

Leedon Lower School

Full Governing Body Committee Minutes

Date 24.03.2022
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
Jenny Holding	Parent Governor	3/3	JH
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
George Reardon	Parent Governor	2/3	GR
Jenny Holding	Parent Governor	3/3	JH

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	3/3	RB
Kelly Burley	Clerk to Governing Body	3/3	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
Colette Goring-Farrow	Co-opt Governor	1/3	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 (04.01.2022) 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: KB has chased the LA regarding a Governor, and none are available.

Item 4: RB will check the SEND policy is up to date.

Item 4: TD just needs to upload the Equality Statement.

Item 11: TD has checked the unsafe area identified by SIA in the EYFS area and there are no further issues. He will report on this fully at the next FG&P meeting.

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

Item 17: ALL Governors to complete Link Visits ASAP. SA & GR's visits are still outstanding.

Governor Actions:

RB will check the SEND policy is up to date.

TD just needs to upload the Equality Statement.

TD has checked the unsafe area identified by SIA in the EYFS area and there are no further issues. He will report on this fully at the next FG&P meeting.

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

SA & GR's to complete Link visits are still outstanding.

5. Correspondence Received

Letter received from the Library Subscription Service and was passed on to the school office as an operational matter.

6. Chair's Actions

None.

NM informed the committee she had proofread the Relationships and Health Education policy and consultation to parents before it was issued.

7. Appointment of Staff Governor

RB advised the committee that Nick Neill has been voted the new staff governor with immediate effect.

Governor Actions:

NM & KB to contact NN with welcome details.

8. Policies

All policies were made available for review in advance.

For Review:

Appraisal policy: Amendments are required to the quality assurance section. The policy states the chair is not involved in the HT's appraisal process which is incorrect, and the policy refers to foundation governors which needs to be removed. The FGB agreed the policy with these amendments. RB to make amendments. To be reviewed March 2023.

Complaints Policy: The policy was agreed with no amendments. To be reviewed March 2023.

Relationships and Health Education Policy: This is a new policy to be reviewed every 2 years (March 2024). The policy was agreed with no amendments.

School Uniform policy: TD has updated the policy to ensure it is gender neutral. TD will liaise with the school office regarding the clothing section to ensure it is fully up to date. No amendments were made, and the policy was agreed. To be reviewed as necessary.

Governor Questions:

Have you used the compliant policy? RB confirmed no.

What feedback was received from parents following the R&HE consultation? GB confirmed no real issues arose from the consultation. The feedback received was mainly asking for notice as to when pupils would be undertaking the lessons.

9. Head Teacher's report

The report was issued to the committee as a pre-read.

Pupil progress meetings have been fully completed and a full report will be available for the standards committee meeting. KB to bring forward.

RB informed the committee that the tutoring programme has made a significant impact and will be continued into the summer term and assist year 4 pupils with their transition.

Governor Questions:

Attendance below last year. Is this still due to covid? RB confirmed that this is still the case plus a chicken pox outbreak in reception. Covid cases are still significant. LL has had to close in the afternoons last week due to staffing issue. It is similar picture across local schools. First stage absence management letters have been issued to 13 members of staff.

Are exclusions an issue as another 4 cases? RB confirmed internal exclusions only so (for example) this will be when a child has been removed from a class for an afternoon and maybe gone into a parallel class. No external exclusions.

Governor Actions:

KB b/f Pupil progress spring term report to Standards committee.

10. Budget**End of year End of year position 21/22 and 5-year budget forecast/recovery plan:**

The following documents were provided as a pre-read for this agenda item:

End of year accounts 2021-22- and 5-year budget forecast.

TD advised the committee that this item would usually be on the agenda of the F&GP however, due to the level of deficit recorded it was agreed that this information needed to be reported to the FGB.

The total deficit is circa. £225k significantly higher than budgeted. It was noted that the recovery plan is not finalised as final figures haven't been confirmed. Once submitted the LA will write and confirm acceptance.

SVFS sign-off:

This document was provided prior to the meeting for review.

TD advised the committee that the document needed some further tweaks with the rag rating and checklist but is fundamentally ready to send. No questions were raised, and it was agreed to delegate to NM and TD to complete and then submit the document.

Governor Questions:

What is the reason behind this deficit? TD explained the main reason is covid. This increased costs significantly and made expenditure unpredictable. Staffing costs escalated significantly, extra cleaning equipment, income reduced through no letting's, expected funding hasn't come through. The budget has been spent correctly but how things stand this spending isn't sustainable.

What is the next course of action? TD confirmed a recovery plan is in place and this needs to be drastically changed. The major changes will affect staffing. All support staff will be affected but mainly LSA's. RB explained that the operational decision had been taken

that restructuring during the pandemic wasn't feasible due to the level of staff absences with isolation, online provision, bubbles etc. TD also made the committee aware that with increasing utility costs this would need to be thought about in the recovery plan.

