

Leedon Lower School

Full Governing Body Committee Minutes

Date 13.07.2023
Time 6.00pm
Venue Leedon Lower School
Meeting Number 5

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	5/5	NM
Nick Neill	Staff Governor	5/5	NN
Katie Pantling	Co-opt Governor	5/5	KP
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	3/5	RB

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

1. Apologies for absence

Mike Fardell	Parent Governor
Trevor Dyson	Co-opt Governor
Toby Maloy	Co-Opt Governor

SA is attending 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 FGB meeting (11.05.2023) and EO meeting (21.06.2023) and matters arising/follow-up actions

FGB 11.07.2023 agreed with no amendments.

EO meeting agreed with one amendment. Item 4b 'Agreed on recruitment of part time SENCo for now.' Should be amended to 'Agreed on recruitment of part time SENCo.'

RB confirmed that external support is in place to assist covering the role of SENCo until a replacement is recruited and reiterated the systems HB has put in place will ensure the role is able to be maintained for a term.

Matters Arising/Follow up actions:

Item 4: MS and NM to organise Safeguarding link role handover. Will now meet over the summer.

Item 9: RB to complete PPG budget overview. B/f September.

Item 16: MS still needs to complete 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.

Governor Actions:

MS and NM to organise Safeguarding link role handover to be completed the summer.

KB b/f PPG budget overview.

MS still needs to complete 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.

5. Correspondence Received

LA formal notices covered later in the agenda.

6. Chair's Actions

NM confirmed she had approved small changes to the Behaviour & Bullying policy which is covered in item 15.

7. Head Teacher's Report

To include discussion on:

- **Ofsted outcomes**
- **LA informal notice**
- **EOY data**
- **2023/24 school development priorities**
- **2023/24 staffing structure and responsibilities**

Ofsted 2023 feedback meeting notes and CBC informal warning notice were provided as pre-reads.

RB presented his head teacher's report.

- RB reported that the FSM pupils has increased to 16%.
- HB championed transition days and they were successful.
- Attendance is 93%, which is above national trends.
- 1% unauthorised absences are due to holidays.
- All children incurring suspension are now accessing alternative provisions (4) and/or in the process of obtaining an EHCP (3). Ofsted commented that suspensions were proving effective.
- 58% GLD data is strong but not quite where we would like to be. 3 children missed by one area.
- 2 pupils missing in education are included in the figures and 3 with EHCP's.
- Year 1: phonics outcome has improved, and the impact can already be seen from the change in provider.
- Year 2: RB advised that this is the last year for LA moderated data.
- Year 3: have provided the best writing outcomes across the school.
- NN commented that EAL children have outperformed non EAL children across the board.

KP commented that this format is great and will enable the board to track changes/progress. Helpful that some context is provided as well.

RB then went on to present the provisional SDP priorities. The formal report hasn't been received by the SIA yet, but these priorities have been discussed and reflect the Ofsted report as well as addressing the issues raised in the LA informal notice. The board provisionally agreed with the SDP priorities, these will be discussed fully once RB finalised with SLT.

RB will send out the HT report, EOY data and SDP presentation to the board.

The board discussed the Ofsted inspection. Thanks were extended to the board as all members were able to attend. NM concluded that overall, it was a positive experience, the inspector managed to see all the progress that is being made. A lot of elements were found to be good. Additional funding should be available with RI rating. NM stated the focus needs to be embedding these new changes so at the next inspection we are comfortably achieving good.

23/24 staff structure:

RB talked through the planned staffing structure for 23/24. He pointed out that the support staff plan isn't fully finalised yet.

RB will be the named SENCo with NS continuing in her pastoral support role.

NM requested the full staffing structure be circulated to the board once it is finalised.

LA informal notice:

The board collectively expressed their disappointment at receiving this a few days before the Ofsted inspection. A lot of the issues raised in the letter had already been resolved at the time of receiving it. NM advised she had, had a conversation with SC, Head of School Improvement. Following the notice, a new senior SIA will be appointed, and they will visit with SC. The board would like the post Ofsted action plan to be available for review by 13th September. RB is hopeful the senior SIA will provide good support as it has been difficult to for an impact to be felt with 13 days input.

Governor Questions:

Will yr 2 data be moderated at all next year? RB confirmed that moderations across local schools will still occur. It is the LA moderating that is stopping.

Will you carry out year 2 SATs next year? No.

Those children missing in education how do we monitor their safeguarding? RB explained that these pupils may never even physically be in school, however, they must remain on role and all statutory responsibilities are completed.

What has contributed to year 3's success in writing? More time with 'Talk4Writing'.

