

Leedon Lower School

Full Governing Body Committee Minutes

Date	13.05.2021
Time	6.00pm
Venue	Zoom Virtual Meeting
Meeting Number	5

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	5/5	NM
Jenny Holding	Parent Governor	5/5	JH
Vicky Garwood	Staff Governor	5/5	VG
Clive Cornelius	Parent Governor	5/5	CC
Mike Fardell	Parent Governor	5/5	MF
Trevor Dyson	Parent Governor	5/5	TD
James Pegg	Co-opted Governor	5/5	JP
Sarah Arkle	Parent Governor	5/5	SA
George Reardon	Parent Governor	2/5	GR
Jo Shelley	Parent Governor	2/5	JS

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Richard Benson	Head Teacher	5/5	RB
Kelly Burley	Clerk to Governing Body	5/5	KB

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	Parent Governor		
Amanda Dodwell	LA Governor		

2. Any personal or business to declare

No interests were declared.

3. Any Other Business Agreed as being Urgent

NM proposed amendments to Safeguarding Policy (emailed by NM to FGB 13.05.2021). Agreed to discuss under item 16.

4. Correspondence received

None.

5. Minutes of the last meeting (04.02.2021) and matters arising/follow up action

The minutes were unanimously agreed as a true record with no amendments.

The follow up actions were discussed:

Still outstanding:

Item 4: TD Site Agent Link visit is outstanding.

Item 10: CGF to complete Link Visit.

All other actions completed.

Governor Actions:

Item 4: TD Site Agent Link visit is outstanding.

Item 10: CGF to complete Link Visits.

6. Chair's action

None.

7. Head Teacher's Report

The Head Teacher's Report May 2021 and Curriculum Review – Chairs Notes were available as pre-reads for the FGB.

RB talked through May's HT report. 8 new starters over the next couple of weeks. He confirmed that the intake for September would mean a 3-class intake.

He informed the committee that the format of this report would be amended following advice from the SIA. It was discussed that this report was only set up during the pandemic as a snapshot and was only really meant for temporary use so a revised format would be welcome.

Governors Questions:

What are the numbers for the 3-class intake? 75 places offered; it will not drop below 60 places hence 3 class intake.

What impact will this have on the budget? There will be no impact on the budget. As advised at the Finance Meeting one member of staff will be fully qualified by September and is therefore already budgeted for. The SLT are planning for this intake, one meeting has already taken place.

Pupil Progress & Covid Recovery plan:

RB presented the findings and outcomes from the Pupil Progress Reviews that have taken place across the entire school and informed the FGB how these will be addressed through the Covid Recovery plan.

Governors Questions:

Will all the additional interventions use existing LSA's or will external input be required? No external/additional staffing will be used. LSAs have been distributed so each year group has at least one LSA that can cover Teachers to ensure interventions can be delivered successfully. The interventions will be regularly monitored to assess impact. COVID grant money has been spent on Talk for Writing. Year 3 teachers will remain with their classes into year 4 so the settling in period in September is significantly reduced.

How regularly will these pupil progress reviews happen? The next will be mid-way through next term.

Will there be data for us to monitor? There will be data to monitor. The SIA advised we concentrate on moderating mainly English and Maths at the present time. Monitoring data is very difficult now as pupils have missed so much of the curriculum. Monitoring as we normally would, would provide a false picture. We have submitted the transition data over to Middle Schools already and year 4 staff have made an assessment over what is best to focus on in the final term.

Will there be a consistent way of pulling our data together to compare to the national averages? An agreement throughout Central Bedfordshire needs to be reached. The only thing that can be measured as normal is phonics. In other areas it is the about the percentage of the curriculum that has been covered.

For the children who are transitioning to Middle Schools across Leighton Buzzard, will they have missed the same parts of the curriculum? All schools measure against the same Ready to Progress criteria so schools are likely to focus on these areas.

Curriculum Review:

RB talked through the School Improvement Review generated by the last SIA visit. He reported that the feedback was generally very positive and that the areas identified for improvement were areas the SLT were already aware of and working on. VG had been part of the Literacy Review meeting and she talked the FGB through her experience of the meeting. It was noted that presentation in books had dipped (although to be expected) but staff are aware of this and addressing these issues already. A Maths development meeting is scheduled in the next couple of weeks with the SIA.

NM also talked the committee through her meeting with the SIA as part of the review (her notes were made available as a pre-read). The main area of development for the FGB is to ensure a clear articulation of the school's 'vision and ethos' for Leedon. It needs to be underpinned by the school's policies and practices. The FGB also needs to seek evidence of how the curriculum is delivering this vision.

A discussion by the board took place regarding how the vision and ethos should be determined. It was agreed that a Vision & Ethos working party will be set up to fully review and for them to report back at the next FGB meeting.

MF to organise the working party.

SA, JS, GR & NM will attend.

Governor Questions:

What data did the SIA advise the Head Teacher's report should contain? Mainly that it should be subject specific particularly leading into the Link Governors and their monitoring visits. RB said the Marking Policy was being reviewed to ensure it was fit for purpose. It was agreed that the report should contain qualitative and observational data. RB expressed concern that any changes to reporting i.e., asking subject leads for more data was too much

to ask at present as they were already under an extreme amount of pressure. The HT report feeds into the SDP. The format of the HT report will be reviewed at a future FGB.

Governor Actions:

MF to set up working party on vision and ethos
KB to b/f Head Teachers report.

8. School Development Plan

The updated SDP was distributed to the committee prior to the meeting.

Governor Questions:

The section 'Other' is not RAG rated. Why is that? RB advised that they were ongoing projects which were not necessarily part of the plan but needed monitoring.

