

THE SPRING PARTNERSHIP TRUST
Adopted minutes of a meeting of the Governing Body of Leasons Primary School
Held at Leasons Primary School at 7pm on Thursday 7th February 2019

Present:

Mr J Walker (Chair)
Mrs A Simpson (Acting Head)
Mrs E Bromfield
Mrs D Anthony
Mrs H Knowd
Mr M Wooderson
Rev N Coleman
Mrs L Elliott
Mrs L Bernardi

In attendance:

Mrs G Sesli (Executive Head)

Clerk:

Mrs S Johnson

1. Apologies for absence

1.1 JW opened the meeting and welcomed everyone. He welcomed LB in particular to her first meeting as staff governor.

2. Pecuniary Interests

2.1 JW enquired as to whether any new interests needed to be noted and none were raised.

3. Previous Meeting

3.1 The minutes of the previous meeting had been circulated and **all agreed** that JW could sign them as an accurate record of the meeting held on the 17th December 2018, they will be made available on the school website.

3.2. The Matters Arising Report was updated following the last meeting (and circulated). The following matters were raised:

3.2.1. **Compass Report Actions** – SJ confirmed that she had received an email from Ann Cluett (dated 31.01.19) confirming the updates in relation to any actions raised as a result of the Compass Report that were not covered in the CIF bid. SJ confirmed that all the actions have been confirmed as being completed or in progress.

3.2.2. **Lockdown** – Ann Cluett confirmed that a quote has been received for front door bell access so that the office staff have to release the front door to let people in.

3.2.3. **Ground Clearance** – Ann Cluett confirmed that the ground clearance (school field and sensory garden) was complete and had been paid for by LBB.

4. Chairman's Report - The report had been circulated prior to the meeting.

4.1. Committee Meetings –

JW stated that it would be beneficial if the Curriculum Review Committee and Pupil Support Committee could align their meetings with in-house meetings in order to avoid duplication. **EB** stated that at this stage the meetings would really be information finding in relation to the broader curriculum. The meetings do not necessarily need to be formal and do not need to include a member of the SLT. **GS** suggested that they would require a member of SLT and at the moment the number of meetings is becoming unmanageable. **EB** suggested that there could perhaps be a point of contact. It was agreed that information could be provided

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for governors with someone maybe joining them to answer questions. **HK** added that her initial meeting with Sheree Dargavel in relation to attendance was very useful but update meetings may only need 5 minutes.

- 4.1.1. **GS** confirmed that she was happy for an SLT member to be involved in meetings when needed but with some consideration to avoid duplication and to simplify as much as possible. She mentioned that Jo O'Leary was now based at Leeson's 3 days a week and will potentially be inclusion lead across Leeson's and St Mary Cray. Weekly inclusion meetings are held which may be useful for governors to attend which cover issues and actions required. It was agreed that **EB** and **LE** would liaise in order to set up a protocol for pupil support and curriculum meetings in order to coordinate the best way to reduce any duplication.
- 4.1.2. **Resources Review Meetings – JW** and **MW** meet with Ann Cluett and will continue to look at how Pupil Premium is spent. Further details will be needed before Sport Grant details are published on the website. The information needs to be accurate in relation to auditing. The budget was originally set with Corinne Sheehan and spending plans needs to tie up with what was initially agreed. More detail to be requested.
- 4.2. **Governor Training** – Educare remains the main way of accessing training. **LE** had attended the Safeguarding for Governors training course run by Octavo and confirmed that it had been very useful. The course had generated lots of questions, **LE** to run through those with **LB**. **LE** confirmed that she had slides from the course that she would circulate to other governors.
- 4.3. **Governor Visits –JW** confirmed that he had attended meetings with the Head of School, the notes of which had been circulated prior to the meeting. He had also attended the LPS Action Plan meeting which he confirmed is extremely useful. A class visit protocol has been drafted in order for governors to visit the class(es) that they have been allocated to. Being present at the PPR (Pupil Progress review) Meetings, obtaining the reports and visiting the classes will allow governors to have the details to really know what is going on within the school. If a particular governor is not available to attend the PPR meeting relevant to their class(es) this will need to be worked around as needed. **GS & AS** confirmed that they were happy with the protocol. **GS** added that it is important how governors present themselves to staff as they are not inspectors. The books and the data will show the progress made in general terms, governors are not there to judge progress.
- 4.3.1. **AS** agreed to hold a briefing with staff in order to explain that governors have been allocated to year groups and following the briefing governors will contact the relevant staff directly. It was agreed that a brief meeting with staff members prior to any class visit would be beneficial. Governors agreed that they were happy with their allocations (some updates on staff were needed and the corrected allocation list will be circulated with these minutes). It was suggested that SLT do not need to be contacted when a governor makes a visit arranged with a teacher but they should be made aware and if they are around it would be nice to visit them. A Governor Visit Report should be completed after any visits to the school, these are available from the clerk and will also be circulated following this meeting.
- 4.3.2. **AS** confirmed that the PPR reports for reception classes had now been sent and that she would speak to **DA** in relation to Sycamore. **A governor enquired** as to whether the allocations would remain the same. It was confirmed that from now to July they would

