

**THE SPRING PARTNERSHIP TRUST**  
**Unadopted minutes of a meeting of the Governing Body of Leeson's Primary School**  
**Held at Leeson's Primary School at 6.30pm on Monday 8th July 2019**

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**Present:**

Mr J Walker (Chair)  
Mr P Collins (Head of School)  
Mrs E Bromfield  
Mr M Wooderson  
Mrs H Knowd  
Mrs L Elliott  
Mrs L Bernardi

**Clerk:**

Mrs S Johnson

**1. Apologies for absence**

1.1 **JW** welcomed everyone and confirmed that apologies had been received and accepted from Diana Anthony and Anne Simpson.

**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 8<sup>th</sup> May 2019, they will be made available on the school website shortly.

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. **Risk Register** – Concern was raised in relation to some of the ratings included in the risk register in relation to governance. Following discussion it was agreed that **JW/PC** would discuss this document at their first meeting in the autumn term. It was agreed that the document should highlight key risk areas and should be a live working document that should move with progress and tie into the SDP.

3.2.2. **Organogram** – **JW** confirmed that the numerous requests for a trust organogram had still not resulted in anything being provided. **PC** to request from TSPT.

3.2.3. **Ofsted Ready Group** – It was clarified that this group was to be set up for the governors to assist the school in being Ofsted Ready and that by doing so the governors would be involved and therefore would also be "Ofsted Ready" themselves. JB (Jo Brinkley) had suggested that 3 governors made up this group but **JW** confirmed that he wanted all to be invited to join. However, given that the meeting was informed that the LGB members would work alongside the school's teams, restriction to 3 members was appropriate. JW would solicit responses from all and advise the proposed team accordingly. It was agreed that there may be an issue in relation to availability of all but anyone absent from meetings should be kept in the loop. All agreed that they would like to be involved. **JW** added that it is important that governor are aware of the 3 planned major improvements :

- Make sure that pupils consistently make good progress in explaining their reasoning and applying their skills in maths

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- work continues to pupils confidence in using a wider range of vocabulary when discussing and explaining work.
- Priority - improvement of persistent absences - especially from disadvantaged backgrounds.

- 3.2.4. **Governors to meet staff** – **JW** confirmed that this would be conducive to relations with staff and **all agreed**. **PC** suggested that governors could attend one of the inset days at the beginning of next term and meet staff in an informal way. All agreed that this would be beneficial. **PC** to confirm which inset day and a time for available governors to attend once timetables had been finalised (28<sup>th</sup> or 29<sup>th</sup> August). Following discussions about possible governor days it was agreed that it would not be beneficial to combine them with the half termly review days carried out by **JB/GS** but that two separate governor days would be held during the academic year. *(Post meeting note – PC confirmed that the 28<sup>th</sup> August would be the best of the inset days for governors to attend and meeting staff, from 9.30am)*
- 3.2.5. It was suggested that there had been a lack of clarity in relation to the Local Committee Members role and that the school and the staff need support and to know that the governors are supporting them. **PC** stated that he is happy for governors to visit but added that they will always been taken round the school if they visit. **JW** added that governors had reviewed the Scheme of Delegation and the trust had responded to confirm that it was being looked at. It was suggested that there had been a lot of miscommunication of roles and expectations and it was hoped that this would be clarified.
- 3.2.6. **Fixed Penalty Notices** – **JW** enquired as to whether these had now started to be issued. **LB** confirmed that they have and are £60 per parent for a 5 day absence.
- 3.2.7. **EYFS** – **JW** enquired as to whether the concerns about the percentage of children not reaching expected at the start of year 1 had changed. **PC** confirmed that there were now stable staff in reception and the trust had carried out an EYFS audit (he had not had a chance to analyse the updated data) and plans were in place to improve going forward. **PC** added that he is confident of change and that stability is key. He added that the nursery lead was now resolved and that two staff would be running the nursery on a daily basis.
- 3.2.8. **Contextual Data** – **JW** stated that this document that used to be in place provided an overview of data on one A4 page and requested that **PC** resurrect it. **PC** confirmed that he was happy to provide data in a simple form and would set up a format. **JW** to forward examples of the previous reports.
- 3.2.9. **Sports Grant** – **JW** reiterated that detail of the spending of the Sports Grant had not materialised. **PC** confirmed that it was currently spent on paying for swimming and for Skills Academy to provide PE Lessons. **PC** added that the school needed a PE Lead and that it had been suggested that a trustwide PE Lead may be a possibility in the future. Teachers currently do their own PE Lessons in order to supplement the lessons provided by Skills Academy.

