

Leedon Lower School

Annual General meeting & Full Governing Body Committee Minutes

Date 18.10.2023
Time 6.00pm
Venue Leedon Lower School
Meeting Number 1

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	1/1	NM
Nick Neill	Staff Governor	1/1	NN
Katie Pantling	Co-opt Governor	1/1	KP
Michelle Stewart	Parent Governor	1/1	MS
Amy Herukka	Co-Opt Governor	1/1	AH
Jo Shelley	Vice Chair	1/1	JS

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	1/1	KB
Richard Benson	Head Teacher	1/1	RB
Ebrahim Tafti	Deputy Head Teacher	1/1	ET

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

1. Apologies for absence

Toby Maloy submitted his apologies.

2. Any personal or business to declare

Annual pecuniary interests have been logged and uploaded to website.

KB to liaise with RB regarding providing the digital PI form for staff.

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

Confidential Item:

DofE correspondence received dated 16.10.2023.

4. Minutes of the last FGB meeting (13.07.2023) and matters arising/follow-up actions

Agreed as an accurate record with no amendments.

Matters Arising/Follow up actions:

RB to forward on staff structure 2023/24.

KB to b/f PPG overview.

RB needs to complete Lockdown procedure.

KB b/f updated SDP (following Ofsted) to next FGB.

RB to investigate a shared point for information like what is in place for SEND is ongoing.

JS & NM Governors will be available to feedback staff survey results to staff at Monday's briefing and place box for staff to post solutions. Put a QR link in place instead.

Governor Actions:

RB to forward on staff structure 2023/24.

KB to b/f PPG overview.

RB needs to complete Lockdown procedure.

KB b/f updated SDP (following Ofsted) to next FGB.

5. Correspondence Received

Three Governor resignations have been received:

Sarah Arkle

Trevor Dyson

Mike Fardell

DofE correspondence received dated 16.10.2023.

6. Chair's Actions

None.

Annual General Meeting:

7. Election of chair and vice chair

JS proposed NM, which was seconded by MS. NM was unanimously voted Chair for the next academic year 23/24. NM advised the board that a focus needs to be on succession planning as she is unlikely to be able to chair for a further year.

NM proposed JS for the role of Vice Chair. This was seconded by AH. JS was unanimously voted Vice Chair for the 23/24 academic year.

8. Appointment of staff governor

Nick Neill has been voted Staff Governor.

9. Appointment of link and committee roles / TOR

- **Link roles**
- **Working groups (Budget /MAT)**
- **Pay Review Committee**
- **Headteacher Performance Management panel**

Link roles:

JS: PPG & Literacy

AH: EYFS

MS: Safeguarding & Science

KP: Maths & PHSE

NM: H&S

TM: SEND & Finance

KB: Training

NN expressed how beneficial the link governors are to teaching and staff. Plus, they provide a level of accountability for staff.

Once completed RB will share subject leader planning times so link governors can plan effective monitoring. ET is leading. Discussions took place regarding how to ensure effective monitoring with the low number of Governors. ET suggested subject leaders could come and present at FGB meetings for those areas that may not be covered by link roles.

Working groups (Budget/ MAT), Pay committee and HT appraisal:

Budget WG members:

KP

MH

NM

TM

MAT WG members:

All FGB members

Pay committee:

NM

JS

TM

Head Teachers appraisal:

NM

AH

Terms of Reference for the budget working group will be reviewed once the new Business Manager is in post.

Terms of Reference for the pay committee were unanimously agreed.

10. Adoption of Code of Conduct and Standing Orders

Both the Code of Conduct and Standing Orders 2023/24 were provided as pre-reads.

Minor amendments were all agreed.

Full Governing Body meeting:

11. Head Teachers report

Provided as a pre-read plus a copy of the final Ofsted report.

NM asked for the Asbestos Management plan to be forwarded on as this requires FGB approval.

NM and RB met with SIA and Head of School Improvement mid-September regarding the informal notices of concern that were received. The main concern was around Asbestos Management. The plan is completed, and audit has taken place and CBC H&S have confirmed that there are no further issues. The full H&S audit now needs to be completed. The SDP needs to be submitted by 20.10.2023 and a few remaining actions on the Safeguarding audit need to be completed, and then the informal notice should be lifted. In terms of the Finance notice there is a more robust plan in place to manage deficit. We have pushed back and challenged a bit as issues have occurred some of which are not within the schools' control such as three form entry and non-funded pay increases. The deficit needs to continually reduce and the plan in place should ensure this. 20/60 schools are currently in deficit in the area. It is not a problem unique to Leedon.

