

Leedon Lower School

Full Governing Body Committee Minutes

Date 11.05.2023
Time 6.00pm
Venue Zoom Virtual Meeting
Meeting Number 4

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	5/5	NM
Mike Fardell	Parent Governor	5/5	MF
Trevor Dyson	Co-opt Governor	5/5	TD
Nick Neill	Staff Governor	5/5	NN
Katie Pantling	Co-opt Governor	5/5	KP
Toby Maloy	Co-Opt Governor	4/5	TM
Michelle Stewart	Parent Governor	4/5	MS
Amy Herukka	Co-Opt Governor	4/5	AH
Jo Shelley	Vice Chair	4/5	JS
Sarah Arkle	Parent Governor	4/5	SA

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	5/5	KB
Richard Benson	Head Teacher	2/5	RB
Gilly Brown	Deputy Head Teacher	4/5	GB
Tony Breslin	National Leaders of Governance Programme		TB

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

1. Apologies for absence

TB talked through his role. His presence at this meeting is part of a three-step review and development process. He invited those Governors that hadn't been able to attend his in-school visit to contact him directly if they would like to.

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 (23.03.2023) and matters arising/follow-up actions

Agreed with one amendment. Item 7: New Link Governor roles will commence following appropriate handovers:

Matters Arising/follow up actions:

All actions completed or will be covered within the following agenda with the exception of:

Item 12: AH to arrange EYFS visit asap. Outstanding

Item 12: MS and NM to organise Safeguarding link role handover. Outstanding. Will now be completed after MS maternity leave.

Item 18: NM to pick up with TD regarding Equality training. Outstanding.

Item 19: KB to resend send out training schedule. Outstanding.

Governor Actions:

AH to arrange EYFS visit asap.

MS and NM to organise Safeguarding link role handover to be completed after MS maternity leave.

NM to pick up with TD regarding Equality training.

KB to resend send out training schedule.

5. Correspondence Received

None.

6. Chair's Actions

NM confirmed she had signed off the Asbestos plan on behalf of the board following FGB review via email. Full board ratification will follow in item 14.

7. Spring term data overview including pupil targets

Spring 2 term data overview (spring) without whole school data and Data target setting 2022-23 were provided as pre-reads for this item.

NN talked through the Spring 2 data. He noted that due to some software issues (that are currently being resolved) the data cannot be broken down into groups for focused analysis such as PPG, SEN for example. This will be corrected going forward. NN informed the board that using Sonar for a full academic year next year will be of great benefit.

GB joined the meeting.

TD highlighted an issue with some of the % shown which seems as though it is due to an issue with the software NN will investigate this.

NN advised the predicted pass rate for the year 4 multiplication check is 64%. He also confirmed he had just received Juniper's LA bench marking report. The board briefly discussed this but agreed that NN would forward on, and this could be b/f to the next FGB if appropriate. RB provided some context for the report and explained that it includes data from 5000 schools so is a good source of data and historically CBC usually perform about 6% higher than the national average.

NM thanked GB and the rest of SLT for the hard work and commitment shown during RB's recent absence. She also welcomed RB back.

Governor Questions:

What is the predicted pass rate for the phonics check in June? NN advised the mock checks indicate a 68% pass rate which is broadly in line with predictions.

Can see across the school several slight dips in the summative data. Why is this? NN explained that it is progression versus reality. Pupils' progress may have faltered slightly, may have had some emotional issues for example. Interventions are put in place to support on a case-by-case basis.

Those children in year 1 that are not on track to pass phonics check, how are you closing the gap? NN advised that there are approximately 26 pupils. These pupils are being worked with daily and a particular focus is on those pupils that could pass with this additional support.

What is the GLD data for EYFS? GB advised that this had been received only today. An initial look shows that it is lower than hoped at 67%. This is an improvement on last year. Actions plans are in place. NN explained that using the target setting data this can be seen and it could be a focus in the next FGB. NM asked if both reports could be combined going forward.

Governor Actions:

NN to send the LA benchmarking report to the board.

NN to combine data overview and targets onto one report.

8. School improvement

- Discussion and questions arising from LA report, SIP update, subject leader updates and governor visit reports
- Actions/next steps agreed
- Review of end of year accounts:
- **2022/23 End of year accounts and Commentary end of year accounts 22/23 were provided as pre-reads.**

Pre-reads: SDP 2023 Spring update, Leedon LA Review Report Feb 2023, Subject leader updates spring term and Link reports from:

Literacy (23.03.23/08.03.23)

Science (09.02.23)

PHSE (April 23)

NM referenced the LA Review report and asked for Governor's questions/comments noting she felt the report was a tough read but it was not entirely expected. The board will go through each area of concern:

Early Reading:

JS acknowledged that the phonics system needed to change, however noted that the plan was in progress before the review took place. The rest of the board agreed that it is frustrating the report doesn't reflect this. GB advised that the SIA agreed with the choice of the new provider. GB added she was disappointed regarding the area of development regarding matching books. All books were checked on the 8th March and no issues were found then.

