

Leedon Lower School

Full Governing Body Committee Minutes

Date	04.01.2022
Time	6.00pm
Venue	Zoom Virtual Meeting
Meeting Number	2

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
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
Colette Goring-Farrow	Co-opt Governor	1/ 2	CGF
George Reardon	Parent Governor	1/ 2	GR

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	2/2	RB
Kelly Burley	Clerk to Governing Body	2/2	KB

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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2. Any personal or business to declare

No interests were declared.

Any outstanding PI forms to be returned ASAP.

3. Any Other Business Agreed as being Urgent

TD wanted to discuss school uniforms but due to the busy agenda this will be brought forward at the next meeting.

4. Minutes of the last meeting (14.10.2021) and matters arising/follow-up actions

15.07.2021: Minutes agreed as an accurate record with the following amendments:

Item 4: IT Network proposal was taken to F&GP meeting on 10.12.2021.

Item 11: The Equality Statement was agreed at the meeting of 14.10.2021.

Matters Arising/follow up actions:

All completed with the exception of the following:

Item 5: KB goes back to CBC regarding Local Authority Governor vacancy. KB has completed and will now chase CBC for progress.

Item 11: RB to update SEND policy to reflect revised complaints policy. RB to just upload to website.

Item 11: TD to update Equality Statement to state children instead of boys and girls. Still outstanding.

Item 11: NM to review FGB's role in risk reduction in Safeguarding and child protection policy. Will be covered under item 17 in this agenda.

Item 12: JH, SA and NM to meet regarding setting up Governor Award. TD has taken ownership of Governor Awards working with JH and SA a timetable is being put together which will be completed ASAP.

Item 14: RB to rag rate SDP. Not RAG rated but commentary provided. Governors can comment under item 11 if they feel this is required. Action is completed.

Item 16: RB to share Talking Partners report once completed. JS to pick up with GO'R at their Link Visit on 06.01.2022.

Item 20: SA to send a summary of courses she has attended to KB

Governor Actions:

KB to chase CBC on progress of LA Governor candidate.

RB to upload SEND policy to the website.

TD to update Equality Statement to state children instead of boys and girls.

TD, JH & SA launch Governor Awards by March.

JS to review Talking Partners reports from GO'R and report back to FGB.

SA to send a summary of courses she has attended to KB.

5. Correspondence Received

James Pegg, Co-Opt Governor has resigned.

6. Chair's Actions

None.

7. Appointment of Staff Governor

There is no Staff Governor candidate to put forward. RB to ensure appointment of Staff Governor for next FGB.

Governor Actions:

RB to ensure appointment of Staff Governor for next FGB.

8. Policies

All policies were made available in advance.

For Review:

Health & Safety Policy; no amendments or updates. The FGB agreed the policy. To be reviewed December 2022.

Pay Policy; this policy was discussed in detail at the FG&P 10.11.2021 (minutes are available). The FGB agreed to the policy. To be reviewed September 2023.

Policies for information only:

Structured Feedback Policy and Behaviour and Bullying Policy are for information only and have been approved by RB.

To be discussed:

Governor Allowances; It was unanimously agreed that this policy is not required and will be reviewed again in January 2023.

9. Governors' Action plan

- **Update on progress to date**

Governance Review Action Plan 2021/22 was issued as a pre-read for this meeting. Main talking points were highlighted in red.

Development area 3: Commentary box has been added to HT's report, NM will also add Governor suggestions/requests for further information/changes to ensure these are addressed in the next report.

Development area 6: It was agreed that KB would record participation in training against the courses offered to ensure adequate coverage and highlight any skills gaps.

NM informed the committee that in the plan the Annual Impact statement will be brought forward for the Summer term as well as SLT presenting their curriculum plans and the impact. NM will discuss with RB in the first instance.

Governor Actions:

NM to add Governor suggestions/requests for further information/changes to ensure these are addressed in the next report.

KB to map participation in training against the courses offered by CBC to ensure adequate coverage and highlight any skills gaps.

10. HT's report

- **Including presentation on latest pupil data**

The following pre-reads were provided for this item.

HT report Dec 2021

Data Overview Dec 2021

Inspection Data Summary Report Nov 2021 Ofsted

RB talked the committee through his report. He highlighted that absence is below 60% due to covid. Bubbles have stopped and the whole school is mixing with clubs resuming in January. The situation will be constantly under review.

It was agreed that RB would add dates at the top of columns.