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remain as they are and then this would be reviewed for the new academic year. **A governor** enquired as to whether parents would be notified of governors visiting classes. It was agreed that such visits should be expected but that it may be nice to include a "governors" section in the Newsletter confirming that plans and in order to raise the profile of the governors.

4.4. **Open Day – JW** enquired as to whether it was still intended that Ray Humby would open the new building at an open day and it was agreed that the plan was still in place. It was suggested that Local councilors, Bob Neill, Newshopper, McAvoy's, Local Shops and companies should be invited to such an event. It was also agreed that Friends of Leasons could perhaps set up a working group in conjunction with the school to organize the event. Following discussion in relation to dates a provisional date of the 5th June was suggested, to be confirmed.

5. **Head Teacher's Update - AS** had circulated her report prior to the meeting.

5.1. **Behaviour – AS** explained that reports could now be generated by SIMS which will enable behaviour to be reported linked to the related sanctions and their impacts. A new system was implemented from the start of January which is based on zero tolerance. A core group with multiple incidents are in Year 6 and the majority of incidents take place at playtime. The new system allows actions to be implemented more effectively. ISA's now have more presence at playtime and can stop behaviours before incidents escalate. OPAL is in its infancy but it is hoped that it will improve the children's options to find things to do. **A governor** suggested that the bikes were used by the older children, it was agreed that this could be looked into although it was mentioned that they would need to be checked. It is hoped that once OPAL is implemented then the incidents will be reduced. **A governor** suggested that if Friends of Leasons were given a list of equipment that may be useful for playtimes (or Forest School) money is available to be spent on such things. **GS** to feedback following a meeting with Natalie Talbot in relation to OPAL.

5.1.1. **AS** stated that behaviour had certainly improved, the Challenge Partners Review graded behaviour as good. The main issues are with a particular group of children. Work is being done in relation to some of the children. Permanent exclusion is the last resort but **GS** stated that if all other avenues have been explored then they would permanently exclude if there was no alternative left. These areas take up a lot of SLT time and also SENCO as they need to complete referrals etc.

5.1.2. **A governor** raised the behaviour issues at the Friends of Leasons disco. It was agreed that the behaviour system should be linked to such events and if necessary children not be allowed to attend if behaviour has not been improved.

5.1.3. It was confirmed that the second training session was due to be held with staff. **A governor** queried whether the younger children coming through the school were starting to show better behaviour. It was agreed that the consistency through the actions of the staff and the message of the zero tolerance was coming through. **AS** added that they have looked at the behaviour policy and want the children to be involved. Recent pupil voice meetings have confirmed that the children love coming to school, lunchtimes are now less noisy with two sittings. Feedback is becoming more positive.

