

Leedon Lower School

Full Governing Body Committee Minutes

Date 10.07.2024
Time 6.00pm
Venue Leedon Lower School
Meeting Number 6

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	6/6	NM
Michelle Stewart	Parent Governor	5/6	MS
Amy Herukka	Co-Opt Governor	5/6	AH
Jo Shelley	Vice Chair	6/6	JS
Toby Maloy	Co-opt Governor	5/6	TM
Nicky Thurgood	Parent Governor	5/6	NT
Heena Howe	Parent Governor	5/6	HH
Nick Neil	Staff Governor	5/6	NN

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	6/6	KB
Richard Benson	Head Teacher	6/6	RB

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

1. Apologies for absence

None.

TM joined the meeting virtually.

2. Any personal or business to declare

None.

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

None.

4. Minutes of the last meeting (14.05.2024) and matters arising (not covered elsewhere on the agenda)

Agreed with no amendments.

All actions completed. H&S update will be provided under item 12.

JS and NM completed feedback to staff on the staff survey results.

5. Correspondence Received

NM advised that the Licence Deficit agreement has been received. The agreement is in existence for 3 years. NM will respond.

NM has received resignation from KB – Clerk. Recruitment of a new clerk and how to fill role needs to be considered.

6. Chair's Actions

None.

School Performance

7. Academy Order update

The General Election caused the scheduled meeting for 8th July to be cancelled. At this point NM isn't clear where the school is in the process and how the new government will potentially impact it. The next DofE meeting should be scheduled for September. The board discussed whether now is an appropriate time to provide parents with an update. JS commented the only feedback she had received was around if the uniform would potentially change but that there seems little concern from parents at present. The board voiced their frustration at the lack of support from the DofE. RB confirmed that all the relevant due diligence information had been completed for both potential MATs.

It was agreed that at present there wasn't any information to give to parents so a communication would be considered in September and if NM hasn't received anything further from the LA or DofE by the end of this week she will look to escalate her concerns regarding the process.

8. Head Teacher (pre-read)

RB informed the board that Pupil and Parent Surveys will be going out shortly. Staff will be completing the survey with pupils. Exit interview survey has been issued to year 4 parents. The surveys were based on the Ofsted survey.

LL numbers have increased but final numbers are not confirmed for September. New Reception intake is 60 so the year group is full.

Governor Questions:

Is support in place for persistently absent pupils particularly considering the new legislation that comes in force in August? RB advised that the new Study Bugs app has significantly helped in terms of managing and tracking persistent absences and addressing issues at the earliest point.

Is it correct there have been no accidents this year? RB confirmed that no RIDDOR accidents have occurred.

Can we have an update on staff structure for September? No major changes to report. There will be a slight shift around once maternity cover ceases. All subject leads will remain the same except for some minor shifts. Currently applied for 12 EHCP's this could impact the need for LSA's and recruitment will happen as funding is confirmed. SENCo has completed appraisals for LSA's and Business Manager has completed them for the office staff which is a really positive move forward.

9. Review of Summer data (pre read)

The data review is focusing on EYFS pupils. Very ambitious targets set for this academic year. Target was 71% of pupils in EYFS achieve GLD the actual was 53%. Team worked hard and from September there will be 6 members of staff in EYFS. In reaction to these outcomes the monitoring assessments are being moved onto the Sonar system to be in line with the rest of the school. This will enable the team to have clearer picture of the cohort and how they are progressing.

RB noted that reading is particularly impressive.

There is a high level of need for speech and language intervention. The Therapist attending school has made a real difference in this area. Again, these pupils are still feeling the impact of covid.

Year 1 phonics were strong considering the low starting point. We disapplied 6 children after advice but this still frustrating as counts negatively within the figures. Pass rate would have been 76% without having to include the disapplied pupils. Reception monitoring is starting earlier next year so should show another improvement.

Year 4 timetable check there is no pass rate. The team put a huge amount of work into nearing the 20/25 benchmark. Most of the year achieved 15 or above. It was agreed a full data analysis would be on the agenda for the next FGB.

Governor Questions:

The year 4 timetable checks was this in line with your predictions? Yes we achieved higher than expected.

Governor Actions:

Clerk b/f Summer Data analysis to next FGB.

10. End of year SDP review (pre read)

Protected PPA time has been the biggest improvement this year.

