

Leedon Lower School

Full Governing Body Committee Minutes

Date 29.11.2023
Time 6.00pm
Venue Leedon Lower School
Meeting Number 2

Voting Members:

Name	Post Held	Meetings attended this academic year	Known as
Nicola McIntyre	Chair	2/2	NM
Nick Neill	Staff Governor	2/2	NN
Katie Pantling	Co-opt Governor	2/2	KP
Michelle Stewart	Parent Governor	1/2	MS
Amy Herukka	Co-Opt Governor	2/2	AH
Jo Shelley	Vice Chair	2/2	JS
Toby Maloy	Co-opt Governor	1/2	TM
Nicky Thurgood	Parent Governor	1/1	NT
Heena Howe	Parent Governor	1/1	HH

Others present / Non-voting:

Name	Post Held	Meetings attended this academic year	Known as
Kelly Burley	Clerk to Governing Body	1/2	KB
Richard Benson	Head Teacher	1/2	RB

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

1. Apologies for absence

Michelle Stewart submitted her apologies.

2. Any personal or business to declare

None.

NT and HH have completed their PI forms.

3. Welcome and introductions to new parent governors

NM welcomed new Parent Governors to the board.

NT term: 29.11.2023 – 29.11.2027.

HH term: 29.11.2023 – 29.11.2027.

4. Matters to be raised under any other business agreed as being urgent

None.

5. Minutes of the last FGB meeting (18.10.2023) and matters arising/follow-up actions

Agreed as an accurate record with an amendment to item 19. £1400 wasn't spent on strategy day with TB.

Matters Arising/Follow up actions:

RB Lockdown procedure practise will be completed before Christmas holiday.

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

Governor Actions:

RB Lockdown procedure practise will be completed before Christmas holiday.

6. Correspondence Received

To be covered in item 8.

7. Chair's Actions

Asbestos Management plan agreed. For discussion later in the agenda.

8. DfE letter: school 'not making necessary improvements'

Pre-reads provided:

- DfE notice letter
- Leedon representation letter
- DfE response letter

NM informed the board she had met with Simon Cotton and Michelle; SIA and they didn't have any plans to object Leedon's proposal. The issue of liability was raised. NM explained this is because if directed into aMAT then CBC must write off the current deficit. Also, the issues with the roof (KS1 block) will remain the responsibility of CBC to fix. NM confirmed CBC have responded to the DfE interestingly however, they have chosen not to copy Leedon into their response.

The board talked through the possible outcomes. NM advised she had spoken to Tony Breslin regarding his thoughts and he felt it likely we would be ordered into MAT but in terms of timescales and how much say the board has remain unknowns.

NM highlighted that at this present time staff are unaware of this situation as there is currently no certainty and NM hoped for some sort of response before Christmas.

The board then discussed whether it would be prudent to revisit the MAT working groups research and contact some potential trusts in case the board does have input. RB felt strongly that the board would not have any input in the DfE's decision making process. The board acknowledged this, and the consensus was frustration as it difficult to be proactive in this situation. KP advised the board where the MAT working group had progressed to previously. The board was happy for TM to informally contact his associates at two local MATs. NM will share the MAT working parties research. The board concluded it was unlikely to have an input into the DfE's decision and that they would await their response.

Governor actions:

NM to share MAT working party research.

9. Head Teacher's Report

RB provided a verbal update as previous meeting was less than 6 weeks ago.

RB advised that in terms of pupil numbers there has been one leaver total 379 pupils.

FSM has increased from 38 pupils to 52.

Attendance is down to 93.1% (from 94.%). RB advised the board that there is a spate of illness throughout the school including with staff, despite this attendance is still slightly higher than the same time in 22/23.

New Finance Assistant commences after Christmas.
Currently planning maternity cover for a teaching role.

Full HT report at the next FGB.

Governor Questions:

How is recruiting for the SENCo role progressing? RB advised that the candidate pool hadn't been of the desired quality. There is one candidate that meets the criteria however they require 5 days a week not the 3 days advertised for. The Business Manager is currently running a costing analysis on this option. With the candidate working in SENCo role for three days and then in a teaching role for two. RB explained that this is a viable option as there is a requirement for these additional teaching hours. If it is viable an offer will be made before Christmas to ensure the earliest possible start date.

How are you managing covering the SENCo role? LA are continuing to support.

10. School Development plan (SDP)

- **updates on progress this term**
- **monitoring schedule for 23/24**

Final SDP 2023/24 was provided for review prior to the meeting.

RB provided an update to the board on each priority.

Priority 1: Early years to be Good across all areas, offering a planned cohesive approach including the immediate, swift implementation of Early Reading to improve GLD to national.

