

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 07 October 2024 at 6:00pm.

PRESENT	Donna Kellett (Chair)	Simon Chapman (Headteacher)
	Jillian Ellis	Mark Curran
	Adrian McCluskey	Paul Harrison
	Darren Porritt	Neil Shackleton

IN ATTENDANCE: Helen Ward - Clerk, Governor Support Service
Lindsey Dean – Deputy Headteacher

1.00	APOLOGIES FOR ABSENCE	ACTION
1.01	The Chair welcomed governors to the meeting.	
1.02	No apologies had been received from Ann Blackburn and Claire Parkin.	
2.00	MEMBERSHIP MATTERS	
2.01	Ann Blackburn Local Authority representative term was due to end on 18 October 2024. As the governor had not engaged in the past 12 months it was agreed to end the term. The Chair thanked the governor for the input received. The clerk would update Leeds for Learning (LfL).	Clerk
2.02	Donna Kellett (Chair) Co-opted representative term was due to end on 3 November 2024. The governor had agreed to stand for a further 12 months. The clerk would update (LfL).	Clerk
2.03	Mark Curran (Vice Chair) Co-opted representative term was due to end on 11 November 2024. The governor had previously suggested he would step down but due to the number of vacancies on the board he agreed to stand for another 12 months. M. Curran would no longer assume the role of Vice Chair. The governors thanked Mark for this decision. The clerk would update (LfL).	Clerk
2.04	There were three vacancies in total: - <ul style="list-style-type: none">• two parent governors, and• a Local Authority (LA) governor.	
2.05	One parent had expressed an interest but could not commit to Monday meetings. The Headteacher (HT) had agreed to have a more in-depth conversation with another parent who had also expressed an interest.	HT
2.06	The clerk would enquire whether the co-opted representative Adrian McCluskey, could become the LA representative. This would result in a vacancy for a co-opted representative instead of a LA representative.	

	Post Meeting – Cllr Kate Haigh (Farnley & Wortley) had agreed that Cllr McCluskey could become the LA governor. This would need to be formally approved at the next FGB meeting.	Agenda
2.07	The Deputy Headteacher (DHT) suggested speaking to the local cricket club to recruit for a governor as positive links had already been established with the club.	DHT / HT
2.08	If any governor knows of anyone in the community, they should direct them to the HT.	Governors
2.09	The parent evenings were taking place on Wednesday 23 and Thursday 24 October 2024. Governor representation was requested to drive parent governor recruitment.	Governors
3.00	DECLARATION OF INTERESTS	
3.01	Declaration of interest forms had been circulated to governors in advance of the meeting. Governors completed and submitted declaration of interest forms to the HT.	
3.02	The HT would ensure a declaration of interest form was obtained from C Parkin who was absent from the meeting.	HT
4.00	ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE	
4.01	<p>Election to the role of Chair The Clerk invited nominations from governors. D Kellett nominated herself for the role of Chair. D Kellett left the room whilst a vote took place.</p> <p>Resolved: D Kellett was unanimously elected to the role of Chair for a one-year term until the first meeting of the 2025/26 academic year.</p>	
4.02	<p>Election to the role of Vice-Chair J Ellis nominated herself for the role of Vice-Chair. J Ellis left the room whilst a vote took place.</p> <p>Resolved: J Ellis was unanimously elected to the role of Vice-Chair for a one-year term until the first meeting of the 2025/26 academic year.</p>	
5.00	CONFIRMATION OF THE CODE OF CONDUCT	
5.01	The local authority model Code of Conduct had been circulated to governors in advance of the meeting.	
5.02	Resolved: The local authority Code of Conduct was approved and adopted.	
5.03	It was agreed that all governors would submit a Code of	Governors /

Conduct form to the HT, following the meeting.

HT

6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

6.01 Resolved:

- Full governing board meetings would be held in school wherever possible. No hybrid (i.e. videoconferencing or telephone) meetings would be held.
- Proxy voting and voting by email was not permitted. Members of the board were required to be present at the meeting in order to vote.
- Committee meetings would be held in school.

7.00 AGREE TERMS OF REFERENCE

7.01 The Governing Board and Committee Terms of Reference for Maintained Schools 2024-25 had been circulated to governors in advance of the meeting.

7.02 Resolved:

- The model Terms of Reference were adopted.
- Authority was delegated to the Resources Committee to approve the school budget.
- The following committees would operate: a Teaching and Learning Committee, a Resources Committee, and a Pupil/Staff Welfare Committee.
- Authority was delegated to the Headteacher to appoint new members of staff, apart from the appointment of a new Headteacher or Deputy Headteacher who would be appointed by the Governing Board. Recruitment would be undertaken with the support and input of governors.

