

Leedon Lower School

Full Governing Body Committee Minutes

Date 20.03.2024
Time 6.00pm
Venue Leedon Lower School
Meeting Number 4

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	4/4	NM
Katie Pantling	Co-opt Governor	4/4	KP
Michelle Stewart	Parent Governor	3/4	MS
Amy Herukka	Co-Opt Governor	3/4	AH
Jo Shelley	Vice Chair	4/4	JS
Toby Maloy	Co-opt Governor	3/4	TM
Nicky Thurgood	Parent Governor	3/4	NT
Heena Howe	Parent Governor	3/4	HH

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	4/4	KB
Richard Benson	Head Teacher	4/4	RB
Louise Harris	School Business Manager	(for items 12 & 13 only)	LH

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

1. Apologies for absence

None.

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 (31.01.2024) and matters arising (not covered elsewhere on the agenda)

Agreed with minor amendments [LTS amended to long term absence and PHSE corrected to PSHE].

Matters Arising/Follow up actions:

Staff briefed regarding lockdown procedure and planning underway for lock down practice to take place next term.

Equality objectives to be brought forward to next FGB.

EH to provide spring term data at next FGB.

MS to forward Safeguarding self-assessment audit to RB.

Governor Actions:

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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

7. DfE academy order and offer of support:

– **Meeting updates**

NM reported the outcome of her meeting with Brooklands Head Teacher regarding their potential MAT options. The MAT seems like a good fit for Leedon therefore NM and RB met the CEO of the trust. The trust mutually also agrees that potentially Leedon is a good match. NM emphasised that this MAT fits the criteria discussed at the last FGB. However, NM stressed that the DofE have the final say in this decision. Two meetings have occurred with the DofE representative. Both have been short, and no information has been provided other than there is a strict process to follow. NM asked the DofE representative if there was support available now from a MAT and none were suggested. The FGB has no say in the final decision (made by the Regional Director). It will be at least April before any conclusion is received. NM advised that she has made the board's position clear that the preferred option is transferring with Brooklands and has provided relevant details. Another meeting is scheduled for Monday.

Communication with parents and staff was discussed. It was agreed at this stage there is nothing to communicate so this will be left until after Easter and reviewed again. RB reported staff do not seem too anxious regarding the process and not many questions have been received.

School Performance

8. Head Teacher's Report

– Verbal update

Attendance has increased to 94%, which is good news as there has been a significant amount of seasonal illness.

Pupils on roll have increased to 390.

One resignation has been received from a member of the cleaning team. RB hopes to fill this vacancy with existing staff. LH will be completing a staffing review.

2 pupils are transferring to specialist provisions after Easter.

Year 1 staff absence is nearly back up to full time and cover still in place where required.

9. School Development plan (SDP)

- updates on progress this term
- questions arising from link meetings

- **governor link visits updates/questions arising**

Pre-reads:

Leedon SDP 2023_4.docx (with rag rating)
 Strategic Overview - English.docx
 Strategic Overview - Maths.docx
 Science gov meeting report MS March 24.docx

SDP:

Subject leads have completed strategic overview.

P1 RB advised termly lead meetings have happened and a date has been set for a whole team meeting. NM asked for a progress update on amber (pink) areas. RB explained that progress has been made but not fully completed so haven't rated as green yet. NN pointed out that phonics screening is marked as amber (pink) because 80% of pupils have achieved this but there is room for improvement so isn't marked green.

P4: English hub's analysis shows progress as red areas have moved to amber and amber to green.

P2 clarification to be sort from EH in terms of what is the specific training is being referred to in impact milestone 2. 'Systematic subject monitoring becomes embedded. Curricular governors have good understanding of subject specific training and impact (question for link governors who have met with leads).'

Questions were invited regarding the Maths and English strategic overviews. Talk for writing consistency has improved and following same structure per three-week block.

MS gave a brief overview of her science link meeting. Subject lead is new into the role, so this was a preliminary visit rather than a full monitoring visit. NN explained that a lot of the subject leads are new to their roles. Learning this role is current focus and then monitoring is the next priority.

Maths monitoring visit completed on 18th March. The members of the board that attended the day reported that they managed to speak to pupils in all years and they were all polite. The data and planning for each lesson looked consistent across year groups and an improvement seen. Stem sentences is the maths lead's current focus and at times pupils needed reminding what they were. TTRS data was viewed. Reception environment looked much improved, and all the pupils were engaged and focused.

