate record with no amendments.

Matters Arising/follow up actions:

All actions completed with the exception of the following:

Item 3: KB b/f IT network environment proposal. *NM informed the committee this the proposal would be brought to next to F&GP committee.*

Item 8: RB to add a budget summary on the HT report when next submitted. *Still to be added.*

Governor Actions:

KB to b/f IT Network Proposal to F&GP 10.12.2021

RB to add a budget summary on the HT report when next submitted

SA to email KB with completed training information.

5. Correspondence Received

NM informed the committee she had received joint union advice on teachers pay.

Resignation received from A. Dodwell, LA Governor. NM confirmed she had accepted this and thanked AD for her service to the board. NM advised the committee that the LA had not been able to find a replacement as yet and suggested moving an existing Governor into this role. This would need to be approved by CBC. The committee discussed this option and agreed that this was not a suitable solution. It was agreed that KB would respond accordingly to CBC and await their response. The LA Governor role will continue as a vacant role.

Governor Actions:

KB go back to CBC regarding Local Authority Governor vacancy.

6. Chair's Actions

Dog Policy was signed off to enable consent to be obtained from parents. This is covered under item 11.

7. Election of chair and vice chair

Election of Chair:

NM informed the committee she would like to stand for another term as Chair of Governors.

No other members wish to stand for the role. As per the Standing Orders KB asked for an informal ballot to take place. NM was unanimously agreed as Chair of Governors for a further term for one year.

Election of Vice Chair:

No members came forward for the role of Vice Chair. This leaves an outstanding vacancy for the role of Vice Chair.

NM concluded that succession planning is a real issue that the board needs to consider. All members need to think about this, and it will need to be revisited.

8. Appointment of staff governor

No staff member had come forward to ballot. The Staff Governor role remains as a vacancy.

Governors Questions:

How have staff been made aware of the vacancy? RB advised that he had spoken about the vacancy at all staff briefings and had direct conversations with those that it would help with their development. Potentially Deputy Head could take the role.

NM commented that potentially that the board needs to engage directly with staff regarding the role.

Governor Actions:

KB b/f election of Staff Governor to next FGB meeting.

9. Appointment of committee chairs, members, and link roles

TD was unanimously agreed as Chair of the Finance & General Purposes committee.

JH was unanimously agreed as Chair of the Standards committee.

Members of F&GP, Standards and Head Teachers Performance were agreed to remain unchanged.

Link Governor roles are as follows:

Safeguarding – NM

PPG and Literacy- JS

Literacy – JS

Maths – GR

Inclusion/ SEND – JP

EYFS – JH

IT - MF

Science and Wellbeing– SA

Health & Safety/ Facilities and Equality – TD

Training – KB

RB feels a PHSE Link Governor is required. It was discussed this link role could maybe sit alongside Wellbeing. It was agreed that SA and NM would pick up on this and agree how to move forward.

All Governors confirmed they were aware of who they need to be in contact with. It was agreed initial meetings should be via zoom and can be reviewed on an ongoing basis (due to rise of COVID cases in the surrounding areas). All Governors to complete Link Governor visits and reports for 5th December meeting.

Governor Actions:

SA & NM to discuss and move forward on PHSE Governor role.

All Governors to complete Link Governor visits and reports for 5th December meeting.

10. Adoption of Code of Conduct and Standing Orders

Standing Orders: slight amendments all agreed.

Code of Conduct: Amendments unanimously agreed.

11. Policies for review:

All policies were made available in advance.

Safeguarding and Child Protection Policy: The policy was agreed. Due for review August 2022 by Safeguarding in Education Team for Central Bedfordshire Council.

Special Educational Needs and Disability Policy: The policy was agreed subject to one amendment. The complaints policy referenced in this policy doesn't reflect the revised Complaints policy so needs amending. Due for review September 2022.

Looked after Children and Previously looked after children policy: Policy was agreed with one amendment. NM to be stated as responsible Governor. As this isn't a statutory policy it will be review on a bi-annual basis the committee agreed. The next review date is September 2023. It was noted the Designated Teacher needs to be reviewed and updated on an annual basis as a statutory requirement.

Equality Statement: The following amendments were discussed and agreed; the statement refers to boys and girls at times which should be replaced with children. The Accessibility Plan 2019-23 is referenced in the contents so a link needs to be added so this can be viewed with the statement.

NM noted that there is the Equality Statement and then the Equality Policy with equality objectives that are different. We should address this and see if needs amending. The statement was agreed at this evening's meeting.

Supporting children with medical conditions: The policy was agreed with no amendments. Due for review September 2022.

RB informed the committee that he had sourced free epi-pen use training for staff. Three children on site currently use them. A discussion then took place as to whether an additional epi-pen should be held on site. After discussion the committee agreed the school should purchase an additional epi-pen at a cost of around £90.00.

School Dog Policy: The policy was agreed subject to a couple of typo errors being amended. To be reviewed September 2023.

