



#### 4.00 **MINUTES OF THE LAST MEETING**

##### 4.01 **Resolved:**

- that the minutes of the meeting held on 7 November 2018 were agreed as a correct record and
- that the Chair be authorised to sign them.

#### 5.00 **REVIEW ACTIONS AND MATTERS ARISING**

##### 5.01 Membership Matters - Minute 3.01 refers

Amy Paoli confirmed her details had been added to the school's governing board on Leeds for Learning.

##### 5.02 Membership Matters - Minute 3.02 refers

This item had been discussed in item 3 on the agenda.

##### 5.03 Election of the Chair - Minute 5.02 refers

The election of a Chair had taken place at an Extra Ordinary meeting of the Governing body.

##### 5.04 Updating the Governing Body Action Plan - Minute 5.07 refers

The Chair confirmed a governing body action plan would be implemented. The importance of governors having a good knowledge of the school, that they received support was highlighted and that they needed to be confident the information they were provided with about the school was accurate. To do this, governors needed to get into school and where possible plan their visits to coincide with those of other governors or experts to ensure their visits were as effective as possible.

##### 5.05 Provision of evidence by Hilary Benn MP of good behaviour during visit to school - Minute 5.08 refers)

Paul Wray confirmed the evidence had been received.

##### 5.06 GDPR - Minute 5.12 refers

Kevin Birkin confirmed the Data Protection Officer was in now in place and an action plan had been developed, which would be monitored by the Resources Committee.

##### 5.07 School Context - Minute 7.03

Amy Paoli confirmed the Local Authority no longer provided any assistance to schools / families in the completion of the paperwork required to apply for Pupil Premium Grants.

##### 5.08 Use of the School 'House' - Minute 7.07 refers

The Headteacher confirmed this issue was covered in his report.

##### 5.09 SEND Information Report - Minute 10.04 refers

The SEND report had been published on the school website.

##### 5.10 PE and Sports Premium Strategy - Minute 12.00 refers

The PE and Sports Premium strategy had been finalised and published on the school website.

- 5.11 Reports from Governors with Specific Monitoring Duties - Minute 13.00 refers  
Equality and Diversity training for pupils had taken place when the 'Love Not Hate' programme had been delivered.
- 6.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN PRIORITIES**
- 6.01 This item was covered in the Headteacher's Report.
- 7.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**
- 7.01 The report had been circulated in advance of the meeting. The Chair asked the Headteacher to provide a summary of the report.
- 7.02 School Context  
The low number of children in Reception was highlighted. The Headteacher explained there were a number of schools in south Leeds with the same issue which was due to a low birth rate in the area.
- 7.03 Staffing – Absence  
One teacher in Year 4 had been absent since the beginning of December, a continuation of their pattern of absence. The school was working with FusionHR to resolve. The school was also working with the FusionHR in relation to the absence of the Attendance Officer/Nurture Worker.
- 7.04 Staffing - Recruitment  
The Chair raised the unusual staffing structure in school and the potential risks associated with not having a Deputy Headteacher in place. The Chair pointed out that succession planning needed to be carried out and the new arrangements tracked to ensure they were effective.
- 7.04.1 The PA to the Leadership Team had been in place for two weeks and the arrangement was working well. The Headteacher confirmed their work was allowing himself and Assistant Headteacher to spend more time in classes and the playground.
- 7.05 Leadership and Management  
Governors noted Jackie Reid, the School Improvement Advisor (SIA), had visited the school on three occasions since Christmas. The visits had focused on learning and had enabled the areas of strengths and where development was required to be identified.
- 7.05.1 The leadership of Early Years had been praised by the Local Authority when the school's baseline judgements had been moderated.
- 7.05.2 Governors noted the appointment of a new Chair would enable the schools areas of strengths to be identified and would provide support to improve the leadership and management of the school.

