

Leedon Lower School

Full Governing Body Committee Minutes

Date 23.03.2023
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	4/4	NM
Mike Fardell	Parent Governor	4/4	MF
Trevor Dyson	Co-opt Governor	4/4	TD
Nick Neill	Staff Governor	4/4	NN
Katie Pantling	Co-opt Governor	4/4	KP
Toby Maloy	Co-Opt Governor	3/4	TM
Michelle Stewart	Parent Governor	3/4	MS
Amy Herukka	Co-Opt Governor	3/4	AH

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	4/4	KB

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

1. Apologies for absence

Gilly Brown, Acting Head Teacher
Jo Shelley, Vice Chair
Sarah Arkle, Parent Governor

NM advised that due to GB absence some items may not be covered in full, but that KB would make a list of questions for GB to send following this meeting.

2. Any personal or business to declare

None.

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

NM advised of a Confidential Item 'Phased return of HT' will be discussed under item 20. NN should not be present for this item.

4. Minutes of the last meeting (02.02.23) and matters arising/follow-up actions

Agreed with one amendment. Item 1: Surname Holding not Harding.

Matters Arising/follow up actions:

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

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. NM advised this hasn't happened. JS to raise directly with GO'R.

Item 8: KB to b/f School data targets to next FGB. NM asked NN to ensure data was uploaded into Sonar so this information could be reviewed at the next meeting.

Governor Actions:

JS to liaise with G'O'R regarding adding target of attendance to PPG statements and then provide feedback to the board for net FGB.

NN to provide school data targets for review at next FGB.

5. Correspondence Received

None.

6. Chair's Actions

NM advised she had approved a request from Acting Deputy Heads to use supply staff tomorrow due to ongoing staff sickness.

7. Link Roles

JS completed a review of link roles following Governor feedback. Link Governor roles are as follows with immediate effect:

MF - H&S / Maths / Web Compliance

TD – Attendance / Equality / GDPR (is a new link role that TD will undertake as this has been identified as an area of concern. TD has expertise in this area and will act as DP Officer during ongoing HT absence)

TM – Finance / SEND & Inclusion (Handover ongoing with JS)

AH – EYFS

MS – Safeguarding (Handover to be arranged with NM)

Remaining unchanged:

JS - PPG / Literacy

KP – PHSE

SA – Science / Wellbeing

KB – Training records

8. Finance

Review of end of year accounts:

2022/23 End of year accounts and Commentary end of year accounts 22/23 were provided as pre-reads.

MF talked the committee through the income and expenditure for 2022/23. Closing deficit is circa. £107k even though income was £24k more favourable. This is largely due to staff costs but also increased costs of school supplies, energy bills. MF highlighted that the non-funded pay increases had cancelled out the predicted savings from redundancies forecast in October.

The School Resource Management Advisor is completing an audit. NM advised they will look at all elements of expenditure. Outcome meeting scheduled for 20th April.

Approve 23/24 budget:

This is still in progress. NM advised that an E/O meeting is likely before 30.04.23 deadline to approve 2023/24 budget.

Approve SFVS:

SFVS 22/23 document was provided as a pre-read.

The budget working party have reviewed, and the actions are based on CBC's audit.

TM stated he doesn't agree with item 5 and asked is the level financial expertise adequate. The rest of the board agreed this was a fair point. NM stated we were assured we now had the expertise in place which is why we agreed the stop using the bursar. We need to start to understand why forecasts are not accurate. The Head being responsible for drafting the budget cannot continue. It was agreed that item 5 should be amended to 'in part'. TM then went on to argue that item 3 should be amended to 'in part' as well reasoning that clear and concise monitoring is not currently possible. KP pointed out that financial uncertainty is a national picture and that a lot of schools are really struggling. The board agreed and item 3 will be amended to 'in part'.

NM asked for the boards input for items 6 & 7. After discussion it was agreed to input 'in part' for both these sections.

With these amendments the SFVS document was agreed. NM to submit.

Governor Questions:

Why have the support staff costs not gone down following the redundancies? The unfunded pay rises and more 1-2-1's have been employed.

Governor Actions:

NM to update SFVS with agreed and submit by 31.03.2023 deadline.

