

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 27 February 2023.

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| PRESENT | Ms Donna Kellett (Chair) | Ms Rebecca Ford (Headteacher) |
| | Ms Ann Blackburn | Mr Mark Curran |
| | Ms Katrina Greenhalf | Mr Matt Gibson |
| | Mr Paul Harrison | Mr Darren Porritt |
| | Mr Neil Shackleton | |
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IN ATTENDANCE: Mrs Katie Paul, History Lead, *attended through videoconferencing for agenda item four only.*
Mrs Lyndsey Pearson - Clerk, Governor Support Service

| 1.00 | APOLOGIES FOR ABSENCE | ACTION |
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| 1.01 | Apologies had been received from Ms Jillian Ellis, Mr Satpal Ghatrora and Saj Shah. The apologies were accepted. | |
| 2.00 | MEMBERSHIP MATTERS | |
| 2.01 | The term of Satpal Ghatrora, co-opted governor was due to end on 09 June 2023. | |
| 2.02 | Agreed: The Chair would enquire as to Satpal Ghatrora's intentions. | Chair/ FGB Agenda. |
| 2.03 | The term of Mr Matt Gibson, co-opted governor was due to end on 09 June 2023. Mr Gibson explained that he planned to stand down at the end of his term. | |
| 2.04 | The term of Ms Jennifer Pashley, staff governor representative had ended on 31 January 2023. Mr Paul Harrison had been appointed to the role of staff governor on Monday 27 February 2023. Mr Harrison was welcomed to the meeting. | |
| 2.05 | The Chair reported that there was one co-opted governor vacancy following Ms Gillian Trow's departure. Ms Katrina Greenhalf was welcomed to the meeting. It was proposed that Ms Greenhalf would join the board as a co-opted governor. <i>Ms Greenhalf left the meeting.</i> | |
| 2.06 | The Chair reported that Ms Greenhalf had passed a DBS check and had completed governor induction training. Safeguarding training would be undertaken. | |
| 2.07 | The Headteacher reported that Ms Greenhalf was part of the Co-op and had experience of fundraising in the local community. Ms Greenhalf had been involved with the school, including by arranging Co-op food donations to the school. Ms Greenhalf was very community minded and had a grandchild who attended Lawns Park. | |

- 2.08 **Resolved:** Ms Katrina Greenhalf was unanimously elected to the role of co-opted governor for a four-year term.
- 3.00 DECLARATION OF INTERESTS**
- 3.01 No declarations of interest were raised.
- 4.00 ANY OTHER URGENT BUSINESS**
- 4.01 Mrs Katie Paul, History Lead, delivered a presentation on the History Charter Mark.
- 4.02 Mrs Paul reported that the school was applying for the History Charter Mark this year. This was an accreditation by the History Association. Accreditation lasted for up to three years. A self-assessment had been submitted to the History Association.
- 4.03 Mrs Paul explained that a range of evidence would be collected for each assessment area. As part of the assessment process the assessor would review examples, talk to pupils and staff and conduct observations. Mrs Paul had undertaken training to support staff in school.
- 4.04 Staff continued to reflect on and enhance provision on an ongoing basis. The school initially aimed to achieve the silver accreditation. Targets and strengths for the rest of the academic year had been identified.
- 4.05 A History deep dive had been held during the previous Ofsted inspection. Significant work had been undertaken on progression between years. Knowledge content was an Ofsted area of focus. There was a focus on having specific learning aims in place for the end of a unit and clear reasons for these.
- 4.06 Knowledge organisers have been used for a while now and this year they will be reviewed to include aspects such as knowledge of themes, e.g. monarchy and invasion. These themes are an area of focus. Staff would ensure that these progressed sequentially throughout school.
- 4.07 ***Q – A governor asked why the school had chosen to aim for silver accreditation rather than gold.***
Mrs Paul explained that the school had self-evaluated as silver. The gold level involved sharing expertise with other schools. This was not undertaken at present. It was noted that the school might aim for gold in the future.
- 4.08 **Phonics Update.**
Mrs Paul reported that Little Wandle had been introduced in September 2022. The resources and intervention packages available through Little Wandle had been useful. Children had responded enthusiastically to this and staff had engaged well.
- 4.09 Ofsted had previously reported that there was insufficient