Any concerns on those items currently ragged red? RB reported no concerns.

When will the parent survey/consultation on the RSE curriculum take place? RB advised by the end of the year – he stated that it is being planned now.

9. Safeguarding

No safeguarding issues to report.

RB and DSL have completed the Working Together update training.

JS and GR have completed their DBS.

GR to complete Safeguarding training (1 complete).

Governor Actions:

GR to complete Safeguarding Training

10. Staff and pupil wellbeing

RB advised the committee that the Staff Pulse is now being undertaken on a monthly basis rather than bi-weekly as all staff are now in school. RB brought to attention one particular comment from a member of staff "I count myself lucky every day I work here". The next staff pulse is in June.

In terms of pupil's support required has been identified through pupil progress meetings. Absence is low which is an indication wellbeing is good. To support pupil wellbeing a LSA is now working full time with the Learning Mentor. An area of focus is pupils that have suffered bereavements, this group seem to have particularly struggled during lockdown so lots of extra support is being provided.

Governor Questions:

Can you provide trends for the staff pulse so we can review over a period? RB confirmed this information was available and showed the committee the staff pulse dashboard. The dashboard showed staff wellbeing at Leedon was just above the national average in most areas.

11. GDPR

No GDPR breaches to report.

12. Standards Committee - 18.03.2021 - Questions arising from minutes

Subject deep dive reports are on the Governor Zone; Science, Computing, Spanish, EYFS, History and Geography.

No further questions were raised.

13. Finance Committee – 13.04.2021

- **Overview of Budget 2021/22**
- **Questions arising from minutes**

TD provided an overview to the committee of the current budget deficit situation. There was a discussion regarding the reasons behind the deficit. RB advised the committee a £3.5k grant had been received to assist with extra cleaning costs which was unexpected plus lettings are starting back to increase revenue.

RB to send final budget out to FGB.

The SVRS document is still ongoing. RB has a meeting tomorrow and then it can be completed. RB to liaise with TD. Bring forward for approval at next FGB.

Governor Actions:

RB to send final budget for formal approval.

RB to liaise with TD regarding SVRS document completion.

KB to b/f SVRS formal approval to next FGB.

14. Link visits

- **questions arising from meeting reports**

SA is just awaiting a response on her completed reports. SA to chase (delay has occurred probably to an email issue).

JH needs to upload hers.

The next Link Visits need to be organised. Some discussion took place regarding how the next visits should take place. It was agreed that how the visits take place (due to COVID-19) should be a judgement call for each Link Governor dependent upon the area they are focused.

There was a brief discussion about potentially holding a full monitoring day where all Governors were invited to attend the school. It was agreed this would be delegated to the Standards Committee.

NM informed JS and GR that they will be assigned link roles from September. She asked all Governors to think about the potential vacancies coming up in September for Vice Chair and Maths Link Governor.

Governor Actions:

SA to complete and upload completed Link Governor report.

JH to upload Link Governor report.

All Governors to arrange Link Visits.

KB/JH b/f monitoring day to Standards committee agenda.

15. Governor development and training

- **governance review date**

RB informed the committee that the proposed date for the Governance review date is 9th June.

Governors were given a brief overview as to what might be included in the review; an online survey (prior), meeting with Chair of Governors, interviews with Governors (so ideally Governors need to be available), self-evaluation.

JP completed SEN training which he recommends to others and found useful for his link role.

TD had completed Recruiting a Head Teacher training.

JS completed the Induction training.

NM completed Briefing for reform of EYFS (she will forward her notes on via email). EYFS leads also attended this briefing.

Governor Actions:

All Governors to try to be available for 9th June.

NM to forward on EYFS briefing notes.

16. Any other matters agreed as being urgent

Safeguarding update:

CGF sent her comments via email due to her absence. She agreed with the proposed changes.

RB explained the background to the policy changes; there has been an increase in homelessness and domestic abuse due to the pandemic nationally. Leedon has approximately 5 families dealing with the impact of these issues.

Governor Questions:

Why is GB listed as the Safeguarding Officer? RB explained that the role was not previous a defined role and he was unsure of the LA's reason for including it. As the Deputy Head he felt the role best sat with her.

Could we just get some clarification regarding this role and ensure there are no additional responsibilities etc. we need to be aware of? Action for RB.

As part of our Link roles could we speak to pupils via zoom with the right chaperoning etc.? This is possible but hopefully Governors could now come into school for visits.

Next FGB 15th July

Standards Meeting 17th June

Finance & General Purposes TBC (TD to schedule a date).

Governor Actions:

RB provide clarification on Safeguarding Officer role.

TD to schedule F&GP meeting

Minutes approved by the Governing Body on: 15.07.2021

Signed (Chair):



Actions :

- Item 5: TD Site Agent Link visit is outstanding.*
- Item 5: CGF to complete Link Visits.*
- Item 7: MF to organise working party on vision and ethos*
- Item 7: KB to b/f Head Teachers report.*
- Item 9: GR to complete Safeguarding Training*
- Item 13: RB to send out copy of final budget.*
- Item 13: RB to liaise with TD regarding SVRS document completion.*
- Item 13: KB to b/f SVRS formal approval to next FGB.*
- Item 14: SA to complete and upload completed Link Governor report.*
- Item 14: JH to upload Link Governor report.*
- Item 14: All Governors to arrange Link Visits.*
- Item 14: KB/JH b/f monitoring day to Standards committee agenda*
- Item 15: All Governors to try to be available for 9th June.*
- Item 15: NM to forward on EYFS briefing notes*
- Item 16: RB provide clarification on Safeguarding Officer role.*
- Item 16: TD to schedule F&GP meeting*