How are you supporting staff to drive up standards? Weekly meetings, scrutiny, presentations to embed good practice and CPD. Introducing a Leadership Management programme. The change to the school day will assist in this as they then have dedicated regular time to upskill and ensure staff are using their PPA time effectively.

What is the timeframe to put Ofsted recommendations and these priorities into a full SDP? RB meeting with new DH at the end of the summer and this will be completed then. NM noted that the monitoring schedule needs to feed into the SDP. RB suggested that Governors should attend the Monday morning meetings. NM emphasised that the board need to fit monitoring into what is already taking place within the school rather than adding additional days to keep workloads manageable.

Governor Actions:

RB will send out the HT report, EOY data and SDP presentation to the board.

RB to circulate full staffing structure 2023/24.

RB post Ofsted action plan to be in place for board review on 13th September 23.

8. Strategy 2023-26

- **Review strategic intent and framework (from strategy day)**
- **Agree next steps**

Draft strategic plan framework was shared as a pre-read.

NM briefly talked through the document. The board agreed another strategy day was requirement to finalise. Potentially in the summer or early September. KP emphasised she felt this should be sooner rather than later. NM suggested SLT should be involved. NM will investigate further input from Tony Breslin as there is potentially funding to support this and then advise the board of the next steps.

Governor Actions:

NM to investigate further support for Governor's draft strategy and framework.

9. Changes to school day/week

- **Review outcomes of consultation**
- **Vote on proposal**

Results of parent consultation on changes to the school day was shared prior to the meeting. 155 parents responded. 116 confirmed they would need to access childcare on Friday afternoons.

TM provided his comments via email "Happy to support the change based on the results, assuming the 78 concerned parents would all be entitled to free supervision of children up to 330 as previously confirmed verbally by RB".

The board discussed the parental concerns raised during the consultation process. RB explained either himself or Deputy Head will be on site all afternoon. Ideally the KS1 block will be used but that is dependent on numbers. More parents have requested afternoon care than anticipated. RB doesn't want the consultation process to feel rushed for parents. The next steps are staff and then new intake consultations. In person consultations can be carried out if required. The board agreed to commence the new school hours after October half term to ensure adequate consultation time. A communication to parents will be sent this week.

Governor Actions:

NM to write to parents with the outcome of school hours consultation.

10. Finance**To review:**

- **Current budget position**
- **LA informal notice**
- **LA audit report**
- **SMRA draft report**
- **Contracts list**

Pre-reads:

P3 Returns and Forecast 2023-24

CBC Finance Letter of concern
DRAFT School Resources Management advisor report
LA Audit FINAL report
Supplier contracts list 2023

NM explained a £25k per financial year payment plan has been put into place to cover the deficit. She reiterated the seriousness of the budgetary restrictions, and that overspending is not an option. The budget monitoring group (BWG) will be focused on ensuring expenditures are pre-empted and then re-forecast. RB said the re-forecast process is now much easier for TN. NM reassured the board that the BWG monthly meetings would continue.

TM (via email) "RB needs to be taking action according to the letter and recent audit report. We shall follow up at the BWG in September".

RB informed the board that savings for this forthcoming academic year were already in place such as whole school panto visit is cancelled, Grafham water trip will be in February as it is cheaper. The PTA have been amazing and funded forthcoming planetarium and circus visits.

The board discussed enrichment activities such as trips and the costs incurred (by the school) in previous academic years. The consensus was whilst enrichment activities are critical, trips cannot go ahead if they make a loss. RB explained how he had already started creatively thinking of ways to tackle these issues.

In terms of the LA audit NM explained that the red items have been addressed.

NM will send out updated SMRA once final report received. TM (via email regarding both The LA audit and SMRA audit) "I welcome the comments and observations and plan to use this within the BWG to ensure actions are monitored and followed up."

The board discussed the current copy of the SMRA report. SIA has assisted. One of the findings is a potential loss of income from Little Learners circa 40k. This is due to not offering wrap around care and the square footage allows for more children. RB explained that LL needs to be reviewed separately to the rest of the school. Breakfast/after school clubs also need to be reviewed. RB highlighted that these are currently profitable. Insurance will be brought from DoE rather than LA as cheaper.

SMRA also highlighted that the board should review and agree all contracts. There was a discussion regarding whether this is too operational in some cases. The board agreed in the first instance all contracts should be reviewed by RB and TN (SBM when in post), then those with a value <£2k will go to the BWG for final approval. Higher value contracts (>£2k) will be presented to the board by the School Business Manager (RB until in post).

School Business Manager role has been offered and we are awaiting a response.

Governor Questions:

Are the agreed staff pay increases funded? RB advised the 6% award is half funded. The 3% school funded part is already factored into the budget.

There is a recommendation to mix year groups, will this be considered? The school is too large to make this a viable option for consideration.

