

Leedon Lower School

Full Governing Body Committee Minutes

Date 15.07.2021
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 7

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	7/7	NM
Jenny Holding	Parent Governor	7/7	JH
Clive Cornelius	Parent Governor	7/7	CC
Mike Fardell	Parent Governor	7/7	MF
Trevor Dyson	Parent Governor	7/7	TD
James Pegg	Co-opted Governor	7/7	JP
Sarah Arkle	Parent Governor	7/7	SA
George Reardon	Parent Governor	3/7	GR
Jo Shelley	Parent Governor	3/7	JS
Vicky Garwood	Staff Governor	6/7	VG
Colette Goring-Farrow	Co-Opt Governor	5/7	CGF
Amanda Dodwell	LA Governor	4/7	

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	7/7	RB
Kelly Burley	Clerk to Governing Body	7/7	KB
Gilly Brown	Deputy Head		GB

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
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None.

2. Any personal or business to declare

No interests were declared.

3. Any Other Business Agreed as being Urgent

CC new Finance Assistant role. To be discussed under item 15.

MF new IT network environment. It was agreed that this item would be b/f for September's meeting.

Governor Actions:

KB b/f IT network environment proposal.

4. Correspondence received

Resignation received from CC.

NM thanked CC for his valued contribution to the board over the last four years. His contribution will be missed.

Parent Governor vacancy has now arisen.

NM also took the opportunity to thank VG who will be stepping down as Staff Governor. NM thanked VG for her contribution in various roles within the board over the last 7 years.

5. Minutes of last meetings (13.05.2021 and 21.06.2021) and matters arising/follow up actions

13.05.2021: Minutes agreed as an accurate record with no amendments.

Matters Arising/follow up actions:

All actions completed except Item 5: CGF Link Visit.

Item 13: a final copy of the budget had not been sent out to the F&GP committee but after discussion this was due to the changes discussed at the 13.04.2021 meeting were not made, so the original budget (supplied as a pre-read) is still the correct version.

Item 14: JH will upload her Link Governor report straight after this meeting.

Item 16: RB has clarified the Safeguarding Officer role with CBC. The role is the same as the DSL so should be him. Policy needs updating as currently states GB.

21.06.2021: Minutes agreed as an accurate record with no amendments.

Governor Actions:

RB to update Safeguarding Policy with him as Safeguarding Officer.

6. Chair's Actions

None.

7. Vision, ethos and aims statement

- Review and agree
- Discuss next steps

Leedon vision, ethos and aims draft document was available as a pre read.

MF talked the committee through the process the working party went through to formulate the Governors vision, ethos and aims for Leedon. GR and NM have presented the document

to SLT for their input. It has come up that maybe tolerance might be added to Leedon's list of values.

The Leedon vision, ethos and aims draft document was unanimously agreed.

The committee then discussed the best way to share the vision with all staff and parents. RB suggested the staff training day on Wednesday 1st September (in the morning) as this would fit well with the rest of the agenda that day. It was also suggested that the vision could be shared to parents via the Leedon Link as well as the website.

It was agreed that Governors would present the vision to staff on the date suggested and then be launched via the website for parents. If anyone would like to pick his up then please contact NM otherwise she will contact the board nearer the time to arrange.

In terms of next steps NM asked the committee to think about how the impact of the vision is to be measured. Need a 3–5-year plan. There was a discussion regarding this. The consensus was that the vision needs to be integral to everything Leedon do. It should be seen in all areas, link visits, SIP, regularly on agendas etc. There was debate as to whether it needs to be formally monitored in a 'stand-alone' format or whether the other measures in place will capture this, as it is underpins how Leedon operates. It was agreed that this discussion would be on the agenda in the new academic year and that maybe a broader working party was required. NM thought maybe further SIA support in this area would be of assistance.

NM extended her thanks to the working party for their input.

Governors Questions:

Could the values section be expanded to include how the values are covered within school and what our approach is? It was agreed that this would be a good addition in the future.

Governor Actions:

KB to b/f monitoring Governors Vision impact at Leedon to FGB.

8. HT report, to include

- LSA restructure update**
- Format of HT report next year**

HT Report Summer Term 2021 (8th July) was available as a pre read.

RB talked the committee through this report and invited questions. He highlighted that capacity was up to 411 pupils and absence is at 96.3%. The aim is for 96% attendance so in the current circumstances this is really pleasing.

The template for a new format for the Head Teachers report was made available before the meeting for discussion in this item.

NM invited comments and questions regarding the template. Comments were that the document was simple to track, ideal as an all-in-one document and the continuity will assist the board. There was discussion around the format, classroom monitor use etc. it was agreed that this format provides the information required by the board and would be trialled for the next academic year with the addition of a budget summary.

