

**THE SPRING PARTNERSHIP TRUST**  
**Adopted minutes of a meeting of the Governing Body of Leasons Primary School**  
**Held at Leasons Primary School at 6pm on Wednesday 8th May 2019**

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**Present:**

Mr J Walker (Chair)  
Mrs A Simpson (Acting Head)  
Mrs D Anthony  
Mrs H Knowd  
Mrs L Elliott  
Mrs L Bernardi

**In attendance:**

Mrs G Sesli (Executive Head)  
Mrs J Brinkley (CEO TSPT)

**Clerk:**

Mrs S Johnson

*It was agreed that the tabled document "Attainment and Progress Summary by Year Group (Spring 2 2019)" would be discussed prior to the rest of the agenda. The discussions are minuted under section 5.1 of these minutes.*

*The tabled document replaced the Spring 2 data that had been downloaded onto the governors secure page on the school website and has since been replaced in the documents filed online and in hard copy in relation to this meeting.*

**1. Apologies for absence**

1.1 Following the discussion regarding data JW opened the formal meeting and welcomed everyone. Apologies for absence were confirmed as received and accepted from Elizabeth Bromfield and Mike Wooderson. JW confirmed that following a parent election process Lisa Elliott's title was to change to Parent Governor with immediate effect and her term of office as Parent Governor will run from May 2019 – May 2023.

**2. Pecuniary Interests**

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

**3. Minutes & Matters Arising**

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 7<sup>th</sup> February 2019, 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 that were not included elsewhere:

3.2.1. **Newsletter – AS** confirmed that JW had appeared in the last Newsletter and a governor would be included each time a Newsletter was published.

3.2.2. **Playground Equipment** – It was confirmed that since the last meeting FOL (Friends of Leasons) had donated some playground equipment (including a sand pit) and work was being done by them to develop an area of the playground.

3.2.3. **Debates** – Although debates sometimes take place in the classrooms GS suggested that the debates at lunchtime as held at Midfield were not yet in place at Leasons but would be considered. It was stated that Philosophy for Children was planned to be added to the curriculum which would add to the opportunities for debates.

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3.2.4. **Governor Lanyards (LB)** – LB confirmed that Leasons is currently on a spending freeze and so she had been unable to take this further since the last meeting.

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

4.1. **Committee Meetings** –

4.2. **Governor Training** – Leasons had been well represented at the last trust governor training session that was held in March. The next training event is planned to take place on the 10<sup>th</sup> June at Castlecombe Primary and may be combined with the Spring Success Event (Details to follow as received). The next training will focus on the New Ofsted Framework and the priorities for the trust. JW stated that he had not received the trust organogram which he had request on a number of occasions, JB confirmed that she would send it to him.

4.3. **Governor Visits/ Year Group Allocations** – JW confirmed that governors had been allocated to year groups for visits and stated that his visit to Year 6 had worked well. JB reiterated that areas to focus in should be identified and confirmed with the SLT prior to visits and the key lines of enquiry should be considered. JB stated that the review taking place after half term will identify the key areas and each governor can then take one to look at. GS/JB to notify the governors the areas to focus on following the review. Visits need to be planned by the school based on what needs to be focused on. JB added that governors should visit with school staff accompanying them so that they can enquire as to what the SLT are doing in relation to the evaluation of the school. It was suggested that governors should introduce themselves at a staff meeting so that staff are familiar with who they are. Visits can be orchestrated by the Ofsted Ready Group that is to be set up shortly.

4.3.1. **A governor stated** that they need to get more involved with what is spent in relation to Pupil Premium and Sports Grants. JB stated that she thinks that the school will get to a balanced budget next year but that supply staff and sickness has resulted in the current deficit. A positive end of year will assist to rectify the position and internal recruitments will be made where possible. School leads will be meeting with the trust to look at the next budget and to look at ways in which savings can be made.

