

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 22 May 2023.

PRESENT	Ms Donna Kellett (Chair)	Ms Rebecca Ford (Headteacher)
	Mr Mark Curran	Mr Satpal Ghatrora
	Mr Matt Gibson	Ms Katrina Greenhalf
	Mr Paul Harrison	Ms Claire Parkin
	Mr Darren Porritt	Mr Neil Shackleton

IN ATTENDANCE:

Mrs Lyndsey Pearson - Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received from Ms Jillian Ellis. The apologies were accepted.	
1.02	Ms Ann Blackburn and Saj Shah did not attend.	
2.00	MEMBERSHIP MATTERS	
2.01	The Chair reported that the terms of Mr Satpal Ghatrora and Mr Matt Gibson, co-opted governors were due to end on 09 June 2023. The Chair explained that this would be Mr Gibson's and Mr Ghatrora's last meeting.	
2.02	Mr Ghatrora and Mr Gibson were thanked for their contribution.	
2.03	The Chair explained that Saj Shah had resigned from the role of governor. <i>Governors introduced themselves to Ms Parkin, who was proposed for the co-opted governor role. Ms Parkin left the room during the discussion.</i>	
2.04	The Chair explained that Ms Parkin worked for the Children's Centre.	
2.05	Resolved: Ms Parkin was unanimously elected to the role of co-opted governor.	
2.06	Agreed: Ms Parkin would complete the governor induction modules in October 2023 following her holiday. Ms Parkin would meet with the new Headteacher in the new academic year.	Ms Parkin.
2.07	Ms Parkin reported that her DBS check had been completed.	
3.00	DECLARATION OF INTERESTS	
3.01	No declarations of interest were raised.	
4.00	ANY OTHER URGENT BUSINESS	
4.01	The Chair noted that a new Headteacher had been appointed.	

	Ms Pashley, Deputy Headteacher had secured a Headteacher post at another school.	
4.02	A new Deputy Headteacher would need to be appointed. A potential model for an Acting Deputy Headteacher had been discussed at the previous Resources Committee. It was proposed that this would be a twelve month post to be advertised internally.	
4.03	Ms Pashley was the Designated Safeguarding Lead and the SENDCo. It was proposed that another person could be appointed to the SENDCo role on an acting basis to reduce the pressure on the Acting Deputy Headteacher. The Headteacher explained that a teacher was interested in this role. It was proposed that this post would be advertised internally.	
4.04	<p><i>Q – A governor asked whether the person interested in the SENDCo role was a class based teacher.</i></p> <p>The Headteacher confirmed that this person was a class based teacher. The Headteacher explained that it was possible that a job share could operate between the Acting Deputy Headteacher and the SENDCo.</p>	
4.05	The Headteacher explained that the advert for the Acting Deputy Headteacher post would be released shortly. Shortlisting would be undertaken on Monday 05 June 2023. Interviews would be held on Monday 12 June 2023 (pm). The new Headteacher was keen to be involved in the recruitment process.	
4.06	It was noted that a governor was required to participate in the interviews.	
4.07	Agreed: Ms Parkin would participate in the Acting Deputy Headteacher interviews.	Ms Parkin.
4.08	The Headteacher explained that a temporary Teacher post would be advertised to cover Early Career Teacher (ECT) and PPA time. A governor would be required to participate in the interview process.	
5.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
5.01	The Headteacher's Report, May 2023, had been circulated to governors in advance of the meeting.	
5.02	<p><i>Q – A governor noted the school attendance rate of ninety-five percent and asked how high attendance was rewarded.</i></p> <p>The Headteacher explained that weekly attendance owls were used. The class with the highest attendance rate was able to look after the owls in class for one week. Parents could check their child's attendance on SIMS Parent. The attendance rate in each class was uploaded to the school website each week.</p>	

The use of red, amber and green letters had been discontinued.

5.03 ***Q – A governor asked how the school knew that no bullying incidents had taken place recently.***

The Headteacher explained that all incidents were logged on CPOMs. This helped the school to identify patterns. CPOMs was monitored daily by the Safeguarding and Inclusion Team and reviewed each half term.

5.04 Worry boxes were located in each class. Pupils were able to report their concerns anonymously through these. Reassuring feedback on pupil safeguarding reporting had been received in several safeguarding audits.