All actions completed with the exception of the outdoor rooms which will be completed in January. The meeting with LL is outstanding but will be completed. RB explained that leadership meetings haven't happened as frequently as they should which he has addressed with the team and will continue to monitor.

AH's link visit is outstanding and ideally needs to be completed before Christmas.

Priority 2 Leadership at all levels to hold teachers to account across the curriculum. Maintaining standards in all areas, keeping the bar high.

RB explained that ET is slowly rolling out the revised monitoring schedule. Core subject leaders have received their training on how to complete the monitoring reports.

New timetable has had a positive impact on the progression of the SDP milestones.

Priority 3 – Assessment teacher: Effective strategies used within lessons is needed to routinely address and support pupils moving forward. Identifying gaps as they appear and addressing them before moving on.

Maths leads have completed learning walks, planning and monitoring and have fed back to staff. Also modelled star challenges.

Priority 4 Monitoring of writing standards being high across the whole curriculum. Standards start high and are maintained. No acceptance to 'less good' work in any curriculum area. Handwriting to be a high focus in all year groups. English Hub visit was really helpful, and observations are in place. Writing across the curriculum has improved.

NM reminded all Governors that haven't to please complete their link visits before Christmas. TM and JS will complete a joint PPG and SEND visit with RB.

Also monitoring visits need to be arranged. RB will share subject leads planning times with the board so Governors can arrange monitoring visits.

Governor Questions:

Are the dates for these Milestones all same as top row (i.e. Jan 2024 etc.) RB confirmed this was the case.

What is SpLD? It is specific learning difficulty.

What is Sonar? Sonar is used for data tracking.

When can we expect a data, it would be good to understand where we are? NM to liaise with NN regarding dates for data drops.

What are STAR challenges? Specific to maths lessons. Star challenges help ensure broader learning is embedded, the aim is mastery level.

Will HW's Maths lead role be covered? RB advised no KR will manage on his own during her absence.

Has the new teaching and learning policy been rolled out to staff and when will it come to the FGB? RB advised all staff will receive a training day in Jan will focus on Teaching and Learning policy. It will be presented to FGB in January.

Have targets for pupils been set this year? Targets have been set and are in place. NN added it had been a much easier process this year with ET new system implemented.

How is 'Reception children finishing with a solid understanding of phase 1-4 phonics' measured? NN explained through the phonics check at the end of year 1.

What is the general feeling amongst staff at the moment? Obviously only anecdotal information but feeling seems to be general positive. The PPA and other timetable changes have had an encouraging impact on wellbeing and staff being able to plan and effectively manage their workloads. NN commented he felt that positive staff wellbeing has been achieved by addressing the PPA issues and ensuring staff have their allocated time through the new timetable. Also, the changes ET has introduced in the short amount of time he has been in post have been really constructive and has had another positive impact on wellbeing. For example, target setting process has been standardised and streamlined. New staff have embedded well and feels like a supportive environment.

What has the impact been in the classroom? Calmer, lunch times are much smoother. Higher attendance this year than last.

What is the progress on quality first teaching? Maths and English leads observations will be completed after SLT will then complete feedback. Maths learning walk next week. Going forward there will be more time for monitoring then progressing this to CPD development opportunities.

Governor Actions:

AH to complete EYFS link visit.

NM & NN to liaise regarding Sonar data drops dates for FGB review.

NM/JS to complete PPG & SEND link visit with RB before Christmas.

All Governors to complete link visits before Christmas if they haven't already done so.

RB to forward on subject leads planning time timetable to enable Governors to schedule monitoring visits.

11. Pupil Premium Strategy 2023-24

Pre read provided Pupil Premium Strategy document.

JS observed the PPG strategy was much more focused and easier to read. The board unanimously agreed the PPG strategy for 23/24.

PE premium strategy to be b/f January FGB.

Governor Questions:

Are support staff able to complete their interventions? Yes much more effective implementation of intervention timetable. Provision maps being updated. There will always be odd occasions when things have to change last minute. Capacity has increased.

Are groups that see tutor PPG children only? RB explained they are PPG children and those children on the 'cusp' that need some extra support.

Do we have a speech and language therapist to support improving oral language in disadvantaged pupils intended outcome? RB explained that there is a significant delay in waiting for children to be seen by the speech and language therapist. In January the LA speech therapist is visiting to review all current cases on the waiting list and then will provide 1-2-1 support on weekly basis until the end of the academic year.

Are we still receiving early years support from Stanbridge lower? No this is now covered by the Hygge schools link up project.

Is £20K enough to fund all the investment in cover, training etc mentioned in this section? Or is funding coming from other areas of school budget too? RB explained that training has been covered by: ET inhouse sessions, English Hub, some training is at no cost and via the mental health support team.