- 7.06 Teaching, Learning and Assessment  
The Headteacher reported school leaders continued to monitor teaching and learning through learning walks, drop ins and book looks. The results of these were continually fed into the school's teaching overview which had been circulated to governors.
- 7.06.1 Governors noted that, of the three members of staff who had fallen below the required standards, one was being supported back into school and one had found it difficult to adapt to a change in year group but was showing signs of improvement. The Headteacher confirmed he was confident all three members of staff would get to where they needed to be within an acceptable timescale.
- 7.06.2 The Headteacher reported he was pleased with standards seen in pupil's journals. An external review had been commissioned to demonstrate improvements were being made in school in KS2 / reading. The Chair suggested other governors attended the last part of the meeting to hear first-hand from the advisor.
- 7.06.3 A visit to Early Years by S Coltman was proposed to view impact of the improvements made in school. The visit was planned for March to moderate scores and verify results as GLD had moved up to 69% from 50%/55%, with some children exceeding. Governors were invited to attend the meeting if available.
- 7.06.4 Q. What plans had been put in place to ensure the improvements made would continue.  
A. The previous experience and performance of Amy Paoli demonstrated the improvements could be maintained.
- Q. What would happen when Amy was not in school.  
A. The changes would be ingrained in culture through training, CPD, procedures in place and of staff being aware of their own data. There was also another member of staff in school who could step into Amy's role in her absence.
- Q. What steps were being taken to ensure a career path for Amy to prevent her leaving school.  
A. How Amy was rewarded and retained had been discussed. The ability develop succession planning and career planning was key, for example through working across other schools to share benefits and prevent staff leaving.
- 7.06.5 A governor pointed out staff turnover should not be feared as turnover helped to spread the message about the school being good and open to growing staff within the school.

**Chair**

**Govs.**

- 7.07 Personal Development, Behaviour and Welfare  
Current attendance was 94.6%, excluding children under 5. The Headteacher explained the apparent overall low attendance in several classes was, in fact, due to the very poor attendance of a small number of children. The school was working with the Local Authority attendance officers to take children off roll, where appropriate, and to backdate their poor attendance which would significantly improve attendance.
- 7.07.1 Persistent absence was 17%, which represented 69 of the 450 children on roll. The Headteacher explained some of these children had good attendance throughout the year but had taken a week's holiday during term time.
- 7.07.2 Behaviour in the majority of children remained good and average scores on Trackit Lights were 98% and had been reflected during learning walks. There remained between 8 and 12 very high tariff children, 3% of the school population, who were being managed well but were causing significant disruption in their classrooms and five children had continued to receive fixed term exclusions since September.
- 7.07.3 The school was working with REACH and the AIP to provide support for these children  
Q. Did this impact on the budget.  
A. All these pupils received special needs funding. Additional funding of £2,000 had also been received from the AIP for a nurture group. However, the additional support is a strain on the budget as funding supports behaviour rather than learning.  
  
Q. How were these pupils being tracked.  
A. School policies were being followed and children were being referred to an alternative provision. At between £50 and £60 per day, this added an additional strain to the school's budget and was being reviewed by the Resources Committee.
- Paul Wray left the meeting.*
- 7.07.4 The Chair highlighted that the behavioural issues were not sustainable long term and suggested an expert review be undertaken to look at how these children were managed and whether there were any alternative methods the school could use. In response, the Headteacher confirmed a review had been undertaken by the AIP which had not identified any additional actions that could be taken by the school. In addition, the report had shown that staff resilience was good.
- 7.07.5 Governors attention was drawn to the fact that the level of support provided may need to be challenged as the issue was not reducing and the school's budget was not increasing. Attention was also drawn to the need for governors to be close to detail to ensure they had the knowledge required to support decisions any decisions that may need to be made.

- 7.08 Outcomes for Pupils  
Results for EYFS were above those achieved during the previous three years and matched predictions. In KS1 results were encouraging for the current point in the year and children in Plum class were making strong progress. The majority of children were making at least expected progress and the Headteacher was confident they would meet their FFT50 predictions for KS1 results.
- 7.08.1 The Chair invited questions from governors on the report. There were none received.
- 7.08.2 The Chair queried what was involved in the learning development support being received from the Education Support Partnership. In response, the Headteacher explained the Headteacher came into school one day per month to coach the Headteacher and Amy Paoli and also provided valuable support and assistance with decisions and scenarios.
- 7.08.3 Governors noted staff wellbeing training was planned and that, as the school had been judged to be Requires Improvement, the school was working with the Education Support Partnership. The work would look at which areas of communications were good, what could be done better and which areas of practice could be improved. There would be three, one day sessions for staff.
- 7.08.4 The Chair advised governors that schools going through a period of significant change were run more directly with less consultation with staff taking place but that staff needed to be notified of what to expect and there were different ways of doing this.
- 8.00** **COMMITTEE REPORTS**
- 8.01 Resources Committee  
An overview of the issues discussed at the meeting held on the 28 November 2018 was provided by the Committee chair. There were no questions raised by governors.
- 9.00** **POLICY REVIEW**
- 9.01 A schedule of school policies had been circulated to governors, on which all Local Authority model policies were highlighted in bold. The Chair and the Headteacher agreed to meet to review all school policies.
- 10.00** **SCHOOLS FINANCIAL VALUE STANDARD (SFVS)**
- 10.01 This item had been covered at the last meeting of the Resources Committee.
- 11.00** **SCHOOL BUDGET**
- 11.01 This item had been covered at the last meeting of the Resources Committee.

