

**Leedon Lower School**  
**Full Governing Body Committee Minutes**

**Date** 01.12.2022  
**Time** 6.00pm  
**Venue** Zoom Virtual Meeting  
**Meeting Number** 2

**Voting Members:**

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Nicola McIntyre	Chair	2/2	NM
Jenny Holding	Parent Governor	2/2	JH
Mike Fardell	Parent Governor	2/2	MF
Trevor Dyson	Co-opt Governor	2/2	TD
Sarah Arkle	Parent Governor	2/2	SA
Jo Shelley	Parent Governor	2/2	JS
Jenny Holding	Parent Governor	2/2	JH
Nick Neill	Staff Governor	2/2	NN
Katie Pantling	Co-opt Governor	2/2	KP
Toby Maloy	Co-Opt Governor	1/2	TM
Michelle Stewart	Parent Governor	1/2	MS
Amy Herukka	Co-Opt Governor	1/2	AH

**Others present / Non-voting:**

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Gilly Brown	Deputy Head Teacher	1/1	GB
Kelly Burley	Clerk to Governing Body	2/2	KB

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

**1. Apologies for absence**

Richard Benson, Head Teacher.

**2. Election of Co-Opt Governors**

NM proposed TM and AH to the roles of Co-Opt Governors, JS seconded this. TM and AH were unanimously appointed to the role of Co-opt Governors for a four-year term ending 01.12.2026.

**3. Election of Parent Governor**

NM advised that MS has been appointed Parent Governor. Her term is four years ending 01.12.2026.

**4. Any personal or business to declare**

None.

KB to send PI forms to MS.

**Governor Actions:**

KB to send PI form to MS and other relevant induction documentation.

**5. Matters to be raised under any other business agreed as being urgent**

NM advised of a Confidential Item that will be raised under item 23. NN and GB should not be present for this item.

**6. Minutes of the last meeting (29.09.2022) and matters arising/follow-up actions**

The minutes were unanimously agreed with a small amendment to item 11 (SVRA amended to SFVS).

Matters Arising/follow up actions

All actions completed or will be covered within the following agenda with the exception of:

*Item 6 NM will draft a letter of endorsement for the CBC Special School proposal.*

NM apologised as the deadline was missed on this action and therefore not submitted.

*Item 11 NM to liaise with KP regarding SEN/Inclusion Governor role.*

KP will take on the role of PHSE Governor and JS has agreed to take the role of SEN Governor.

*Item 14 NM to organise SRMA visit.*

NM advised the board that the application process had been completed and she will keep them updated on the progress.

*Item 15 SA & NN to relaunch and manage Governor Award process.*

SA & NN confirmed this action had been delayed due to sickness. They will need assistance in carrying out the assembly from other members of the board.

*Item 19 KB to contact the LA again regarding a potential LA Governor.*

KB confirmed there has been no response from the LA.

**Governor Actions:**

*SA & NN to relaunch and manage Governor Award process.*

**7. Correspondence Received**

None.

**8. Chair's Actions**

NM advised the board that she has reviewed and amended the Pay Panel's Terms of Reference for use for this year's pay panel. Board approval to follow in item 9.

A request has been put into the LA to reduce Leedon's PAN from 90 to 60 in light of the budget issue this is causing. This would come into effect in 2024.

**9. Standing order and TOR for approval**

All documents were provided as a pre-reads before this meeting.

- Standing orders amendments were unanimously approved.
- Pay Review Panel TOR were unanimously approved.

- Budget Monitoring working group TOR were unanimously approved. NM advised any new Governors if they would like to join the working party then to contact her. MF will talk through with TM.

### **Governor Actions:**

*MF to speak to TM regarding joining the Budget Monitoring working party.*

## **10. Wellbeing**

This item is a Confidential Item.

## **11. Head Teacher's report**

- **Parent survey results**

The Head Teacher Report Dec 22 was provided as a pre-read.

GB advised that the safeguarding figures were missing as she was unaware how these are calculated.

Parent survey results:

GB reported positive reports from the recent parent survey. 100% children are happy at Leedon and 99% of parents would recommend Leedon.

### **Governor Questions:**

***Any particular comments that were significant?*** Comments were mainly about parents and children themselves knowing what they are going to be learning. This is in line with our SIP so is being addressed. We recently had literacy evenings which were well attended. We have also produced Learning Keys which is one page overview of subjects for parents. These are being rolled out shortly.