9. Health & Safety Review

Review of CBC building audit and action plan:

2022 Leedon building compliance audit 20.10.2022 and H&S Action plan 2023 were provided as a pre-read.

MF informed the committee that the audit score received was 64% 'Generally good practices observed with some areas for improvement'. This score indicates that the school have not been managing their compliance to a reasonable standard. The main factors contributing are key documents were not available or maintenance had not been carried out. The report showed 6 red items and 14 amber items. An action plan is now in place to ensure remediations and various other strategic improvements. CBC have approved the action plan and a re-audit is scheduled for the end of the school year.

Update on HSE Asbestos Management visit:

NM advised that RB had led asbestos management visit with Site Agent. A contravention was found. This was due to housekeeping issues; some inspections hadn't been uploaded and we didn't have an Asbestos action plan in place. CBC received notice of this as we have breached H&S law. Evidence has to be provided to CBC by Monday.

The board had a long discussion regarding the ongoing issue with H&S. It was noted that not replacing the previous Assistant Site Agent had contributed to this outcome and other issues identified. Moving to online services will help the issues such as logging information and paperwork location but there is a significant challenge especially with the current issues with SLT. The area requires management oversight and accountability, but there is lack of capacity at present. It was agreed that for the immediate term MF would support the AHT with oversight of H&S and the implementation of the action plan. The longer-term aim is this would come under a School Business Manager from next year.

NM advised that we might expect further audits so there could be further work in this area.

MF added that the Site Agent was really motivated to get things right moving forward.

Governor Questions:

Where are we with red items? MF The red items should be resolved by Easter with the amber by the end of the school year. There have been some communication issues within school that I will also resolve.

Governor Actions:

MF to monitor H&S Action plan in the interim and report to FGB as appropriate.

10. HT's report

Provided as a pre read. NM explained that due to the LA review GB had provided a brief summary only. NM asked KB to note any questions for GB following the report due to her apologies for this meeting. NM provided a brief overview for the board. She explained that GB is currently absent. There had been some exclusions and staffing issues. NM had, advised Acting Deputy Heads to contact Brooklands middle for support. Brooklands have confirmed they can provide ad hoc advice as required.

Questions for GB:

Under Behaviour and Safeguarding: Internal and external exclusions have increased, why is this? And what impact is this having?

Under CPD: What are the plans for the forthcoming inset day?

What is the update on the roof in KS1 block?

11. LA Review

NM provided a brief verbal overview of the outcome. The full report will be available after Easter.

- JS and NM attended as Governors.
- Deep dives were completed in Math, Literacy and EYFS.
- Areas of concern: EYFS, early years reading, outcomes in years 1 & 2 and behaviour.
- Still at risk of RI outcome.
- More recent interventions have shown a positive impact but cannot be measured as it is too early.
- Staff unsettled.
- Issues were obviously highlighted with overall leadership due to the current situation.
- Governors appeared knowledgeable, but needed a strategic plan for current SLT issues.

NM asked NN for his thoughts. NN had said he felt it was a positive experience. GB to update SLT on her return to work.

12. Link Governor / Monitoring visits

SEND & Inclusion: TM and JS completed visit. JS will send on report.

PHSE: KP will complete her visit straight after Easter.

EYFS: AH will arrange her next visit as soon as possible.

Safeguarding: MS and NM to liaise regarding handover.

Science: SA completed visit report is to follow.

Governor Actions:

JS to complete SEND link report following visit.

KP to arrange PHSE visit asap.

AH to arrange EYFS visit asap.

MS and NM to organise Safeguarding link role handover.

SA to complete Science link report following visit.

13. MAT working party

NM advised there is currently no update other than talking to the Head of Brooklands next week. A Governor is needed to head up the working party. KP will pick this up after easter holidays.

Governor Actions:

KP to lead MAT working party after Easter.

14. Safeguarding

CBC Audit:

Safeguarding Audit outcome Jan 2023 was provided to the board prior to this meeting.

Outcomes were discussed at previous FGB, but formal report has now been received. The significant issue was not checking ID upon arrival on school site. NM advised that this issue has now been resolved.

NM asked that all Governors complete the Governor Safeguarding training. She will forward on. It is specifically for Governors from the Key.

Governor Actions.

All Governors to complete The Key Safeguarding training if they haven't already.

15. GDPR

Item cannot be discussed without GB.

KB to ask GB to confirm if there has been any breaches since the last FGB.

Governor Actions:

KB to ask GB to confirm if there has been any breaches since the last FGB.

16. Wellbeing

Staff survey was sent out yesterday. Results will follow but NM stated very briefly that results seemed 50/50 between those that are managing ok and those who have concerns at the current situation.

