

Leedon Lower School
Full Governing Body Committee Minutes

Date 02.02.2023
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 3

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	3/3	NM
Mike Fardell	Parent Governor	3/3	MF
Trevor Dyson	Co-opt Governor	3/3	TD
Sarah Arkle	Parent Governor	3/3	SA
Jo Shelley	Parent Governor	3/3	JS
Jenny Holding	Parent Governor	3/3	JH
Nick Neill	Staff Governor	3/3	NN
Katie Pantling	Co-opt Governor	3/3	KP
Toby Maloy	Co-Opt Governor	3/3	TM
Michelle Stewart	Parent Governor	3/3	MS
Amy Herukka	Co-Opt Governor	3/3	AH

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Gilly Brown	Acting Head Teacher	3/3	GB
Kelly Burley	Clerk to Governing Body	3/3	KB

Presentations By:

Kevin Roche Maths Lead
Hannah Brown Senco

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

1. Apologies for absence

Jenny Holding.

2. Any personal or business to declare

None.

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

Confidential Items:
HT Absence

Salary issue

4. Minutes of the last meetings (01.12.2022 & 12.01.2023) and matters arising (not covered elsewhere on the agenda)

Agreed with no amendments.

Any amendments to CI meetings from 01.12.2023 to be submitted to KB/NM via email.

Matters Arising/follow up actions:

Item 13 GB to advise GO'R to add the target for attendance to PPG statement and provide Governor feedback regarding format. Has not been completed due to workload issues. KB to b/f.

Item 21 TD and NM to look at Equality targets to be added to objectives in HT report. Still outstanding KB to b/f.

All actions completed or will be covered within the following agenda.

Governor Actions:

KB to b/f GB to advise GO'R to add the target for attendance to PPG statement and provide Governor feedback regarding format next FGB.

KB to b/f TD and NM to look at Equality targets to be added to objectives in HT report to next FGB.

5. Correspondence received

NM informed the committee that JH has resigned with immediate effect for personal reasons. The board extend their thanks to JH who has been one of the longest serving governors. Her contribution will be missed.

NM informed the committee that this means there is now a vacancy for EYFS link role. JS is reviewing the link roles in light of this, and the new members to the board. JS will send out a form for each Governor to complete regarding their current links roles and any skills/experience they may have that could contribute to any link governor vacancies.

Governor Actions:

JS to complete link role review.

6. Chair's actions

None.

7. HT's report

– H&S addition

The board discussed whether a full HT report (including data) is required every FGB or if a full report should be submitted once a term, and then at each meeting receive an interim report with commentary/executive summary. The consensus was that a full report with data wasn't necessary for each meeting as enough time hadn't passed to make data analysis effective.

It was agreed that a full HT report with data will be received once a term, then at each FGB the Head will provide an updated commentary. NM reminded the FGB this needed to be a strategic commentary.

The committee also agreed the format of the H&S addition to the HT report. This will be included ongoing.

GB provided a verbal commentary:

- Wall outside EYFS is still cordoned off and a quote of £8k to fix has been received. Quote seems extremely high, so CBC are looking at further options.
- Acting Deputy Head role: Two applicants from SLT received. It was agreed that the role will be shared by two members of SLT (Year 3 Lead and Year 4 Lead). They will split the week. There is some cover required with a supply teacher to backfill. The supply teacher is good, so disruption has been minimal. GB confirmed she felt she had a good level of support from the Deputies.
- GB highlighted there has been questions from parents about the HT absence. A communication will go out next week. NM and GB to work on this together.
- The feedback has been that the remote learning for strike action was successful. 26 pupils between years 1-4 attended school. The same format will be used for any further strike action.

NM informed the committee that CBC have a template Health and Safety policy and proposed adopting this going forward.

It was agreed that this policy should be adopted. NM will make the necessary updates, and this will be brought to the next FGB for approval.

Governor Questions:

Is minor incidents correct at zero? NM suggested clarity is needed around what constituted a minor incident. MF explained that it was important so any trends could be perceived. GB explained that minor incident wasn't every time a child went to medical with a bump as otherwise there would be hundreds. GB to maybe add brief criteria for minor incidents.

Governor Actions:

NM to update CBC H&S policy for next FGB.

KB b/f adoption of CBC H&S policy.

GB & NM communication to parents regarding HT absence.