Confidential Item:

DofE correspondence received dated 16.10.2023 'Schools not making necessary improvements' letter from Regional Director.

The board collectively expressed their disappointment in receiving the letter as the Ofsted report shows clear improvement. It is likely that the letter is standard process and issued to all schools that have two 'Requires Improvement' in succession and that individual progress is not necessarily considered. Potentially an academy order could be received. NM has contacted the Head of School Improvement and awaits a response. NM advised that there is now a three-week window for the board to submit evidence to the Regional Director. NM stated she felt there is enough evidence to demonstrate improvements are underway for example Ofsted report, SDP, Governance review, etc. The consensus of the board was that it is not opposed to joining a MAT but that it is imperative that the board are able to choose the right MAT. The board are unsure what happens in terms of the deficit and the impact of this in joining a MAT. NM advised she had received no updates on Brooklands plan. The

Gilberts Vandyke MAT is now on hold. KP asked if it was sensible to consider holding out in case there is a general election next year as this is likely to impact. NM said she was concerned that holding out could lead to being forced into MAT with little/no choice.

After discussion the agreed aim is to demonstrate and evidence the ongoing progress combined with a MAT action plan to avoid a forced move to MAT and therefore the board would maintain some level of control. The board agreed next steps are to further research local MAT's, NM will reach out to Brooklands for an update on their position. This will be prioritised after half term as deadline is 07.11.2023.

Governor Questions:

Why are behaviour incidents so high? RB explained that in order to ensure evidence is collated to build a picture to outside supporting agencies all incidents are being carefully logged.

How is persistent absence being managed (at 10%)? No meetings are required as yet but is being closely monitored and managed on a case-by-case basis. There is part time timetable in place, and another is having a reduced school day.

Little Learner intake is low, do you think this will increase? Capacity is 60. Currently at 29 numbers do increase throughout the year.

How has the start to the new year been? RB reported that he felt it has been a positive start. New staff have embedded well. Parent feedback on the whole has been positive.

Any more issues/feedback from parents regarding the amended timetable? All issues raised in the summer term have been resolved. No new issues have been raised. 110 pupils will be accessing the afterschool facility on Fridays. A ratio of 1 to 11.

Are their contingency plans in place in case a pupil is not booked in, but their parents require care? RB advised that these parents would receive a call asking for their child to be collected but that there will be enough staff on site available to cover if required.

Have we checked EAL parents have understood the timetable changes? RB to check.

What has the parental reaction to the Ofsted report been? RB reported the response has been mainly positive which is in line with the parental feedback within the Ofsted report.

Governor Actions:

RB to forward on Asbestos Management plan.

RB to check EAL parents fully understand timetable changes.

12. School Development Plan

Updated SDP for 2023.24 was provided as a pre-read.

The board thanked RB for the plan. NM noted that a lot of dates of actions were missing. RB explained that once ET had met with all subject leaders after half term the dates would be updated. It was also agreed that Impact Milestone 1,2,3 would be amended to January 24, March 24, July 24 for clarity.

Subject leader plans feed into the SDP. These will be available for Governors and b/f to next FGB meeting. There will be a consistent approach across all subjects. It is just taking time to embed. ET informed the board the focus is on core subjects first and then onto foundation. The new approach has not yet been communicated to all staff. RB emphasised that after Christmas the aim is that monitoring should be more CPD focused.

Governors Actions:

RB to update SDP with dates and update Impact Milestone to Jan, March and July 2024.

KB b/f Monitoring schedule to next FGB.

13. Finance

- **Current budget position (Q2)**
- **Meeting with CBC finance team**

- LA audit update

For the boards review 2023-24 p6 returns forecast was shared prior to the meeting.

NM provided a brief overview for the board. Income has improved due to some extra funding and a fall in staff costs.

The new business manager starts after half term. She will work Wed/Thu/Fri. She has an established relationship with CBC and comes with outstanding references.

Governor Questions:

Why are there no agency supply costs? Using zero hours contracts therefore no fees.

When does deficit have to be reduced to zero by? 3 years but the likelihood is it will take nearer to 5. Moving to a two-form entry will really impact the budget. Year 4 is the last year with a full 3 form. Year 1 for example has 65 pupils and three teachers.

How will you manage staff levels as move to two form entry? Staff already reduced and staff numbers cannot be reduced any further. NQT is on a year contract. Also, a lot of support staff are part time.

