

Meeting	Leedon Lower School Full Governing Body
Date and Time	Meeting held on Wednesday 4 December at 6pm at Leedon Lower School
Meeting number	2
Vision	Every child leaves Leedon as a global citizen, with the skills, experience and confidence needed to dream big, achieve their full potential and be a successful learner for life.

Members of the Board			
Name	Position held	Meeting attended in this academic year	Initials
Nicola McIntyre	Chair	2/6	NM
Michelle Stewart	Parent Governor	2/6	MS
Amy Herukka	Co-opted Governor	2/6	AH
Jo Shelley	Vice Chair	2/6	JS
Debbie Hull	Co-opted Governor	2/6	DH
Toby Maloy	Co-opted Governor	2/6	TM
Nicky Thurgood	Parent Governor	2/6	NT

Apologies			
Heena Howe	Parent Governor	1/6	HH
Nick Neill	Staff Governor	1/6	NN

Attending			
Name	Position held	Meetings attended in this academic year	Initials
Helen Beeson	Note Taker	2/6	HB
Richard Benson	Head Teacher	2/6	RB

Item		Action
1.	Welcome, introductions and apologies for absence	
1.1.	The Chair welcomed all members to the second meeting of the Board for academic year 2024/25.	
1.2.	Apologies were received from Nick Neill and Heena Howe	
2.	Any personal or business interests to declare	
2.1.	There were no items to declare.	
3.	Matters to be raised under any other business agreed as being urgent	
3.1.	Nothing to report.	
4.	Minutes of the last meeting (9 October 2024) and matters arising (not covered elsewhere on the agenda)	
4.1.	Two amendments 19.1 – change reference from EHCPS to Smart Log 20.2 – Action regarding EAP to be changed from NM to RB	HB

4.2.	The minutes were approved as an accurate record.	
4.3.	<p>Election of Chair and Vice Chair</p> <p><i>(7.5) NM confirmed that co-chairing could be a possibility to ease the time burden. She agreed to research cost of Governors for Schools, share resources, and organise an informal call to discuss further with members.</i></p> <p>Resources shared. To be discussed further as a separate agenda item (Item 9). Item closed.</p> <p><i>(7.6) The Chair confirmed that a recruitment drive was required as there remained several vacancies on the Board.</i></p> <p>Item to be closed. Vacancies would be advertised in March.</p>	
4.4.	<p>Appointment of Co-opted Governor</p> <p><i>(9.2) NM confirmed that DH's DBS and safeguarding checks were still required before she could formally be appointed to the Board.</i></p> <p>DBS check confirmed. Safeguarding training remained outstanding.</p>	
4.5.	<p>Appointment of Link and Committee Roles</p> <p><i>(10.3) NM confirmed that the Pay and Review Panel requires an additional person. The Board were looking to appoint an external advisor to the role. NM confirmed that the external must possess educational experience. This service will have a cost implication.</i></p> <p>An external advisor had been appointed to the role. Item closed.</p>	
4.6.	<p>Resolution on joining a Multi Academy Trust (MAT)</p> <p><i>(14.2) The Board confirmed that the School would pursue the option for ten days support and approved the recommendation.</i></p> <p>Item complete. To be discussed further as a separate agenda item. Item closed.</p>	
4.7.	<p>Schools Development Plan</p> <p><i>(16.4) Members of the Board were asked to digest the Plan at their leisure.</i></p> <p>Complete. Item closed.</p> <p><i>(16.5) JS/NM agreed to meet separately regarding the monitoring schedule and would invite additional attendance from members as required.</i></p> <p>Complete. Item closed.</p> <p><i>(16.6) Now that link roles were confirmed, meetings should be scheduled before the half term.</i></p> <p>Item remained open. AH remained outstanding.</p>	
4.8.	<p>23/24 EOY Data</p> <p><i>(17.5) The Board asked that SEND groups performance be included for future reports and JS confirmed that she would discuss further.</i></p> <p>Completed. Item closed.</p>	
4.9.	<p>Financial and Premises Management</p> <p><i>(18.2) Supply costs were increasing due to a staff disciplinary matter which would also require additional spend (£18k) in HR consultancy. NM confirmed that the LA would be informed.</i></p> <p>Complete. Item closed.</p> <p><i>(18.3) This overspend would affect the three year plan and contingency measures to remove teacher assistant spend in years two and three were to be put in place.</i></p> <p>Complete. Item closed.</p>	