Governor Actions:

RB complete PE sports premium strategy for Jan FGB
KB b/f PE sports premium strategy for Jan FGB

12. Finance

TM provided a brief update following his meeting with the new Business Manager. A £86k reduction in the deficit has been forecast. Autumn term is showing deficit at £196k.

He went on to advise the board that he still needed to understand the current expenditure and ascertain how accurate the forecasting is. The Business Manager will focus on analysing staffing costs as a priority and then move on to other areas. He concluded that the current position is more fortunate than expected but confidence in the forecasting needs to be developed.

NM benchmarking needs to be completed. TM will complete this.

Once appraisals have been completed Pay Panel needs to be convened.

Governor Actions:

TM to complete Benchmarking.

13. H&S

– Update on recent LA review

The recent review with the LA has taken place. It was very thorough and nothing urgent to report. The report hasn't been received yet but will be fed back to Governors upon receipt. The Business Manager will take over the management of the Site Agent going forward to ensure statutory checks and processes are completed and recorded in a timely manner.

RB advised that the KS1 roof is now being repaired. It will be temporarily repaired over Christmas holidays and then fully renovated in summer holidays 2024. Full liability is with CBC.

Governor Questions:

What about the water damage due to the long-term leak. How will this be addressed?
The repairs will be also included in the repairs.

14. Safeguarding

- LA audit
- Link visit update

The LA audit has been completed and submitted.

MS has completed her safeguarding audit with no issues to report.

Governors need to ensure they have completed their Safeguarding training including KCSIE. NM will resend out the relevant links.

Governor Actions:

NM to send out Safeguarding training links to all Governors.

15. Wellbeing

Covered in item 10.

RB expressed that while the general feeling wellbeing is good there isn't a lot of 'room' in terms of staffing and that cover etc. is tight.

Governor Questions:

What about support staff in particular (in terms of their wellbeing)? NN stated that again this is anecdotal, but wellbeing seems positive. RB explained regular meetings with HLTA's are going well. Currently recruiting for midday supervisors. LSA's/1-2-1's seem positive and working well as a team.

What about office staff? New business manager is settling in well and when new Finance Assistant commences after Christmas capacity will increase. Mrs Darton's hand over has really helped LC establish herself in her new role. RB noted he had seen a decrease in CPOMS notifications 'out of hours' which is really positive.

16. GDPR

None.

17. Policies

For review:

- Supporting children with medical conditions: unanimously agreed no amendments.
- Bereavement: unanimously agreed no amendments.

For approval:

- Health & Safety (new CBC model policy): The board discussed the new policy. It is replacing the old policy and is adopted from the new CBC model. Working at Height and Severe weather policies have been recommended by the recent LA review. NM had some comments regarding some of the contacts within the policy being correct although RB is ultimately responsible. NM also needs to review risk assessments section. The board agreed subject to NM reviewing comments with RB separately.
- Working at height: Approved with 2-year review date (Dec 2025)
- Severe weather: Approved with 2-year review date (Dec 2025) and with the following amendments:
 - Remove updating website as this is incorrect and just state social media.
 - Caretaker should be replaced with Site Agent.
 - RB will also add some clarification regarding if severe weather occurs while children are in school and to cover afterschool club.

- Remove start time to say children can enter earlier in severe weather.

For ratification:

- Asbestos Plan: Ratified with no comments or amendments.

Governor Actions:

RB & NM to liaise regarding comments on the H&S policy.

RB to update severe weather policy.

18. Governance improvement plan

– **Update from Chair**

NM provided a brief update. Currently pushing forward with strategic plan whilst awaiting the response from the DfE.

19. Governor development and training

NT and HH are booked onto the Governor induction and Understanding performance data.

TM and MS have undertaken Internal accountability and TM has completed the Finance course.

NM expressed the need to focus on recruiting some Co-opt Governors. Leaflet drops and social media should be utilised.

20. Any other matters agreed as being urgent

Next meeting:

31st January 2024

Next meeting:

TBC

Minutes approved by the Governing Body on: 31.01.2024

Signed (Chair):

NMchtyre

Governor Actions:

Item 4:

RB Lockdown procedure practise will be completed before Christmas holiday.

Item 8:

NM to share MAT working party research.

Item10:

AH to complete EYFS link visit.

NM & NN to liaise regarding Sonar data drops dates for FGB review.

TM/JS to complete PPG & SEND link visit with RB before Christmas.

All Governors to complete link visits before Christmas if they haven't already done so.

RB to forward on subject leads planning time timetable to enable Governors to schedule monitoring visits.

Item 11:

RB complete PE sports premium strategy for Jan FGB

KB b/f PE sports premium strategy for Jan FGB

Item 12:

TM to complete Benchmarking

Item 14:

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Item 17:

RB & NM to liaise regarding comments on the H&S policy.

RB to update severe weather policy.