8. School improvement

a. Review Autumn term data

Provided as a pre-read prior to the meeting.

NN presented the data overview 2022-23 to the board. He gave an overview of the new classroom tracker system that is in place.

NN highlighted that year 1 are broadly in line with national expectations, in year 2 of the 16 pupils that didn't pass their phonics screening, 10 are now set to pass following targeted interventions, year 3 have a high level of SEN need (20%) and year 4 58.5% of pupils are just at or higher in all subjects. This is the cohort most adversely affected by covid and targeted interventions are continuing.

MF commented that the presentation of the overall data was really great and easy for Governors to review.

All SLT will have training on the new monitoring system Sonar.

GB and the board expressed her thanks to NN who has worked extremely hard on the move from Classroom Monitor to Sonar. The impact is already being seen.

Governor Questions:

How does this compare to national data? NN explained that national data is available for year 2 and 6. For year 2 Leedon are approximately at the national average or higher. He reminded the board that this data is projected and not actual.

In terms of year 4, is this a national picture? Leedon year 4 results seems broadly in line with national picture.

Can we have a copy of your targets so once we have actual data we can compare? NN confirmed this could be provided. NM asked KB to b/f for next FGB meeting.

Are we able to compare to previous data to get an overall picture of whole school performance over time? NN confirmed that potentially yes, but each cohort is so different so could be misleading. MF commented it would be good to show an overall improvement though.

What is the pass rate on the multiplication check (year 4)? NN explained there is no pass rate. The check determines a pupil's fluency of their multiplication skills. We will be informed of the percentage of pupils achieving full marks.

Year 1 expected outcomes seem low. What is in place to manage this? GB explained that continuous provisions are in place. Moved to a personal support model rather than interventions as now have more capacity and this should provide better outcomes.

In terms of SEND pupils what is in place to ensure they are making progress? GB explained interventions are reviewed 6 weekly and amended as required to ensure continuous improvement.

How often are you inputting data into Sonar? Summative data is entered initially and then a data drop every half term.

c. Focus: update on Priority 3 (Maths)

Maths Subject Lead overview (Feb update) and Governor monitoring report Maths (Jan 2023) were provided as pre-reads.

KR Maths Lead joined the meeting for this item only to provide the board with a Maths subject update.

KR informed the board that MF and JS had completed a Learning Walk with him in January. The focus of the visit was to complete the learning walk, complete classroom observations, pupil voice and book look. The visit found that White Rose Maths resources are being used more consistently across classes. Some discrepancies were found in the overuse of worksheets in one area which KR confirmed he had followed up on since the visit.

The board thanked KR for his time and input and asked him to extend their thanks to HW the joint Maths Lead.

Governor Questions:

ACE (Answer, Convince, Explain) should this not be used more consistently? KR explained that ACE is good tool but that how it is used and presented going forward needs further consideration as it does have its limitations and may not always be appropriate.

The report highlighted that pupil data needs to be tracked more consistently. How are you addressing this? KR explained that end of topic data is collated and tracked to inform any required interventions.

b. Approve & review School Development Plan

The SDP was provided before the meeting. NM explained that this has been delayed due to HT absence.

The board unanimously agreed the plan with the following amendments:

Amend 'Impact milestone 1 & 2' to 'Actions' leaving 'Impact milestone 3' to be called just 'Impact'. Plus remove Date column. It was also agreed to ensure the plan refers to the school's monitoring schedule.

Governor Questions:

The plan is great for this academic year, but we need a plan for longer term horizons?

GB confirmed she agreed however, with the current HT absence to focus just on this academic year for now. Then in the Summer term a 3–5 year plan needs to be developed. KB to b/f 3-5 development plan in the summer term.

d. Progress against other priorities

EYFS subject lead overview (Feb update), Governor Monitoring report EYFS Dec 2022 and SIA APD autumn 2 update were all provided as pre-reads.

NM provided a brief overview for the board of the recent Governor monitoring visit. Her and JH had found their interactions with pupils had been really positive but that overall, the environment felt like it hadn't moved on. It was noted that there has been a set of very challenging circumstances that has impacted. GB advised that a new team member has been recruited, they had visited the lead practitioner at Stanbridge Lower school, new Huggle approach adopted. GB reported she felt the team were now developing and steps in the right direction are being taken.

