

**Leesons Primary School – Part of The Spring Partnership Trust (TSPT)**  
**Minutes of the Meeting of the Board of Governors held at Midfield Primary School on**  
**Wednesday 29<sup>th</sup> November 2017 at 7pm**

**Present :** Mr J Walker (Chair)  
Mrs E Bromfield  
Mrs G Sesli (EHT)  
Mr R Humby  
Mrs D Anthony  
Rev N Coleman  
Mrs A Edmunds  
Mrs H Knowd  
Mrs N Peto  
Susan Johnson (Clerk)

**In Attendance :** Mrs A Simpson (Deputy HT)  
Ms A Canagasingham

<b>1.</b>	<b>Apologies for Absence</b>	
	JW opened the meeting and confirmed that apologies had been received and accepted from Mike Wooderson (MW), John Cliff and Jo O’Leary (JO). He then welcomed Amantha Canagasingham (ACa) who is the newly appointed Educational Development Leader at Leesons.	
<b>2.</b>	<b>Declarations of Interest (Pecuniary &amp; Business)</b>	
	The clerk is now a member of the PTA committee at Southborough Primary School which will be added to the register. No other additional interests were declared.	<b>SJ</b>
<b>3.</b>	<b>Minutes &amp; Matters Arising</b>	
3.1.	The minutes of the Governing Body Meeting held on the 13 <sup>th</sup> September 2017 where approved and signed by the Chair.	
3.2.	The following matters arising were not included elsewhere on this agenda :	
3.2.1.	<p><b>Working Group (Science Resources)</b> – EB had circulated a report in relation to the Working Group prior to the meeting. EB highlighted that the group had been set up in order to monitor the changes in order for the school to move forward and to identify any gaps and implement ways to fill them. The priorities had been identified as the Year 6 outcomes and raising standards in the core curriculum throughout the school (in particular in relation to boys, disadvantaged children, challenge and consistency). Following the appointment of GS as Executive Head Teacher a leadership restructure was implemented and ACa was also then appointed.</p> <p>A number of strategies have been implemented during this term and this is ongoing as is the use of the sharing of best practice with Midfield Primary School (another TSPT school). EB confirmed that all timescales set by the Working Group had either been met or exceeded. The trust have requested that the working group continues for the rest of the academic year (meeting twice termly) to assess the impact of the strategies implemented. The recent visit from Challenge Partners (CP) confirmed the findings and supported the planned actions. EB added that the working group is also ensuring that the school community is being taken into account during the implementation of a large number of changes.</p>	

	<p>Science Resources – A need for additional resources was raised at the previous meeting. EB confirmed that the working group had initially been looking at the core subjects but as they move on to the wider curriculum next term they will consider this.</p> <p>3.2.2. <b>Communication with residents/parents</b> – Prior to the meeting AS had circulated copies of recent communications that had been sent out to parents and residents. It was confirmed that Newsletters were sent out fortnightly by parentmail and now include a building works update. It was agreed that any works scheduled to take place at the weekends should be communicated to residents in advance.</p> <p>Class Dojo (a classroom communication app used to share between parents and teachers) has now been implemented across the school. It was highlighted that this was a positive way of including parents and that teachers can upload photos of the pupils.</p> <p>3.2.3. <b>Term time holiday absence update</b> – It was confirmed that WPA Education Welfare Services are now being used to be more proactive in increasing attendance. The Attendance Policy has also recently been updated to outline the potential use of fines. <i>(Post Meeting Note – A reminder note regarding Punctuality and Attendance was sent out to parents 30.11.17)</i></p> <p>3.2.4. <b>Fire Evacuation Procedures/ Practice</b> – AS stated that a Fire Drill had taken place on 10.10.17 and the evacuation took 8 minutes using 2 assembly points. This drill raised the concern that the alarm could not be heard in the admin block and as a result the window was then left open.</p> <p>An unplanned Fire Evacuation took place on 24.11.17 which again was effective with the evacuation taking 5.5 minutes. Just 1 assembly (top playground) point had been confirmed prior to this and although some did assemble on the bottom playground they quickly moved to the top playground as required. The alarm was still not heard clearly in the admin block (additional noise from workmen on the road next to school made this worse) and so it had been agreed that the window needed to remain open. A governor suggested that it was not ideal that the open window was the solution to the problem of not hearing the alarm and it was suggested that this problem be addressed in a more satisfactory way. It was added that the alarm could also not be heard in The Lodge. It was agreed that fire drills were particularly important during the changes to the site during the building works.</p> <p>A governor enquired as to whether there was an offsite location should a more serious incident occur, it was agreed that this needed to be confirmed. The question of the adoption of Lockdown Procedures was also raised and it was confirmed that the new build was planned to include a phone system where different ring tones would be used for different emergencies.</p>	<p>EB</p> <p>AC*</p> <p>AC*</p> <p>AC*</p>
4.	<b>Chair's Update</b>	
4.1.	<p>JW's report was circulated prior to the meeting. He wished to reiterate his thanks to everyone for their support and for the commitment of a strong team.</p> <p><b>Committee Reports</b> – Minutes of both committee meetings (Resources and Monitoring &amp; Curriculum) had also been circulated prior to this meeting.</p> <p><b>Resources</b> - In MW's absence JW stated that the budget was now being processed on a new system called PS Financials and although the information was not as readily accessible the budget had been reconciled as at September 2017. The true picture of the current budget would not be available until the end of November. Monthly reports are now to be sent to MW.</p>	