RB also took the committee through his data overview presentation. He clarified that the data related to the % of the objectives that had been taught rather than the full curriculum so results are more accurate. He highlighted that years 1 & 4 are as expected. Year 2 is the year with the highest need with 5 EHCP's and 7 children requiring 1-2-1's. Year 3 missed the most school due to covid so have the biggest gap to catch up. Pupil progress meetings have happened in December and plans are in place. £2.5k has been allocated to EYFS for new resources from the PTA.

Governor Questions:

8 incidents of bullying have been logged. Why has there been such an increase and how are they being managed? RB explained that 8 incidents have been reported and recorded on CPOMS. Upon investigation 7 of them were concluded as 'one off' incidents that have been dealt with and not bullying. Spike occurred after anti bullying week.

What is happening with the redundancies in LSA hours? RB informed the committee 147 hours per week need to be saved. This equates to 7 jobs or all LSA's cutting their hours. RB talked the committee through the allocation of LSA staff at present. All LSA's are in one to one support roles. Some of these children have an EHCP and/or are working towards them. There are approximately four children being supported without funding. RB highlighted that once redundancies take place these children will not have the one to one support they require.

What will the impact be of cutting the impact of cutting the LSA's hours? The most likely outcome is exclusions for these children as they cannot function in school without 1-2-1 support. There is no funding available. With the current budget deficit we have to have a recovery plan in place for CBC so the only option is to cut LSA's hours.

Do the LA know the impact of these redundancies? Yes but no additional funding.

Could we write to them as a board to explain the impact of this recovery plan we have to implement? RB suggested waiting 6-8 weeks to see what the HR advisor's advice is. NM also suggested that at the next SIA meeting this be discussed to obtain her viewpoint and advise. NM stated that this is a real area of concern that the board needs to revisit. CGF confirmed she would be happy to support the SEND link role. It was agreed that this issue would be discussed outside of this meeting.

Is Direct Tutoring an additional cost? Within the budget and if required can apply for additional funds.

Are you able to compare this data with other schools nationally or in the local area?

RB explained that opportunities are still limited. No data nationally and locally networking with other Head Teachers has been difficult and also schools have covered different areas of the curriculum so isn't necessarily comparing like with like. Mainly anecdotal opportunities and other local schools are facing the same challenges and have been in 'crisis management' for the last 2 years. Specifically at Leedon the recent GL Assessments are really helpful in monitoring progress and assisting planning going forward.

Do you have more detail regarding the time scale of the 'catch up' pupils require? RB used year 2 as an example and stated he believed they would be on track by year 4 - so 2.5 years.

What about specific pupil groups such as PPG and SEND, are there any specific concerns around their progress? RB concluded that these groups were among the least affected by the impact of Covid in terms of time missed in school as they all attended throughout lockdowns so they are progressing as expected and there are no concerns to report.

11. School Development Plan: EYFS Subject update

The following pre-reads were provided for this item.

SIP 2021-2022 with commentary

SIA EYFS Deep Dive 11.11.2021

Governor Visit Report Talk4Writing inset 01.11.2021

RB informed the committee the PTA had given £2.5k funding for resources for EYFS specifically as this was highlighted as a requirement in the SIA's report. Forest Schools is restarting this term. RB advised the committee that there were some very high need children in EYFS this year. EHCP's are in process but these needs were not known prior to the pupils commencement. The committee agreed that JH would follow this up at her next Link Visit.

NM noted a commentary had been added (as requested) to the SIP. NM asked RB to highlight any areas of concern. RB informed the committee that there are no areas he is particularly concerned about although in general with covid causing high level of absence and the staffing issues that stems from this makes implementing the plan more difficult.

JS briefed the committee on the Talk4Writing inset day she had attended. Talk4Writing monitoring and implementation review will be brought forward.

Governor Questions:

Do you have progress data for EYFS as not included in the data overview? RB confirmed he could forward on or bring to the Standards committee meeting. It was requested that this was included going forward.

The deep dive didn't seem to support 'In the moment planning' particularly when this is highly regarded by Ofsted. Does this need reviewing? RB explained that it didn't because the SIA doesn't specialise in EYFS.

Has the unsafe area been rectified? RB pointed out the unsafe area was actually an area that was not being used by early years at the time of the inspection but that the area had been cleared and is safe. TD will check this in his next H&S Link Visit.

Has the RSE/PHSE parental consultation taken place? Will take place asap. Should have happened before Christmas but it didn't due to staff shortages.

Governor Actions:

RB to provide progress data on EYFS pupils in HT report going forward.

TD to check the early years area deemed unsafe in the SIA deep dive report at next H&S Link visit.

JH to address development areas for early years found in the SIA report (Nov 2011) at next link visit.

NM Talk4Writing monitoring and implementation review to be brought forward.