RB reported the LSA restructure will commence at the end of October to ensure adherence to CBC redundancy policy.

Governors Questions:

12 incidents identified as bullying this year, compared with 2 reported 2 years ago.

Why is this? The use of CPOMS, the threshold of reporting an incident is now also much lower so all incidents are recorded there also there will be some cross over of categories. There are no recurring instances of bullying.

Where have the influx of new starters come from? New to the area or transfers from other local offers? A combination of both.

Some explanation of the 9 safeguarding referrals? 9 children already under social care.

Some explanation of the external exclusions? Refers to two children.

Can classroom monitor provide data in this format? Data can be provided how the board requires it but it has to be noted that this is not a proper year of data. The data in classroom monitor only refers to the sections of the curriculum that were accessed by pupils this year.

Is there anyway we can use last years data as a benchmark and input that onto the report so we can monitor going forward? Ordinarily yes but this year would not provide an accurate comparison. Everyone's data is skewed this year.

Do we have picture nationally to compare data? There is no data to compare to externally either locally or nationally. Data has been shared between Leedon and feeder schools for transition of year 4's.

Governor Actions:

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

9. SLT presentation

- end of year review
- next year's priorities and challenges

Pre-reads were made available:

SDP 20/21

End of year attainment data – July 2021

RB provided a verbal commentary of following priorities for 2021/21:

- SLT and middle Leadership
- Pupils writing developed across the school and subjects
- Implement recovery curriculum
- OFSTED ready across the school
- Other – The teaching of Maths

Maths will continue to be a focus next year, English has made lots of progress this year, year 2 impacted most by the pandemic, recovery curriculum implemented, and catch-up funds accounted for. NM thanked RB and his team for the progress made despite a 'difficult' year.

GB talked the committee through the priorities for 2021/22 (determined by RB, GB and SIA):

- Consistency in everything we do.
- Everyone understands the curriculum
- Consistent, Engaging, High impact teaching – The Leedon Way
- Leadership and Management, Governors – Golden Thread

Timetable consistency so the same subject is being taught across the school at the same time, Growth Mindset talk for children and teachers taking place by Ben Kingston-Hughes, involvement in the RADY project, starting a parent forum.

Governor Questions:

Most of your priorities came out of the OFSTED review, do you think you are on top of these areas? Yes. We have completed deep dives in all subject areas and nothing new has come out to cause concern. We have achieved a lot.

RB and GB were thanked for the verbal updates. Discussion then took place regarding the verbal update, whilst it was really useful to provide context the board stated they found it difficult to then refer back to review for scrutiny/evidence purposes. It was highlighted that the SDP should provide the evidence to go along side a verbal commentary. Others felt that they were not always able to gage the impact without additional information. It was also noted that this year a full monitoring programme has not been able to be in place. It was agreed that RB would forward on his notes for the verbal commentary and that more detailed commentary would be provided on the SDP to support verbal commentaries.

Ofsted Review training is available for Lower and Primary schools. It was agreed to put this on the next agenda

Governor Questions:

Could the detail behind the priorities be put into the SDP for us to effectively monitor?

It will be. Just providing a verbal commentary this meeting.

Could you forward on notes from verbal commentary? *RB will do so.*

Governor Actions:

RB to forward on notes from verbal commentary.

KB b/f Ofsted Review training

10. Safeguarding

None.

11. GDPR

12. Staff and pupil wellbeing

- incl results from pupil wellbeing survey

Staff pulse is paused until September. GB holding wellbeing catch ups with staff that have requested them. Both GB and RB reported that all staff are exhausted, and that this year had really taken its toll – the summer break is needed.

Governors were provided with the results of the Pupil Happiness Survey 2021 as a pre -read. RB reported the results were broadly positive and invited questions. The survey covered 319 pupils and each completed it with an adult. He also showed the board some quotes from pupils “It’s fun, there’s friends and favourite subjects”, “I love playing with Xxxx”. It was noted the main comments from pupils were about enjoying the social interaction of school and being with their friends which is hugely positive and lovely to see as this is what children have missed out on during home-schooling/lockdowns.

The board were pleased with the survey results and asked for it to be repeated at Christmas time. It would be ideal to have some external comparisons.

Governor Questions:

Where was the survey resourced from? *It was pulled together by using some external sources including NSPCC but nothing that was reviewed externally was exactly right, so we formulated ourselves. Only downside is we cannot look at in contrast with other schools although not all schools complete this sort of exercise with their pupils and no Government guidance in this area.*

Question 22% were not sure an adult was interested in their work – very sad. What are your thoughts on why that is? *It is. Lots of pupils during lockdown had an adult next them constantly whilst completing work this will have changed and parent’s lives have had additional stresses this year.*

13. Governance review

- discuss/agree development plan
- 360 review of Chairs

External Review of Governance - summary report was provided as a pre-read.

