

LAWNS PARK PRIMARY SCHOOL FULL GOVERNING BOARD MEETING.

Minutes of the meeting held in school on Monday 20 January 2025 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
Sheila McMahon – Shadow Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Adrian McCluskey.	
1.02	No apologies had been received from Claire Parkin (CP). The Headteacher (Head) advised that CP would be contacting the Chair to discuss the governor position.	Chair
2.00	MEMBERSHIP MATTERS	
2.01	Cllr Adrian McCluskey had been approved as the Local Authority Representative which had created a vacancy for a co-opted governor. This term would be a four-year term ending on 19 January 2029.	
2.02	There were two vacancies for parent governors. The Deputy Headteacher (DHT) had been speaking to parents who expressed an interest in joining the governing board. No update had been provided as the DHT was absent from the meeting.	DHT
	The Head advised that a Foundation Stage parent had expressed an interest but could possibly only join after Easter due to work commitments.	Head
3.00	DECLARATION OF INTERESTS	
3.01	There were no new declarations of interest.	
4.00	QUESTIONS ABOUT THE HEADTEACHER'S REPORT	
4.01	The Head displayed the report on the screen at the meeting and presented to governors.	
4.02	Curriculum Staff meeting time and training days were being used to continue to develop the curriculum. Every subject had an 'Intent', 'Implementation' and 'Impact' statement which was available on the website. The Head showed music as an example. These statements defined each subject area and long-term planning, and progression would ensure each subject had an identity.	
4.02.01	Each subject area was being improved to ensure that SEND and	

PP children were accessing and getting value out of all subjects.

4.02.02 Subject leaders were being dynamic in driving and progressing their subject.

4.03 **Website**

This was being updated as the 'Vision' and 'Values' had changed.

4.04 **Attendance**

Attendance was a focus on the SIP and the Head advised that he had taken ownership of this area and devised a 100-day plan. A system had been set up whereby attendance was tracked monthly for all pupils. A child's attendance that was below 96% flagged amber so a warning would be sent to parents.

Attendance below 90% flagged red as persistent absence (PA). Two back-to-back months of flagging red warranted an immediate invite into school to speak to the Head and pastoral staff to identify barriers and in some instances educate parents on attendance. The system had been in place for four months.

4.04.01 Positive attendance was celebrated for those children who had achieved above 96% in the autumn term. These children had received a gold sticker and a certificate. There were spot prizes for those children who achieved 100% attendance.

4.04.02 This year there would be a focus on a monthly reward for children achieving 96% within the month. Their names would be entered into a draw for an activity such as ice skating. This methodology was similar to high school initiatives.

4.04.03 Attendance had been 95% at the beginning of December but dipped to just below 94% at Christmas. The current attendance was 92.6% due to the adverse weather conditions at the start of term.

4.04.04 **Q. Is the attendance because the school shut for the day? Is the zero-absence for that day taken out of the attendance figure?**

A. A lot of people did not want to walk on the ice and had refused to come in when the school was open. Yes, the absence for the day the school was shut was taken out.

Q. Is it the same people who have attendance issues?

A. Some were but for others it was a choice.

4.04.05 Whilst attendance had dropped at Christmas it was noted that this was significantly better than Christmas 2023. Comparisons were clear.

4.04.06 The Head referenced the attendance focus on the SIP which showed the implementations, autumn updates and working towards areas.

- 4.05 **Staffing**
- There had been two long term absences which was unlikely to change over the next few months. Both had received occupational health reports and conversations had taken place.
 - One TA had suffered a bereavement, and a member of teaching staff had been off for a number of weeks which had a significant impact as the DHT was covering this class which had slowed down the development of pedagogy on the SIP. This would be picked up again later in the term.
- 4.05.01 There were new members of staff.
- A former SENCO was teaching in Year 1 who was proving popular with both staff and parents.
 - Three TA's were placed in Year 1, Year 2, and Year 6. The Year 6 TA was a qualified teacher who was focussing on the SEND in that year group which meant that the teaching in Year 6 was more efficient.
- 4.06 **Vision and Values**
- New vision and values were rolled out in the autumn. Children were in teams named after the values and children could earn counters in school for demonstrating values. Team pots were placed in the office so children could collaboratively add counters to their pots and running totals were displayed in the hall. There was a new team trophy. Three specific assemblies were delivered each week on British Values, Protected Characteristics and Safeguarding.
- 4.06.01 Children appeared to have bought into this initiative as there was a sense of identity and a unified approach within the team.
- 4.07 **Admissions**
- There were: -
- 208 children on roll.
 - Two places were available in reception. These had been allocated through the Local Authority (LA) but the families had not taken up the offer.
 - Five children had joined but four had left due to moving out of the area.
 - 28 on roll in nursery.
- 4.08 There were 55 children on the SEND register which was five more than the previous year. One child had an EHCP, and a further two applications has been submitted. A governor advised that this was good progress and acknowledged the work done in submitting the paperwork. Thanks, should be passed onto those staff involved in the process.
- 4.09 There were 61 PP children.