	<p>The risk register discussed at the Resources Committee meeting is awaiting a trust level register and advice in relation to the items that need to be included at school level.</p> <p>The building work continues to be delayed. It was stated that the completion date of the end of April is compromised and progress reports are not as forthcoming as had been hoped. However, it was agreed that McAvoy are a competent Contractor and have been effective if managing the problems that have arisen.</p> <p>SJ mentioned that a response had been received from the contractor following a query being raised about procedures in relation to mobile phones (after a parent complaint) which stated that “No pictures or videos are permitted to be taken on site without gaining permission from McAvoy Group Contracts Operations Manager first.” This had also been extended as the site was a school and they had added that “NO pictures are allow to be taken at all, if children are in the picture frame.” GS added that she hoped that no mobile phones on site would be possible following the completion of the building works.</p> <p>A governor enquired as to how photos were taken in school for things such as Class Dojo and it was confirmed that they are taken with the class ipads which are school property and stay on the premises. The photo of a child is only uploaded to the parents of the whole class and parents give permission for photos to be taken. It was also confirmed that teachers are aware if any child in their class is not allowed to have their photo taken and they are not included in any photos.</p> <p><b>Monitoring &amp; Curriculum</b> – It was confirmed that there had been some inevitable areas of overlap between this committee and the Working Group. The School Improvement Plan (SIP) was updated in order to reflect the findings of the CP visit. The focus going forward is on the targets set (SEF pages 8-10) for each year group. Decisions will be made in the classrooms based on the targets, identifying and closing gaps to meet them. The targets have been set above national average in order to reflect the new strategies. More information was requested by the committee in relation to staff CPD (Continued Personal Development), the NQT Induction Programme and extra curricula activities.</p>	
4.2.	<p><b>Governor Training</b> – Prevent Certificates were requested to be obtained from Educare, some expressed difficulties in forwarding the certificates. SJ confirmed that Educare were having an upgrade on the 3<sup>rd</sup> December and any courses started needed to be completed before that or would have to be restarted following that date. EB stated that she had attended an extremely good course on Safeguarding in relation to Mental Health run by Bexley. Previous enrollment problems were confirmed as having been resolved. SJ had obtained the provisional list of courses provided by Bexley for the Spring Term and will circulate to all following the meeting.</p>	SJ
4.3.	<p><b>Governor Vision</b> – JW stated that TSPT have a vision and it is the Governing Body’s choice as to whether they have their own. GS added that the School’s Vision had just been updated on the website. JW read out the following suggestion for the Governors Vision :</p> <p>“To support and challenge our school in its goal to become an outstanding school in all aspects. We will help achieve this by each Governor taking an active and involved role in the schools development. Our membership of TSPT will enable us to share and receive “good practice” from our peer schools and professional assistance from the Trust itself.”</p> <p>All agreed that they were happy for the Governor Vision to be updated on the website and it was also agreed that a new picture for the Governors Page would also be useful.</p>	SJ