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- 5.2. **Attendance – HK** stated that Sheree Dargavel had been working extremely hard together with LB and attendance had improved by 1%. **LB** added that the school office is excellent at communicating information in relation to those who are not at school so that actions can be taken.
- 5.3. **Staff Update – AS** stated that Gemma Dobb and Kim Regan were job sharing in reception and it is working really well. The heavy investment in EYFS is working well. Charlotte Powell is working with Jen Coleman in Year 5, the splitting of the children for classes is proving beneficial. Jessica Billow is in school a couple of days a week and is working on PIXL with Year 6 and Year 2. Phil Le Conte from Midfield is supporting the implementation of PIXL.
- 5.3.1. **A governor** enquired as to whether staff morale had improved. It was stated that although there is some more improvement to be made it is better. **GS** added that the SLT want staff to be behind the vision and they feel like it is starting to change. The subject knowledge of teachers is to be worked on next half term, joint staff meetings to be held with Midfield and potentially some shared training. Year group planning meetings will take place the first week after half term. The building and progression of children's skills is not something that is taught and often depends on the school where teaching practice was attended, aim to use the talent pool across the schools. It was suggested that Google docs may help and it was agreed that the dialogue would be invaluable.
- 5.3.2. **Broader Curriculum – A governor** enquired as to whether there had been any further developments in relation to the broader curriculum. It was confirmed that the curriculum is under review across the trust as Leeson's is not the only school that needs to improve, the trust is discussing what areas they want to be looked at. **GS** stated that Jo Brinkley (JB) from the trust was recently impressed by the depth at which topics were being covered and how interesting and engaging the learning was. **A governor** enquired as to whether the debates held at Midfield would be added to Leeson's and it was confirmed that it is planned to extend them across the schools.
- 5.3.2. **Vacancies – A governor** enquired as to the level of current staff vacancies. It was confirmed that one of the EYFS teachers was leaving at Easter and interviews were to be held next week. There would also be a vacancy from September in Year 5. James Davis has been appointed as a job share in Year 5 for the Summer term. **A governor** asked what the protocol was in terms of notifying parents if a teacher is leaving. **GS** stated that it was preferable to have a plan to replace a teacher before notifying parents but that it is not always possible. By half term they will be in position to notify parents of the staffing in place for the Summer term where changes are required. **A governor** enquired as to whether exit surveys are held for staff leaving and it was confirmed that HR at the trust conduct exit surveys.
- 5.4. **SEN –** The HT report included an update and a separate document was circulated in relation to Play Therapy sessions being held. All agreed that these updates were useful. **A governor** asked to clarify which of the provisions are now up and running and the following was confirmed :
- Lighthouse – Is now running and provides pastoral care and promotes children's well being.
The Haven – A lunchtime provision to support vulnerable children
The Nurture Room – To be opened after Easter

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It was confirmed that Learning Mentors were appointed for The Lighthouse and a Nurture Lead has been appointed who is attending training and an assistant will be recruited.

- 5.5. **Challenge Partners Review** – It was agreed that nothing needed to be added to the summary contained in the HT’s report. Overall a positive review.
6. **Heath & Safety** – **DA** confirmed that she is due to attend a meeting with the trust on the 25th March. Risk Assessments are to be carried out before that meeting.
7. **Safeguarding** – **LB** apologised as she was not asked to provide information. Following discussion it was agreed that going forward safeguarding data would be included in the HT’s report for each governors meeting. **LB** stated that she was confident that the team was in place to support any vulnerable children. **A governor** enquired as to whether there had been any breaches to which **LB** responded to confirm that there had not been. **LB** stated that lanyards had now been introduced and all staff should be wearing a blue lanyard and she would be explaining that to the children. Visitors would now either have a Green (Authorised) or Red lanyard. **LB** to look into ordering governors lanyards.
8. **GDPR** – A visit is due from the Data Protection Officer on the 27th February.
9. **Policy Reviews** – Three school level policies are due for review/update this term. **AS** to confirm any changes/updates required to **SJ** to be circulated prior to the next meeting. (Policies due for review – Exclusions Policy, PE Policy and Preventing Radicalisation Policy).
10. **A.O.B.**
Lettings – The new caretaker should be in post soon which will determine whether this area can be expanded.
Risk Register – A school level risk register has now been provided by the trust and will be considered as soon as possible.
Website – **A governor** raised the issue of the website not looking very up to date due to the way that it shows the latest things updated on the home page rather than items chosen to be displayed. **GS** to look into ways to include more up to date information and notify staff to update relevant areas.
11. **Date of Next Meeting** – The next meeting is scheduled for 3rd April at 7pm.
12. **Confidential Items** – None.

The meeting closed at 9.10pm.

Signed:

Date:.....

Chair of Governors - Leasons Primary School

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Documents Published on Secure Page Prior to the Meeting

Minutes of the GB Meeting held on the 17th December 2018 Final unadopted.
Chairs Report February 2019
LGB Chair Meeting with Anne Simpson 09.01.19
LGB Chairs Meeting with Anne Simpson 28.01.19
Resources Class Room Funding Overview 28.01.19
Year Group Allocations
Protocol for governor class visits
LPS Urgent Actions 22.01.19
LPS Attendance Report 29.01.19
LPS HT Report Feb 2019

Documents Circulated at the Meeting

None

Documents to be Circulated following the Meeting

Matters Arising Report
Updated Year Group Allocations (Staff corrections/updates)
Governor Visit Report (Blank)
LE to circulate Safeguarding Training Slides