8.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP

8.01 **Resolved:** The following committee structure and membership was confirmed:

8.02 Resources Committee

Simon Chapman

Darren Porritt

Mark Curran

Jillian Ellis

Clerk by rotation

Chair would be agreed in the meeting.

Teaching and Learning Committee

Donna Kellett

Neil Shackleton

Simon Chapman

Darren Porritt

Mark Curran

Jillian Ellis

Clerk by rotation

Chair would be agreed in the meeting.

Pupil/Staff Welfare Committee

Simon Chapman
Claire Parkin
Donna Kellett
Neil Shackleton
Adrian McCluskey

Clerk by rotation

Chair would be agreed in the meeting.

Performance Management Committee

Neil Shackleton
Donna Kellett
Mark Curran

8.03 It was agreed that the Designated Safeguarding Lead (DSL) would attend various meetings.

HT / DSL

9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01 Governor monitoring responsibilities were agreed as follows:

- Special educational needs and disability (SEND) – Neil Shackleton
- Attendance – Jillian Ellis
- Child protection and safeguarding – Donna Kellett
- Children looked after – Claire Parkin
- Complaints – Mark Curran
- Early years foundation stage (EYFS) - Donna Kellett
- Equalities - Neil Shackleton
- Literacy – Adrian McCluskey
- Government grant funding – pupil premium, PE and sports premium – Darren Porritt
- Health and safety – Paul Harrison / Neil Shackleton
- Maths – Darren Porritt
- Reading – Darren Porritt / Mark Curran
- Well-being (pupil, staff and HT) - Paul Harrison / Neil Shackleton
- Training governor – Neil Shackleton

9.02 Governors should contact the training governor, N Shackleton if they wanted to complete any training. This would be booked through the school.

Governors

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

- 10.01
- **Resolved:** That authority would be delegated to the Headteacher to vire sums up to the value of £5,000 and to enter into contracts up to the value of £5,000. Amounts over the agreed limit would be referred to the Governing Board.

11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER.

11.01	<p>Agreed: that the Headteacher Performance Management Committee would be: -</p> <p>Donna Kellett Mark Curran Liz Brooke (independent representation).</p>	
11.02	The HT performance management would be on 17 October 2024 at 7:30am.	
12.00	MINUTES OF THE LAST MEETING	
12.01	Resolved: The minutes of the meeting held on Monday 20 May 2024 were confirmed as a true and accurate record of the discussion and the Chair was authorised to sign these.	
13.00	REVIEW ACTIONS AND MATTERS ARISING	
13.01	Clerk to update LfL for D Kellett and N Shackleton to become co-opted governors (minute 2.01 refers). This had been completed. Action closed.	
13.02	M Curran stepping down from governor role (minute 2.02 refers). Action closed. M Curran had agreed another term of 12 months.	
13.03	Membership Matters (minute 7.01 refers): This action remained outstanding; the Chair explained that there were more parent vacancies to fill so this action was ongoing.	Agenda
13.04	Review Actions and Matters Arising (minute 7.04 refers): It was agreed that a governor's skills audit needed completing once the new parent governors were recruited. This action was ongoing and once completed would identify the skills gaps. See minute 20.03 below.	
13.05	Review Actions and Matters Arising (minute 7.08 refers): The Chair would ask A. McCluskey about whether he had attended the LA governor induction training. This had not been actioned so Cllr McCluskey would need to complete the induction module.	
13.06	Committee Reports (minute 7.10 refers): The Resources (R) Committee had not yet discussed the school's financial value standard. This had been discussed in the Resources Committee. Action closed.	N Shackleton / Cllr McCluskey
13.07	Committee Reports (minute 8.01.2 refers): The Resources (R) Committee had not yet discussed or approved the Data Protection Policy or the Whistleblowing Policy. These had now been approved along with the Charges and Remissions Policy. Action closed.	