NM asked NN his view on staff wellbeing at present. NN stated that he felt staff are showing resilience at the moment rather than being able to enjoy their roles. Most are stressed and tired. Everyone is doing the best they can but are swimming against the tide. Capacity is a huge issue due to leadership absence. Most CPD opportunities are unable to happen at present due to both budget and capacity constraints. NM stated we do hear this and want wellbeing to be a priority. This will continue to be monitored closely by the board.

17. Policies for review:

All provided as pre-reads before this meeting.

Equalities and Accessibility policy:

Equality targets are set within this policy but haven't effectively monitored. Going forward these agreed targets will form part of the HT termly report to ensure they effectively and continuously monitoring. It was highlighted during website compliance section of LA review that this policy was duplicated on the website. KB to look at where it is duplicated and advise. Unanimously agreed by the board.

Equalities Statement:

Updated and unanimously agreed by the board.

Data Protection policy:

TD stepping in as DPO for interim as it isn't appropriate to be RB at present. Longer term it is a role that would sit with a School Business Manager. The policy was unanimously agreed by the board.

Physical Intervention policy:

Unanimously agreed by the board.

LAC and previously LAC policy:

Unanimously agreed by the board.

Induction policy and procedure:

Agreed with amendment of adding in staff exit interviews.

Allegations against staff (including low level concerns) policy:

Unanimously agreed by the board.

Safeguarding and Child protection policy:

Amended to link with Allegations against staff policy. Unanimously agreed by the board.

Charging and Remissions policy:

Unanimously agreed by the board.

NM to check charges.

Governor Actions:

KB to advise where Equalities and Accessibility policy look at where it is duplicated on website.

NM to add in Staff exit interviews to Induction policy and procedure.

NM to check charges. Charging and Remissions policy.

18. Governor Improvement plan

Update of 'red' items:

No update.

NM to pick up with TD regarding Equality training.

Governor Awards:

NN updated the board as to the meeting he and SA had, had regarding the awards.

It was agreed that the awards would be mentioned at the next KS assemblies before easter and then launched with Governors presence straight after easter holidays. NN will modify forms appropriately for each key stage. NN explained that as the rewards system had been streamlined with the issuing of 'blues' so this is the most appropriate reward for those in receipt of the award. It was left to NN to see what he thought was the right amount of 'blues' to keep in line with other school rewards. It was also agreed a box would be put in every classroom for pupils to put slips in throughout the year and not just for a specific time.

Update on Governance Review:

NM informed the board that a review will take place with a National Governance Leader. She has a meeting just before Easter to understand the process. NM explained she felt this would be really helpful as the Leader has governing experience. They will review agendas, minutes, processes etc. It will take place in the summer term.

NN left the meeting.

Governor Actions:

*NN & SA to complete Governor Awards launch.
NM to share Ofsted briefing notes.
NM to pick up with TD regarding Equality training.*

19. Governor development and training

TM attend Governor Induction 14.03.23.
KB to resend send out training schedule.

Governor Actions:

KB to resend send out training schedule.

Minutes approved by the Governing Body on: 11.05.2023

Signed (Chair):



Governor

Actions:

Item 4: JS to liaise with G'O'R regarding adding target of attendance to PPG statements and then provide feedback to the board for next FGB.

Item 4: NN to provide school data targets for review at next FGB.

Item 8: NM to update SFVS with agreed and submit by 31.03.2023 deadline.

Item 9: MF to monitor H&S Action plan in the interim and report to FGB as appropriate.

Item 12: JS to complete SEND link report following visit.

Item 12: KP to arrange PHSE visit asap.

Item 12: AH to arrange EYFS visit asap.

Item 12: MS and NM to organise Safeguarding link role handover.

Item 12: SA to complete Science link report following visit.

Item 13: KP to lead MAT working party after Easter.

Item 14: All Governors to complete The Key Safeguarding training if they haven't already.

Item 15: KB to ask GB to confirm if there has been any breaches since the last FGB.

Item 17: KB to advise where Equalities and Accessibility policy look at where it is duplicated on website.

Item 17: NM to add in Staff exit interviews to Induction policy and procedure.

Item 17: NM to check charges. Charging and Remissions policy.

Item 18: NN & SA to complete Governor Awards launch.

Item 18: NM to share Ofsted briefing notes.

Item 18: NM to pick up with TD regarding Equality training.

Item 19: KB to resend send out training schedule.

Confidential Item

20. Any other matters agreed as being urgent

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]