Maths:

RB informed the board that an improvement plan is in place and is progressing. To further support this the newly appointed Deputy Head commences in September and is a Maths teacher who already works successfully with White Rose so will provide additional skills in this area. To address the lack of confidence Maths leads from Brooklands are coming in to support. There may be scope for the new DHT to come in for a few days before September.

Leadership and Management:

The specific comment from the report "A significant number of staff report that they have not felt protected in the recent past from bullying and harassment." was discussed in detail with RB feeling strongly that this isn't something he recognises from the school. It was agreed that the lack of context provided around the observation is frustrating and makes it difficult to address. NM advised that she had spoken to the assessor regarding this and was advised that further context couldn't be provided. NM stated that the observation has been made and the board and SLT need to take it seriously. NM stated that the board needed to create a strategy and plan to address as a matter of urgency.

It was agreed the first step is to complete a staff survey. This will be actioned as a priority. The Staff Pulse previously used wouldn't provide the data required as it asks random unfocused questions. JS will provide a copy of a survey she has previously used that can be adapted. SA will lead on the staff survey from the board's perspective and liaise with RB and GB. TB advised that organisations such as the NGA will have surveys which can be used. Results will go directly to the board and not via SLT.

NN explained he felt staff are aware of how to raise grievances and complaints and that there are adequate displays of how to do so in staff areas.

After a full discussion regarding the report and its outcomes NM proposed that the current SDP is updated to include the LA recommendations for areas of development and that it continues to run through to Autumn of the next academic year. SA agreed as it shows a clear progression and then can hit the ground running in September.

It was agreed by the board that the current SDP would run through to the end of the Autumn term 2023 following it being updated by RB with the areas of development from the LA review dated 22.03.23.

TB advised that this seemed sensible as it is very important for the board to have a clear strategic direction and the SDP is the evolution map and it identifies gaps in your practise. It is important there is a clear plan following the LAs review whether you agreed with its content or not.

Governor Questions:

When will new phonics system be implemented? Straight after half term. The resources have already been received. No staff training is required.

Will LSA English Hub still support is next year? GB confirmed, yes.

Are you predicting positive results from the change in provider? GB confirmed the new phonic systems would be fully functioning from September 23. The key indicator of success will be the phonics screening next year.

Resourcing has been a consistent issue within early years, do we need a look at a specific budget for this area? RB advised an action plan is in place for resourcing and the outdoor area has greatly improved. Plus RB explained that funding will be different (from September) so potentially we can put in some applications for specific projects.

Should we add wellbeing questions to our Link report? NM yes, we should ask around welfare on our Link visits however, there are proper process in place to address grievances and whistle blowing issues and staff should be directed to these processes if individual's raise specific issues.

Governor Actions:

JS to provide a copy of draft staff survey asap.

SA to lead on staff survey as an urgent priority.

RB to update SDP with Areas of Development from the LA review dated 22.03.23.

KB b/f updated SDP to next FGB.

9. PPG and SEND updates

Pre reads: Link report PPG 02.05.2023 and Link report SEND 17.03.2023.

JS reported no concerns following her recent SEND visit and no questions were raised.

JS informed the board that she was concerned following her PPG visit. GO'R is clearly overwhelmed with her role at present. She has been Acting DHT, Head of Year 3 and class teacher plus PPG. Going forward it was agreed that GO'R needs an additional person to support with the PPG workload with effect from after half term.

Governor Questions:

Is GO'R having her one day out for PPG? GB advised that yes she is, however, staff sickness has impacted this in terms of cover as well as acting DHT role – these have taken priority. NM challenged that this has to be an area of focus as we need to be able to evidence the PPG spend and its impact. JS quantified that it was the supporting evidence that was missing. Interventions etc. are being funded – it is just evidencing this. RB recommended that he go through this and help provide the overview.

Governor Actions:

RB to complete PPG budget overview.

RB & GB to put support in place for GO'R in relation to PPG workload with effect from after half term.

10. Finance

- **Approve 2023/24 budget**
- **Audit and SMRA update**

Budget 2023 was issued as a pre-read for this item.

NM explained that the draft budget needs to be submitted to the LA by tomorrow (12th May). The working party has scrutinized the detail, and this is the final version however, there will still need to be a couple of small amendments. At this meeting the board need to decide if they happy to approve the budget for submission.