13.08	<p>Committee Reports (minute 7.12 refers): The Special Educational Needs and Disabilities (SEND) provision and the Special Educational Needs Coordinator's (SENCo) qualifications needed to be reviewed at the next Health and Wellbeing (H&W) Committee meeting.</p> <p>The SENCo had signed up for the new MPQ in SEND. Action Closed.</p>	
13.09	<p>Committee Reports (minute 7.13 refers): It was agreed that the Early Years (EYs) provision would be discussed at the next Welfare (W) Committee meeting. A full staff compliment was now in place. Action closed.</p>	
13.10	<p>Policy Approval (minute 7.14 refers): The SEND policies would be discussed at the next H&W Committee meeting. The Chair advised that this required updating annually. Action ongoing.</p>	Chair
13.11	<p>Review of Information on the School Website (minute 7.15 refers): N. Shackleton agreed to complete this review before the next FGB meeting.</p> <p>This action was ongoing and in preparation for Ofsted the following would be attended to: -</p>	
13.11.01	N Shackleton had a conversation with Ms Rowlands. All minutes would be uploaded to the website. The HT would have all minutes and agendas.	N Shackleton / HT
13.11.02	M. Curran would send the spreadsheet to the HT to update the Committee meeting attendance which would then be uploaded to the website. 2023 – 2024 attendance was outstanding.	M Curran / HT
13.11.03	The Chair and M Curran would meet to compile the annual statement of governors.	Chair / M Curran
13.12	<p>Committee Reports (minute 8.01 refers). The reports from the latest committee meetings had not yet been circulated to all governors for review. This would be done at the next FGB meeting. Action completed.</p>	
13.13	<p>Resource Committee – setting the budget (minute 8.03 refers). The R Committee had not discussed or approved the budget as the budget setting meeting had not yet taken place. This would be completed at the next R Committee meeting.</p>	Resource Committee
13.14	<p>Equalities Requirements (minute 8.05 refers). The H&W committee had not yet discussed whether the school met equalities requirements. This would be done at the next meeting.</p>	H&W Committee
13.15	<p>Report of Budget for 2024-2025 or Budget Approval. (minute 9.01 refers). This was deferred to the R Committee.</p>	Resource Committee
13.16	Staff Disciplinary, Staff Grievance and Staff Code of	Committee

	Conduct Policies (minute 11.01 refers). These would be reviewed at committee meetings.	meetings
13.17	Evaluation of Governing Board Effectiveness (minute 12.01 refers). This would be an FGB Agenda.	FGB Agenda
13.18	Committee meeting minutes needed to be circulated (minute 15.01 refers). This had been completed. Action closed.	
13.19	Dates and time of meetings for the academic year 2024 – 2025 would be circulated (minute 16.01 refers). This had been completed. Action closed.	
14.00	PRESENT UNVALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS	
14.01	The HT had circulated the Ian Stokes Early Analysis 2024 report prior to the meeting.	
14.02	SATS Discussions had taken place in the Teaching and Learning committee about SATS last academic year, but questions were invited.	
14.02.01	It was noted that the SATS results were good with an upward trend. However, everyone needed to remain mindful that results were on a cohort-by-cohort basis.	
14.02.02	The current Year 6 was a difficult cohort with four members of staff assigned to Year 6. One member of staff was specifically Social Emotional Mental Health (SEMH) support. Very good relationships had been formed enabling the teacher to prioritise teaching.	
14.02.03	Some students were significantly behind in terms of attainment but had continued to make progress from KS1.	
14.02.04	There had been an upward trend in all subjects and children were working at greater depth within the expected standard which was an Ofsted focus.	
14.02.05	A governor reiterated the resources that the HT had put into Year 6 in order to progress the children.	
14.03	Early Years This had been the poorest results obtained. The HT advised that this was reflective of the cohort as 20% had complex Special Educational Needs and Disabilities (SEND) needs. Others within the cohort had SEMH needs, and attendance had been below 90%. One child had only attended for 14% of the year. This child was now off role.	

14.03.01	Transient changes had also impacted this cohort.
14.03.02	There was a new member of staff in Year 1 whose approach to learning, play and provision-based curriculum was very forward thinking.
14.03.03	The HT had invested in a staff team of five in Year 1 due to the nature of the children. The children displayed excitement in their learning and whilst progress would be made, this would not be rapid.
14.04	<p>Q. What was apparent in the analysis is that there was a spilt across all the categories. How can you be sure it is just this cohort? SEND is only one category.</p> <p>A. There were 30 children in this cohort. Multi category students made up 20% of the cohort. If we look at previous years and the current year. We are already looking at how the provision is being mapped so that we don't have the huge deficit. Specific plans are written for the children's needs, and fine-tuned.</p>
14.05	<p>Q. Is it too early to look at the groups coming through?</p> <p>A. There is less specialist provision in Leeds so children requiring specialist provision are being placed in mainstream education. It is about finding the balance. We are already looking at the nursery provision with the Children Centre to forge early relationships so that the children get the support they need. Pupil numbers with SEND fluctuate. The Pupil Premium (PP) in this school is above the national average and there is a shift in the demographics of the community. Children are coming to us with lower levels.</p>
14.06	A governor stated that instead of focussing on the negatives, the PP children in year 6 achieved better results. The HT advised that PP funding had been applied effectively building towards the Childrens' academic success.
14.07	<p>Q. The grammar and punctuation results were not good. What is being done about this?</p> <p>A. How to support grammar is still a focus on the SIP. Holes in grammar are more challenging to plug than in maths, writing or reading. Grammar is about understanding the content of the curriculum and the children applying this knowledge in a test context. Grammar needs to be more efficient through the whole school and across all years. It requires staff knowledge and confidence in teaching the content.</p>
15.00	STRATEGIC PLANNING
15.01	The report had not yet been circulated so no business was raised for discussion.
16.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT
16.01	Questions were invited on HT report.

