

**Leedon Lower School**

**Full Governing Body Committee Minutes**

**Date** 31.01.2024  
**Time** 6.00pm  
**Venue** Leedon Lower School  
**Meeting Number** 3

**Voting Members:**

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Nicola McIntyre	Chair	3/3	NM
Katie Pantling	Co-opt Governor	3/3	KP
Michelle Stewart	Parent Governor	2/3	MS
Amy Herukka	Co-Opt Governor	2/3	AH
Jo Shelley	Vice Chair	3/3	JS
Toby Maloy	Co-opt Governor	2/3	TM
Nicky Thurgood	Parent Governor	2/3	NT
Heena Howe	Parent Governor	2/3	HH

**Others present / Non-voting:**

<b>Name</b>	<b>Post Held</b>	<b>Meetings attended this academic year</b>	<b>Known as</b>
Kelly Burley	Clerk to Governing Body	3/3	KB
Richard Benson	Head Teacher	3/3	RB
Ebrahim Tafti	Deputy Head Teacher		ET

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

**1. Apologies for absence**

NN submitted their apologies.

**2. Any personal or business to declare**

None.

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

NM to raise forthcoming contract renewals under item 13.

**4. Minutes of the last meeting (29.11.2023) and matters arising (not covered elsewhere on the agenda)**

Agreed with no amendments.

**Matters Arising/Follow up actions:**

Lockdown not completed before Christmas. Now due after half term.

NM to share MAT research

EYFS visit completed

PPG and SEND meeting booked for next week

Link visits to be booked for Science (MS) H&S (TM)

**Governor Actions:**

*RB to complete Lockdown exercise.*  
*MS to complete Science link visit.*  
*TM to complete H&S link visit.*

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

## **5. Link governor roles**

It was agreed TM to take on H&S link role and NT to take on SEND link role. NM to discuss potential link role with HH.

## **6. Correspondence Received**

Correspondence received regarding DofE academy order. To be discussed under item 8.

## **7. Chair's Actions**

None.

## **School Strategy**

## **8. DfE academy order and offer of support:**

- Meetings with DfE
- Staff meeting
- LA support
- Work with Tony

Pre-reads:

Academy Order 11.1.2024.pdf

Academy Order letter from J Duff 11.1.2024 final.pdf

The announcement has been made to staff and parents regarding the mandatory MAT order. Questions from staff have mainly been regarding terms and conditions etc. No input has been received from the LA regarding the process therefore NM has spoken to the HR provider EPM for advice and guidance on how to manage the process. NM confirmed to the board that jobs should not be at risk and that all permanent staff should TUPE transfer over. The MAT is still unknown therefore any policy or T&C amendments are still unknown. The process should take 9 months.

NM advised the board she has a meeting with Brooklands Headteacher on 2nd Feb regarding their situation with the MAT they are currently in discussions with. NM will investigate whether this MAT could be a good fit for Leedon as it would be preferable to link with Brooklands.

TB has advised Agora Learning partnership (Herts) may be suitable. NM has had an informal discussion with them.

NM invited the board's opinions and comments. After discussions and comments NM summarised that the board's view is clear on which type of MAT would be most beneficial to Leedon. One that allows for autonomy/local decision making, aligns with Leedon's current values and ethos and that will support the current SDP plan moving forward.

NM stated that she will keep the board updated following her meeting with Brooklands. She asked the board to network as much as possible with contacts at other MAT's and to gauge different opinions and gather information on working styles. The Knowledge Trust may be on the DofE list. RB put forward that he felt the board will have very little say in the MAT that is

appointed. NM agreed but concluded we must gather as much information as possible and endeavor to join the best fit for Leedon.

#### **Governor Questions:**

***Do we get a choice (in which MAT is selected)?*** NM explained no, but there may be the potential to influence or put our preferences forward which is why it seems prudent to investigate suitable options.

***As SLT what would your preferences be?*** RB stated a MAT that provided autonomy whilst supporting Leedon's current values and vision. A good Ofsted was so close and so much progression has been made it would be disappointing and potentially detrimental to totally review our current curriculum and improvement priorities. Quality support is what is required. TM agreed Leedon is now on the right journey, and it would be ideal to retain our characteristics. Hopefully the MAT would be sympathetic to that. Do not want to lose the current culture. JS agreed and added that the consistency currently in place has taken a lot of work. KP was concerned that too much change would be undermining what staff have achieved so far and demoralising.