**5. Head Teacher's Update - AS** had circulated her report prior to the meeting. **AS** asked whether there were any comments or questions in relation to her report. **A governor highlighted** that attendance had improved. In response it was confirmed that there had been a big push and that progress was being made gradually. **LB** stated that she was to hold an EWO (Education Welfare Officer) Surgery to which all families where attendance was low would be invited. She stated that attendance is closely linked to safeguarding and that the school holds the parents to account. **LB** suggested that positives need to be considered for good attendance such as certificates. A raffle ticket system was suggested whereby children can then choose something from a box of small prizes. A special event for children with a certain level of attendance was also mentioned. It was agreed that any such initiatives need to be sensitive to children with medical needs and other reasons why attendance may be lower than expected. **LB** added that some fixed penalty notices were soon to be issued to some families.

**A governor stated** that SIMS being used to track behaviour was a really good way to record things and a very useful way of seeing changes. JB added that next year monthly KPI (Key

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Performance Indicators) will form the basis of the HT Report dashboard and that reporting is gradually getting more accurate and more consistent.

- 5.1. **Spring Attainment Report – AS** tabled a revised document which replaced the document that had been uploaded onto the secure page on the website prior to the meeting (the tabled document has since been uploaded).

AS confirmed that the data had been amended in relation to Years 2 and 6. The data had been sent to JB and it was decided that the teachers had been over cautious. There has now been an external review and the data has been moderated by other teachers within the trust.

- 5.1.1. **Year 2 (Pages 8/9)** – 85% were estimated at the end of EY to reach expected at the end of Year 2, around 20-30% are now predicted to reach expected. Although a good cohort 85% was an impossible target even without any issues in relation to teaching. The end of EY estimate was not moderated, targets are based on attainment and not on progress. The story behind the end of EY estimates is not robust and work is in place to rectify that going forward. The SLT are happy that the judgements being made are now robust. It was stated that good things are happening but that the consistency needs to be looked at. The combined figures at the end of Year 2 are likely to be below national average. Expectations were low, there are lots of greens on the report that were previously not achieved. The 3 year trend of data is available on ASP (Analyse School Performance). The strategies that are in place are working and the next step is for the higher attaining children to move in line with national figures. Jess Grillo and Lauren Roffey to go into Year 5 after SATS (PiXL used in schools with the best KS2 results) as the transition from years 5-6 is important.

- 5.1.2. **Year 6 (Page 2)** – JW wished to state that he had a very different view after visiting Year 6. He stated that the children were well behaved and were digesting the information presented to them. JB responded by stating that things had changed immensely since September which is confirmed by the Behaviour Report provided by Sue Byron, the school can now work on standards of Teaching and Learning.

**GS** stated that they had been cautious with the data in relation to writing and that it would need to be concentrated on after the SATS. There is concern that there are quite a few marginal children who could go either way in relation to results. The children are very responsive to learning but there is concern in relation to their retention and application. It was stated that the school intends to keep the books so that the impact of the Year 6 teachers being added can be presented. A lot of hard work has been done. The impact of OPAL was discussed and it was agreed that it seems to have been positive in reducing behaviour issues at lunchtime.

- 5.1.3. **EYFS (Page 12)** – Jo O’Leary and Sam Burdett have been involved in relation to some SEN children where interventions have not worked. 2 children have ISA’s. There are 6/7 children that staff have concerns about and there is only a total of 43 children in reception. 25 out of the 43 are predicted to reach expected. It was stated that tracking needs to be looked at and checks made to ensure that teaching is tailored to cohort needs. JB suggested that governors should ask the next meeting what would be done in relation to the 40% not reaching a good level of development when they go into Year 1. How is Read, Write, Inc.

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being used to track progress and to assist phonics. Changes in staff has been an issue throughout, need to check systems, tracking and planning.