The review took place on 9th June 2021 with Simon Webb (SIP) and Sue Simmons (SIA).

CC commented that he felt it was an overall positive experience. NM agreed and it shows we are making progress and there were no surprises.

NM proposed an action plan was put together for September so the board can keep a check on progress and our effectiveness.

Focus needs to be on the board being relentless around areas of concern, data, subject by subject focus, implement a cycle of monitoring for the curriculum, and articulating impact by setting robust objects, demonstrating our communication to parents, particularly at the beginning of the year.

CC has some comments and approaches that may be useful so will forward these onto NM.

After discussion it was agreed that a working party would be set up to look at the area in much more detail. MF and SA stated they were happy to be involved. NM asked if JH and TD could be involved in their capacity as Chairs of committees. NM will come back to everyone in due course.

360 review of the Chairs needs to be completed.

JS confirmed she would be happy to head this up and get it completed by September. MF offered technical support to JS if required.

Governor Actions:

*NM to focus on Action Plan from outcome of Governance Review and forming a working party.
JS to complete 360 review questionnaire, circulate and collate results for September's AGM meeting.*

14. Standards Committee - 10.06.2021

- questions arising from minutes

No questions received.

15. Finance Committee – 27.05.2021

- questions arising from minutes

Governor Questions:

From item 3 Matters Arising; Is the vacancy for Finance Assistant role a new or additional role? *The current Finance Assistant leaves at the end of term so it is a replacement. Although her role is not just finance there is general administration as well. Also, another member of staff in the office would like to reduce their days to two next year. Vacancy is for three days per week. Interview on 16th July to assist with covering finance administration and potentially other office member of staff. The Bursar completes majority of finance functions. Final decisions to be taken in September. Having an in-house Bursar and /or School Manager was briefly discussed as the board feels it is ideal to have finance cover in school 5 days a week. It was agreed to bring this forward to the next Finance and General Purposes meeting.*

Governor Actions:

KB b/f Finance roles to F&GP meeting.

16. Link meetings and roles

- **questions arising from meeting reports**
- **discuss roles in 2021/22**

AD has completed a Link Visit with GB.

It was agreed that Link Visits could not take place this term due to the volume of work for staff. It was agreed that these need to be picked up straight away in September.

NM provided the Board with an update on link roles:

- With CC resigning from the board there is a vacancy for a Maths Link Governor.
- Vice Chair vacancy with CC resigning.
- CGF needs to step down as Safeguarding Governor leaving a vacancy. CGF explained her reasons for this. Ideally monthly meeting with DSL needs to happen with this link role.
- PPG vacancy. NM has the role at present but with other Board responsibilities the workload is too high. Link roles requires meeting with school PPG lead twice a term.
- NM advised JP that the Inclusion/SEND Link role should now be having two meetings per term.

NM asked the Board to think about roles over the Summer and if anyone had any questions to contact her.

17. Governor development and training

TD has completed Understanding School Performance and Exclusion Training.

VG will ensure the spreadsheet on Gov Zone is up to date before she steps down. This document is 'live' so can just be picked up by next incumbent.

Governor Actions:

GR to send VG dates he completed Safeguarding Training.

18. Meeting dates/location 2021/22

NM talked through the options with the board for future meeting including committee meetings:

- Meeting face to face for all meetings
- All virtual meetings
- Combination of the two

It was agreed that NM would send out a survey to all Governors to ascertain the consensus.

Governor Actions:

NM to send out a survey regarding meeting locations.

19. Any other matters agreed as being urgent

IT network environment bring forward to September's meeting.

NM asked RB to pass the Boards thanks to all staff for their hard work and commitment this year considering it has been particularly difficult. Also thank you to the Board for their work this academic year.

Minutes approved by the Governing Body on: 14.10.2021

Signed (Chair):



Governor

Actions:

- Item 3: KB b/f IT network environmnt proposal.
- Item 5: RB to update Safeguarding Policy with him as Safeguarding Officer.
- Item 7: KB to b/f monitoring Governors Vision impact at Leedon to FGB.
- Item 8: RB to add a budget summary on the HT report when next submitted.
- Item 8: RB to forward on notes from verbal commentary.
- Item 9: KB b/f Ofsted Review training
- Item 13: NM to focus on Action Plan from outcome of Governance Review and forming a working party.
- Item 13: JS to complete 360 review questionnaire, circulate and collate results for September's AGM meeting.
- Item 15: KB b/f Finance roles to F&GP meeting.
- Item 17: GR to send VG dates he completed Safeguarding Training.