Governor Questions:

Can you share English hub's rag rated analysis? NN to share.

In terms of P1 at the last FGB the EYFS monitoring visit highlighted some areas of concern such as budget awareness, ongoing plans. Have these issues been resolved? RB confirmed that the lead is now clear on the budget and the plan to move forward.

What is the purpose of the timelines (strategic overview)? Provides a rolling update by term.

How are you capturing the outcomes of the overviews? Impact reports which will come to FGB. Focus will be moving to CPD/coaching related monitoring.

Have extended writing tasks happened as marked red on SDP? RB explained that the extended writing task have been completed but the monitoring between subject leads hasn't happened yet.

Governor Actions:

NN to share English hub report.

10. SEND update

Pre-reads (for review):

send-report-to-govs-March-2024.docx

SEND & PPG gov visit report NT JS Feb 2024.docx

JS and NT completed a joint SEND and PPG meeting.

RB advised that SENDAT visiting tomorrow. RB explained that he believed that there are pupils on the SEN register that shouldn't be. These pupils may have SEND but these are adequately supported by the class teacher therefore should not be on the register. SENDCo will review the register once in post after Easter.

Speech and Language therapist has come into school today and reviewed each pupil with need. The service is at full capacity and not taking on any new cases at present. The same applies to the Educational Psychologist service. RB also advised that the traveller liaison team at the LA will soon cease. At present there are 8 traveller pupils on roll who require transport and use this liaison service.

Governor Questions:

Can pupils be removed from the SEN register? RB explained that yes this is the case. If SEN needs can be supported by class teacher then should not be on the register. Progress will be monitored via the pupil progress meeting process. A log would still be kept of these pupils.

How is the alternative provision funded? RB advised that at present Leedon fund the provision but funding to cover the cost has been applied for.

11. PE & Sports premium

- approval strategy

Pre-read:

sports-premium-2023-24.docx

Pre-read:

sports-premium-2022-23-impact-review.docx

No other questions were raised and the strategy for 23/24 was approved.

Governor questions:

What is BASH club? Engaging in active play.

Finance and premises management

12. Finance

- Update from School Business Manager on end of year accounts and next year's budget
- Approval of 2023/24 accounts
- Review draft budget 2024/25
- Approval of SFVS

Pre-reads:

2023-24 Year End Accounts.xlsx

2023-24 budget review SBM 13.03.24.pdf

First View 2024-25 Budget.xlsx

SFVS 2023-24.docx

LH joined the meeting via telephone for this part of the meeting.

LH provided an overview on year end accounts. Positive finishing position. Deficit of £357k last year and this year it will be around £172k – remarkable improvement. Income was £84k higher than budgeted, £58k saving on staffing costs following redundancies. Overspend areas mainly are learning and resources and staff cover. Systems in place to effectively monitor these areas of overspending.

LH highlighted Little Learners made a £54k loss. Await to understand how new funding arrangements will affect Little Learners income.

Reviewing funding, income, and PAN numbers currently. Administration supplies are being monitored and contracts are being reviewed for cost savings particularly photocopying and ICT for learning resources. Potentially some savings around energy. Current contract is up for renewal at the end of September. Strong position in terms of cashflow. The loan from CBC is outstanding will need to decide when and how to manage payback.

NM commented the Budget working group would look at these specific areas on more detail but that the savings that have been made are really positive. Little Learners is an area of concern that needs to be addressed. A clear plan / budget needs to be put in place. TM agreed. LH advised that the funding details should be revived by the end of March so once received the costings of Little learners could be reviewed.

TM raised the point that next year another £130k is budgeted to be saved but why did we need to save this amount as then ahead of five-year budget. Need to ensure quality of offering doesn't diminish whilst trying to make savings. NM agreed need to factor in loan payments and LH clarified that loan is in addition to deficit and both need to be repaid. £180k deficit remaining plus £240k loan. In 2022 another £40k was added to the loan. NM proposed that any questions should be submitted to budget working group.

The budget for 2024/25 was agreed in principle by the board and the final approval was delegated to budget working group as there is no FGB before budget submission deadline. NM asked LH to provide her with a copy for the next meeting with the DfE.

SFVS:

Point 22 needs to be amended to say primary resources are reviewed in collaboration with other schools where appropriate.

Unanimously agreed by the board with no further amendments.