#### **Governor actions:**

NM to update the board following her meeting with Brooklands.

### **School Performance**

#### **9. Head Teacher's Report**

Provided a copy as a pre-read.

RB addressed Governors questions and provided a brief overview. There has been an influx of new starters which is expected at this time of year.

SENCo commences after Easter and one new EHCP has been put into place.

In terms of attendance, RB explained he had emphasised the importance in the most recent assembly. 10 blues are being awarded to the class with the highest attendance each week. Studybugs, a new absence monitoring tool, is being rolled out next week. The figures shown do take into account little learners, so RB has requested their data is removed to provide an accurate overview. 93% overall. MS commented that this is in line with the national picture. RB explained that there has been a significant spate of illnesses which has impacted. He is working with the EWO where appropriate. RB commented that one pupil was on a part time timetable. A lot of emphasis has been put on the importance of regular attendance and each case is being managed. In some cases, we are trying to educate families whose siblings have had the same issue.

No patterns to accident data.

NM highlighted to the board that Equality Objectives were due for review. The NGA currently have equality training module which would be useful for Governors to review. NM will review the objectives with RB.

Year 1 staffing was discussed due to an ongoing long-term absence. Cover is in place and the situation is being continually monitored. Interventions are ongoing.

#### **Governor Questions:**

***Under safeguarding can we have detail on how these are counted?*** These instances could overlap for example racism incident could also be bullying. After discussion it was agreed, the board would like to understand the number of children involved in these instances so could RB revert to the earlier format for this section only.

**Interested to know when the "sustained" definition in our policy triggers an input into CPOMS? Teachers make that judgement.**

**Please clarify what is a 'session' in terms of internal suspensions? Half a day.**

**Why has teaching staff numbers been reduced by 1? Maternity leave.**

**When will we see impact of CPD and how will this be measured and recorded? Impact will be added in next report. The staff training matrix is available to view. RB will share the link so the board can review.**

### **Governor Actions:**

*RB to include numbers of children involved in safeguarding incidents going forward within the Headteachers report.*

*RB to send the staff training matrix link to the board.*

*NM to review Equality Objectives with RB.*

### **10. School Development plan (SDP)**

- **updates on progress this term**
- **questions arising from link meetings**
- **governor monitoring visits this term**

### **Pre-reads:**

Leedon SDP 2023\_4.docx (with rag rating)

Literacy Governor visit report JS Oct 2023.docx

Maths governor visit report KP Autumn term.docx

PSHE governor visit report KP Autumn term.docx

Monitoring Schedule- Spring Term 2024.docx

Leadership time schedule 2023.docx

The SDP has now been RAG rated. RB explained that P1 (EYFS) is amber as works have been set up, but they haven't been fully completed. Monthly meetings are still not embedded although happening more regularly so remains amber. AH completed her link visit and learnt was that in some areas time and extra support has been an issue in completing some of the priorities, particularly the outdoor area. RB pushed back on AH's findings. The funding has been received, applied for PTA funding, support is in place and the Hygge training has been completed. He hopes that the meeting between the other Hygge funded schools will kick start the further development of these priorities. AH to share her report with RB.

In terms of P2 (leadership) SLT checklist in place. ET explained that core subject overviews will be shared every term and then reviewed in the spring term. Non-core subjects will be reviewed annually with a report and overview at the beginning of the year.

P3 (assessment) Maths leads are working effectively and have really stepped up to the challenge. Year 4 times tables is an area of concern. The subject lead has implemented measures to address this.

P4 (writing standards) 'absolute fidelity' is amber only because new staff are embedding, and it has taken some time for staff to adjust to sticking to such a prescriptive method. No concerns to report. RB reported that data measure from ELS threshold is higher than phonics screening in year 1. JS asked how staff are managing with the changes. Interventions are continuing to go well.

KP explained that at the time of her meeting with PSHE lead they were new to the role, so no planning had taken place. RB advised that an audit had been completed and plans developed. Needs to be rolled out to staff.

The Spring 2 monitoring schedule has now been shared. Ideally 2/3 Governors to attend (mainly in the mornings). Doesn't matter if it isn't a particular Governors link area. JS will liaise with NT and HH for next formal observation visits (KS2 Maths and English KS1). In terms of other subjects, the monitoring schedule will be shared after half term.

NM reminded the board their second link reports need booking in.

#### **Governor Questions:**

***Is monitoring schedule on track?*** ET confirmed that it is. Had to reschedule just one session. JS noted that Literacy is next so Governors will ensure they come and sit in.