Is wraparound care for LL being investigated? RB this is being reviewed.

Governor Actions:

NM will send out updated SMRA once final report received.

11. Health & Safety

- **Update on action plan**

H&S Action plan updated 23 Jun was made available prior to the meeting.

MF continues to closely monitor. Smart Log app has been introduced. Ensures daily, weekly and monthly checks take place. Three-year plan is in place.

There are still amber items. No red items. To b/f to the next meeting.

Governor Actions:

KB b/f H&S action plan to September's meeting.

12. Safeguarding

RB reported Ofsted concluded safeguarding management was effective. SCR was checked and no issues raised.

CPOMS occurrences have been reduced due new improved processes.

NM noted Ofsted's recommendation for a lockdown plan. KP talked through the process used in her school. The board asked RB to ensure this gets put in place.

Governors Actions:

RB implement lockdown procedure.

13. Wellbeing

- **Staff survey results**

Staff survey feedback summer 2023 was provided as a pre-read.

The board discussed the results. NN reflected the outcomes do reflect teaching in general at present. Particular areas of concern seem to be communication and PPA. PPA will be solved by change in school hours. Communication seems to be ongoing issue; there are three briefings, Friday calls, notices etc. last-minute changes will always occur. NM asked about considering an LSA forum as LSA's are not always in at the start of briefings. NM emphasised the need to over communicate to ensure the messages are getting through. Whilst bullying and harassment issues are not high in numbers it is still troubling that incidents have occurred and the board wants to understand these issues fully. In terms of pupils hurting staff RB explained there is a clear procedure in place that must followed. An incident occurred this week and it resulted in an exclusion.

In terms of next steps, the board agreed:

- Potentially an LSA forum
- Follow up all communications in writing.
- Investigate a shared point for information like what is in place for SEND.
- Governors will be available to feedback staff survey results to staff at Monday's briefing.
- Box will be made available for staff to post solutions.
- Once fed back results then move to more focused groups.
- Same survey to be recompleted next term (one new PPA arrangement are regular).
- School pulse will restart in September.
- Wellbeing charter needs to be revisited.
- Staff need to be fully aware of Whistleblowing and grievance policies.

Governor Questions:

If staff are continually being hurt by a pupil, what happens? Exclusions and an alternative provision is accessed where appropriate.

Governor Actions:

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

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.

RB to recommence the staff pulse.

RB to ensure all staff are aware of the whistleblowing and grievance procedures.

KB b/f September.

14. GDPR

None

TD happy to continue to support in this area.

15. Policies for review

Behaviour and Bullying policy:

Unanimously agreed with no amendments.

Finance Manual for review:

Adapting the LA standard template.

NM advised that the manual may be subject to further updates but she proposed the board agree this version and then it is reviewed yearly.

The board unanimously agreed (TM via email).

16. Governance improvement plan

- **Update on Governor awards**
- **Update on NLG report**
- **Review current governance model (circle) and meeting format**

Governor award launched. The entries will be reviewed Monday and presented during Shine week.

We await TB's full report.

The current circle model of Governance was reviewed. The board unanimously agreed the model is working successfully and will continue with the circle model of governance. The board may delegate more formal responsibilities to the BWG – this will be reviewed in September. The MAT working group hasn't progressed, and NM asked for some one to take the lead on this in terms of managing the meetings. NN suggested if meetings were in the diary at the beginning of the year then it is more likely to happen. No one came forward. This will be an agenda item for September.

It was also agreed that the board would hold a combination of virtual and face to face meetings potentially one of each per term. A full meeting schedule will be put together in September.

Governor Actions:

KB b/f MAT working group.

17. Governor development and training

– **Skills audit**

NM will ask MF to update the skills audit.

Governor actions:

NM to ask MF to complete the skills audit.

18. AOB

Inset dates are 1st & 4th September. Governors are welcome.

Next meeting:

TBC

Minutes approved by the Governing Body on: 18.10.2023

Signed (Chair):



Governor

Actions:

Item 4:

*MS and NM to organise Safeguarding link role handover to be completed the summer.
KB b/f PPG budget overview.*

MS still needs to complete 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.

Item 7:

RB will send out the HT report, EOY data and SDP presentation to the board.

RB to circulate full staffing structure 2023/24.

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Item 8:

NM to investigate further support for Governor's draft strategy and framework.

Item 9:

NM to write to parents with the outcome of school hours consultation.

Item 10:

NM will send out updated SMRA once final report received.

Item 11:

KB b/f H&S action plan to September's meeting.

Item 12:

RB implement lockdown procedure.

Item 13:

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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.

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KB b/f September.

Item 16:

KB b/f MAT working group.

Item 17:

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