continuity in Phonics across school. The Little Wandle scheme and staff had been invested in. A full staff training day had been held and regular updates were shared. Mrs Paul explained that Little Wandle had high expectations of children. This commenced from the beginning of the scheme. There was a focus on pupils enjoying and being successful in Reading.

- 4.10 Mrs Paul explained that the scheme required significant staff organisation and preparation although it was running smoothly. The approach to organisation would be reviewed. Mrs Paul reported that two practice Phonics Screening Check tests had been undertaken this year. The results had been very positive.
- 4.11 An impact was beginning to be seen in Writing and Spelling. Mrs Paul was very pleased with progress. Networking was undertaken with other schools. The school continued to reflect and tweak the scheme to enhance its effectiveness.
- 4.12 ***Q – A governor asked whether the Little Wandle scheme had reached parents who had not engaged previously.***
Mrs Paul reported that school books were sent home which were matched to pupils' Phonics level. The use of E-Books had been less successful. Parents had been invited to visit school. Parents evening would be held shortly.
- 4.13 Engagement with Year Two families had been pleasing. Engagement with Reception families had been disappointing. Some parents had fed back that they did not want their child to read from electronic devices. Electronic devices had been offered to parents who did not have them. After school sessions for parents had been held.
- 4.14 ***Q – A governor asked about the assessment tools used.***
Mrs Paul explained that a live site with a series of assessments for each half-term was used. The assessments were noted to be good. The assessment tools were less useful. Ms Paul explained that it took two days to receive the outcomes. The assessment tools were currently being reviewed by Little Wandle.

Mrs Paul was thanked for the presentation provided.

5.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

- 5.01 The Lawns Park Primary School Headteacher's Report to Governors based on self-evaluation against the OFSTED Framework had been shared with governors in advance of the meeting.
- 5.02 The Chair reported that the Headteacher recruitment process had concluded. Mr Simon Chapman had been appointed to the role of Headteacher. Mr Chapman would be involved in the transition and would attend the upcoming budget meeting.

- 5.03 The Headteacher noted that the Headteacher recruitment process had been a significant responsibility for governors. Governors had chosen the best option for the school.
- 5.04 The Headteacher explained that the outcome had upset and shocked some staff members. Ms Pashley was known to be a caring and competent leader with integrity. Ms Pashley and the Headteacher would continue to lead the school with determination to ensure that every child continued to achieve their potential.
- 5.05 The Headteacher and Ms Pashley would do their best to support the new Headteacher and to ensure that the transition was as smooth as possible.
- 5.06 The Chair explained that Mr Shackleton, Ms Ellis and Mr Gibson had submitted questions regarding the Headteacher's Report in advance of the meeting. It was noted that these had been addressed in the Teaching and Learning Committee.
- 5.07 Pupil attendance was raised for discussion. Persistent absence was noted to be an area requiring improvement. The Headteacher explained that persistent absence rates were now in line with the national level, although a gap remained for pupil premium children.
- 5.08 The Headteacher had prepared case studies on the efforts taken to address this. The Headteacher explained that it was important to engage with families. Regular monitoring visits were held. Fines were applied if thresholds were reached. The Headteacher read a positive case study to governors.
- 5.09 There were differences in attendance rates between year groups. There were a range of factors which impacted on attendance included term time holidays and family circumstances. The school supported individual families. Often multiple factors were involved.
- 5.10 The Headteacher explained that parents were notified of the legal position in relation to holidays through the weekly newsletter. Parents were informed of absences and their consequences. SIMS parent was available for parents to use. Cluster support was utilised where appropriate.
- 5.11 ***Q – A governor asked whether the national attendance level had changed.***
The Headteacher reported that the national attendance level had remained approximately the same.
- 5.12 ***Q – A governor asked why there had been an increase in persistent absences.***
The Headteacher explained that this was due to individual

families. Need and family led actions were being taken to address this.