- 5.1.4. **Phonics – AS** confirmed that phonics were on track. 1:1 sessions were being held with those who were not achieving as they should. Improvements are being made and expected that 70-80% will pass. Lauren Bartholomew (Year 1) is the Phonics Lead, children are in groups across the classes and a review is carried out every two weeks to ensure that they are in the right groups. The new TA (Tara Owen) is having an impact. Plans in Summer 2 to carry out a review of children moving to Year 1 not reaching a good level of development. The nursery provision was stated as having a potential impact as the systems can be put in place prior to reception entry. It was confirmed that an internal position was to be advertised for the nursery leader with the nursery planned to open in September on a small scale. Quotes for furniture have been sent to FARCO for approval.
- 5.1.5. **A governor enquired** how the school wanted governors to be able to illustrate their input to Ofsted. JB responded by stating that governors should follow 2 or 3 lines of enquiry based on what the SLT are doing to improve the quality of teaching to ensure that all children from all starting points make good progress. And to understand what is being done to reduce any gaps between different categories of children. What is the school doing and what is the impact of that? Governor visits should focus on specific areas rather than on one year group. An Ofsted Committee group is being set up which will hold question and answer sessions and carry out a total evaluation of the school.
- 5.2. **Staff Training – AS** confirmed that staff had been working with Midfield, SMC (St Mary Cray) and the trust. SLT have been looking at tailoring PDM's (Professional Development Meetings) to the needs of the staff and children. Sessions held include an introduction session with Sara Donnelly in relation to meaningful tasks and developing skills, feedback and marking. Other sessions planned include Prevent, FGM. Report tailoring also being looked at, well-being of staff and effective deployment of support staff.
- 5.2.1. **A governor raised** concerns in relation to the rumours regarding a member of staff who was longer at the school and requested that something be mentioned in the Newsletter. It was agreed that he would be wished well along with other staff leaving. The gap left by his departure was discussed and JB confirmed that it was possible that an HLTA with sport as a secondary was a potential option. PE was confirmed as an area to be targeted when recruiting new teachers too.
- 5.3. **PPG/ Sports Grant Update** – It was confirmed that the funding breakdown in relation to the Sports Grant is on the website. It was stated that staffing the PE Curriculum was one of the biggest challenges across the trust.
- 5.4. **Progress of Strategic Plan** – This document was not uploaded again from last time. The biggest risk was identified as the tackling of the back log of referrals for SEN. Sam Burdett (SB) is applying for the funding needed and is getting the time she needs and can hopefully focus on the applications. GS to meet SB weekly for progress updates. If an EHCP Plan is submitted by a school and it is rejected the school cannot appeal. However, if it is submitted by a parent and rejected, they can appeal. A parent is currently submitting via IASS (The

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Information, Advice and Support Service) with support from the school. GS/JB to look at where the back log is and the risk of potential complaints in relation to delays.

- 5.5. **Risk Register** – SJ confirmed that this had now been completed by the school and would be circulated following the meeting for governors to approve. JB enquired as to whether this had come from the trust and asked for it to be sent to her prior to circulation and she would speak to Verity Bolton. (Nothing has been heard back since the meeting, an email was sent to VB to chase).
- 5.6. **SEND Report** – Attendees were asked if they had any questions in relation to this report. It was mentioned that the report had been very comprehensive. GS stated that the impact of interventions was missing. Funding remains the biggest issue.
- 5.7. **Behaviour Report** – Again it was mentioned that this report was extremely good and outlined a behaviour audit that had been carried out. It was confirmed that an action plan has now been created based on the report.
6. **Health & Safety** – DA confirmed that a risk assessment had been carried out and that no issues were found. The assessment will be forwarded following the meeting. DA had been unable to attend the trusts H&S meeting.
7. **Safeguarding** – The report circulated was based on Spring Term 2 and LB confirmed that the figures had changed significantly during the week before this meeting. 2 families had moved from CP (Child Protection) to CIN (Child in Need). There are currently 18 children under CIN from 11 families. 2 other families are currently undergoing assessment. LB explained that it is good that needs are being identified and that the interventions are not all negative. She added that she tries to reassure families that this is an additional layer of support to assist them. The school has a great pastoral team in place. **A governor enquired** as to whether LB has seen children improve and LB confirmed that she has certainly seen improvements but that it really depends on the situation.
- 7.1. 9 children are under special guardianship orders (SGO's) and LB is arranging a gathering for them to meet. LB also plans to hold a parent group in relation to domestic violence and also in the future hopes to hold a session about Mental Health (but suggested that external help may be required to run).
- 7.2. LB confirmed that the SCR has been checked and LE is also to check it. LB confirmed that a new member of staff's DBS was awaited (they were told to have another member of staff with them at all times whilst awaited) but has now been received. LB also planning an internet safety session for parents possibly in conjunction with the Bret Foundation.
- 7.3. LE/LB agreed that they now have better ways of recording their regular catch ups and will provide records to be filed in the governance folder.
8. **GDPR** – AC updated her report prior to this meeting which was circulated and highlighted actions following a GDPR meeting.