5.05 Staggered playtimes for particular children, lunch clubs and nurture rooms operated in the event of verbal or physical aggression as part of the preventative approach.

5.06 ***Q – A governor asked how social worker involvement was triggered.***

The Headteacher explained that if there were issues with a child social care, the Cluster and the Children's Centre would be involved where needed.

5.07 The school was currently trialling MindMate practitioners visiting the school. The school identified pupil needs and involved families in the process.

5.08 ***Q – A governor asked about changes in Teaching Assistant support.***

The Headteacher confirmed that the level of Teaching Assistant support was sufficient.

5.09 ***Q – A governor asked why no pupils had achieved the greater depth level in Art or Design Technology.***

The Headteacher explained that teachers had not felt confident enough to make this assessment. Steps had been taken to address this. Teachers had been given the criteria to refer to.

6.00 **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

6.01 The Chair explained the governor monitoring process to Ms Parkin.

6.02 The Chair reported that the School Improvement Advisor had not visited the school during the academic year although they did plan to undertake a visit. The Headteacher noted that the Advisor had visited her at the beginning of the academic year.

6.03 ***Q – A governor asked whether the School Improvement Advisor was more likely to visit the school once the new Headteacher commenced their post.***

The Headteacher thought that the Advisor was more likely to visit the school once the new Headteacher was in post.

6.04 A list of 2023/24 Governing Board and Committee meeting dates, membership and responsibilities had been circulated to governors in advance of the meeting.

6.05 The Chair explained that a training governor was required.

6.06 ***Q – A governor asked what the training governor role involved.***

It was explained that this role involved identifying appropriate training for new governors and CPD for experienced governors to attend. The Headteacher explained that the training governor would be supported with this role.

6.07 **Agreed:** Ms Katrina Greenhalf accepted the training governor role.

6.08 A list of 2023/24 governor monitoring responsibilities was shared on screen. It was noted that the governors appointed to vacant posts might accept some of the vacant roles. These would be filled in the meantime.

6.09 Governor responsibilities were agreed as follows:

Children Looked After/Pupil Premium/Relationships and Sex Education.

Ms Claire Parkin.

Wellbeing/Art.

Mr Paul Harrison.

Curriculum - Writing.

Mr Mark Curran.

Equalities.

Mr Neil Shackleton

Design Technology.

Ms Katrina Greenhalf

Modern Foreign Languages.

Mr Darren Porritt (*if the school could accommodate online/combined governor monitoring visits*).

6.10 It was noted that Mr Neil Shackleton only would have responsibility for Arts Mark. Ms Ellis would be removed from this role.

6.11 **Agreed:** Ms Ellis would be asked if she would be willing to take on the Reading governor monitoring responsibility.

Chair.

- 6.12 **Pupil/Staff Welfare Committee.**
Mr Paul Harrison and Ms Claire Parkin would be added to the membership of the Pupil/Staff Welfare Committee.
- 6.13 **Headteacher Performance Management Committee.**
Ms Katrina Greenhalf would become a member of the Headteacher Performance Management Committee.
- 6.14 A 'Lawns Park Primary School 2023-4 Governors as "critical friends" – What do we need to know to assess progress towards SIP priorities?' document had been circulated to governors in advance of the meeting.
- 7.00 CURRICULUM IMPACT**
- 7.01 The Headteacher reported that Ofsted reviewed schools' curriculum intent, implementation and impact. A Lawns Park curriculum presentation was shared on screen. The Headteacher explained that this information was also available on the school website.
- 7.02 **Curriculum Intent.**
The Headteacher explained that it was important to ensure that the curriculum built on a child's memory. There was a focus on reviewing information learnt and not overloading children with information. Learning was sequenced in lessons, across the school year and across their time in school.
- 7.03 There was a focus on teaching pupils to be great learners and wanting to learn. The Lawns Park curriculum was inclusive for all pupils to enjoy. Reading, Writing and Maths had great significance in the school curriculum. The Headteacher explained that knowledge of core subjects helped pupils to access the broader curriculum and to give these subjects purpose.
- 7.04 The Headteacher explained that the school curriculum was bespoke to the school's pupils and the local community. The school capitalised on the school's cultural context. Community cohesion and collaboration featured highly in the curriculum. The Headteacher explained that Arts Week was being held this week. A sculptor and dancers were visiting the school and Year Five pupils would visit Leeds galleries.
- 7.05 Long-term two year plans were in place. The curriculum clearly stated what pupils needed to do by the end of each Key Stage. Lozenges showed the sequence of learning in each unit. Pupils reviewed the content learnt in their previous lesson.
- 7.06 Some subjects had schemes of work which included planned activities. Knowledge organisers evolved as units were taught. Pupils referred to these. Assessment of the curriculum was included in the School Improvement Plan.