12. PPG Strategy

PPG Governor Visit report by JS was distributed prior to the meeting. PPG strategy needs putting in the correct format and putting on the website by 31st December. This is still outstanding. JS to follow up with GO'R on their meeting on 13.01.2022. The FGB emphasised that this is an urgent priority. This then needs to be ratified at the next meeting.

Governor Questions:

Can we have data to demonstrate the outcomes of the interventions that have been put in place? RB confirmed that this is an ongoing process and that data is available. It was agreed that JS will manage this at her monthly PPG meetings with GO'R and bring to standards meeting.

Governor Actions:

JS to follow up PPG strategy format on 13.01.2022.

KB to b/f PPG strategy ratification for next FGB.

JS to b/f PPG intervention impact data to Standards.

13. Safeguarding

No incidents to report to the committee.

Audit was postponed in December and will take place at the end of January.

NM has commenced link meetings with RB.

Governor Actions:

NM to check SCR when visits into school allowed again.

14. Stakeholder Engagement

- Parent survey results
- Staff wellbeing

Parent Survey results:

Findings from the parent survey Oct 2021 was available as a pre-read. Broadly very positive results. It was agreed that in future surveys it would be a good idea to include a definition of bullying and one off incidents.

Staff Wellbeing:

The staff wellbeing survey is being turned back on for regular updates. Update will be provided at the next FGB. RB highlighted that staff had shown real dedication, had mucked in everywhere and he was proud of everyone and how they had coped at the end of term. The committee asked RB to pass on their thanks to all staff.

Governor Questions:

How are you planning on managing parents' expectations for pupils' progress? GL assessment overview will be provided and in every Leedon Link a curriculum overview is provided for each year group.

Governor Actions:

KB to b/f Staff wellbeing for next FGB.

15. F&GP and Standards updates

Minutes from the previous meetings have been shared and no questions were raised.

16. GDPR

No GDPR breaches to report.

17. Link Roles

- **Vacancies - SEND and PSHE**

It was agreed NM and SA would look at the PSHE link role and see if SA could pick up as part of her Wellbeing link Governor role.

It was also agreed that NM would discuss CFG picking up the SEND Governor role with NM's support.

NM voiced concern that not all monitoring visits had been completed. She acknowledged it was extremely difficult last term with cases of covid being so high and being unable to enter the school. She asked all Governors to ensure their visits were completed ASAP. These should be completed remotely.

Governor Actions:

ALL Governors to complete Link Visits ASAP.

KB to b/f forward Link Visits to Standards committee meeting.

18. Governor development and training

- **Recruitment of new Co-opt governors**

CGF, TD and SA to forward dates/certificates onto KB for training records.

Currently 4 Co-opt vacancies to fill. MF is completing a skills matrix and this will be sent out to all Governors shortly for completion. This will then help determine the board's recruitment strategy.

GR also announced that at some point in early Spring he will be moving so he will be unable to continue his role as Parent Governor.

Governor Actions:

CGF, TD and SA to forward dates/certificates onto KB for training records.

19. Any other matters agreed as being urgent.

None.

Minutes approved by the Governing Body on: 24.03.2022

Signed (Chair):



Governor Actions:

Item 4: KB to chase CBC on progress of LA Governor candidate.

Item 4: RB to upload SEND policy to the website.

Item 4: TD to update Equality Statement to state children instead of boys and girls.

Item 4: TD, JH & SA launch Governor Awards by March.

Item 4: JS to review Talking Partners reports from GO'R and report back to FGB.

Item 4: SA to send a summary of courses she has attended to KB.

Item 7: RB to ensure appointment of Staff Governor for next FGB.

item 9: NM Commentary box to be added to HT's report to add Governor suggestions/requests for further information/changes to ensure these are addressed in the next report.

item 9: KB to map participation in training against the courses offered by CBC to ensure adequate coverage and highlight any skills gaps.

Item 11: RB to provide progress data on EYFS pupils in HT report going forward.

Item 11: TD to check the early years area deemed unsafe in the SIA deep dive report at next H&S Link visit.

Item 11: JH to address development areas for early years found in the SIA report (Nov 2011) at next link visit.

item 11: NM Talk4Writing monitoring and implementation review to be brought forward.

Item 12: JS to follow up PPG strategy format on 13.01.2022.

Item 12: KB to b/f PPG strategy ratification for next FGB.

Item 12: JS to b/f PPG intervention impact data to Standards.

Item 13: NM to check SCR.

Item 14: KB to b/f Staff wellbeing for next FGB.

Item 17; ALL Governors to complete Link Visits ASAP.

Item 17: KB to b/f forward Link Visits to Standards committee meeting.

lte 18: CGF, TD and SA to forward dates/certificates onto KB for training records.