5.13 ***Q – A governor asked why there had been a fluctuation in foundation stage one pupil numbers.***

The Headteacher explained that this was unique to foundation stage one, as one child could take up more than the allocated 2.5 sessions if space was available.

6.00 **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

6.01 An 'Impact of Governors at Lawns Park Primary School' document had been shared with governors in advance of the meeting.

6.02 Updates on governor monitoring had been received at the Teaching and Learning Committee. Summer Term governor monitoring visits were planned.

6.03 No Novac reports had been received as the School Improvement Advisor had not recently visited the school.

6.04 ***Q – A governor asked whether Mr Ghatrora could be asked to engage with school staff regarding the Headteacher recruitment process.***

The Headteacher explained that Mr Ghatrora would visit the school although this would not usually take place at the current time.

6.05 **Agreed:** The Headteacher and the Chair would ask Mr Ghatrora if it would be possible to bring forward the date of his staff welfare school visit.

Headteacher/
Chair.

7.00 **MINUTES OF THE LAST MEETING**

7.01 **Resolved:** The minutes of the meeting held on Monday 10 October 2022 were confirmed as a true and accurate record of the discussion.

8.00 **REVIEW ACTIONS AND MATTERS ARISING**

8.01 ***The Headteacher would contact Sana Ahmed, Associate Member, regarding their membership going forward – minute 1.02 refers.***

This action had been completed. The Chair confirmed that Ms Ahmed had stepped down from this role.

8.02 ***Governors not present at the meeting would complete and return their declaration of interest forms to school – minute 3.01 refers.***

This action had been completed.

8.03 ***The school would consult with parents on the change of hours in the school day – minute 4.03 refers.***

This action had been completed. The Chair reported that

several comments and queries had been received regarding school clubs and opening times. The Headteacher had responded to these. The change of hours had been finalised.

- 8.04 ***Governors not present at the meeting would sign the Code of Conduct when they were next in school – minute 5.01 refers.***

This action had been completed.

- 8.05 ***IT infrastructure and the new curriculum – minute 8.05 refers.***

This action had been completed. The Headteacher reported that a new IT server was in place. Staff had moved storage to the iCloud. A staff survey had been undertaken. It was planned that the inset day on 10 March 2023 would focus on programming in response to staff feedback received.

- 8.06 ***Unofficial funds would be registered with the Schools Finance Team each year. The Chair on behalf of the board would be authorised to sign the relevant form(s) – minute 11.05 refers.***

This action had been completed.

- 8.07 ***The budget review virement form would be submitted to the full governing board for approval, signed by the Chair of Governors and returned electronically before the end of December – minute 11.06 refers.***

This action had been completed. This had been approved by the Resources Committee.

- 8.08 ***The term of Jillian Ellis, co-opted governor ended on 23 May 2022 and governors agreed to co-opt her for another term ending 23 May 2026. The Clerk would amend the details on Leeds for Learning – minute 13.01 refers.***

This action had been completed.

- 8.09 ***The Headteacher would ensure that attendance records were up to date and the governing board would monitor attendance at meetings – minute 13.04 refers.***

This action was ongoing.

- 8.10 ***Agreed:*** Mr Curran would review attendance at governing board meetings.

Mr Curran.

- 8.11 ***The Chair would look at the school inspection handbook to ensure work to prepare for the Ofsted Inspection was undertaken – minute 15.14 refers.***

This action was ongoing. The Chair reported that work was being undertaken with the Senior Leadership Team. The next Ofsted inspection was likely to take place during 2024/25.

- 8.12 Noctua training was upcoming. This would be held through videoconferencing.