GB highlighted to the board that there has been an issue with the literary phonics scheme that has been subscribed to (Twinkl). A 6k grant was received for the new books and now Twinkl have confirmed they cannot fulfil the order until September. It has caused an increase in workload as TA's are having to photocopy books etc. Several complaints have been submitted but no preferable outcome has been achieved. Currently looking into alternative suppliers but a large amount of work has already been put into the project. The grant can be refunded and spent elsewhere. GB and SLT are just in the process of deciding whether to go with another supplier or stick with the current provider. She will keep the board informed.

Governor Questions:

Are other schools effected? GB confirmed that this is the case. She has also discussed other suppliers with schools.

Can we support with escalating the complaint? GB confirmed that we are not the only school, but it may help. It could help with some monetary compensation. MF will look into this on behalf of the board with GB.

Governor Actions:

KB to b/f School data targets to next FGB.

GB to update SDP with Governor amendments.

KB to b/f 3-5 development plan in the summer term.

MF to look into compensation from Twinkl regarding failure to supply decodable phonics books.

11. SEND update

– Questions arising from reports

Pre-reads for this item are SENDCo Report to Governors Feb 2023 and SEND Link visit report Nov 2022.

HB, SENDCo joined the meeting for this item only.

HB explained the monitoring systems that had now been introduced and the focus on her first few months in the role is ensuring how pupils with SEND needs are consistently

identified and that staff are empowered to assess pupils where necessary using The Graduated Approach. Plus, there has been a focus on ensuring targeted personalised support for pupils.

HB invited questions. Governors thanked HB for her input and felt the format of her SEND report was very informative.

GB extended her thanks to HB for her hard work and commitment. GB went on to say that feedback from outside agencies has been very positive.

Governor Questions:

Why do you not have access to budget? GB explained that as yet HB hasn't but that this was being addressed.

In the link report you talk about accepting children that we maybe cannot meet the needs of. Can you talk us through this? HB explained that she felt there had been a tendency to accept children that hadn't fared well in similar settings. HB stated that this is unfair to staff, other pupils, the child themselves and their parents. If Leedon are unable to meet the needs of a child then this needs to be made clear to the LA during the consultation period.

With that in mind what is the current strategy in relation to this? HB stated that she is now managing these applications. There is a 15-day consultation process. The LA can disregard and place the child anyway but at least we have been open about our concerns so as not to delay further assistance for the child concerned.

Are you empowered to give parents that message should you need to? HB confirmed she believed so.

Why is the SEMH needs so high (25 pupils)? Does this match the national picture? HB stated it was in line with the national picture. Post 2020 SEMH needs have risen. Our cases are not above the national average.

What area of need are children transferring into Leedon with? HB said it was mainly Communication and interaction as their primary need.

Have you now got a clear link within the SLT team? HB clarified that the SEN code of practise requires every school to have a named link within SLT. This is currently Acting Head.

Do you think the graduated approach is having an impact? HB confirmed that yes we're now in a much better position.

Have the LSA's been fully redeployed? HB explained that this was happening gradually to avoid any major disruptions.

9. Subject leader action plans

- Questions arising from Autumn term updates (not covered above)

None.

10. Link Governor visits

- Questions arising from visit reports (not covered in items 8 or 9)

Link reports from Science (Jan 23) and PHSE (Nov 22) were provided as pre-reads.

These reports were accepted by the board with no comments or questions.

12. Finance

- Latest budget position
- Review and approve Scheme of Delegation & amendment to Budget Monitoring Working Group TOR
- Pay Review Panel (update)

–
Budget Summary Dec 2022 and Delegation of Authority were provided prior to the meeting.

MF provided a brief update from the budget summary. As at 17th Jan the forecast deficit is circa. £290k. £30k worse than originally forecast. Expenditure is higher than budget but positively so is income. A deep dive has been completed into salaries as this is the main area of expenditure. GB is to ask Finance Administrator to start budget for next year.

NM expressed concern as there are more costs that haven't been factored in. We need to ensure the budget forecast is accurate, we need to check what is included. EYFS requires some funds for essential improvements for example, is this factored in. GB confirmed she had reached out to CBC's Finance Officer and requested their support with this year's budget forecast.