	(18.7) The Board approved £2.5k spend towards new IT for admin support. Item now closed.	
4.10.	Wellbeing (20.2) NM confirmed that some form of Employee Assistance Programme (EAP) was required for staff, and she would investigate further. Complete. Item now closed. (20.3) It was also acknowledged that there were fewer first aiders this academic year and twilight sessions would be held shortly to accommodate training. Complete. Item now closed.	
4.11.	Safeguarding and Child Protection Policy (22.2) TM highlighted the lack of reference to Queer within the Policy. RB confirmed that the draft Policy was based on a template from CBC and agreed to raise the question. Item raised as a separate agenda item (18).	
4.12.	Governor Training (23.1) All members were urged to use the available training resources. Complete. Item closed. (23.2) All members were asked to record what training they had undertaken. Item remained outstanding – link to be issued to members.	
5.	Correspondence received	
5.1.	The Formal Warning Notice had been lifted with a revocation letter dated 16 October 2024 circulated to all members of the Board.	
6.	Chairs Actions	
6.1.	There were no items to report.	
7.	Adoption of Working Group Terms of Reference (ToR)	
7.1.	ToRs for Budget Monitoring Working Group were approved .	
7.2.	ToRs for Pay Review Panel were approved .	
	Full Governing Body (FGB) – School Strategy	
8.	Update on Academy Order	
8.1.	NM confirmed that the DfE had approved the School's application for ten days support from Pyramid Schools Trust.	
8.2.	No further discussions had been held with Pyramid since the last Board meeting, however, Brooklands were progressing with their application to join the MAT and were now undertaking due diligence with staff consultation underway.	
8.3.	The Board confirmed that they would need to give thought to messaging parents updating them regarding the Revoking of Academy Order. Parents were last updated in July.	
8.4.	Further discussion was required separately on the application for academy status.	
9.	Succession Planning	
9.1.	NM confirmed that resources had been shared with members.	
9.2.	Contact had been made with Governors for Schools. Expenditure would only be required if a satisfactory candidate was recruited and the service was expensive.	

9.3.	There was no budget for this item this term and a succession plan was required. TM confirmed that a discussion was required and the members of the Board, excluding NM, would meet to discuss. A date would be scheduled following conclusion of today's Board meeting.	Board members (excluding NM)
	Schools Performance	
10.	Head Teacher's Report	
10.1.	The Board reviewed the Head Teachers Report. RB confirmed that the figures for last year had been included for comparison.	
10.2.	A high number of ECHPs had been applied for since the census date so funds would not be received until March. The increased number was not uncommon across the region, with more challenging behaviours being noted and an increased amount of suspensions with a lack of alternative routes. The majority of suspensions were noted as SEND students and all were key stage one.	
10.3.	The Board asked: What were the serious accidents? 1. Child with broken arm. 2. Teacher fell and sustained damage to her elbow joint. What is the difference between internal and external exclusions? Internal - in school but out of their class.	
11.	School Development Plan	
11.1.	The Plan would evolve over time with the aim to link evidence for the development and monitoring of targets. Reports would be added to demonstrate trends to assist with the development of CPD.	
11.2.	The Board asked when the targets for Reception be added? RB confirmed that the lead for Reception was currently absent, and targets would be added when she returns.	RB
11.3.	The Board asked how the Plan would be monitored? RB confirmed he would add another column for termly updates.	RB
11.4.	The Board noted that protected leadership time was a success.	
12.	Governor link visits	
12.1.	Link visits for Safeguarding, Teaching and Learning, RE, Science and Spanish had taken place	
12.2.	The lead for RE was new to the role and was looking to reintroduce the faith tour.	
12.3.	Teaching and Learning – think, pair, share had been introduced with listening part of a routine. Spanish had a consistency in approach with other visits, although it was noted that this visit took place early in the term.	
12.4.	Health and Safety visit had been rescheduled. Both Health and Safety and English would take place before the end of term.	
13.	SEND update	
13.1.	NT confirmed that space remained an issue with 51 children requiring intervention each week	
13.2.	Facilities at Brooklands were being used for dyslexia screening.	
13.3.	SEND support had received positive feedback from Carly Woodall (Asst Head at Brooklands)	
14.	Pupil Premium Grant (PPG) Strategy	