- 7.07 **Curriculum Impact.**
The Headteacher explained that national curriculum non-core subjects were now taught with rigour and consistency. The school was clearer about expectations. It was thought that pupils now had a richer experience and more focused experiential learning. Teachers were given more structure and support and pupils were excited about learning.
- 7.08 **Next Steps.**
The Headteacher explained that the next steps included to incorporate a clear school ethos and values as integral to the curriculum, to slim down the learning sequence per unit for the White Rose Maths Hub, to develop the extra-curricular programme and for learning intentions to be covered for each unit for each year group.
- 8.00 MINUTES OF THE LAST MEETING**
- 8.01 **Resolved:** The minutes of the meeting held on Monday 27 February 2023 were confirmed as an accurate record of the discussion.
- 9.00 REVIEW ACTIONS AND MATTERS ARISING**
- 9.01 ***The Chair would enquire as to Satpal Ghatrora's intentions – minute 2.02 refers.***
This action had been completed.
- 9.02 ***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 – minute 6.05 refers.***
This action had been completed. The staff welfare school visit had taken place.
- 9.03 Mr Ghatrora reported that he had undertaken a staff welfare school visit to discuss the recent changes in school. A drop in session had been held. This had been well attended. Mr Ghatrora explained that some staff had raised the Headteacher recruitment process for discussion.
- 9.04 Staff had fed back that they would like to have greater contact with governors and to have more involvement in the Headteacher recruitment process. It was noted that pupils and the School Council had been involved.
- 9.05 Staff had asked if they could hold a discussion with a governor who had participated in the Headteacher recruitment process.
- 9.06 Staff morale was reported to be low. There was some anxiety about the future as forty percent of the Senior Leadership Team were leaving the school. There were some concerns about future career opportunities and development.
- 9.07 The Chair explained that the best candidate on the day had been appointed as the new Headteacher and a fair process

had been held. The interview panel had followed Human Resources and School Improvement Advisor guidance.

9.08 ***Q – A governor asked whether the staff feedback received would be shared with the new Headteacher.***

Mr Ghatrora explained that he would discuss the feedback with the new Headteacher before his term ended.

9.09 ***Q – A governor asked whether the low staff morale was solely related to the Headteacher recruitment outcome.***

Mr Ghatrora thought that morale was low due to the risk associated with the level of change. It was thought that contact points with governors and the new Headteacher and the provision of feedback could help to improve the situation.

9.10 The Headteacher reported that some staff had fed back that they had enjoyed meeting the new Headteacher on one of his visits to meet with Headteacher. This is the start of many visits planned & shared with staff

9.11 A governor noted that there had been less governor interaction with staff this year. It was suggested that more opportunities could be taken to interact with staff going forward.

9.12 ***Agreed:*** The Headteacher would suggest dates for the Chair, Mr Curran or Mr Porritt to provide feedback to school staff on the Headteacher recruitment process.

Headteacher.

9.13 ***Agreed:*** Mr Harrison would undertake a staff welfare school visit in the new academic year.

Mr Harrison.

9.14 Governors thanked Mr Ghatrora for his hard work. Mr Ghatrora explained that school staff were enthusiastic and dedicated to the children.

9.15 ***Agreed:*** Mr Ghatrora would pass on his templates to Mr Harrison.

Mr Ghatrora.

9.16 ***The Headteacher would check whether there were any scheduled training sessions for Chairs of Governing Boards – minute 8.19 refers.***

This action had been completed.

9.17 ***The Clerk would ask whether there were any possible candidates for the role of Chair through the local authority Governor Support Service scheme – minute 8.20 refers.***

This action had been completed.