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- 4. Chairman's Report** - The report had been circulated prior to the meeting.
- 4.1. **JW** confirmed that his report included the main topics discussed at his meeting with **PC** on the 18<sup>th</sup> June. He added that it was inspiring to see things happening and pleased that **PC** was also meeting with parents.
- 4.2. **Finance – JW** had spoken to Corinne Sheehan (FCO) and the current deficit and the forecasted deficit had been confirmed. Plans are in place to try and reduce this deficit, staffing is the biggest outlay. **PC** stated that he had been in his role for a month and had been to a meeting where the budget was set but that it had since been changed. The focus is to get as much money in as possible and to not spend any. He confirmed that no classroom based staff were being lost and that there would be a TA per year group. He added that the government may be releasing more funds and therefore the deficit figures may be a worst case scenario. Jo O'Leary (JO) is to be at LPS full time from September as Inclusion Manager and to ensure that funding for 1:1 requirements is fulfilled. The school is working as cheaply as possible although **PC** raised concern about how much staff were spending out of their own pockets.
- 4.2.1. **A governor** raised concern about the lack of staff to cover when needed and how staff may be removed from other duties in order to cover classes. **PC** stated that supply teachers are expensive and not often very good. He stated that he is against TA's covering classes but that some are confident and able to do so. **JO** may be needed to cover classes occasionally. **LB** stated that staff morale was improving and **a governor** also stated that they thought that teachers were looking happier.
- 4.2.2. **Lettings –** All agreed that the use of the new facilities needed to be maximised. Key holder issues were discussed but a couple of people suggested that they could help if needed and **PC** added that a couple of staff that lived near the school may be willing to assist. Sheila Cook at TSPT is responsible for setting up external clubs, holiday clubs, evening usage of premises etc. and will be aiming for usage from the Christmas holidays. It was stated that it needs to be done properly and ensuring that agreements/insurances etc. are robust.
- 4.3. **Open Day –** All agreed it is too late to go ahead with the proposed open day for the new building and circumstances have not been suitable before now. **PC** stated that he would like to hold an opening for the nursery in September and will invite the Mayor.
- 5. Head Teacher's Update - PC** had circulated his report prior to the meeting together with various documents (see end of minutes).
- 5.1. **SEF - PC** confirmed that the short SEF would be added to. He stated that the Head's are due to meet on the 5<sup>th</sup> September to work on a trustwide set format and the resulting updated document will enable LPS to focus on key areas. Everyone will then have knowledge of the document and it can then be the basis of the next Governors meeting. He added that IT is a big concern but is hoped to be rolled out in January. Google Chrome/ Share and Documents is being used at the trust with a view to then be rolled out across the schools and LPS is second on the list.