The board thank LH for her hard work.

Governor Questions:

Will tutor continue next year? Yes.

What about cover staff? On zero hours contract and appear E26 and E02 on budget. £18k budgeted.

Is that realistic? Yes believe so.

13. H&S

– Action plan update

LH also present for this item via telephone.

TM has met (05.03.2024) with Site Agent focusing on high and medium risk items.

RB and LH confident all high and medium areas addressed and rectified (or will be fully completed by end of this term) with the exception of working at height. As not a day-to-day occurrence. Risk assessments are in place. Site Agent will never be working alone at height. After discussion it was agreed that the Site Agent will not carry out any works at height until

CBC's expectations are fully understood from the audit and appropriate harnesses are purchased.

LH assured the board a schedule of work is in place and smartlog is in use. Site Agent does prefer paper logs for some items, so these remain, but LH updates the schedule/smart log with this information to ensure accurate record keeping. NM asked LH to send Governors a copy of the schedule of works for their review.

Site Agent has complete Legionella training.

TM highlighted that there are a lot of planned works outstanding. Capacity and resource appear to be an ongoing issue. There is a back log of maintenance that needs to be completed. LA audit is comprehensive and a plan to manage maintenance needs to be put into place. LH will review the budget in terms of the Site Agents hours. LH will also explore if any match funding is available for works

The board delegated the review of H&S resources to the budget working group. The board also agreed the level of work in relation to H&S impacts LH's capacity and that increasing her hours even on an ad hoc basis should be considered.

Governor Actions:

LH to send H&S schedule of works to the board.

Budget working group to discuss H&S resources and report back to FGB.

Standing items

14. Safeguarding

Pre-reads (for info):

cbc-safeguarding-audit-jan-2023 Progress to date March 2024.docx

MS completed her link report.

Audit rag rated as green.

Safeguarding posters around the school need updating.

Medical checks take place in my new term and then a paper questionnaire is issued at induction.

Lockdown exercise will be completed shortly. Need to communicate to parents and get keys cut for certain areas before this can be completed.

Governor Questions:

What external supervision is in place for safeguarding? DSL completes half termly safeguarding health check with another Head teacher in the local area. MS commented that this process really needs to be formalised. She will send over policy templates to RB.

How many staff have completed the Team Teach training? RB confirmed 2 have just recently so 7 in total.

Governor Actions:

RB Safeguarding Governor needs to be updated on posters around school.

15. Wellbeing

Staff survey went out on 19.03.2024. RB advised he believes staff wellbeing is generally good. Results of the survey after easter.

Governor Actions:

KB b/f Staff wellbeing survey results.

16. GDPR

Nothing to report.

17. Policies

All policies have been provided as pre-reads.

For review:

Data protection policy 2023/24:

NM wanted to clarify who is named as DPO. RB confirmed himself. The aim is eventually for it to be LH. She asked RB to check the annual registration had been completed.

The board unanimously agreed the policy.

Allegations against staff (incl low level concerns) Policy 2023-2024:

Unanimously agreed with no comments or amendments.

Induction policy and procedures 2023-2024:

NM suggested moving all paper induction documents to smart log. JS asked if exit interviews are conducted. Agreed they should happen in the event of a resignation as good practice.

Policy agreed with no amendments.

Charging and Remissions policy 2023-2024:

The LL fees and out of school club fees are incorrect. These need to be checked by LH. Also, it is likely this policy will need to be updated following funding review. May half term is the deadline to communicate any out of school club fee amendments. This policy will be brought forward to the next FGB for review.

Governor Actions:

LH to review Charging and Remissions policy in terms of fees and new funding arrangements and bring to next FGB.

18. Governance improvement plan

Governor awards were discussed as 2 terms have been missed. NN stated it is feasible to complete the awards every term, but he needs support. Timetable needs to be put in place. It was agreed that the next award will be issued in the first half of the summer term.

19. Governor development and training

No updates.

20. AOB

None.

Next meeting:

Wednesday 8th May at 6.00pm (in school)

Minutes approved by the Governing Body on: 14.05.2024

Signed (Chair):

N Mchtyre

Governor Actions:

Item 4:

NM & RB Equality objectives to be brought forward to next FGB.

EH to provide spring term data at next FGB.

MS to forward Safeguarding self-assessment audit to RB.

Item 9:

NN to share English hub report.

Item 13:

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Item 15:

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Item 17:

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