***Are you planning scrutiny feedback?*** ET feedback is going smoother. Enables staff to scaffold their day. Needs time to embed. This is detailed in the literacy leads report.

***In terms of maths how are you addressing year 4 times table concern?*** RB advised mainly through TTRS.

***What happens if children do not have the internet or access to a computer at home?*** Use in school at break and lunch times and when there is a gap.

***Does EYFS get leadership time?*** Yes.

#### **Governor Actions:**

AH to send RB her link visit report from EYFS.

JS to liaise with board regarding availability for monitoring visits.

### **11. Assessment and targets 2023-24**

Pre-read:

Assessment at Leedon Lower 2023-24.pptx

ET presented his plans for assessment at Leedon. He talked through the aims and structure of the new assessment programme using the standardised scores familiar to Middle schools. The new process will make data more robust, removes unconscious bias and addresses workload issues. Interventions can be planned to follow the termly pupil progress meetings.

In terms of benchmarking, it would be good to see data by groups as ell i.e. SEND, PPG, EAL etc. Also require data for EYFS.

NM asked that the next lot of data is submitted to the board via email due to the date of the meeting.

#### **Governor Questions:**

***Will teachers discuss this data with parents at parents evening?*** Not the specific numbers but yes where a child is currently will be discussed.

***Year 3 attainment vs progress data shows 92% below progress but nearly 60% securely at or above on attainment. Can you explain?*** Progress shows like this as there was no starting point. It shows progress from the beginning of the year.

***What have been identified as issues / concerns?*** Each year group lead reviews the data at the PP meetings and then plans interventions accordingly with SLT input as required.

***Is it just Maths, Reading and Writing this is being rolled out to as need to ensure assessment in all areas as per Ofsted report?*** Plan to progress to non-core but all subjects are being reviewed at the end of each term.

***What are hot tasks?*** Independent tasks. Sonar report as the full breakdown. ET will share.

#### **Governor Actions:**

ET to share Sonar report with full breakdown core and non-core subjects and national/local comparisons.

### **12. Sports Premium Strategy 2023-24**

- **review and approve**

Pre-read:  
sports-premium-2022-23-impact-review.docx

The impact review was received with thanks and the board commented on how thorough it is.

The Sport strategy 23/24 was omitted so will be b/f to next meeting.

**Governor Actions:**  
*KB b/f sports strategy 23/24.*

## **Finance and premises management**

### **13. Finance**

- **Current budget position**
- **Benchmarking report**
- **Pay review panel (update)**

Pre-read (for review):  
Finance Report Dec 2023 TM.xlsx  
Leedon Lower School Benchmarking 2023-24.pptx

TM provided an overview for the board. This is in reference to Dec Q3 Returns & Forecast. Budgeted income is £83k higher than forecast. Deficit looking to be reduced by approximately £86k at year end. Benchmarking has shown that spending is in line with other schools of a similar nature. Teaching costs are actually showing to be lower. TM highlighted (from Benchmarking report) that this exercise has shown the school to be performing sustainably. The board thanked TM for his benchmarking report.

Business Manager has made a huge impact. Moved to online banking which reduces workload.

Due to the MAT order new contracts shouldn't be avoided where possible. However, the broadband is due for renewal. A contract shorter than one year isn't available. It was agreed to review contracts on a case-by-case basis those essential to the running of the school will need to be continued. EPM contract is due for renewal, but their services are required. RB advised that their contract is now on a rolling month by month basis.

TM advised that the pay committee had met once but needed to re-convene as it had requested further information for consideration.

### **14. H&S**

- **Update on LA review and action plan**

Pre-reads:  
CBC review of schools H&S arrangements 8th Nov 23.docx  
H&S Review Action Plan.xlsx

RB confirmed that all relevant actions have been taken and that nothing further to report.

NM updated the board in relation to the current situation with the informal concern notice received regarding H&S. The SIA is due to come back and review however, as yet they have not arranged it. The board are satisfied following the audit on 08.11.2023 by the LA that

there are no major areas of concern however to formally confirm this TM will complete a further monitoring visit.

**Governor Questions:**

***Please provide an update on where we are in relation to asbestos management checks? RB confirmed the relevant checks are in place.***

**Governor Actions:**

*TM to complete monitoring visit.*

<b>Standing items</b>
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**15. Safeguarding**

Pre-reads (for review):

Safeguarding link report - Nov 2023.docx

SCR check report - Nov 2023.docx

MS to complete safeguarding audit check as part of her next monitoring visit. SCR was checked in Autumn term . MS requested to see the self-assessment section 175 audit. RB will forward on.