4.10 There had been no suspensions or exclusions.

4.11 **Behaviour Policy**

A change had been made to the Behaviour Policy and parents had been informed. Individual children had been having multiple time out of lessons within a short period of time. This time out had no impact so the changes should now improve their behaviour. If a child had three times out within a two-week period, they would be put in internal isolation for half a day. They would go into isolation for a full day if time out occurred again.

4.11.01 This system involved parents more and judging by what staff said this was being discussed more at home and had caused less disruption in the class.

5.00 **GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

5.01 The NOVAC from November 2024, on curriculum discussions with curriculum teams was circulated prior to the meeting and had been discussed at the Teaching & Learning (T&L) committee meeting.

5.02 **Q. Is the development of the language's curriculum behind the development of other subjects.**

A. Spanish is the Modern Foreign Language (MFL) which was only changed last year. The reasoning was that the High School teach Spanish, so the decision was based on sequential learning from primary to high school. Languages is taught from Key Stage 2 and is part of the none core subjects.

6.00 **MINUTES OF THE LAST MEETING**

6.01 **Resolved:** The minutes of the meeting held on Monday 7 October 2024 were confirmed as a true and accurate record of the discussion and the Chair was authorised to sign these.

7.00 **REVIEW ACTIONS AND MATTERS ARISING**

7.01 **Update of Leeds for Learning (minutes 2.01, 2.02 and 2.03 refer):** Actions closed.

2.01 – end term of office for Ann Blackburn.

2.02 – Donna Kellett extended for 12 months.

2.03 – Mark Curran extended for 12 months.

7.02 **Parent Governor (minute 2.05 refers):** HT to have a more in-depth discussion regarding a parent who had expressed an interest. Action closed see minute 2.02 above.

7.03 **Local Authority representation (minute 2.06 refers):** 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. Action closed. Refer to minute 2.01 above.

7.04 **Cricket Club involvement (minute 2.07 refers):** 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. This action was ongoing.	DHT
7.05	Parent Governor recruitment (minutes 2.08 and 2.09 refers): 2.08 – governors to recruit via the community 2.09 – governor representation at parent evenings to drive recruitment. Action closed.	
7.06	Declaration of Interest (minute 3.02 refers): HT to obtain a form from C Parkin. Action ongoing	Head
7.07	Code of Conduct (minute 5.03 refers): All governors to submit forms to the Head. These are still outstanding.	Head
7.08	DSL to attend various meetings (minute 8.03 refers): The DSL would be invited to some meetings. Action closed.	
7.09	Governor Training (minute 9.02 refers): Governors to contact Neil Shackleton (NS) about attending training. NS would be attending new Chair training on 30 January 2025. Action closed.	
7.10	Governor Training (minute 13.05 refers): A McCluskey to complete the LA induction module. The Chair would chase whether induction training had been completed.	Chair
7.11	SEND Policies (minute 13.10 refers): These policies would be discussed at the H&W Committee meeting. Action closed	
7.12	Updating the Website (minutes 13.11.01, 13.11.02 and 13.11.03 refer): 13.11.01 – Neil Shackleton (NS) to upload all minutes and agendas. Action completed 13.11.02 – M Curran to send the committee attendance to the Head which would be uploaded to the website. Action completed. 13.11.03 – M Curran and Chair would meet to compile the annual statement of governors. Action ongoing	Chair / M Curran
7.13	Resource Committee setting the budget (minute 13.13 refers): This action had been completed.	
7.14	H&W Committee – Equalities (minute 13.14 refers): To meet to discuss the equalities requirements. This action was ongoing. NS had the deep dive documents pertaining to the protected characteristics and British values so would meet with the Head to discuss this further.	NS / Head
7.15	Resources Committee – Report of Budget 2024 – 2025 (minute 13.15 refers): Action completed.	

- 7.16 **Staff Disciplinary, Staff Grievance and Staff Code of Conduct Policies (minute 13.16 refers):** These would be reviewed at committee meetings. Action closed.
- 7.17 **Evaluation of Governing Board Effectiveness (minute 13.17 refers).** This would be an FGB Agenda. See minutes 12.01 below. No further action required.
- 7.18 **Cluster Funding (minute 16.04 refers):** Cllr McCluskey to find out whether the LA could do anything about the Cluster Funding. Action closed. See minute 14 below.
- 7.19 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. 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. Action closed. See minute 14 below
- 7.20 **SIP Priorities and SEF distribution (minute 16.08 refers):** The HT would circulate these to governors. Action closed.
- 7.21 **Safeguarding (minute 18.00 refers):** 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. Action closed.
- 7.22 **Policy Approval – Resource Committee (minutes 19.01 and 19.02 refer):**
19.01 – Teacher Pay Policy – Action closed.
19.02 – Complaints Policy – Action closed.
- 7.23 **Governing Board Action Plan (minute 20.01 refers):** Chair, Vice Chair and HT to meet to devise a plan. Action closed. See minute 12 below.
- 7.24 **Governor Skills Assessment (minute 20.03 refers):** NS to send the questionnaire to all governors. See Agenda Item 12 below. Action closed.