Instrument of Government: It was discussed that the boards instrument contained a lot of parent governor roles and that this wasn't always helpful when considering the skills matrix. It was agreed that ideally the committee would like to amend the format of the board to contain 6 Parent Governors (one less) and 6 Co-Opt Governors (one more) to obtain a better balance. It was agreed KB would investigate this process with CBC and then report back to the FGB so a final decision can be reached.

Governor Questions:

In the Safeguarding policy in Risk Reduction point 1 it states the school Governors (as well Head and DSL) will assess the level of risk and put actions into place where necessary. Do we adequately do this? RB stated he believed so through Governor scrutiny across the board and that this had always been within policy ad isn't a new addition. NM (as Safeguarding Link Governor) will look into this and report back.

The equality statement references boys and girls should it reference non-binary? After discussion it was agreed 'children' should be used throughout the statement. TD will action this amendment.

In the supporting children with medical needs policy Sheila Darton is the only named Medical Co-Ordinator, shouldn't there be more? RB yes there has been an issue with finding training. Training is happening imminently.

Governor Actions:

NM to review FGB's role in risk reduction in Safeguarding and child protection policy.

RB to update SEND policy to reflect revised complaints policy.

TD to update Equality Statement to state children instead of boys and girls.

KB b/f review Equality statement against Equality Policy Objectives at next FGB meeting.

RB to amend typos in School Dog Policy.

KB to contact CBC about the process of amending our Instrument of Government.

12. Governors' action plan

- **Incl implementing/monitoring vision**

Governance Review Action Plan 2021/22 was made available as a pre-read.

NM invited comments and questions. None were received. NM stated the focus are areas 4 and 10 of the plan. NM also asked Governors to make a note of any action points they may have in the plan.

NM then went on to inform the committee that the Vision, Ethos, Aims and Values (agreed at the FGB on 15.07.2021) was presented by GR and herself at a staff inset day. The working party (MF, JS, NM & GR) will continue. NM went on to say she was happy with parent engagement also. There were 174 views on the Governor Vision. NM noted it was important to keep the momentum up and keep finding new ways to engage staff, pupils, and parents. Ideas are welcome.

One idea discussed was that of a termly (or half termly) Governors Award for pupils linked to vision. It was agreed that JH would send over some information she had that could help. SA agreed she was happy to take the lead on an award.

Governor Questions:

What was staff's reaction to the presentation by Governors? *RB very positive and engaging. They appreciated the time taken to speak to them directly. It fitted in well with the training day.*

What about sharing the vision on the Facebook page as this has high engagement? *It was agreed to leave that with RB if he thought appropriate.*

Governor Actions:

NM to set date for working party meeting.

JH, SA and NM to meet regarding setting up Governor Award.

13. HT's Report

HT Report Autumn 2021 was available prior to the meeting for review.

RB invited questions and comments from Governors. The committee approved of the updated format and the consensus is that going forward it will be really helpful to track data. A budget summary is to be added.

Governor Questions:

Ofsted comparing school data to 2019 to review progression. Could we have that data added to this report for us to view? *RB confirmed that potentially a column could be added with that. NM thought this should be picked up separately.*

External exclusions seem high, what is being done about that? *2 incidents those pupils involved now have 1-2-1's.*

Overall teaching for Autumn 2021 is rated as 'Good', what evidence is used to get this outcome? *2 learning walks one with SIA and scrutiny against Marking and Behaviour policies.*

Governor Actions:

NM to pick up with RB regarding 2019 data.

14. Review/agree School Development Plan

The School Development Plan Leedon 2021/22 and the One Page SDP Summary were available as pre-reads.

RB explained he continues to rag rate the plan with SLT regularly and ensure the 'Golden Thread' is included.

The board focused on how the Standards committee can monitor the data supporting the plan going forward. A deep dive into Maths is the focus at the next Standards Committee meeting. RB advised Maths needs to be a priority as embedding a new programme. It was agreed that once RB had shared the Monitoring Schedule a plan could be put in place. NM would liaise with JH on this. NM asked for rag ratings going forward. The committee thanked RB for the plan and said it was great to see it in place. The plan was agreed with no further comments.

Governor Questions:

Do we need to include pupil numbers within the SIP as it affects our budget? RB I don't think we do. Not having enough pupils is a fact for a lot of Leighton Buzzard Loweres.

Could we consider a plan to attract more pupils? NM we would have to consider the resource required versus the potential outcome. It is hard to influence pupil numbers much beyond where they are plus this is something that isn't on Ofsted's agenda.

In terms of Objective 1 could the Monitoring timetable be sent to JH? RB will forward on. ***Objective 3 seems very general.*** RB we cannot be good without a breadth curriculum. Detailed subject plans sit behind this objective.

In terms of Objective 4 who is the PSHE Lead? Jane Crabbe. She is currently consulting staff and then parents will follow after half term on the scheme of work.

Governor Actions:

RB to forward on Monitoring timetable to JH and NM.

RB to rag rate SDP.

NM to liaise with JH regarding Monitoring Schedule.