14.1.	A strategy would be introduced for each class commencing the January term.	
14.2.	The strategy was overarching and more granular detail would be added as it was developed. RB confirmed that success criteria (page 4) would be addressed.	
14.3.	The Board asked: What was PPG for? The Grant could be used to broaden experiences for disadvantaged children. 57 students qualified for the Grant at Leedon. If the grant was ever audited? RB confirmed that no, to date, spend had not been audited.	
15.	PE & Sports Premium Action Plan	
15.1.	RB confirmed that this was an additional fund for upskilling the workforce and future proofing. The PE Curriculum had been written by an ex-parent with considerable experience in this area.	
15.2.	The Board approved the Sports Premium Action Plan.	
	Financial and Premises Management	
16.	Finance	
16.1.	NM confirmed that the deficit currently stood at £96k for Q2.	
16.2.	A new deficit plan would be required for CBC.	
16.3.	Pay increments would add additional pressure to the budget and it was likely that the School would have to reapply for licensed deficit.	
16.4.	The budget for 2025/26 will be tough and will require a clear plan of action. Was this normal? RB confirmed that most schools were now running under a deficit - it may be possible to undertake a benchmarking exercise although it was difficult to compare like for like due to SEND and census points.	
17.	Health and Safety	
17.1.	CBC had outsourced their asset management to One Consulting Group, who would be onsite in January to undertake an asbestos review.	
17.2.	The additional site agent had now commenced.	
17.3.	The Board sought further information regarding the glazing – what was the concern? RB confirmed the glazing in the fire doors was original and further advice had been sought from CBC.	
17.4.	TM recommended RB contact Terry at CB H&S team regarding the lack of site visits to review the scaffolding condition, particularly as it appeared that it was now supporting the new building.	RB
	Standing Items	
18.	Safeguarding	
18.1.	There were no issues to report.	
18.2.	Regarding the lack of reference to 'Queer' within the draft updated Policy (action item 22.2 from 9 October 2024) CBC had confirmed that the guidance was pending an update and the School could personalise as they wished.	
18.3.	The Board agreed that reference to 'queer' and 'transgender' should be added back into the Policy and reviewed again when the CBC update was received.	RB
18.4.	Study bug system had been set up for alerts for absence and was working well.	

18.5.	Persistent absence was recorded at 17%. The Board asked if this was high? Figures were quite high but included reception students. It is not a statutory requirement to record these students.	
18.6.	A number of fixed penalty notices had been issued.	
19.	Wellbeing	
19.1.	RB confirmed that there was a sense of shared tiredness amongst staff with Christmas fast approaching.	
19.2.	The School was currently down one member of staff due to a family situation.	
20.	GDPR	
20.1.	The Head confirmed that there had been no GDPR breaches to report.	
21.	Policies for Review	
21.1.	<i>Health and Safety Policy</i> Job roles had been updated within Policy.	
21.2.	The Board approved the Health and Safety Policy.	
21.3.	<i>Supporting Children with Medical Conditions Administering Medicine Policy</i> No changes had been made to the Policy.	
21.4.	The Board approved the Supporting Children with Medical Conditions and Administering Medicine Policy.	
21.5.	For Discussion - <i>Pay Policy</i> DfE has removed the requirement for Performance Related Pay (PRP) The Board questioned: Whether the School wished to continue without PRP as it would be hard to move away from these terms? What do the staff want?	
21.6.	RB confirmed that the Pay Policy may require updating and it would be crucial to get the balance right with regards to accountability, adaptability and reduction in red tape, whilst ensuring staff get what they deserve. Any changes would require review by unions. The Board confirmed that the Pay Review Panel would take the action away and respond back to the next meeting.	Pay Review Panel
21.7.	RB confirmed that the Policy would be required for February and he would consult with colleagues regarding union views and update the Board accordingly.	RB
22.	Governor Development and Training	
22.1.	All members were urged to use the available training resources.	All
23.	Any Other Business	
23.1.	There was no other business to report.	
24.	Dates for future meetings	
24.1.	12 February 2025 26 March 2025 21 May 2025 9 July 2025	

Minutes approved by the Governing Body on: 05.03.2025

Signed (Chair):

N Mchtyre

Approved