<p>4.4.</p>	<p><b>Governor Visits</b> – JW proposed the idea of a Governor Day at the end of February when as many governors as possible could spend the day in the school (further information and date to be confirmed). It was also stated that more specific visits should be made by governors in line with their specific responsibilities. GS added that a review of Teaching and Learning is planned for January which will include lesson observations and book scrutiny, this will be done by the senior leadership team with the involvement of some of the governors if possible (Dates to follow).</p> <p>SJ raised the two visits which should have taken place this term which are Single Central Register (SCR) check and Safeguarding. NC agreed to contact JC in order to obtain his notes and guidance following the previous SCR check. It was suggested that an SCR check should take place every half term. Safeguarding Training for Governors is also being explored (Safeguarding Training is on the Bexley Programme in March).</p> <p>A governor enquired as to whether prospective parents meetings had been held and whether there were concerns about application numbers for September. It was confirmed that there are been two meetings with approximately 10 attending the first and more than 20 at the second and there had been a positive response relating to the children showing the parents around. The deadline for applications is the end of January, GS proposed that another meeting be held in January.</p>	
<p>4.5.</p>	<p><b>Business Planner Feedback (not elsewhere)</b></p>	
<p>4.5.1.</p>	<p><b>Health and Safety</b> - DA confirmed that a Health and Safety site visit had been carried out by herself, AC, Jim Champion (JCh) and Paula (?) from TSPT. The visit involved the hand over of the reviewing process which would be reported to the trust. They also did some dip sampling and risk assessments. Another visit will be scheduled in February. DA confirmed that AC and JCh have a good handling on all areas and that the actions from the risk assessment have all subsequently been carried out. DA to circulate the paperwork.</p>	<p>DA</p>
<p>4.5.2.</p>	<p><b>Crossing Patrol</b> – DA confirmed that she had spoken to the LA traffic engineer in relation to various issues relating to parents parking etc. and keeping the pressure on the council. Petitions are planned once the building work is complete. New road marking have already been achieved.</p>	
<p>4.5.3.</p>	<p><b>Teacher &amp; TA Training</b> – AS confirmed that the TA cycle of First Aid training had been completed. All staff have had Behaviour and Attachment Training. The Safeguarding Training given by Jane Costin in September is to be repeated for those who were unable to attend, scheduled for 11<sup>th</sup> December at 10.30am. Read, Write, Inc. Training has been booked in for the 2 inset days following the summer holidays 2018 but in the meantime AS and other key staff have had training. Power of Reading Training has now been given to all staff. Staff have also all now had Learning Ladders training.</p>	
<p>4.5.4.</p>	<p><b>Sports Grant &amp; Pupil Premium</b> – GS confirmed that reports have now been added to the website. Total PP Budget for 2017/18 = £153k. A governor queried that the proposals only amount to around £70k but it was confirmed that staff costs had not been broken down on the proposals and required resources may develop as proposals are put in place. A query was raised as to whether there was a duplication of allocation of the Sports Coach, GS to clarify.</p>	<p>GS</p>
<p>4.5.5.</p>	<p><b>Extended Offer</b> – EB &amp; HK confirmed that they are looking at this area.</p>	
<p>4.5.6.</p>	<p><b>Charity Support</b> – GS confirmed that Friends of Leasons has been set up and is in the process of arranging charity status. A governor highlighted that issues that the PTA had had in the past. DA &amp; AS agreed to look into the charity status process and</p>	