In terms of FGB monitoring. MS has completed a science visit although the subject lead wasn't scheduled to complete any monitoring until the summer term. RB will follow up with science subject lead. MS noted that Kapow is being trialed across curriculum which was great to see.

JS completed a literacy visit. She noted effected monitoring is in place and she could see the impact. Talk for Writing is embedded. NN added that part of the SDP next year will be developing the library and building a reading culture. Will also start with BBC's writing competition in September available to all pupils. Awarding of blues has also impacted reading.

NT completed a SEN monitoring visit although this was mainly an introductory meeting. RB advised that SENCo will be teaching three afternoons a week from September.

Governor Questions:

Are robust transition arrangements in place for early years for September? Met new class teachers, kept classes together to minimize disruption and staff have visited Reception. For SEN pupils more focused transitions have been in place.

Do you think the pupil outcomes have improved this year? RB advised that he has drawn on live data for tonight's meeting and hasn't been able to review all endo year data to be able to answer fully. Although monitoring has been much more consistent this year therefore and the outcomes should reflect this.

11. SDP 24/25

RB will be working on the SDP for presentation in September but provided a brief overview of focus areas:

- EYFS assessment consistency (move to Sonar)
- Writing standards to increase.
- Establish a curriculum for foundation subjects
- Upskilling middle leaders
- Reading culture

The board discussed monitoring schedules and when they will be in place. JS will liaise with EH to add in Governor visit dates

NM thanked RB and NN and asked him to pass her thanks onto the staff for their hard work this year. She asked RB to thank EH for his hard work on monitoring it has been really impactful.

Governor Actions:

JS will liaise with EH to add in Governor visit dates.

Financial & Premises Management
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12. Finance update (pre read)

TM provided an update to the board. Budget position for P2 (April/May as June is not yet available) the budget against forecast is in a good place. Nothing specific to bring to the board. Some additional funds have been received. Contracts register requires monitoring. TM proposed this is completed by the budget monitoring group. The board agreed with no comments. He highlighted that Thyme for Lunch seems to be on a rolling contract with no review. RB explained that there are no contractual fees to pay. The school is just charged for the meals they provide.

NM advised there seems to be an issue with a faulty gas meter which the Business Manager is currently working on. It is alarming as 80% utility budget has gone due to the fault. LH is continuing to liaise with the company, and she will keep BHG informed.

The Finance Manual has been reviewed and updated. NM reported no major updates only job titles and name changes. The integrity of the document remains unchanged. The Finance Manual was unanimously agreed by the FGB.

13. H&S update (pre read)

CBC have signed off their inspection and there were only a couple of minor advisories. CBC will advise the education team and then the H&S warning notice should be removed.

RB provided an update on the roof works that should be completed over the summer. Remedial work could go into October, but no major disruption is anticipated.

Standing Items

14. Safeguarding

No issues to report.

15. Wellbeing

Staff survey results give largely positive feedback. Appraisals was the main issues that arose, and this has been resolved. JS noted staff absence is low which is an indicator of good level of wellbeing.

16. GDPR

None.

17. Policies (pre read)

Equality Objectives & Equality Policy: NM advised that monitoring of the objectives will take place using the HT report. An appendix of previous objectives will also be included to keep a track on progress.

The board unanimously agreed the Equality Objectives and Equality Policy.

KP equality training is still outstanding. NM needs to send the link to AH.

Respect policy: This is a new policy. The policy was agreed with no amendments. RB to circulate with Parents.

Staff Code of Conduct: Approved with no amendments.

Social Networking policy: Approved no amendments.

Governor Actions:

KP to complete equality training.

NM to send Equality training link to AH.

RB to circulate Respect Policy to parents.

18. Governor Development and Training

– **Diversity questionnaire**

NM provided a brief overview of her findings. She will collate the data and present next academic year.

19. Any other matters agreed as being urgent

None.

Next meeting:

TBC

Minutes approved by the Governing Body on: 09.10.2024

Signed (Chair):



Governor Actions:

Item 9:

Clerk b/f Summer Data analysis to next FGB.

Item 11:

JS will liaise with EH to add in Governor visit dates.

Item 17:

KP to complete equality training.

NM to send Equality training link to AH.

RB to circulate Respect Policy to parents.