15. Budget

- Review current position

RB provided a verbal update. A Finance Administrator has been appointed and will commence after half term. The appointment may mean in the future the Bursar role will no longer be required. On schedule 46k deficit. £18k down on funding due to intake numbers but some of this will be recouped in the Spring term. Total projected deficit £65k at the end of the year. Have had an issue with staff absence as so many colds and bugs going around. The redundancy consultations discussed last academic year have not commenced due to requiring the cover those roles provided to get through this half term. We have made the decision to leave this cover in place until January and then review again. Our forecast needs to be submitted by mid-November. F&GP is scheduled for 11/11. The committee suggested inviting the new Finance Administrator to this meeting and that potentially it would be beneficial for them to attend all F&GP meetings.

The committee thanked RB for his verbal update and a full review will take place at the forthcoming F&GP meeting.

16. PPG and Sports Premiums

- **Review 2020/21 impact**
- **Agree 2021/22 strategies**

Pupil Premium strategy statement, Evidencing the impact of the Primary PE

And Sport Premium Funding 2021/22 and Evidencing the use of the PE and Sport Premium funding documents were provided as pre-reads.

RB informed the committee that data is being put together for deprived children which will really help with the RADY accreditation. There were no questions and comments.

The strategy was agreed however NM explained the PPG strategy cannot be signed off as there is a new format it needs to be presented in. This item will be brought back to the next FGB meeting.

Evidencing the impact of the Primary PE And Sport Premium Funding 2021/22 and Evidencing the use of the PE and Sport Premium funding documents were approved.

Governor Questions:

Please could we have some feedback on how Talking Partner interventions are working? GO'R is completing a report on the impact of Talking Partners and this will share once completed.

Please could we see some data to demonstrate the impact of the provisions that were implemented last year? RB GL Assessments should provide this data. Year 3 & 4 have been completed and the results will be received shortly. Also, year 2 may be added.

Can GL Assessments be used to benchmark? RB GL Assessment produce a range of reports that can be used for bench marking. These assessments are also used in the Middle Schools. NM it would be great to review the data after half term and specifically look at groups of pupils such as PPG, SEN etc. The leads in those areas could attend the meeting too.

Governor Actions:

KB b/f Review PPG strategy.

RB to share Talking Partners report once completed.

KB b/f GL Assessments results.

17. Safeguarding

None. CBC Safeguarding Audit taking place on 22.12.

Governor Actions:

RB to send out Keeping Children Safe update to all governors.

18. GDPR

None.

19. Website Compliance

MF confirmed he had completed his website compliance audit and sent the outcomes to RB and NM. This will be an annual audit, the next being September 2022.

20. Governor development and training

- **360 chairs' reviews**
- **Ofsted Review Training**

JS managed the 360-feedback process. She thanked the board for their participation. JS confirmed she had given their feedback to the Chairs. All Chairs confirmed that they found it a useful and informative process.

SA confirmed she had attended Effective Challenge and Accountability Understanding Schools Performance Data. SA will send a summary of her notes to the board.

TD Ofsted review training has been scheduled to an alternative date.

Governor Actions:

SA to send a summary of courses she has attended to all Governors.

21. Any other matters agreed as being urgent

None.

NM updated the committee regarding future meeting locations. The survey she sent out to the board regarding whether to hold face to face, virtual or a mixture of meeting locations was inconclusive. It was agreed at due to the rise of covid cases in the local area meetings would take place virtually for now.

Next Meetings:

Standards 21/10/2021

Finance & General Purposes 11/11/2021

FGB 05/12.2021

Minutes approved by the Governing Body on: 04.01.2022

Signed (Chair):



Governor

Actions:

Item 4: KB to b/f IT Network Proposal

Item 4: RB to add a budget summary on the HT report when next submitted

Item 4: SA to email KB with completed training information.

Item 5: KB go back to CBC regarding Local Authority Governor vacancy.

Item 8: KB b/f election of Staff Governor to next FGB meeting.

Item 9: SA & NM to discuss and move forward on PHSE Governor role.

Item 9: All Governors to complete Link Governor visits and reports for 5th December meeting.

Item 11: NM to review FGB's role in risk reduction in Safeguarding and child protection policy.

Item 11: RB to update SEND policy to reflect revised complaints policy.

Item 11: TD to update Equality Statement to state children instead of boys and girls.

Item 11: KB b/f review Equality statement against Equality Policy Objectives at next FGB meeting.

Item 11: RB to amend typos in School Dog Policy.

Item 11: KB to contact CBC about the process of amending our Instrument of Government.

Item 12: NM to set date for working party meeting.

Item 12: JH, SA and NM to meet regarding setting up Governor Award.

Item 13: NM to pick up with RB regarding 2019 data.

Item 14: RB to forward on Monitoring timetable to JH and NM.

Item 14: RB to rag rate SDP.

- Item 14: NM to liaise with JH regarding Monitoring Schedule.*
- Item 16: KB b/f Review PPG strategy.*
- Item 16: RB to share Talking Partners report once completed.*
- Item 16: KB b/f GL Assessments results.*
- Item 17: RB to send out Keeping Children Safe update to all governors.*
- Item 20: SA to send a summary of courses she has attended to all Governor.*