

**THE SPRING PARTNERSHIP TRUST**  
**Unadopted minutes of a meeting of the Governing Body of Leasons Primary School**  
**Held at Leasons Primary School at 6.30pm on Wednesday 2<sup>nd</sup> October 2019**

---

**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  
Mrs D Armstrong

**Clerk:**

Mrs S Johnson

**1. Apologies for absence**

1.1 JW welcomed everyone and started the meeting by congratulating PC and the whole school on the nursery opening event that had taken place that morning. He stated that the children's reactions had been great and a really positive view of the school had been seen.

**2. Elect Chair and Vice Chair**

2.1 **SJ** had received nominations for JW to remain as Chair and for EB to remain as Vice Chair prior to the meeting, these were then seconded at the meeting. A vote was held for each and both were unanimously re-elected. JW wished to add that thoughts of his successor should begin during the academic year.

**3. Pecuniary Interests**

3.1 All members submitted to SJ new, completed Pecuniary Interest forms for the academic year at the start of the meeting, the school website and the trusts records would be updated accordingly (**SJ**). SJ enquired whether any new interests should be declared for the purpose of the meeting, none were raised.

**4. Minutes & Matters Arising**

4.1. The minutes of the previous meeting (08.07.19) were circulated prior to the meeting and all agreed that they could be signed as an accurate record of the last meeting, JW signed them. A short confidential item was minuted separately and was read out to the meeting, this was also agreed and was signed by JW and then passed to **PC** to be filed by the school.

4.2. The Matters Arising Report was updated following the last meeting (and circulated). The following matters were raised that were not included elsewhere in the agenda :

4.2.1. **Contextual Data** – JW stated that this was in progress and that he and PC would be working on this (**JW/PC**). PC added that the trust had now moved from Target Tracker to the Fischer Family Trust (FFT) which it was hoped would making data reporting simpler.

4.2.2. **Risk Register** – **MW/PC** to look at this. It was mentioned that the concerns about the school being used as a Polling Station had been raised and the trust had referred to the risk register. **JW** to contact Sarah Coleman to arrange a meeting to discuss (**PC/MW/JW**).

4.2.3. **Organogram** – PC stated that he had raised this with the trust and it was confirmed that it was being looked at but that it was not a priority.

## THE SPRING PARTNERSHIP TRUST

### Unadopted minutes of a meeting of the Governing Body of Leasons Primary School Held at Leasons Primary School at 6.30pm on Wednesday 2<sup>nd</sup> October 2019

---

- 4.2.4. **Governors to meet staff** – JW apologised that this had not happened as planned. He had met some staff today but it was agreed that another meeting with staff should be arranged (**JW**).
- 4.2.5. **Lettings** – PC confirmed that the biggest block on lettings was himself due to concerns regarding the safety of key holders. A third party company was suggested but it was agreed that it all comes down to the costs and the related income generated. PC confirmed that the trust were doing lots in relation to lettings and were going about it the right way and not rushing things.
- 4.2.6. **IT** – PC confirmed that the new IT had been rolled out in the trust offices and once the initial teething problems were sorted then a roll out plan would be confirmed.
- 4.2.7. **Ofsted Ready Group (JW/EB/LE)** – JW explained that it had been planned that this group would be led by Gulcin Sesli (GS) with PC, GS had been unable to attend and so PC had covered. Things are changing in relation to how Ofsted will be carrying out inspections. Leasons could possibly be inspected from March 2020. The governors aim to gain confidence and knowledge of what is going on so as to be able to respond to Ofsted. This is in the early stages but will be ongoing. JW added that a meeting at the trust had also been useful with the slides shown by Jo Brinkley (JB) outlining the planned changes by Ofsted which aims to judge on education as embracing all aspects of a child's life. GS is building good knowledge by observing lessons and JB is going on the first inspection under the new framework tomorrow.
- 4.2.8. **Website Ownership** – PC stated that he had been working with Nicky Scrivener and PC/AS have been updating the website. Training has also taken place with new staff.
- 5. Chairman's Report** - The report had been circulated prior to the meeting. JW wished to raise a couple of points from his report.
- 5.1. **Finances** - He asked PC whether he was confident that issues had been resolved following the spending freeze of last term. PC stated that he had been asked to attend the FARCO meeting on Monday 7<sup>th</sup> October in order to reassure them that things were on track. He stated that he was not confident as so much is having to be squeezed out of a very tight budget and staffs pockets were also being squeezed and he is not sure how long that can be maintained. However, he added that they are doing what they can and that he was hopeful that the positive publicity that would be generated from the nursery opening would help towards getting the school full.
- 5.1.2. A governor mentioned the increases in funding from the government but it was suggested that it would be a long way off and in the meantime with one TA per year group and only one SLT out of the classroom things are very stretched. A governor stated that the trust dominated/controlled the spend a couple of years ago and flooded the school with people and resources based on budgets that could not be sustained. PC added that they would not be able to make any progress with any less staff. It was also agreed that a budget needs to be seen in order to attempt to work towards it. **PC** to feedback following the FARCO meeting.