There are two assumptions within the budget. There will be a 2-form entry from 2023 and that from 2025 there will be the addition of a year 5. Staffing cost increases are built in at 5%. MF voiced concern that element E1 Teaching costs and E3 Education support staff makes up most of the costs, if budgeted inaccurately (as last year) this equates to circa. £15k additional costs per 5% which will significantly impact the recovery strategy once again. RB confirmed the current budget has inflation factors included but it doesn't include unexpected costs like the 5% wage increase that was implemented last year. TD countered that the budget needs to be correct to the best of our knowledge when it is submitted. The board are not in a position to speculate/predict wage increases the government may implement.

NM proposed the budget be approved by the board. The board agreed the budget in principle however, as it is subject to minor amendments the final budget will be presented to the working party before submission to the LA. The board agreed to delegate final approval to the working party.

SMRA visit update. The outcomes will be shared at the next FGB

GB left the meeting.

Governor Questions:

2025 the highest admissions are expected but the lowest staffing costs. Why is this? Currently we haven't got a full school but by 2025 the school would be full. This would be reforecast at a later date.

Governor Actions:

Finance working party to approve final version of the budget before submission to the LA.

11. Safeguarding

KCSIE parts 1 & 2 – all Governors have completed this.

Any Governors that haven't completed the Key Safeguarding Governor training please complete by half term.

NM still remains Link governor of safeguarding and MS will take over following her maternity leave.

Governor Actions:

Any Governors that haven't completed the Key Safeguarding Governor training please complete by half term.

12. Wellbeing

Already covered under item 9.

RB thanked GB for the job she has done as Acting HT.

13. GDPR

No breaches.

14. Policies for review

Appraisal policy: TM expressed he felt the policy is a top-down approach and a more coaching collaborative approach may be beneficial. This is an observation rather than a request for amendments. RB explained that the process is collaborative, and staff are invited to openly share their views. The policy was unanimously agreed with no amendments.

Staff absence: The policy has been aligned to CBC's broader policy. The policy was unanimously agreed with no amendments.

Asbestos Management Plan: The policy was signed off under a chairs action see item 6. This policy was ratified unanimously by the board.

15. Governance improvement plan

- **Governor Awards**
- **Governance review**

Governor Awards: The awards will be launched before half term. The aim is to present one award before the end of the academic year. NN will send out assembly dates to all Governors (Monday's).

Governance Review:

Equality statement will be updated once received Tony Breslin's report.

TM questioned that the Governance strategy needed to be updated in line with the LA's review areas of development. It was decided that the board need a full day to complete the full review. This will be completed ideally before the end of the academic year.

Governor Actions:

NN will send out assembly dates to all Governors (Monday's) for Governor Award.

NM to organise Governance strategy review before the end of the academic year.

16. Governor development and training

Toby has completed the CBC SEN training.

MS/AH still need to complete their Induction training.
TD will forward on to KB the Inclusion courses he has completed through the Scouts as this will help going forward with the skills matrix.
JS reported issues booking courses through CBC again. She will send the details to KB.

The Governor review day 21st June may need to be rescheduled. TB will see if he can move his diary to accommodate the 21st as this is a set day Governors have arranged to be in.

Governor Actions:

MS/AH still need to complete their Induction training.
TD will forward on to KB the Inclusion courses he has completed through the Scouts as this will help going forward with the skills matrix.
JS reported issues booking courses through CBC again. She will send the details to KB.

17. Any other matters agreed as being urgent

None.

Next meeting:

6th July 2023 at 6pm

Minutes approved by the Governing Body on: 13.07.2023

Signed (Chair):



Governor

Actions:

Item 4: AH to arrange EYFS visit asap.
Item 4: MS and NM to organise Safeguarding link role handover to be completed after MS maternity leave.
Item 4: NM to pick up with TD regarding Equality training.
Item 4: KB to resend send out training schedule.
Item 7: NN to send the LA benchmarking report to the board.
Item 7: NN to combine data overview and targets onto one report
Item 8: JS to provide a copy of draft staff survey asap.
Item 8: SA to lead on staff survey as an urgent priority.
Item 8: RB to update SDP with Areas of Development from the LA review dated 22.03.23.
Item 8: KB b/f updated SDP to next FGB.
Item 9: RB to complete PPG budget overview.
Item 9: RB & GB to put support in place for GO'R in relation to PPG workload with effect from after half term.
Item 10: Finance working party to approve final version of the budget before submission to the LA.
Item 11: All Governors that haven't completed the Key Safeguarding Governor training please complete by half term.
Item 15: NN will send out assembly dates to all Governors (Monday's) for Governor Award.
Item 15: NM to organise Governance strategy review before the end of the academic year.
Item 16: MS/AH still need to complete their Induction training.
Item 16: TD will forward on to KB the Inclusion courses he has completed through the Scouts as this will help going forward with the skills matrix.
Item 16: JS reported issues booking courses through CBC again. She will send the details to KB.

Approved