

## Leedon Lower School

### Annual General Meeting and Full Governing Body Committee Minutes

<b>Date</b>	29.09.2022
<b>Time</b>	6.00pm
<b>Venue</b>	Zoom Virtual Meeting
<b>Meeting Number</b>	1

#### Voting Members:

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Nicola McIntyre	Chair	1/1	NM
Jenny Holding	Parent Governor	1/1	JH
Mike Fardell	Parent Governor	1/1	MF
Trevor Dyson	Co-opt Governor	1/1	TD
Sarah Arkle	Parent Governor	1/1	SA
Jo Shelley	Parent Governor	1/1	JS
Jenny Holding	Parent Governor	1/1	JH
Nick Neill	Staff Governor	1/1	NN
Katie Pantling	Co-opt Governor	1/1	KP

#### Others present / Non-voting:

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Richard Benson	Head Teacher	1/1	RB
Kelly Burley	Clerk to Governing Body	1/1	KB

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

#### 1. Apologies for absence

None.

#### 2. Election of Co-Opt Governor

NM proposed KP to the role of Co-Opt Governor, SA seconded this. KP was unanimously appointed to the role of Co-opt Governor for a four-year term ending 29.09.2026.

#### 3. Any personal or business to declare

No interests were declared.

KB confirmed all but one PI form has been completed.

KB to send PI form to KP.

#### Governor Actions:

KB to send PI form to KP and other relevant induction documentation.

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

None.

## **5. Minutes of the last meeting (14.07.2022) 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.

## **6. Correspondence Received**

NM informed the committee that CGF has resigned from the board. The board expressed their disappointment and thanked CGF for her contribution.

NM also informed the committee that she had received a letter from CBC regarding a proposal for a new special provision in the area. CBC are asking for letters of support for the proposal. The proposal was met positively by the committee. The board are overwhelming in support of this. NM will draft a letter of endorsement.

### **Governor Actions:**

*NM will draft a letter of endorsement for the CBC Special School proposal.*

## **7. Chair's Actions**

None.

## **8. Election of Chair and Vice Chair**

Chair:

TD proposed NM continue in the role of Chair with MF seconding. NM was unanimously voted as Chair for the forthcoming academic year.

Vice Chair:

NM proposed JS for the role and SA seconded this. JS was unanimously voted as Vice Chair for the forthcoming academic year.

## **9. Appointment of Staff Governor**

NN has been voted as Staff Governor for this academic year.

## **10. Change of meeting structure**

### **– Vote on proposal**

Proposal document: Moving to a circle model of governance was provided as a pre-read. NM informed the committee that the SIA had suggested this as a possible model for governance at Leedon. The main aim of this model is that it provides a better picture across all areas of the board rather than specialising in the two current committee areas (Curriculum & Standards and Finance & General Purposes). It will also mean less meetings which is a positive as NM is finding it difficult to schedule in FGB's and two committee meetings.

NM went on to explain it would mean potentially more working parties such as one for the budget and there is still the requirement for the Pay Committee. NM also explained that this model will only work if there is more emphasis on link roles. SA pointed out that she felt it would be good from her point of view as she would get an overview across the school not just brief updates from the other committee at FGB meetings.

It was agreed that the circle model of governance would be trialled this academic year and then a review will take place at next years AGM.

### **Governor Questions:**

***Will voting work in the same way?*** NM confirmed that the meetings would still need to be quorate in order for votes to take place and that working parties would bring items to the FGB agenda as required.

## **11. Appointment of link roles and committee roles**

Link roles have been agreed as follows:

Safeguarding – NM

PPG and Literacy- JS

Maths – MF

Inclusion/ SEND – NM suggested KP but they will have a discussion out of the meeting, so KP understands what is involved.

EYFS – JH

IT – Vacancy as not a priority with current vacancies.

Science and Wellbeing– SA

Health & Safety/ Facilities and Equality – TD

Training – KB

PHSE – Vacancy

Finance - MF

It was agreed that there should be a Finance link role focusing particularly on benchmarking and SFVS. MF will take on this role. The consensus was that now the F&GP committee was no longer in place monthly budget monitoring shouldn't be relaxed. A monthly budget monitoring party will be set up with former members of the F&GP (NM, MF & TD). This working party will agree how the monthly monitoring schedule will work out of this meeting.