***What was the response rate?*** 108 families responded.

## **12. School improvement**

- **Review School Improvement Advisor's APD report**
- **Update on school development plan**
- **Future strategy/direction**

Review School Improvement Advisor's APD report:

The School Improvement Advisor's APD report was made available as a pre-read. GB briefly gave her view on the report outcomes. Overall, there is still a lack of consistency that was highlighted which is being worked on through SIP. GB did voice that she felt the report was harsh in some places and didn't truly reflect the outcomes of discussions she had had with the SIA particularly in the area of personal development. She also pointed out that the school was making big improvements all the time. She confirmed that she felt the SLT are aware of the areas to work on and that she would be going back to the SIA to address some of her concerns. As it stands the outcomes in Early Years are below national averages. NM highlighted that Governors monitoring had maybe not been consistent enough, but the new monitoring schedule should hopefully address this. The reality is that we are still at risk of a RI judgement from Ofsted.

SA left the meeting.

### **Governor Questions:**

***How Ofsted are monitoring has changed, would this have impacted the report?*** No don't think so.

***Is the action plan realistic? If the outcomes aren't what we would like is it that the actions plans needs to be re-visited to set more realistic targets (An example was given of Maths observations not taken place in the first half term as planned)?*** GB stated she

*felt action plans realistic and in this specific example the visit was picked up straight after the half term break. Capacity has recently been reduced which comes with its challenges. Cover is more secure going forward.*

Update on school development plan:

This has not been fully completed but the 5 priority areas remain. All subject leads have put together their subject areas of improvement.

Future strategy/direction:

NM addressed the committee and stated that strategic consideration was required regarding entering into multi academy trust. JS, NM, SA and KP attended a meeting yesterday at Vandyke Upper school which was in relation potentially joining their trust with GI. JS talked through the upshot of the meeting for the board. After discussion it was agreed that other prospects need to be fully investigated before reaching a conclusion. NM has spoken to the Head of Brooklands and they have stated they would like to a meeting regarding this with Leodon. GB also suggested that the MAT were our Knowledge Learning Hub lead works should be investigated as well. It was agreed that a working party should be set up to manage the due diligence of this process effectively.

The working party was agreed as: NM, NN, JS, KP, MS, TM and AH.

**Governor Actions:**

*NM to set up an initial MAT working party meeting.*

**13. PPG strategy and Sports premium**

**– Review and approve for 2022-23**

The Pupil Premium strategy statement was provided prior to the meeting. The target around attendance hasn't been completed so GO'R needs to add this in. GB will advise.

The board concluded that the budget information was not detailed enough. Individual items in the strategy need to be highlighted. JS suggested using the grids used for SEN reports as that format is sufficient and it is then coherent.

The PPG strategy was agreed by the board, but it will be b/f for review at February's meeting.

Sports Premium Funding Review 2021/22 was available as a pre-read. The board approved with no points to note.

**Governor Actions:**

*GB to advise GO'R to add the target for attendance to PPG statement and provide Governor feedback regarding format.*

*KB to b/f PPG strategy review to February FGB.*

**14. Link Governor visits**

Link Visit reports for Maths, Pupil Premium and Literacy were provided for the board's information.

Governors briefly highlighted any points from their visits.

KP has completed an initial introductory visit with the PHSE Subject Lead.

**Governor Questions:**

***Maths investment required of £2.5k for Maths equipment. What is the process of obtaining support from PTA? A process should be formalised for requesting funds from***

*the PTA. It was agreed that MF would go back to Maths Lead and inform them to approach the PTA in conjunction with GB.*

#### **Governor Actions.**

*MF to go back to Maths lead regarding potential PTA funding.*

#### **15. Finance**

- **Latest budget position**
- **Annual benchmarking report**

Latest budget position:

Budget Review Nov 22 was available prior to the meeting.

MF talked through the document and highlighted that there is a £32k surplus forecast for year end to date. He advised that income to date has been higher than expected, largely due to LA funding and staff redundancies have reduced expenditure but that the national teacher and staff pay increases plus higher than expected expenditure, largely due to under budgeting are negative factors.

NM pointed out that there may be unexpected supply costs to consider. GB has met the LA Senior Finance Officer.

Annual Benchmarking report:

For review the Schools Financial Benchmarking report was a pre-read for this meeting. MF talked the board through the benchmarking report.

#### **Governor Questions:**

***The level of support staff appears high? It is important to note that this report covers 2020/21 and 2021/22 so the support staff redundancies haven't been shown in this report. It does show that we were high in the level of support staff we had in place.***

#### **16. Pay Panel**

No questions were received.

