

Leedon Lower School

Full Governing Body Committee Minutes

Date 14.05.2024
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
Michelle Stewart	Parent Governor	4/5	MS
Amy Herukka	Co-Opt Governor	4/5	AH
Jo Shelley	Vice Chair	5/5	JS
Toby Maloy	Co-opt Governor	4/5	TM
Nicky Thurgood	Parent Governor	4/5	NT
Heena Howe	Parent Governor	4/5	HH

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	5/5	RB

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

1. Apologies for absence

Apologies were received from Katie Pantling and Nick Neil.

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 (20.03.2024) and matters arising (not covered elsewhere on the agenda)

Agreed with no amendments.

Matters Arising:

MS Safeguarding policy template is still on MS to do list.

All other matters arising/actions have been completed or covered elsewhere on the agenda.

5. Correspondence Received

None.

6. Chair's Actions

None.

School Strategy & leadership

7. Informal Warning Notice

- Update on meeting with CBC

NM advised the board that a meeting regarding reviewing actions taken in response to the informal warning notice took place on 29th April (NM can make report prepared for the LA available). It was disappointing Head of School Improvement did not attend. All issues are resolved except for H&S. The H&S issues are resolved but they need to be signed off by the LA H&S team. RB expressed that he was disappointed with the lack of input from the LA. NM advised that the next step is to chase the LA for confirmation that the notice can be lifted. NM thanked RB and his team for all their hard work on completing the necessary work.

Financial informal notice is in the process of being completed.

8. Academy Order

- Outcomes from Advisory Board meeting

DfE meeting took place on 25th April. DofE confirmed that two sponsors have been found. NM explained that this is unusual, so she has challenged back for clarification as why two have been selected. Response was an apology for providing the incorrect information, but two sponsors remain in contention.

RB informed the board he had since heard from both MATs and the due diligence process has started and updated board regarding how these processes have looked so far with each MATs. The initial deadline for a decision is June but NM believes the due diligence will not be completed by then, so a June decision is unlikely. NM has received offer documentation from both MATs and will forward on this information to the rest of the board.

Governor Questions

If two are in contention does this mean they are effectively competing against each other? NM advised she doesn't know but that both MAT's will complete their due diligence and that the final decision is made by the Regional Director.

If we have a preferred MAT what can we do? Keep pushing our preferred option as much as possible.

What communications have gone out to staff? Updated staff but MATs not named.

What about communicating to parents? The board discussed the options and agreed due to the timescales being longer than originally anticipated at this point there is no real update for parents, but it will continually be reviewed.

Are the 2024 Reception intake parents aware? RB confirmed no official communication has gone to these parents.

Governor Actions:

NM to send MAT offer information to the board.

School Performance

9. Head Teacher's Report (pre-read)

RB advised that there is not a large amount of change since his previous report. Absence has remained steady. Actions have been taken following a recent meeting with the Attendance Officer.

Year 2 is full, and Reception will be up to 60 after half term. A teacher has resigned with effect from May half term. The cover arrangements will remain in place for the rest of the year.

The new SENCo has settled into the role well and has a positive impact already securing £4k in emergency funding, submitting x 3 EHCNA applications and is managing the transition process for year 4's. She will be teaching one day a week after half term.

Governor Questions

What is happening regarding the roof replacement of KS block? RB stated that the scaffolding now needs increasing by a further 4 metres. This will be added in May half term. The work is still planned for the summer, but RB doubts all the inside remedial work can be completed in 6 weeks. CBC are now suing the original contractor.

Do you think the issue with the roof could hold up the academy order? RB explained that the works would stay the responsibility of CBC but potentially there could be an impact. An alternative plan for September will need to be put in place if the work takes longer than 6 weeks.

10. Review progress against SDP

Pre-reads:

Leedon SDP 2023_4 (May update).docx
CBC Annual School Improvement Conversation v3.pdf
Strategic Report Maths.docx
Maths Governor Monitoring Visit March 24.docx
Maths Governor visit report KP Spring term.docx
Strategic Report English.docx
Literacy Governor Monitoring Visit March 2024.docx
PSHE governor visit report KP Spring term.docx

For information:

Monitoring Schedule- Summer Term.docx

RB explained there hasn't been much update from the previous FGB. RB went on to highlight the key points. The SIA has completed a visit which included a learning walk, book looks and met with Literacy and Maths leads. Feedback was constructive and some actions have been put into place such as examples of pupils writing books are now being reviewed at staff meetings. The SIA reported that interactions with pupils were positive and that they knew what they were learning and why.

Currently investigating buying in a curriculum for foundation subjects to improve consistency of delivery.

NM highlighted that the SIA report raised a couple of inaccuracies around Governance which she will address with her.

JS and KP completed Maths monitoring visit. JS reported that TTRS engagement has tailed off so Maths lead is introducing rewards and penalties related to engagement. JS also reported that the visit was positive. Areas for improvement are pupils understanding of mathematical language.

NM noted there seems to be a low uptake of reading at home and asked what measures are being put in place to remove barriers. RB advised that the literacy lead is addressing these issues.

PHSE monitoring visit was also positive with no items to note.

AH suggested making parents more aware of the process of pupils receiving 'blues' as this may help with motivation at home.

Monitoring schedule was shared. Governors need to advise NM and JS of their availability for monitoring visits. NM reiterated that it doesn't have to be for their link role.