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- 9. Policy Reviews** – AS confirmed that the Exclusions Policy was now to be part of the trust wide Behaviour Policy and so would no longer be needed. (To be confirmed and if so Exclusions Policy removed from the LPS website). PE and Radicalisation Policy changes to be forwarded for governors to approve. The TSPT Play Policy had been circulated prior to the meeting for information only in relation to OPAL.
- 10. A.O.B.**
- 10.1. **FOL (Friends of Leeson's)** – LE stated that the Chair has resigned and no one has stepped forward to replace them from the current committee. LE/DA proposed that they become joint Co-Chairs in the interim as long as other governors were happy and that this solution did not cause any conflict of interest. It was mentioned that issues may arise but as long as they were raised with the GB if and when necessary then no problems should arise. **All agreed.** LE stated that extra support from the school would be needed as they are currently a smaller group than previously. LB agreed to be the staff link with FOL. Storage agreed to be reviewed. DA also stated that a sponsor had come forward in relation to sponsoring the football team although there is not currently one. It was confirmed that there will be and that the sponsor should be kept on hold if possible.
- 10.2. **AS** – As a new Head of School has been appointed to start after half term GS wished to express her thanks to AS for all her hard work on the GB and in the preparation of documents. **All agreed and added their thanks.**
- 11. Date of Next Meeting** – The next meeting is scheduled for 11<sup>th</sup> July at 6.30pm.
- 12. Confidential Items** – None.

The meeting closed at 8.25pm.

Signed: .....

Date:.....

**Chair of Governors - Leeson's Primary School**

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| Documents Published on Secure Page Prior to the Meeting<br>Minutes of the GB Meeting held on the 7 <sup>th</sup> February 2019 Final unadopted.<br>Matters Arising Report Update 05.03.19<br>Chairs Report Updated May 2019 |
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LGB Chair Meeting with Anne Simpson 02.05.19  
LPS HT Report May 2019  
LPS Attainment Data Spring 2 (**Replaced by tabled document**)  
SEN Update 03.04.19  
Behaviour Management Audit Report v2 (1)  
Safeguarding Report for Governors  
AC Report Updated May 19  
APC Electrics Report  
TSPT Play Policy  
Children's Play July 2012 appendix 1 (HSE Document)

Documents Circulated at the Meeting

Attainment and Progress Summary by Year Group Spring 2 2019 (To replace LPS Attainment Data Spring 2)

Documents to be Circulated following the Meeting

School Level Risk Register (once confirmed by TSPT to be circulated to governors for approval)  
H&S Assessment (DA) ?  
LPS PE Policy (Updated/Reviewed)  
LPS Preventing Radicalisation Policy (Updated/Reviewed) (Policy no longer needed – Inc. in TSPT CP&S Policy – GS to confirm and SJ to update website)