NM did reiterate that the panel had concluded that the staff pay increases were fully deserved although they are not fully funded, and this will have an impact financially.

#### **17. Health & Safety**

- **Update from link governor**

TD presented H&S Ragged rated Action plan.

A length discussion took place regarding item 7 2ft wall damage. The item is marked as red and has been an ongoing issue. No contractor can be found to complete the required works. It was agreed that the area should be cordoned off and if disabled access is required this would be reviewed on a case by case basis, TD will notify the LA as there is a concern regarding litigation if an accident were to occur and H&S Policy should be reviewed as there may be further guidance.

MF stated he had recently attended H&S training and that he felt some of the statutory requirements for reporting are not being adhered to. MF will review following his training and liaise with NM.

#### **Governor Actions:**

*TD and GB to liaise to get the 2ft damaged wall area cordoned off, to contact the LA and review the H&S policy.*

*MF to review H&S reporting in line with the requirements that came out of his training and check adherence and liaise with NM.*

## 18. Safeguarding

### – Key changes to KCSIE

NM asked all Governors to ensure Safeguarding training is completed.  
The safeguarding visit has had to be postponed but will be rescheduled as soon as possible.  
NM will look into additional training to ensure it is at a strategic level.  
KB will look into a form to capture KCSIE training data for Governors.

GB no concerns to report.

#### **Governor Actions:**

NM will look into additional training to ensure it is at a strategic level.  
KB will look into a form to capture KCSIE training data for Governors.

## 19. GDPR

No GDPR breaches to report.

## 20. Policies for review

All policies were provided for review prior to the meeting.

Health & Safety policy:

The policy was agreed with amendments to be made to out of date names of staff and organisational charts. MF will also check site agent obligations against the checklist that came from his training. To be reviewed Autumn 2023.

Equality Statement:

The statement was agreed with no amendments.

It was agreed that targets should be added to objectives at the back of the HT report. TD and NM will look at this. To be reviewed November 2023.

Supporting children with medical conditions and administering medicine:

Agreed no amendments. To be reviewed November 2023.

#### **Governor Actions:**

*GB to update H&S policy (removal of out-of-date staff names and out of date organisational chart).*

*MF to update GB on the site agent obligations for the H&S policy.*

*TD and NM to look at Equality targets to be added to objectives in HT report.*

## 21. Governance improvement plan

- **Update on 'red' items**
- **Approve monitoring schedule**

NM highlighted Governor Awards as an area that is 'red' and needs urgent attention.  
Covered in item 5.

B/f for February measuring the impact of what subject leads are implementing on pupil's learning/development.

Monitoring schedule was agreed.

#### **Governor Actions:**

*KB b/f for February measuring the impact of what subject leads are implementing on pupil's learning/development.*

## **22. Governor development and training**

MF completed H&S training.

JS completed attendance training and stated an attendance governor should be appointed.

TD took on this role.

Update on Governor vacancies: 12 Governors in place (2 Co-opt and 1 LA Governor vacancies). NM explained she felt the board was not diverse enough and that this needed to be taken into consideration when appointing to the current vacancies.

## **21. Any other matters agreed as being urgent**

This item is a Confidential item. GB and NN are excluded from this item.

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Minutes approved by the Governing Body on: 02.02.2023

Signed (Chair):



## **Governor Actions:**

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*Item 4 KB to send PI form to MS and other relevant induction documentation.*

*Item 6 SA & NN to relaunch and manage Governor Award process.*

*Item 9 MF to speak to TM regarding joining the Budget Monitoring working party.*

*Item 12 NM to set up an initial MAT working party meeting.*

*Item 13 GB to advise GO'R to add the target for attendance to PPG statement and provide Governor feedback regarding format.*

*Item 13 KB to b/f PPG strategy review to February FGB.*

*Item 14 MF to go back to Maths lead regarding potential PTA funding.*

*Item 17 TD and GB to liaise to get the 2ft damaged wall area cordoned off, to contact the LA and review the H&S policy.*

*Item 17 MF to review H&S reporting in line with the requirements that came out of his training and check adherence and liaise with NM.*

*Item 18 NM will look into additional training to ensure it is at a strategic level.*

*Item 18 KB will look into a form to capture KCSIE training data for Governors.*

*Item 21 GB to update H&S policy (removal of out of date staff names and out of date organisational chart).*

*Item 21 MF to update GB on the site obligations for the H&S policy.*

*Item 21 TD and NM to look at Equality targets to be added to objectives in HT report.*