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- 5.2. **Other documents** – **JW** stated that various documents had been circulated outlining great things that had been happening such as counselling, nurture, paws b (mindfulness) etc. but questioned whether they were expensive. **PC** responded by confirming that all were part of the budget and that the costs would diminish as part of the behaviour issues that there have been are related to the inconsistencies of staffing. Stable staffing from SLT down will start to have an impact. SALT (Speech and Language Therapy) is being reduced but **PC** stated that there are always options and staff can be trained in-house as they know the children better. Service Level Agreements (SLA's) are to be levelled across the trust.
- 5.3. **Staffing – Governors** expressed their surprise at the Staff Movement document that had been circulated. **A governor** queried whether retention issues had been looked at. **PC** clarified that lots of the staff that have left were agency staff and therefore were not contracted. **PC** confirmed that the 3 teaching staff that are leaving at the end of term have now been replaced.
- 5.4. This item was deemed confidential and is contained in separate confidential minutes.
- 5.5. **Summer Holiday Premises Works** – McAvoy will be working through a snag list over the Summer.
6. **Health & Safety** – In **DA**'s absence no update was available in relation to recent H&S audits or actions. **DA** to be asked to circulate an update following the meeting if anything significant to report. **PC** added that a fire drill had taken place (not planned) and the fire brigade had congratulated the children on how well they had evacuated the building.
7. **Safeguarding** – **LB** apologised that a written report had not be circulated prior to the meeting but was able to provide a verbal update. **PC** is now the joint Safeguarding Lead with **LB** which **LB** stated is reassuring for her to have the support. Safeguarding software was now in place and being used, **PC** has also introduced a "Welfare Concerns Form" should the electronic version not be available or appropriate and completed forms will be stored securely. **LE, LB & PC** have met.
- 7.1. **LB** stated that 5 children were now under Child Protection and 12 under Child in Need. The trust business planner for this meeting had requested a review of the "Child Protection and Safeguarding Action Plan" but **LB** was not aware of this document and so had completed an NSPCC Safeguarding Standards Check List and had been able to answer yes to 99% of the questions. **PC** stated that **LB** now updates staff weekly at the staff meeting and midday supervisors are also updated. **LB** stated that she is hoping to spend more time with the children. **PC** added that the load will be shared as currently **LB** is attending all the CP meetings which is too much for one person.
- 7.2. **LB** stated that there had been lots in the press about punishing children and also about children being targeted by gangs etc. Families need to be made aware. **PC** added that there is lots of influence through social media but that the school is unable to teach E-Safety due to the IT constraints. **A governor** enquired as to whether E-Safety was on the curriculum. **PC** responded by confirming that it is touched upon but was not easy to teach without the technology.

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- 7.3. **LB** is hoping to set up parents' session but is currently fire fighting. A SGO session was arranged recently and **LB** stated that other sessions to be held at St. Barnabas could be useful to do more in conjunction with other schools.
8. **GDPR – PC** reported that the recent audit had raised no major concerns.
9. **Policy Reviews – SJ** has provided **PC** with the schedule of school level policies and the dates that they are due for review/update. A review is needed of whether all the school level policy are still required (or now covered by trust policies) or whether any additional policies are needed. **PC** has circulated a Displays Policy to staff.
10. **A.O.B.**
- 10.1. **Broader Curriculum – A governor** stated that they had not been able to establish what was being taught in the broader curriculum and asked whether a new curriculum had been introduced. **PC** said that curriculum teams were set up at the last inset day and as a result the new curriculum was being introduced in September, LPS, MPS and CPS will all follow the same curriculum. **PC** added that he will ensure that it is to be applied in a fun and engaging way.
- 10.2. **Website** – Ways in which the website could be improved were raised and the fact that no one has had "ownership" of the website. **PC** confirmed that there was lots that he wanted to do with the website but that he was not sure yet how he can change it. **PC** to contact Nicky Scrivener (TSPT) who set up the school websites for further information about what can be changed, and how.
- 10.2. **FOL – LE** stated that FOL gave out free water bottles at Sports Day with fliers requesting help which has so far resulted in 3 new helpers. The book swap has now started (see Newsletter). FOL are to "move in" with Mr Brooks in the old crèche room where he will have a desk and they will have storage space. A little more support has been generated and a successful garden clearing session took place, the impact of which will be shown in the Newsletter.
11. **Date of Next Meeting** – The next meeting is provisionally scheduled for 2<sup>nd</sup> October at 6.30pm. **SJ** to circulate the full list of proposed meeting dates as soon as possible but is dependent on TSPT meetings being published.
12. **Confidential Items** – Contained in separate confidential minutes.

The meeting closed at 8.30pm.

Signed: .....

Date:.....

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

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Documents Published on Secure Page Prior to the Meeting

Minutes of the GB Meeting held on the 8<sup>th</sup> May 2019 Final unadopted.  
Matters Arising Report Update 18.06.19  
Chairs Report July 2019  
Class & Staff 2019  
Counselling Data Info  
Lighthouse & Nurture Progress Info  
LPS HT Report July 2019  
LPS Short SEF  
LPS TSPT Summer Review May 2019  
Paws b analysis data  
SALT data progress  
SEN Overall Summary  
Staff Movements  
Tricky Cohorts  
School Level Risk Register May 19

Documents Circulated at the Meeting

None

Documents to be Circulated following the Meeting

H&S Assessment (DA) ?