9.18 ***The training governor role would be discussed at the next governing board meeting – minute 8.23 refers.***

This action had been completed.

9.19 ***A new governor account would be created for Mr Harrison***

on Leeds for Learning – minute 15.01 refers.

This action had been completed.

10.00 COMMITTEE REPORTS

10.01 Resources Committee.

The minutes of the Resources Committee held on Wednesday 01 March 2023 had been circulated to governors in advance of the meeting.

10.02 It was explained that the price of Key Stage Two school meals had been increased to £2.45. The Charging and Remissions Policy had been approved and would next be reviewed in 2024.

10.03 It was confirmed that the Headteacher's mid-year performance management review had taken place.

10.04 Teaching and Learning Committee.

The minutes of the Teaching and Learning Committee held on Wednesday 18 January 2023 had been circulated to governors in advance of the meeting.

10.05 A safeguarding audit would be held on Friday 30 June 2023. The Annual Child Protection Compliance Return was required to be submitted by Friday 14 July 2023. The Chair would sign the return prior to submission.

10.06 Pupil/Staff Welfare Committee.

The minutes of the Pupil/Staff Welfare Committee held on Tuesday 31 January 2023 had been circulated to governors in advance of the meeting.

10.07 It was confirmed that the school met equalities requirements. Teachers prepared reports which were sent to parents at the end of the school year.

11.00 REPORT OF THE BUDGET FOR 2023-2024 OR BUDGET APPROVAL

11.01 The Chair reported that the 2023/24 school budget had been approved by the Resources Committee. This had been signed by the Chair.

12.00 SAFEGUARDING/CHILD PROTECTION

12.01 As discussed in agenda item 10.

13.00 POLICY APPROVAL

13.01 Staff Disciplinary Policy

The Chair reported that the Staff Disciplinary Policy had been approved by the Resources Committee. This policy was next due for review in October 2024.

13.02 Staff Grievance Policy

The Chair reported that the Staff Grievance Policy had been

	approved by the Resources Committee. This policy was next due for review in October 2024.	
13.03	Staff Code of Conduct The Chair reported that the Staff Code of Conduct was approved at the Pupil/Staff Welfare Committee on Tuesday 04 October 2022 and would next be reviewed in October 2023.	
14.00	EVALUATION OF GOVERNING BOARD EFFECTIVENESS	
14.01	The Chair reported that an Annual Statement of Governing Board Effectiveness was usually prepared. Two governors usually worked with the Headteacher to prepare this.	
14.02	Agreed: The Headteacher would prepare a draft Annual Statement of Governing Board Effectiveness. Mr Curran would review the draft prepared.	Headteacher/ Mr Curran.
14.03	The Governing Board Action Plan had been circulated to governors in advance of the meeting.	
15.00	GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING	
15.01	The Chair reported that her term and Mr Curran's term were due to end in November 2023. Ms Ellis had been shadowing Mr Curran. Mr Curran confirmed that he would complete the final year of his term.	
15.02	Agreed: The Chair would ask Ms Ellis whether she would be willing to continue to shadow Mr Curran.	Chair.
15.03	The Chair reported that unfortunately Mr Shackleton was not eligible to Chair the Governing Board as he worked in school. The Chair explained that she would be willing to continue in the post for one further year to allow shadowing to be undertaken. The board would need to consider succession planning for the role of Chair as a priority.	
15.04	Governors discussed options for the recruitment of a new Chair.	
15.05	Agreed: The co-opted governor role would be advertised. Governors would explore their professional networks.	Chair/ Governors.
16.00	CHAIR'S BUSINESS	
16.01	No business was raised for discussion.	
17.00	SET MEETING DATES FOR THE NEXT ACADEMIC YEAR	
17.01	A list of 2023/24 governing board and committee meeting dates had been circulated to governors in advance of the meeting.	
17.02	2023/24 governing board meetings would be held on the following dates:	

- Monday 09 October 2023 at 6.00pm.
- Monday 22 January 2024 at 6.00pm.
- Monday 20 May 2024 at 6.00pm.

17.03 The next meeting would be held on Monday 09 October 2023 at 6.00pm.

17.04 The meeting closed at 7.40pm.