What is happening with the recruitment of the SENCo role? No applications have been received. RB is continuing to undertake the role. He is aiming to get additional administrative support from the pastoral support HLTA. Legal compliance continues to be an issue. SENDIAT is providing support and is very helpful. KP husband is a qualified SENCo and has offered support if required. SIA advised going to Vandyke for support which RB has tried but no response has been received. 3 EHCP needs assessments are in the process of being completed. NM voiced concern as this is not RB's role to take on SENCo. RB advised that former SENCo has left things in a good place and that hopefully the admin burden would be relieved.

14. H&S

- Update on H&S audit

RB advised he had cancelled the H&S audit this week and it is rescheduled for 08.11.2023. RB voiced his concerns over the lack of support being received from CBC regarding repairing the roof in the KS1 block. All the preparations have been put in place all the relevant quotes have been received by CBC, but they haven't actioned the repairs despite continuous chasing. It is being escalated at every opportunity. There have already been issues this half term. The electrics tripped last weekend, so the impact is increasing. We cannot manage a closure of the affected area without closing part of the school.

15. Safeguarding

- Governor training

MS will complete CBC Safeguarding training.

RB explained all staff training is now completed on Smartlog. He will provide Governors with logins.

RB advised that staff involved with safeguarding, PPG, pastoral care are now meeting each week to discuss cases and share knowledge. This is providing very useful for sharing information, ensuring the right interventions are in place and continuous monitoring. MS to come in and attend one of these meetings in her role of safeguarding governor.

RB is also leading on PPG.

16. Wellbeing

- Staff awareness of Whistleblowing and Grievance procedure

NN advised he felt the general view (in terms of wellbeing) is positive. Ofsted was a more positive experience than anticipated.

Staff have been made aware of the Whistleblowing and Grievance process. They are now prominently displayed.

RB reiterated that stability is really important to the wellness of the staff after such a turbulent few years. The new timetable will also have a positive impact.

17. GDPR

No breaches to report.

18. Policies for review:

Safeguarding policy: MS confirmed she had checked the policy. Unanimously agreed.

Child on child abuse: Unanimously agreed.

Attendance: Unanimously agreed subject to the school times being updated.

Uniform: Agreed with minor amendments Remove requirement PE kit for reception class not required until Summer.

Learning Environment: b/f to next FGB.

Whistleblowing: Unanimously agreed.

LAC/PLAC: Unanimously agreed. MS needs to put as Safeguarding Governor.

NM to send link to RB for copies of last year's policies.

Plans for information:

Disaster Recovery: Unanimously agreed.

Governor Questions:

Are you still spending time teaching in reception? RB confirmed he was until 11am and then end of day on Friday.

Governor Actions:

RB to update policies and upload correct versions to website:

Attendance: Timetable amendments need to be included.

Uniform: Remove reference to Reception only requiring PE kit in the summer.

LAC/PLAC: MS needs to be Safeguarding Governor.

KB b/f Learning Environment to next FGB.

19. Governance improvement plan

Received £2k funding from CBC to go towards governance improvements. £1400 spent on Governors' Strategy Day, led by Tony Breslin, in July.

NM asked for views on whether the board should continue with Tony's support. KP expressed that we have made so much progress that we should continue to keep up the momentum. Also, he should be able to provide support on the MAT situation. It was agreed in principle that the board would continue with Tony Breslin's input.

20. Governor development and training

- **Ways of working / meeting schedule**
- **Gov recruitment**

KB to cross reference CBC training offer with current Governor skills set to identify gaps.

Adding Governor vacancies to my new term was discussed. This will be helpful however KB cautioned that the board does have a large educational background bias so other avenues should also be explored.

NM advised she was looking to move to teams in terms of Governor communications going forward and that NN will provide Governors with a school emails address. KB will send NN Governors email addresses.

The format of meetings going forward was discussed. It was agreed that meetings in person were preferable. It was agreed to go with Wednesdays, but KP will arrive a little late due to work commitments

Next meeting:

TBC

Minutes approved by the Governing Body on: 29.11.2023

Signed (Chair):



Governor

Actions:

Item 4:

RB to forward on staff structure 2023/24.

KB to b/f PPG overview.

RB needs to complete Lockdown procedure.

KB b/f updated SDP (following Ofsted) to next FGB.

Item 11:

RB to forward on Asbestos Management plan.

RB to check EAL parents fully understand timetable changes.

Item 12:

RB to update SDP with dates and update Impact Milestone to Jan, March and July 2024.

KB b/f Monitoring schedule to next FGB.

Item 18:

RB to update policies and upload correct versions to website:

Attendance: Timetable amendments need to be included.

Uniform: Remove reference to Reception only requiring PE kit in the summer.

LAC/PLAC: MS needs to be Safeguarding Governor.

KB b/f Learning Environment to next FGB.