16.02	<p>Q. How are we identifying children in Year 1 who require an EHCP so that we can get the support in place as early as possible.</p> <p>A. The Local Authority (LA) has changed the process of EHCP's so that the Leeds model aligns to the rest of the country. There have been significant changes. EHCP's can only be applied for at key transition points. We have a clear plan moving forward. We are identifying and discussing high level needs with parents. A lot of the process is about parents getting their child assessments completed. There is categoric certainty that students will receive EHCP's but this is complex and time consuming.</p>	
16.03	<p>Q. Attendance was a key focus form last year. Someone from the cluster family of schools was going to come in. What are we looking like now? Are we changing the strategy?</p> <p>A. The cluster is experiencing financial difficulties as Dixons have pulled out of the cluster and withdrawn the money with immediate effect. Lots of conversations have been taking place in the family of schools as to how the cluster will be managed going forward. At this stage there is no conclusion about the best format. This is a difficult position to be in and we are not currently getting the support from the cluster.</p>	
16.04	A governor asked Cllr McCluskey whether the Local Authority (LA) could do anything regarding the funding from the cluster. Cllr McCluskey would make enquiries.	Cllr McClusky
16.05	The HT advised that the support from the cluster funding had been beneficial for the school. If the cluster folded, then the school would struggle to get the same resources for the money input. Schools are required to inform the cluster of their intentions by the end of November 2024. The Chair advised that a contingency plan was required and should be an agenda item.	Agenda
16.06	Contingency plan for attendance – The HT had attended the HT forum to enquire what support was available. The HT had a meeting later in the week to discuss this further with the director from the HT forum.	
16.07	The Deputy headteacher (DHT) advised that the HT had introduced the Soft Start initiative which was having a positive impact resulting in a calmer school environment in the morning. Parents could now drop their children off from 8:30am so their learning commenced earlier. The late arrivals appeared to be diminishing.	
16.08	<p>Q. Are we keeping the SIP priorities?</p> <p>A. No, two elements are still being written up by the English team. This will be distributed to governors on completion. The SEF would also be circulated.</p>	HT

17.00	COMMITTEE REPORTS	
17.01	No Committee meetings had yet taken place this academic year 2024-2025.	
18.00	SAFEGUARDING	
	Child Protection (CP) Policy Resolved: The governing board approved the Child Protection Policy.	
	Keeping Children Safe in Education Guidance (KCSiE) Document Resolved: All updates had been included so the governing board approved the KCSiE document.	
	A document would be sent to all governors who would confirm they had read the CP and KCSiE documents. This record would then be held on file in the school.	HT
	All Safeguarding actions had all been addressed in the audit.	
19.00	POLICY APPROVAL	
19.01	Teacher Pay Policy It was agreed that the Teacher Pay Policy would be reviewed by the Resources Committee.	Resource Committee
19.02	Complaints Policy It was agreed that the Complaints Policy would be reviewed by the Resources Committee.	Resource Committee
20.00	GOVERNOR DEVELOPMENT	
20.01	The Governing Board action plan required updating. The Chair and Vice Chair would meet with the HT to devise a plan.	Chair / Vice Chair / HT
20.02	The last skills assessment had been completed on 16 September 2021 so required renewal. This would also identify skills gaps when recruiting additional governors.	
20.03	The governor N Shackleton would review this and send out the questionnaire to all governors.	N Shackleton / Governors
21.00	CHAIR'S BUSINESS	
21.01	No business was raised for discussion.	
22.00	ANY OTHER URGENT BUSINESS	
	None.	
23.00	DATE AND TIME OF THE NEXT MEETING	
23.01	The next governing board meeting would be held on Monday 27 January 2025 at 6.00pm.	

The meeting closed at 7:38pm.