Chair  
/ Head

<b>12.00</b>	<b>SAFEGUARDING / CHILD PROTECTION</b>	
12.01	The Headteacher confirmed all governors had read the 'Keeping Children Safe in Education' guidance document.	
12.02	The school's Child Protection Compliance Return was in the process of being completed by the school's Child Protection Officer. The Headteacher confirmed the completed document would be forwarded to the Chair and Safeguarding Governor and would be reviewed by the Pupil Support Committee.	<b>Pupil Support Committee</b>
<b>13.00</b>	<b>REVIEW OF INFORMATION ON THE SCHOOL WEBSITE</b>	
13.01	The school website was reviewed on a regular basis by the Elaine Boyce, using the compliance checklist. The Chair suggested a governor sit with Elaine to observe a review being carried out. Amy Paoli volunteered.	<b>Amy Paoli</b>
<b>14.00</b>	<b>REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES</b>	
14.01	The reports from governor visits carried out by Sarah Gardener, Clare Davidson and Claire Aldridge had been circulated to governors for information.	
14.02	Iain Cunningham confirmed he had visited to school and undertaken a book scrutiny.	
<b>15.00</b>	<b>ENSURE A MEMBER OF THE COMMUNITY OR GOVERNING BOARD OVERSEES THE SATs PROCESS TO ENSURE THERE ARE NO ACTIONS WHICH COULD COMPROMISE THE INTEGRITY OF RESULTS</b>	
15.01	Kevin Burkin volunteered to come into school during SAT's week to oversee the process.	<b>Kevin Burkin</b>
<b>16.00</b>	<b>GOVERNOR DEVELOPMENT</b>	
16.01	Amy Paoli confirmed she had attended Module 1 of the Governor Induction training.	
16.02	The Chair explained the benefits of governors attending training. The Headteacher informed governors that, as part of their SLA with the Local Authority, four places were available free of charge.	
<b>17.00</b>	<b>CHAIR'S BUSINESS</b>	
17.01	<u>SEND</u> Due to the amount of change to SEND in school and how it was supported, governors agreed an early review of the provision was required to provide an external validation of the provision. A further review would be carried out later in the year. Dates for the review would be arranged.	<b>Chair</b>

17.02	<u>Support to the School</u> Due to the level of change in leadership within the school, support was being provided by a Headteacher from a local school for one half day per week, at a cost to the school. The support would include coaching and advice and would provide the school with an additional source of external validation. A report would be provided at the next meeting.	Agenda
17.03	<u>Grievance</u> A grievance had been submitted to the chair by a member of staff. The Chair agreed to forward details to the Headteacher and report to governors at the next meeting.	Agenda
17.04	<u>Questions Received from Paul Wray</u> In response to the concerns raised by Paul on the limit of the Chair's capacity due to his involvement with other governing bodies, the Chair advised this would be addressed through the governor action plan.	
17.04.1	The Headteacher confirmed governor attendance record had been amended to show Paul's apologies as being received for a previous meeting.	
17.05	<u>New Ofsted Framework</u> The Chair confirmed he was due to attend training on the new framework. A report would be provided to the next meeting.	Chair / Agenda
	<i>Kevin Burkin left the meeting.</i>	
<b>18.00</b>	<b>CLERK'S BUSINESS</b>	
18.01	The clerk had no further business to raise.	
<b>19.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
19.01	No other items were raised.	
<b>20.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
20.01	The date of the next meeting was confirmed as <b>Wednesday 22 May 2019 at 5.30 p.m.</b>	
20.02	The Chair informed governors the date / time of the next meeting may but subject to change once the meetings review had taken place.	
	<i>The meeting was closed by the Chair at 7.20 pm.</i>	