The schedule of delegated authority was discussed. NM proposed that HT approvals be delegated to Budget Working party as may be impractical for full board approval. AH agreed as the working party are also much closer to the process. TM noted that going forward responsibility should be relinquished to the school as these items should be budgeted. NM agreed would be non-budgeted items only.

It was proposed that the scheme would be split a lower threshold to be approved by budget working party - non budgeted items up to £2k. Quorate was received for this proposal to be approved.

£2-5k non-budgeted items to be approved by FGB. This was unanimously agreed.

The Pay review panel met on 19th December and salaries reviewed for Head and Acting Head.

13. Safeguarding

– CBC audit

No safeguarding issues to report.

CBC audit completed on 19th January. One red item was highlighted. The auditor's ID was not appropriately checked. GB assured the board that this issue has now been resolved. Overall, not too many issues highlighted. GB to share report. KB to b/f for to next FGB.

Governor Actions:

KB b/f CBC Safeguarding audit to next FGB.

GB to share CBC Safeguarding report outcomes.

14. Wellbeing

GB reported that it has difficult with such a lot of uncertainty at present. Positively staff are supporting each other. A discussion took place about opening the wellbeing survey 'Pulse' again. GB agreed but is currently trying to obtain access.

15. GDPR

No breaches were reported.

NM advised that the school doesn't currently have a DP officer in place. Some schools outsource this role. NM/GB looking into how best to fill role.

NM informed the committee that SD is retiring at the end of the school year.

16. MAT working group

– Update

NM and JS brought the board up to date on the working party discussions and actions. A discussion took place regarding potential options and a direction the board would like to progress in. It was reiterated that no firm decisions will be made by the working party and that they are investigating options only. The full board would be involved in any decisions.

It was unanimously agreed that the working party should speak to Brooklands Middle School regarding a potential 'alliance' in terms of exploring MAT opportunities.

Governor Questions:

What happens with our deficit in terms of a MAT? NM confirmed that you cannot be an academy with a deficit. Brooklands are already an academy in their own right. More exploration is required in this area.

Governor Actions:

MAT working party to report back to FGB at next meeting.

KB to b/f MAT update to next FGB.

17. Policies for review

All provided as pre-reads.

- *SEND : Agreed with no amendments.*
- *Suspension and Exclusions: This is a new policy. Agreed with no amendments.*
- *Remote learning: Agreed with no amendments.*
- *Complaints: Agreed with no amendments.*
- *Online Safety: Agreed with no amendments. Behaviour and Bullying: Agreed with no amendments.*
- *Marking and feedback policy: Agreed with no amendments.*
- *Governor Allowances (no pre-read): No policy is currently in place. No members of the board requested this policy however, NM asked that if any member of the board felt the requirement for the policy to contact her.*

18. Governance improvement plan

– Update on 'red' items

Governor awards still outstanding. JS volunteered to assist SA and NN.

SIA has advised about another Governance review NM will investigate with SIA and report back to the board if this is necessary.

Governor Actions:

JS, NN and SA to launch Governor Awards.

NM to report back to board regarding Governance Review.

19. Governor development and training

GB just reminded Governors to send DBS checks through when received.

NN and GB left the meeting.

Minutes approved by the Governing Body on: 23.03.2023

Signed (Chair):



Governor Actions:

- Item 4: KB to b/f GB to advise GO'R to add the target for attendance to PPG statement and provide Governor feedback regarding format next FGB.*
- Item 4: KB to b/f TD and NM to look at Equality targets to be added to objectives in HT report to next FGB.*
- Item 5: JS to complete link role review.*
- Item 7: NM to update CBC H&S policy for next FGB.*
- Item 7: KB b/f adoption of CBC H&S policy.*
- Item 7: GB & NM communication to parents regarding HT absence.*
- Item 8: KB to b/f School data targets to next FGB.*
- Item 8: GB to update SDP with Governor amendments.*
- Item 8: KB to b/f 3-5 development plan in the summer term.*
- Item 8: MF to look into compensation from Twinkl regarding failure to supply decodable phonics books.*
- Item 13: KB b/f CBC Safeguarding audit to next FGB.*
- Item 13: GB to share CBC Safeguarding report outcomes.*
- Item 16: MAT working party to report back to FGB at next meeting.*
- Item 16: KB to b/f MAT update to next FGB.*
- Item 18: JS, NN and SA to launch Governor Awards.*
- Item 18: NM to report back to board regarding Governance Review.*