

Leedon Lower School

Full Governing Body Committee Minutes

Date	14.07.2022
Time	6.00pm
Venue	Zoom Virtual Meeting
Meeting Number	4

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	4/4	NM
Jenny Holding	Parent Governor	4/4	JH
Mike Fardell	Parent Governor	4/4	MF
Trevor Dyson	Co-opt Governor	4/4	TD
Sarah Arkle	Parent Governor	4/4	SA
Jo Shelley	Parent Governor	4/4	JS
Jenny Holding	Parent Governor	4/4	JH
Nick Neill	Staff Governor	1/4	NN

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	4/4	RB
Kelly Burley	Clerk to Governing Body	4/4	KB
Gilly Brown	Deputy Head		GB
Sue Simmons	School Improvement Advisor		SS

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
Colette Goring-Farrow	Co-opt Governor	1/4	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 (24.03.2022) and matters arising/follow-up actions

The minutes were unanimously agreed as an accurate record.

Matters Arising/follow up actions:

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

Item 4: SEND policy is now up to date. Going forward KB will email GB any agreed policy amendments.

Item 13: NM informed the committee she had uploaded the Safeguarding Audit to Gov Zone for information.

Item 17: JH and GR Link visit outstanding. JH will complete hers and GR visit will be covered later in the agenda.

Governor Actions:

KB to inform GB of any policy updates.

JH to complete her EYFS link visit.

5. Correspondence Received

NM informed the committee that GR was stepping down in his role of Parent Governor due to his move to another area. An advert for his replacement will be completed in September.

6. Chair's Actions

Bereavement Policy was signed off due to an operational requirement. The FGB will review in item 7.

7. Policies

Policies for adoption:

- **Bereavement Policy:** Circulated as a pre-read. All unanimously agreed this policy. Date for review December 2023.

Policies for review:

- **Staff Code of Conduct:** Circulated as a pre-read. Policy was agreed with one amends to Section 6 should be amended to add the word transparency. "Relationships between staff should be characterised by fairness, openness, *transparency* and respect." Next review date July 2024.
- **Social Networking:** Circulated as a pre-read. The updates to this policy were agreed with no amendments. Next review date July 2024.

Governor Actions:

KB to inform GB of amendment to Staff Code of Conduct.

8. Head Teacher Report

- **Including update on staff redundancy consultations**

Head Teachers report Spring 2022 was provided as a pre-read.

RB informed the committee that with the support of the SIA (Sue Simmons) the school had applied to the local authority to reduce the PAN to 60 from 90. This would help reduce the financial impact of having a three-class intake with low pupil numbers.

RB also noted that there is potential 18 new starters across year groups in September. Plus 4 extra reception children than expected. Intake is expected to be 72.

RB provided the committee with an update on the redundancy consultation process. Although a difficult process there have been no compulsive redundancies. At risk staff were offered roles that fit the new staff plan, a further three were offered fixed term contracts until

Christmas and two took voluntary redundancy. The midday supervisor process isn't complete due to absence through covid, and RB explained this process may be concluded in September now due to the end of term being so close not allowing enough consultation time.

NM wanted to take the opportunity to thank RB and GB for effectively managing the redundancy process on behalf of the committee. She had seen from her own involvement how emotional and difficult the process was, so she thanked them for their time and effort.

Governor Questions:

What are current predicted numbers? 70.

What impact would be reducing the PAN have on staff? RB informed if agreed staff numbers would reduce by one staff member year on year and become a two-form entry. There are enough pupil spaces across the town to provide spaces for the additional child above a PAN of 60. RB explained it will depend on where these additional spaces are as to the LA's view on reducing Leedon's PAN.

Attendance is at 93% which is lower than targeted. What is the plan to improve this? It was noted that attendance has improved over the last two terms. RB advised the committee that the lower attendance was still due to covid. No pupils have achieved 100% attendance this year. It is a similar picture nationally. It will be a focus of the autumn term. We have also been given permission to remove 7 missing in education cases that are historical.

Have you noticed an increase in parents taking children out of school for holidays? RB confirmed he hadn't the only exception is holidays that have been cancelled over the past two year for covid and have had to be taken in school time.

What is the early forecast on saving on salary expenditure as a result of redundancy process? RB cautiously informed the committee that no full analysis had been completed but that projected is a circa £120k saving plus increasing pupil numbers. It was agreed that this would be discussed in further detail at the next F&GP meeting.

Governor Actions:

KB to b/f final outcome of redundancy savings to F&GP.

13. Staff and Pupil wellbeing

– Pupil survey results

The pulse staff survey has not been completed for staff and will restart next academic year.

For this item Wellbeing link report May 2022 and Pupil survey results were available as pre-reads.

GB talked through the results of the pupil survey. The results were extremely pleasing. The highlight being nearly all children would recommend Leedon to a friend.

NM and SA attended the Headteacher wellbeing training. The areas to focus on as a board is workload but also undue pressure from Governors for information.

9. SIA Review

- Summary and actions from SIA two-day visit**
- Questions from Governors for SIA**

SS joined the meeting to talk the board through her Summary Review Report (17.05.2022 & 13.06.2022) which was issued prior to the meeting.

SS talked through the areas of improvement particularly consistency in teaching and challenging more able pupils. She also highlighted to Governors the changes in the Ofsted framework since the last inspection in May 2019 and reiterated for those Governors that had

been through an Ofsted inspection before the next inspection will be quite different. The area of focus is quality of education making 50% of the inspection. Governors must be aware of the impact provisions have on pupils. This is through a rigorous monitoring schedule. SS also recommended the implementation of a Teaching and Learning policy to support this. A discussion took place around how Governor's link roles should best support this. Various options were discussed such as link roles via subjects or link roles attached to the SDP specifically. This is something that the board will discuss in September for the forthcoming academic year.