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| 8.13 | Agreed: The Headteacher would ask whether the online Noctua training would be recorded. | Headteacher. |
| 8.14 | <i>The Governor Action Plan would be brought to the next full governing board meeting for discussion – minute 15.16 refers.</i> This action was completed during the meeting. The Governor Action Plan was shared with governors on screen. | |
| 8.15 | The Headteacher explained that the action related to strategic direction would be addressed by the new Headteacher. | |
| 8.16 | The action to ensure that all governors were as involved as possible in knowing the school was ongoing. The action to provide examples of governor monitoring had been completed. | |
| 8.17 | Governor monitoring responsibilities had been allocated during the summer. An annual governor skills audit had been completed. This had been useful in identifying skills and skills gaps. | |
| 8.18 | Succession planning was raised for discussion. Ms Ellis was shadowing Mr Curran with a view to taking on the Vice-Chair role. | |
| 8.19 | Agreed: The Headteacher would check whether there were any scheduled training sessions for Chairs of Governing Boards. | Headteacher. |
| 8.20 | Agreed: The Clerk would ask whether there were any possible candidates for the role of Chair through the local authority Governor Support Service scheme. | Clerk. |
| 8.21 | Agreed: The Chair, the Vice-Chair and the Headteacher would consider proposals for the future school governance structure. | Chair/Vice-Chair/ Headteacher. |
| 8.22 | The Chair noted that a new training governor would be required. This role involved matching training requirements to governor responsibilities and recording attendance at training. | |
| 8.23 | Agreed: The training governor role would be discussed at the next governing board meeting. | FGB Agenda. |
| 8.24 | <i>The Queen's Jubilee – minute 15.17 refers.</i> The Chair reported that all pupils had received a commemorative book for the jubilee. | |
| 8.25 | <i>Sarah Miles would email the latest Keeping Children Safe in Education Guidance Document to governors to read. Governors were asked to confirm by return email once they had read it – minute 20.01 refers.</i> This action was ongoing, as discussed below. | |

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| 9.00 | COMMITTEE REPORTS | |
| 9.01 | Resources Committee The minutes of the Resources Committee held on Wednesday 19 October 2022 had been shared with governors in advance of the meeting. | |
| 9.02 | Teaching and Learning Committee The minutes of the Teaching and Learning Committee held on Wednesday 18 January 2023 had been shared with governors in advance of the meeting. | |
| 9.03 | Pupil Welfare Committee The minutes of the Pupil Welfare Committee held on Tuesday 04 October 2022 had been shared with governors in advance of the meeting. | |
| 9.04 | The Chair confirmed that all sub-committee statutory requirements had been met. The mid-year budget review had taken place during October 2022. The budget had been approved during this meeting. | |
| 10.00 | PRESENT END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS | |
| 10.01 | End of year results were detailed in the Headteacher's Report and discussed at the Teaching and Learning Committee. The discussion was stated in the minutes. | |
| 11.00 | POLICY APPROVAL | |
| 11.01 | Keeping Children Safe in Education Guidance Document The Chair reported that an email had been recirculated by Ms Sarah Miles. | |
| 11.02 | Agreed: Governors who had not already done so were asked to respond to the email regarding the Keeping Children Safe in Education Guidance Document. | Governors. |
| 12.00 | APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW | |
| 12.01 | The Chair reported that the school budget had been approved by the Resources Committee and signed by the Chair. | |
| 13.00 | GOVERNOR DEVELOPMENT | |
| 13.01 | No business was raised for discussion. | |
| 14.00 | CHAIR'S BUSINESS | |
| 14.01 | No business was raised for discussion. | |
| 15.00 | CLERK'S BUSINESS | |
| 15.01 | Agreed: A new governor account would be created for Mr Harrison on Leeds for Learning. | Clerk. |
| 16.00 | DATE AND TIME OF THE NEXT MEETING | |
| 16.01 | The next meeting would be held in school on Monday 22 May | |

2023 at 6.00pm.

16.02 The meeting closed at 7.15pm.