Is it feasible to make this sort of recovery? TD we have to, and our recovery plan will be submitted to the LA. RB explained that staff that have resigned are being replaced with teachers at a lower level so a saving of circa. £40k. A saving of around 150 hours a week needs to be made. We do believe this is achievable. We will also look at the staffing of lunch times etc. We no longer pay into the bursary service as we have an inhouse employee that can complete this function. This is an additional saving. The SLT are aware.

Is the local authority fully aware of our situation, at what point do they come back and ask for further information? TD reassured the committee that the figures are submitted on a monthly basis, so they are aware of the situation and haven't asked for any further detail as yet but that we need to turn the trend for the beginning of the next academic year. The impact will be limited this year now.

Is this a trend in our area? RB stated it is broadly the same and that he doesn't know the exact details of other schools' deficits, but that Leedon's is likely to be more significant.

Will be able to make wage payments etc.? RB advised that the LA effectively give you an advance to cover wages etc. so this should not be an issue. RB reiterated that with the in-house Finance Manager in place there should be no surprises going forward and the situation is being constantly monitored.

How are you attracting better pupil numbers as higher numbers means more funding?

TD clarified that Leedon had requested to move to a two-form entry as statistically pupil numbers in the local area will not fill the three-form entry but this has been rejected. The LA believes due to the new houses being built a three-form entry is warranted but this hasn't come to fruition yet.

A discussion took place in relation to how to attract higher numbers of pupils. It was noted that there had been a good number of in year transfers. Once parents visit the school a high percentage select Leedon as their preferred choice. Covid has made these visits impossible. RB updated the committee on his plan for Autumn term. There will be open days and evenings available for parents. Getting more coverage in the local paper was also discussed. It was agreed that the importance of getting a 'Good' rating at the next Ofsted inspection is ultimately how to attract higher pupil numbers and that it was a hard balance managing the budgetary issues and this.

How will we continue to monitor the budget deficit? It was agreed that more scrutiny is required going forward and acknowledged that potentially this issue hasn't been monitored closely enough by the board. A monthly scrutiny meeting will take place and the monthly report that is sent to the LA will now be sent to the F&GP committee as well. TD will organise the next F&GP. It was also agreed that the budget will become a standing item on the FGB agenda.

Governor Actions:

TD to set date for the next FG&P meeting.

KB to add Budget Deficit as a standing item to FGB agenda.

TD/NM to complete and submit SVFS document.

11. School Development Plan

- Focus on P4 – Personal Development

The following pre-reads were provided for this item.

SIP 2021-2022 with March commentary

SIA Deep Dive PHSE

Governor Link Visit Reports (from Maths, Literacy, EYFS and Computing)

GB presented the outcomes of the SIA PHSE deep dive.

The report does state that Governors haven't provided feedback on the PHSE subject overview and highlighted there is no link governor. JH will bring this forward to the next Standards meeting. It was acknowledged that with the amount of Governor vacancies the board currently has it is difficult to fulfil all link roles.

JH and JS described their Maths focus Governor visit on 08.02.2022. Both expressed that a focused day on one subject was extremely informative and allowed them to obtain a full picture of Maths across the whole school. Their recommendation is that focused visits of this nature (2/3 Governors) take place for all key areas. It was agreed that visits should take place for literacy, then PHSE or EYFS and that then there should be a day in the summer for all Governors.

JS briefly updated the committee on her literacy link visit (20.01.2022). An action for the FGB to consider is the requirement for decodable books for pupils. 90% of reading books within the school are not decodable are still being used. GB advised the last non-uniform day raised £500 which has spent on new decodable books and there is also an English Hub grant that is potentially available which she is looking into. Fund-raising will continue.

JH advised the committee of her findings from her EYFS link visit (21.02.2022). A discussion took place regarding timetabling and staffing issues becoming a barrier to Talk for Writing, Planning in the moment etc. and that finding a balance between these things had been difficult for the EYFS lead. RB confirmed he had talked through these issues and that short, medium- and long-term plans are in place such as restructuring to relieve some of these pressures. The additional pressures EYFS had suffered due to increased socialisation issues (due to covid) and unforeseen additional needs within the cohort were acknowledged. It was also acknowledged that links with other settings hadn't taken place due to covid restrictions and this had been really missed by the EYFS lead. A follow up visit will take place next term.

MF talked the committee through his Computing link visit (21.01.2022). The actions for the FGB to consider is the IT Network restructure although in light of the budget update MF is concerned that this could not be addressed. RB informed the committee that 12 new chrome books had been received. The IT Network restructure will be brought forward to the next F&GP meeting.

Governor Questions:

What were the highlights for you from the SIA report? GB stated the improved consistency noted by the SIA across classrooms which is something that had been a focus. KS2 was described as particularly good. Overall, the positive changes that had been focused on came across in the report.