**THE SPRING PARTNERSHIP TRUST**  
**Unadopted minutes of a meeting of the Governing Body of Leasons Primary School**  
**Held at Leasons Primary School at 6.30pm on Wednesday 2<sup>nd</sup> October 2019**

---

- 5.2. **Scheme of Delegation** – JW stated that John Cliff had now taken over from Clive Lees and he would be following up on the feedback that had been provided in relation to this document.
- 6. Head Teacher's Update** - PC had circulated his report prior to the meeting.
- 6.1. JW stated that the report contained a lot of objectives and he would like to see some achievements. PC responded by stating that the first report of the year would always contain targets and that what is achieved against them will follow in later reports.
- 6.2. **SEF** – PC suggested that the SEF puts the school at Requires Improvement but that some of the information is already out of date since the report was written. e.g. Behaviour and attitudes were already close to outstanding. The EYFS provision is good already and the quality of education across the school is improving all the time. Personal Development was also suggested to not be less than good. However, Leadership and Management has been a struggle due to the time required in class. PC stated that the SDP would be completed on Tuesday as he is to work on it with Phillipa Bild (St Mary Cray). PC is confident that most 3's (Requires Improvement) would become 2's (Good) when reviewed next term.
- 6.3. **Senco – Sam Burdett** is now available to work on interventions rather than fire fighting and feels that she is now able to do the job that she is supposed to be doing. A great deal had been achieved this term.
- 6.4. **Attendance** – PC stated that attendance was currently at 93% which was not good enough. The capacity is not available to carry out home visits and it may that links can be made with SMC to go on visits together due to the close proximity. A governor enquired whether the LA provide support and LB confirmed that although support is provided it is limited. It was stated that there are a couple of children with less than 90% attendance that were proving tricky to improve.
- 6.5. **KPI's** – PC wished to highlight that fixed term exclusions were at 0. Behaviour improvements have been significant. A governor asked about the current Year 6 (last year's Year 5). LB confirmed what a significant change there has been and how well behaved they are. PC added that this was the result of high quality and consistent teaching.
- 6.6. **Pupil Voice** – PC explained that rather than having a school council where the younger ones do not get heard he is introducing a pupil voice where each class has two Year 6 representatives.
- 6.7. **Good Will** – PC stated that the school was currently running on a lot of good will. A governor asked whether the staff have a mechanism by which they can feedback on how effective training etc. is as it is important for the team to feel that they have a voice. PC suggested that there was not really currently but that he would look into it. He added that the NQT's get the opportunity through their programme. JW stated a couple of examples of things he had seen during his visit that morning and stated that the school should be proud of its achievements. He added that he had asked children about bullying but they described arguments between themselves, all agreed that there are a lot of misconceptions about what constitutes bullying.

**THE SPRING PARTNERSHIP TRUST**  
**Unadopted minutes of a meeting of the Governing Body of Leasons Primary School**  
**Held at Leasons Primary School at 6.30pm on Wednesday 2<sup>nd</sup> October 2019**

---

- 7. Health & Safety** – DA stated that there had been no contact from the trust. She is meeting with the caretaker before half term and would complete an audit after finding a template.
- 8. Safeguarding** – LB stated that some of the data had changed slightly since the report was written. Currently 5 children on Child Protection (4 families) and 9 on Child in Need (8 families). A governor queried the differences and LB explained. LB added that there are also currently 18 children with a CAF (Common Assessment Framework) which provides an early assessment of needs and the actions to be adhered to avoid escalation. Safeguarding training has been taking place and will be completed by all staff. KCSIE is also to be read by all staff and the deadline is set at 4<sup>th</sup> October, PC added any outstanding after the deadline would not be so for long. Children are also to have training about lanyards and what they mean. A safeguarding audit has been received from LBB which is not compulsory but the school intends to complete although will not be possible within the deadline given. LE asked if she could help in any way and it was suggested that she completed a blank version of the audit, she agreed (**LE**). LB/LE had met on Monday and will meet every half term.
- 9. GDPR** – PC stated that the review in the summer term had not raised any concerns.
- 10. Policy Reviews** – SJ and PC to review school level policies (**PC/SJ**).
- 11. A.O.B.**
- 11.1. Open Mornings** – A governor enquired as to whether they would be required to attend. PC suggested that he would see how the first one went and then determine whether more input was required and also whether more publicity was needed.
- 11.2. FOL** – LE stated that FOL had met with PC to discuss proposals and as a result FOL were to fund £3k towards books. Memorial benches had also been bought and some money was to be spent on OPAL. A Winter Wonderland was to be held again on the 29<sup>th</sup> November (set up 28<sup>th</sup>) and another disco will be held.
- 12. Date of Next Meeting** – The next meeting was agreed as 9<sup>th</sup> December at 6.30pm. **JW/SJ** to provide the meeting schedule for the rest of the academic year at that meeting.
- 13. Confidential Items** – None identified. The meeting closed at 8.05pm.

Signed: .....

Date:.....

**Chair of Governors - Leasons Primary School**

Documents Published on Secure Page Prior to the Meeting

Minutes of the GB Meeting held on the 8<sup>th</sup> July 2019 Final unadopted.

Matters Arising Report Update 10.09.19

Chairs Report October 2019

LPS HT Report October 2019

ACC Report July 2019

Documents Circulated at the Meeting

Minutes of the GB Meeting held on the 8<sup>th</sup> July 2019 – Confidential Item (Read)

Documents to be Circulated following the Meeting - None

**THE SPRING PARTNERSHIP TRUST**  
**Unadopted minutes of a meeting of the Governing Body of Leasons Primary School**  
**Held at Leasons Primary School at 6.30pm on Wednesday 2<sup>nd</sup> October 2019**

---