The pay panel was agreed as MK, TD, JS and NM.

### **Governor Questions:**

***Will we have a schedule of when link visits should be completed?*** NM explained yes and she will put something together and send out. Everyone's link visits should be completed within the first two weeks after half term. There was some discussion regarding PPG meetings currently every half term. JS and NM thought this might be too much. It was decided that JS would have a formal visit once a term and then an informal 'catch up' every half term.

### **Governor Actions:**

NM to liaise with KP regarding SEN/Inclusion Governor role.

NM, MF & TD will liaise regarding monthly budget monitoring process.

All Governors link visits to be completed within the first two weeks after half term.

All Governors link reports to be completed and available before the next FGB (date tbc).

## **12. Adoption of Code of Conduct and Standing Orders**

Code of Conduct agreed with proposed minor amendments.

The Standing Orders will have to be reviewed considering the decision in item 10. NM and KB will liaise.

### **Governor Actions:**

NM and KB to liaise to update standing orders in relation to Circle of Governance model.

## **13. Head Teacher Report incl. 2021-2022 data and 13. Agree School Development plan**

Unavailable as a pre-read. SDP and SEF presented at the meeting.

RB highlighted that 89 children was the total intake and that there are no child protection cases. Attendance is at 96%. There have been a few cases of persistent lateness and letters are being sent out to manage this. Confirmation has been received that redundancy outlay will be reimbursed by CBC.

NM expressed the boards condolences and acknowledged the extremely hard start to the year staff and pupils have had emotionally and operationally with the sudden loss of a long-standing key member of the Leedon team.

RB went through the data from 2021/22. Reception 38% GLD and 66% LA. With year 1 phonics screening 67% passed. Two children missed the pass mark by one mark. In terms of year 4 it was noted that the outcomes show it was the right decision to keep them same teacher for two years.

RB presented the SDP priorities agreed with the SIA. He explained that these are still same as last year and that the plan behind them is still be formulated. NM asked that this is completed before half term as it needs to be signed off. KB to bring forward to next meeting.

#### **Governor Questions:**

***What about the picture nationally?*** National data is hard to obtain as data hasn't really been able to be collected since 2019. It does seem that there has been a 10-15% drop in standards nationally since covid and Leedon fits this trend. Next month national and local LA data will be available.

***What staffing changes have been made in terms of subject leads?*** JB is the new phonics lead and HW will be working with KR as Maths leads.

***Has Reception GLD data been moderated?*** No like-minded schools and so it isn't moderated. RB explained there is a massive need in that years (now year 1) cohort. 4 EHCP's requested, 1 pupil on a part timetable and 1 pupil has stayed behind. RB informed the committee that the cohort this year are very different and have started very well.

***How is the staffing situation with sudden changes?*** RB stated that he is covering in Reception as it has been extremely difficult to find cover staff. It isn't a long-term solution as we have applicants for after Christmas so need to get through until then. The learning Mentor resigned, and this has provided an opportunity to review the requirements for this role.

***Have you seen any impact following the redundancies?*** NN confirmed that whilst reduced numbers of staff is noticeable, operationally everything is working as it should and no negative impact at present.

#### **Governor Actions:**

KB b/f SDP signoff to next FGB.

#### **14. Finance**

- Review current budget position
- Use of SRMA

RB advised the committee that the recent redundancies have saved £153k. The impact doesn't show up yet but will be able to this impact in October.

Half the school has been fitted with LED lights that turn off automatically. The rest of this work will be completed by half term.

Two sets of fire escape stairs have been replaced (an issue highlighted in the Governor H&S audit). New laptops for staff are being purchased as the current models they are using are do not have the functionality required.

The ongoing issues with the KS2 roof are still on going but contractors have explained that there isn't enough pitch in the roof, it was designed poorly hence the ongoing leak problems. The contractors will continue to solve these issues as they arise.