8.00 COMMITTEE REPORTS

8.01	Resources committee statutory requirements	Yes/No
	Schools financial value standard had been approved and submitted	Yes
	Report from annual inspection of premises had been received	Yes
	Data protection policy had been approved	Yes
	Freedom of information policy had been approved	Yes
	Whistleblowing policy had been approved (not statutory)	Yes
8.02	Pupil/ Staff welfare Committee statutory requirements	Yes/No
	SEND provision meets requirements and the SENCo is qualified	In

		Progress
	School food and milk provided meets national standards	Yes
	Stakeholder feedback has been considered	Yes
8.03	Teaching and learning committee statutory requirements	Yes/No
	Early years provision meets statutory requirements	Yes
9.00	SAFEGUARDING/CHILD PROTECTION	
9.01	The SEND Report had been circulated to governors prior to the meeting and there were no further questions.	
9.02	The Chair would meet with the SENCO later in the term.	
10.00	POLICY APPROVAL STATUTORY (TOR 1.05)	
10.01	The following Policies were circulated to governors prior to the meeting: <ul style="list-style-type: none"> • Data Protection Policy 2024 • Freedom of Information Policy 2024 – 2025 • SEND and Inclusion Policy 2024 • Whistleblowing Policy 2024 – 2025 • Written Statement of Behaviour 	
10.02	Resolved that: <ul style="list-style-type: none"> • governors would email any comments to the Head. • the Written Statement of Behaviour was approved once the wording had been included that this would be reviewed annually. 	Governors Head
11.00	REVIEW OF INFORMATION ON THE SCHOOL WEBSITE (TOR 1.06)	
11.01	As the website was changing NS would audit this once the rebrand had been completed.	NS
12.00	GOVERNOR DEVELOPMENT	
12.01	NS had sent the governor skills template to the Head which was subsequently circulated to all governors. As there were vacancies skills gaps would be identified and considered on recruitment.	
12.02	Governor Vacancies would be advertised in the newsletter and potentially target parent governors from the lower end of the school to ensure longevity of service. There was a parent who potentially had an invested interest in both the school and the children’s centre next door. The Head would speak to the parent.	Head
12.02.01	Governors agreed to advertise governor roles at their places of employment and actively recruit as some companies had a Corporate Social Responsibility (CSR).	Governors
12.03	All governors were encouraged to look at training through Governor Support Services (GSS) and inform NS which training they would like to attend. The finance would be arranged through	Governors

the school.

12.04 The Vice Chair was scheduled to attend the Ofsted Readiness training, and the Chair had completed this in October 2024.

13.00 GOVERNOR OVERSIGHT OF SATS PROCESS (TOR 1.07)

13.01 Governors were asked if they would volunteer to oversee the SATs process. The Headteacher confirmed that this would occur on the week of Monday 12 May 2025.

Resolved:

- That P. Harrison would oversee the SATs process.

14.00 CLUSTER FUNDING CONTINGENCY PLANNING

14.01 The Head had received the expected budget for those schools remaining in the Cluster. The Cluster had asked the schools to consider the sums of money they contributed and make decisions. The amount of money contributed was based on children's numbers and Lawns Park contribution remained at £10,000. Some schools would be willing to remain in the Cluster, but staffing would be considered and decisions made on whether the full remit could be delivered. Essentially the version would be reduced. Contingency planning would be an agenda item.

14.02 **Q. Is it still value for money or would we need to evaluate this?**

A. We should continue with the first year and then evaluate this.

15.00 VOLUNTARY AIDED/TRUST SCHOOL ONLY APPROVE ADMISSIONS POLICY FOR 2026/27 (TOR 9.01)

Nothing was discussed.

16.00 CHAIR'S BUSINESS

16.01 All governors should send their visit forms through to the Head.

16.02 NS had sent the SEND governor report through which had been circulated. The aim was to track a few pupils for the rest of the year to show the progress achieved. It was noted that the SENDCO would be completing the NPQ SENCO qualification.

17.00 ANY OTHER URGENT BUSINESS

17.01 Governors with specific responsibilities in Maths, Early Years, English and History would liaise with the Head to book in visits.

17.02 Ofsted

The Head had an Ofsted preparatory meeting with the School Improvement Advisor (SIA) who mentioned that during the Ofsted inspection governors could potentially meet with inspectors via Zoom. The day would be a Wednesday and the time would likely be between 1:00 – 2:00pm.

17.02.01 The Chair advised that governor representation should comprise of four governors who would be able to demonstrate a greater

Agenda

Governors

depth and understanding of the school.

17.02.02 Governors would discuss this in the T&L Committee meeting on 12 February 2025.

**T&L
Committee**

18.00 DATE AND TIME OF THE NEXT MEETING

The next governing board meeting would be held on Monday 19 May 2025 at 6.00pm.

The meeting closed at 7:42 pm.