SS reiterated her support for reducing the schools PAN and advised she was liaising with the LA regarding this.

Other areas for Governor focus are considering a SRMA visit to support ongoing financial management. SS will send NM the link for this, and NM will investigate this. As well as SLE support for early years. Funding is available to support this.

RB advised that these areas of development will be addressed with staff in the planned two-day training at the beginning of next term where the pedagogy and expectations will be laid out.

Governor Questions:

When will the schools monitoring schedule be available? RB confirmed September.

Governor Actions:

NM to look into SRMA visit.

KB to b/f SRMA to next FGB.

10. SDP

- **End of year review or progress against priorities**
- **Agree priorities for the next year**
- **Questions on monitoring visits**

Governors were provided with the following pre-reads for this item:

School Improvement Priorities 2022-23

Governor monitoring visit report PHSE June 2022

Governor monitoring visit report Science June 2022

Governor monitoring visit report PPG May 2022

Governor monitoring visit report Literacy May 2022

Red areas of the SIP were discussed. Attendance was discussed earlier in the agenda. SS advised that all LA's were conducting statutory termly visits to all schools to address the national issue in the coming academic year. In terms of bringing GLD to nearer national standard RB explained this has been difficult due to the amount of school missed by pupils.

The committee then went on to review the SDP priorities for 2022-23. The board talked through the priorities and discussed whether consistency should be a priority as it was such an important area of development. RB felt that this value was important and ran through all the priorities. The board decided that as quality of education is such a focus of Ofsted that it should be monitored as a priority. It was agreed therefore that RB would review the current priorities with this in mind for the next FGB in September.

RB spoke about the EYFS development plan in relation to priority one. NM asked for this to be available at the FGB in September.

SS added that White Rose provide CPD training.

Governor Questions:

Is it realistic target to bring GLD to nearer 70% next year? RB believes it is possible with a 'normal' school year in place.

Any idea what the national picture looks like in terms of GLD data? RB about 20% less but no real data.

When can we expect end of year data? As already aware reliable data has been an issue due to covid but as much data as possible will be available for the next FGB in September.

Governor Actions:

KB b/f performance data review to next FGB.

KB b/f EYFS development plan to next FGB.

RB to review SDP priorities to explicitly include quality of education.

SS left the meeting.

11. F&GP committee update

F&GP minutes from 23.06.2022 were provided. TD took the committee through a spreadsheet demonstrating how the F&GP are closely monitoring these costs on a regularly basis. He explained that also fuel costs are going to have an extreme impact on school finances but are obviously out of the school's control.

Governor Questions:

What is contained in indirect staff costs? RB will email and confirm what this contains.

Governor Actions:

RB to email to confirm what is contained in indirect staff costs.

12. Standards committee update

Standards minutes from 05.05.2022 were provided prior to the meeting. No questions were raised.

14. Safeguarding

No safeguarding issues to report.

From September the SCR will be moved online.

NM advised the committee that during the recent LSA redundancy interviews she attended she was impressed by their embedded safeguarding knowledge.

15. GDPR

No GDPR breaches.

18. Schools of Future update

RB informed the committee about his preliminary consultations with Brooklands regarding merging. The Regional Schools Commissioner seems to be in support. Brooklands are already an academy and Leedon would need to become one to be able to merge. It was agreed that the direction the school needs to proceed towards is academisation. It was agreed that this would be a priority for the next academic year.

NM took the opportunity to thank RB and GB for their hard work and dedication this year particularly as it has been so uniquely challenging.

RB and GB left the meeting.

16. Governor's Action Plan

It was agreed a working party would be set up to review the action plan over the summer. The working party will be JS, MF, SA and NM.

Governor Actions:

JS, MF, SA, NM to meet to review the governor action plan over the summer holiday.

17. Governor Training

- **Governor in school visit 07.07.2022**
- **Development plan**
- **360 review of Chairs**

The board felt the Governor the day was very beneficial to both the board and pupils. Pupils were confident and spoke well. NN added it was nice to hear that feedback as in the SIA review this was an area of development. MF noted that it was nice to see all pupils included in some sort of activity at lunchtime.

The awards assembly went well although maybe it needs adjusting for pupils to better understand the concept. Awards will be launched in September. The Governor awards working party will launch the awards.

Training completed:

SA and NM completed Head teacher wellbeing training

NM completed Exclusion training.

360 review of Chairs:

It was agreed that these would be completed on a bi-annual basis.

NM asked Governors to think about roles over the summer. Particularly the Vice Chair role needs to be filled. MF suggested email drops to local businesses for co-opt Governors. NM is showing three potential Co-opt Governors around this week and asked for any Governors that may be available to assist.

NM will also send out a survey for meetings next year and whether they should be in person or via zoom.

Governor Actions:

KB to update training records: SA and NM completed Head teacher wellbeing training and NM completed Exclusion training.

19. Any other matters agreed as being urgent

None.

Minutes approved by the Governing Body on: 29.09.2022

Signed (Chair):



Governor Actions:

Item 4: KB to inform GB of any policy updates.

Item 4: JH to complete her EYFS link visit.

Item 7: KB to inform GB of amendment to Staff Code of Conduct.

Item 8: KB to b/f final outcome of redundancy savings to F&GP.

Item 9; NM to look into SRMA visit.

Item 9: KB to b/f SRMA to next FGB.

Item 10: KB b/f performance data review to next FGB.

Item 10: KB b/f EYFS development plan to next FGB.

Item 10: RB to review SDP priorities to explicitly include quality of education.

Item 11: RB to email to confirm what is contained in indirect staff costs.

Item 16: JS, MF, SA, NM to meet to review the governor action plan over the summer holiday.