**Governor Actions:**

*MS to complete the next safeguarding monitoring visit.*

*RB to send a copy of Safeguarding self-assessment (section 175).*

**16. Wellbeing**

RB advised that there has been a lot of illnesses which has impacted. Not much feedback has been received following the academisation consultation.

It was agreed the staff survey should be completed after half term.

**Governor Questions:**

***Are the revised hours still impacting positively? The impact has continued to be hugely positive. ET explained that despite all the illness and covering required all staff have received their required PPA.***

**Governor Actions:**

*JS/NM to action staff survey after half term.*

**17. GDPR**

Nothing to report.

**18. Policies**

All policies have been provided as pre-reads.

**For review:**

**SEND policy:** Delete duplication of SENCo under staff specialisms.

Approved with no further amendments.

**Suspension and Exclusion policy:** Unanimously approved with no comments or amendments.

**Complaints procedure:** Unanimously approved with no comments or amendments.

**Behaviour and bullying policy:** Unanimously approved with no comments or amendments.

**Relationships and Health Education policy:** RB confirmed all staff receive annual training. The board discussed whether the policy should be shared again with parents but agreed that it had been shared when adopted and it is available to view on the website. Unanimously approved with no amendments.

**Teachers pay policy 2023-24:** Committee information has been updated. Unanimously approved with no comments or amendments.

**New policy for adoption:**

**Respect policy 2024:** The policy has been put to the board following RB's discussion with another lower school Head Teacher. The aim of it is to set out the expectations of all adults - staff and visitors (including families). NM has uploaded her comments to the working document. The board agreed to the policy in principle but needs to be clear about how it is used and how it links to other policies such as Behaviour and Complaints policies. RB to review with staff and review comments made on the working document and then come back to the board for further review.

**Policies for information (not for FGB approval):**

**Teaching & Learning Policy 2023-24:** NM suggested adding monitoring arrangements. The board collective thought the policy was comprehensive. ET confirmed that staff training had taken place on the inset day. Some initial resistance and apprehension. JS commented that the positive language used throughout the policy was great.

**19. Governance improvement plan**

- **Progress to date**

Pre-read:

NLG Governance review Action Plan 2023 - Jan 2024 update.docx

NM requested that the board approve for her to continue working with Tony Breslin in relation to the plan. NM felt that his support will be imperative going forward with academisation process and the lack of support from the LA and SIA. £400 left in the budget used for ongoing work with Tony since strategy day – e.g. Ofsted coaching, support with Academisation representations to DfE. The board agreed particularly since the SIA has only provided two hours of support since Sept.

NM commented she felt the board needed to start to focus on the recruitment of Co-opt Governors, but first training gaps need to be identified. NM will liaise with FGB members regarding this out of this meeting.

**20. Governor development and training**

HH, NT and MS completed their inductions which they found useful.

NM to send over NGA membership details to HH, NT and MS.

**Governor Actions:**

*NM to provide logins for NGA for HH, NT and MS.*

**21. AOB**

None.



**Next meeting:**

Wednesday 20<sup>th</sup> March at 6.00pm at Leedon.

Minutes approved by the Governing Body on: 20.03.2024

Signed (Chair):

**Governor Actions:**

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**Item 4:**

*RB to complete Lockdown exercise.*

*MS to complete Science link visit.*

*TM to complete H&S link visit.*

**Item 8:**

*NM to update the board following her meeting with Brooklands.*

**Item 9:**

*RB to include numbers of children involved in safeguarding incidents going forward within the Headteachers report.*

*RB to send the staff training matrix link to the board.*

*NM to review Equality Objectives with RB.*

**Item 10:**

*AH to send RB her link visit report from EYFS.*

*JS to liaise with board regarding availability for monitoring visits.*

**Item 11:**

*ET to share Sonar report with full breakdown core and non-core subjects and national/local comparisons.*

**Item 12:**

*KB b/f sports strategy 23/24.*

**Item 14:**

*TM to complete monitoring visit.*

**Item 15:**

*MS to complete the next safeguarding monitoring visit.*

*RB to send a copy of Safeguarding self-assessment (section 175).*

**Item 16:**

*JS/NM to action staff survey after half term.*

**Item 20:**

*NM to provide logins for NGA for HH, NT and MS.*