Which areas require further improvement? KS1 wasn't as consistent mainly around how pupil's books are presented. This has now been addressed and a new process for recording pupils' output has been implemented. PHSE lead is leaving at the end of the academic year, so a suitable replacement needs to be in place ensuring an adequate handover.

Governor Actions:

JH/KB b/f PHSE subject overview feedback and PHSE link governor role to Standards agenda.

KB b/f Focused link visits to Standards agenda (literacy, PHSE or EYFS).

KB b/f Full FGB summer visit to next FGB agenda.

KB b/f IT Network restructure to next FG&P agenda.

12. PPG Strategy

- Ratification of updated strategy

Pupil Premium Strategy 2021-22 updated
Governor Link Visit report Jan 2022
Governor Link Visit report March 2022
Were provided as pre-reads for this item.

The strategy was unanimously ratified by the committee.

Governor Questions:

How are you managing impact of interventions particular for PPG children? All pupil progress meetings have taken place and the data will be analysed for all children and GO'R will look at data for specifically PPG cohort. Each intervention impact will be thoroughly measured by appropriate means. This report will come to the Standards committee.

13. Safeguarding

No incidents to report to the committee.

SCR has been checked on 04.02.2022 with no issues to report to the committee.

NM has received the Safeguarding Audit report and the outcomes are positive and there are no concerns to bring to the FGB. NM will forward a copy of the audit for information.

Governor Actions:

NM to forward Safeguarding audit report to FGB.

14. Staff and pupil wellbeing

Staff Wellbeing:

NM shared the recent results of the staff pulse survey, but these were not a pre-read for the meeting but for information only. The results are broadly positive. The survey has now been paused and will recommence after Easter.

Pupil Wellbeing:

Stars of the week are being communicated via the Leedon Link.

Pupils seem much more settled, and the number of low-level disruptions is less frequent.

Governor Questions:

Is there an equivalent of the staff pulse for pupils? Yes the Happiness survey is scheduled to be re-completed.

15. Standards committee

Minutes from the previous meeting (27.01.2022) have been shared and no questions were raised.

16. Schools of Future update

NM brought the committee up to date on CBC's consultation process and the new principles have been agreed. NM will share this with the board.

2025 is the new proposed year.

Governor Actions:

NM will forward on Schools for the Future principles to the board.

17. GDPR

No GDPR breaches to report.

18. Governor's Action plan

- **Update on governor 'vision' award**

The Governance Review Action plan 2021/22 was provided as a pre-read.

NM confirmed the plan was moving forward with no issues to highlight to the board except the curriculum plan area for development is still ragged as red. NM reiterated this remains a priority.

SA talked the board through the proposed 'Governor Awards'. It was proposed that the awards are voted for (on a termly basis) by pupils, staff, and parents. The award would be for those demonstrating Leedon's values. The working party felt it was important that this was solely run by the board with no expectation on operational assistance from the school for printing etc. A launch date needs to be agreed.

A lengthy discussion took place regarding the basis of the awards and their focus on Leedon's values as the original premise was that the awards should support the board's ethos 'golden thread'. It was agreed that the ethos would be clearly displayed on the voting slips and certificates, and that the values link back to the ethos as a practical demonstration of the ethos in practise. The forms will be sent out to the board to approve before launch.

Governor Actions:

SA, JH & TD launch Governor Awards after Easter.

19. Governor development and training

– **Including succession planning**

KB has received all updated training information for the committee and has completed an analysis of the training completed so far this year. This will help identify any training gaps going forward.

NM confirmed governor vacancies have been registered on two recruitment sites. The outcome of the skills audit showed a requirement for leadership, accounting, and HR skills.

20. Any other matters agreed as being urgent

None.

Minutes approved by the Governing Body on: 14.07.2022

Signed (Chair):



Governor Actions:

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Item 4: SA & GR's to complete Link visits are still outstanding.

Item 7: NM & KB to contact NN with welcome details.

Item 9: KB b/f Pupil progress Spring term report to Standards committee.

Item 10: TD to set date for the next FG&P meeting.
Item 10: KB to add Budget Deficit as a standing item to FGB agenda.
Item 10: TD/NM to complete and submit SVFS document.
Item 11: JH/KB b/f PHSE subject overview feedback and PHSE link governor role to Standards agenda.
Item 11: KB b/f Focused link visits to Standards agenda (literacy, PHSE or EYFS).
Item 11: KB b/f Full FGB summer visit to next FGB agenda.
Item 11: KB b/f IT Network restructure to next FG&P agenda.
Item 13: NM to forward Safeguarding audit report to FGB.
Item 16: NM will forward on Schools for the Future principles to the board.
Item 18: SA, JH & TD launch Governor Awards after Easter.