The board agreed that the SRMA visit could be useful and that as it was free it could be beneficial.

**Governor Questions:**

***By November could TN produce an end of year forecast for the board to review at the next FGB? Action for TN.***

***What is the impact of the solar panels? This is the first year we will not be paying for them so should see full benefit. Approximately 4k-4.5k goes back to the grid.***

***Can the PTA contribute more to the costs of trips etc. ? Yes, they are. They have provided funds recently and continue to do so.***

**Governor Actions:**

*NM to organise SRMA visit.*

*RB to speak to TN regarding end of year forecast report for the board.*

**15. Governors Improvement Plan**

- *To review and agree.*

The updated improvement plan was provided as a pre-read. NM advised the board that it has been reviewed and updated following the working party and SIA review.

No questions or comments were raised, and the plan was agreed.

The governor award programme needs relaunching and managing going forward. SA and NN will manage this. NN commented that it be brought into PHSE lessons.

**Governor Actions:**

*SA & NN to relaunch and manage Governor Award process.*

**16. Policies for Review**

Instrument of Government - Agreed for this academic year. LA Governor vacancy is still outstanding and something that needs to be focused on.

Whistleblowing Policy – Agreed with no amendments.

Learning Environment Policy – Agreed with no amendments.

Uniform Policy – Agreed with minor amendments. MF will send his amendments on.

Attendance Policy – Agreed with no amendments.

Safeguarding and Child Protection – Agreed with no amendments.

SA left the meeting.

**Governor Actions:**

*MF to send in his amendments of the Uniform Policy.*

*KB to update GB on policy reviews.*

**17. Safeguarding**

KCIE updated guidance will be forward on to Governors.

The SCR is being moved online so approval will be much easier going forward.

**Governor Actions:**

*RB will forward on KCIE updated guidance to all Governors.*

**18. GDPR**

No breaches to report.

**19. Governor development and training**

- *Governor vacancies*

– *Evaluation form*

NM highlighted the importance of measuring the impact of training. The working party pulled together an evaluation form (available on Governor Hub) and asked that all Governors complete this following training.

Governor vacancies were briefly discussed. Currently 6 vacancies 4 co-opt, 1 parent and 1 LA Governor vacancies. The LA are unable to provide a Governor, but KB will contact them again. A leaflet drop over a wider area is being considered as this brought KP onto the board. Emailing local business was also discussed. How to obtain contact details for local businesses may be difficult. KP also highlighted that social media was a good avenue to explore.

**Governor Actions:**

*KB to contact the LA again regarding a potential LA Governor.*

**20. Governor meetings and monitoring schedule**

The outcome of the meetings survey was discussed. The consensus was that meeting in person would be favoured but for practical reasons virtually tends to work better. Thursday is still a workable day, but Tuesday may work as well. NM will review and come back with a proposal.

**21. Any other matters agreed as being urgent**

None.

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Minutes approved by the Governing Body on: 01.12.2022

Signed (Chair):



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**Governor Actions:**

*Item 3 KB to send PI form to KP and other relevant induction documentation.*

*Item 6 NM will draft a letter of endorsement for the CBC Special School proposal.*

*Item 11 NM to liaise with KP regarding SEN/Inclusion Governor role.*

*Item 11 NM, MF & TD will liaise regarding monthly budget monitoring process.*

*Item 11 All Governors link visits to be completed within the first two weeks after half term.*

*Item 11 All Governors link reports to be completed and available before the next FGB (date tbc).*

*Item 12 NM and KB to liaise to update standing orders in relation to Circle of Governance model.*

*Item 13 KB b/f SDP signoff to next FGB.*

*Item 14 NM to organise SRMA visit.*

*Item 14 RB to speak to TN regarding end of year forecast report for the board.*

*Item 15 SA & NN to relaunch and manage Governor Award process.*

*Item 16 MF to send in his amendments of the Uniform Policy.*

*Item 16 KB to update GB on policy reviews.*

*Item 17 RB will forward on KCIE updated guidance to all Governors.*

*Item 19 KB to contact the LA again regarding a potential LA Governor.*