Governor Questions:

Are there any plans for SIA to return? No, but they are reviewing the website after half term.

Are there any areas of concern for us to be aware of? RB confirmed the timelines are still on schedule.

How are you measuring the impact of CPD for staff? RB advised that this is ongoing and will not be fully in place until September. Literacy and Maths leads have completed their strategic reports.

Is there a formal homeworking policy in place? RB confirmed there isn't and at present does not see the need for one.

Governor Actions:

All Governors advise JS and NM of their availability for monitoring visits.

11. Review spring term data (pre read)

The board found the summary helpful.

The move from teachers' assessment to the new standardised system making monitoring much easier.

The board requested EYFS and GLD data for the next meeting.

The changes in curriculum have brought better GLD results than expected for a lot of pupils with speech and language issues.

10th July end of year review. NM asked the board to book their link visits in time for this.

Governor Actions:

All Governors to let JS and NM know of their availability to complete monitoring visit.

All Governors to complete link visits.

RB to provide EYFS and GLD data for next FGB.

Finance and premises management
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12. Finance (pre read)

- **Update from budget working party**

TM informed the board that the working party had approved the budget for 24/25 and other updates. The budget working party is due to meet again in June to review May's expenditure.

13. H&S (pre read)

- **Action plan update**

A lot has been completed on the action plan. NM pointed out that the steps (near bike rack) need marking in yellow. RB will get these completed at the working party schedule next week.

TM will carry out another review of the plan with Site Agent. RB advised the board that an advert has gone out for additional Site Agent.

Governor Actions:

RB to ensure steps (by bike rack) are painted as per the H&S action plan.

TM to carry out action plan review with Site Agent.

Standing items

14. Safeguarding

RB advised there is nothing to report. Biweekly meetings have been introduced with SLT, SENCo and pastoral support which are proving beneficial. Introduced worry boxes and the aim is to address themes that occur from the boxes.

15. Wellbeing

Pre reads:

Staff Survey results March 2024.pdf

Staff Survey comments summary March 2024.docx

Pupil wellbeing survey is scheduled before the end of term. NM asked if a parent survey could be completed. RB will action this.

NM asked for any plans for exit surveys for year 4 pupils and parents/carers as she felt it is a good idea to track. RB will complete. NM has a copy she can forward on.

NM talked through staff survey results. 19 respondents in total which was lower than last year and felt it was difficult to draw a conclusion on the results although overall largely positive. There were comments about not having performance reviews although these are scheduled annually for May each year so are planned. TM commented that response rate of almost 40% was good and that the results seemed largely positive. RB concluded that following the last year he is very pleased with the results. All new staff seem to have embedded well. NM will schedule a date for feedback to staff on the results.

Governor Actions:

Parent/carer survey to be completed before the end of term.

NM to share survey for year4 parents/carers and pupils.

NM to arrange date for Governors to feedback staff survey results.

16. GDPR

Nothing to report.

17. Equality, Diversity & Inclusion

- Discuss new equalities objectives and review policy
- Discuss Board diversity data and training

The previous objectives have now been completed so in the process of drafting new objectives which will focus on ensuring equality of opportunity within the curriculum and teaching for all pupils and British values. RB will update the policy and Accessibility plan once agreed.

The board then discussed diversity within the school, teaching staff and Governing body. NM explained that boards are encouraged to publish their own diversity data. If the board is happy with this then NM will send out and then bring results to the next FGB.

NM informed the board that Governors need to complete Equalities training by half term.

Governor Actions:

NM will send out Governor diversity questionnaire.

KB b/f Governor diversity questionnaire outcomes.

KB b/f Equality Objectives and Accessibility plan for approval.

18. Policies for review (pre reads)

- Marking and Feedback Policy: Unanimously approved with no amendments.
- Appraisal policy: Unanimously approved with no amendments.
- Charging and Remissions Policy 24-25: NM asked the board to note the amendments to Little Learners charges. RB advised that OOSC charges have not increased because costs are covered and would like the costs to remain as affordable as possible for parents. Unanimously approved with no amendments.
- Staff Absence Policy: The policy still talks about the golden ticket reward which needs to be removed. RB will remove. Policy was agreed by the board subject to this amendment.

Governor Actions:

RB to update Staff Absence Policy.

19. Governor development and training

No updates.

20. AOB

None.

Next meeting:

10th July 6pm Leedon Lower School

Minutes approved by the Governing Body on: 10.07.2024

Signed (Chair):



Governor Actions:

Item 8:

NM to send MAT offer information to the board.

Item 10:

All Governors advise JS and NM of their availability for monitoring visits.

Item 11:

All Governors to let JS and NM know of their availability to complete monitoring visit.

All Governors to complete link visits.

RB to provide EYFS and GLD data for next FGB.

Item 13:

*RB to ensure steps (by bike rack) are painted as per the H&S action plan.
TM to carry out action plan review with Site Agent.*

Item 15:

Parent/carer survey to be completed before the end of term.

NM to share survey for year4 parents/carers and pupils.

NM to arrange date for Governors to feedback staff survey results.

Item 17:

NM will send out Governor diversity questionnaire.

KB b/f Governor diversity questionnaire outcomes.

KB b/f Equality Objectives and Accessibility plan for approval.

Item 18:

RB to update Staff Absence Policy.

Approved