<p>4.5.7. <b>Website Review</b> – AE carried out a very comprehensive audit of the current school website for which she was thanked. GS is working through the issues raised and in particular where it has been highlighted that the website is not compliant with legal requirements. AE highlighted that there is an issue with parents having to download documents in order to read them but that she intends to monitor how much information is actually viewed. It was agreed that parent mail assists by sending documents directly.</p> <p>4.5.8. <b>Staff Survey</b> – AE suggested that this would probably be done early next term. GS stated that she intended to carry out a well being survey and it was agreed that maybe the two could be combined.</p>	<p>how it can be resolved, it was agreed that this was a priority. DA stated that the site manager of the Nugent Shopping Centre had been contacted and they were in discussions regarding a number of proposals (e.g. team sponsorships etc.). A number of charity days are supported by the school e.g. Diabetes Day, Children in Need.</p>	<p><b>DA/AS</b></p>
<p><b>5. Head Teacher's Update</b></p>		
<p>5.1.</p>	<p>GS stated that her report consisted of the SIP and SEF which had been circulated prior to the meeting as the 5 judgement area heading of the SEF would usually be in a Headteachers report. The SEF complements the SIP. The SEF judged the Leadership and Management as good and that was confirmed by the recent CP review. Teaching and Learning was judged by CP as requires improvement which could impact outcomes but the new strategies that have been put in place should significantly improve progress. Behaviour is generally good although there are small pockets in each class. Support systems are in place but more time is spent dealing with this area that is ideal. Some children have specific needs which need more than the new behavior scheme. The use of personalized behavior plans or outside assistance is being considered were necessary.</p> <p><b>EYFS</b> – The excellent results of last year were based on a very strong cohort. This year is not so strong and so attainment may dip. There is a high level of additional needs this year, demonstrating the progress through the year is important.</p> <p><b>SIP</b> (on website) – Appraisal systems will maximize the use of performance reviews and be reflected in the Continued Personal Development (CPD) and progress of staff. Teacher and TA appraisals will show their targets in order for there to be no surprises if a pay progression is not awarded. The introduction of a broad and balanced curriculum will be the next step after the core curriculum. The intention is to add enrichment to the curriculum in line with children's needs. After school club is being looked into with the possibility of a manager across two schools (Midfield &amp; Leasons).</p> <p>The staff of both Leasons and Midfield are meeting on 01.12.17. and the year group partners will work together to share practices. Teaching and Learning shows pockets of weakness that need support, some resentment and some cultural issues need to be resolved.</p> <p>ACa provided the meeting with a "Teaching and Learning Action Plan 2017-18" and the "Strategic Focused Priorities – Teaching and Learning 2017-18." ACa confirmed that the action plan was based on the work she has been doing in Year 6, book scrutiny, learning walks and talks with staff. The action plan is a work in progress and follows the Midfield model. The priority is building in challenge and accelerating the progress for all the children. The maths book scrutiny highlighted the need for teachers to differentiate all activities into challenge levels and to refer to all activities as a challenge. Paired learning of mixed abilities will also be used and fresh approaches to reaching a higher level. The aim is to enable children to be independent about choosing challenges with a safety net of other challenges available if required, aiming</p>	

	<p>to promote a “Can do” attitude. Aim to develop the conceptions as well as the mechanics of maths. Key language will be used in maths to develop both explaining and reasoning. The adding of challenge will be developed across the curriculum.</p> <p><b>Marking and Feedback</b> – ACa intends to look at the use and impact. Themes will be picked out across the marking and children put into groups where different areas of development are needed. Time should be taken to look at marking in the class.</p> <p>ACa also aims to look at improving the learning environment by adding to learning walls and to encourage them to be referred to during lessons. Ways of using assessments to effectively focus on particular children is to be explored. Fluid interventions even within lessons and the effective use of additional staff in the classroom will both be implemented. ACa concluded by stating that she does not want to overwhelm with lots of changes but wishes to bring in changes carefully with the staff.</p> <p><b>Attainment</b> – AS stated that assessments were carried out for the trust which highlighted areas of risk and strength. The assessments highlighted weaknesses in EYFS, Year 2 and Year 6 and are a supportive tool for leadership. Pupil progress meetings have worked at using a visual way of seeing the progress paths of children. They also highlight if children are no longer exceeding that were previously. Such highlighting of the risk of slipping means that interventions can be put in place quickly. AS confirmed that she would circulate the documents confirming the attainment figures.</p> <p>5.2. <b>ASP (Analyse School Performance)</b> – This has now replaced Raiseonline. Leeson entries for 2016 are not factoring in the lack of data. The risk highlighted for 2017 include boys and SEN support. GS suggested that the percentage of greater depth figures need to be understood but they should complement the work on progress. GS agreed to circulate the Inspection Dashboard.</p> <p>5.3. <b>Safeguarding</b> – Jane Costin (JCo) circulated her report prior to the meeting which all agreed was very useful. JCo is to be leaving Leeson at the end of term and therefore a Family Worker will be recruited. Training will be required for the other areas currently covered by JCo and for a Deputy Safeguarding Lead.</p> <p>5.4. <b>Behaviour</b> – JO provided the Monitoring &amp; Curriculum committee with an overview of the new Behaviour Scheme that is working very well.</p> <p>5.5. <b>Attendance</b> – The Attendance Officer is now Tracey Fortesque (TF). Improvements have been seen and previously coding issues corrected. WPA will also be assisting going forward. Attendance has increased from 93.2% to 94.6% but this is still below the national average. WPA will look at persistent absentees and also the correlation of absence and disadvantaged children. JO is overseeing TF at a management level and for the strategic support.</p> <p>5.6. <b>Staffing Update</b> – GS confirmed that a supply teacher has now taken over in reception. A supply teacher was in place in Year 5 until the end of term. A previous colleague of ACa’s has visited the school and may apply for the position. 2 members of staff of Long Term Sickness are to undergo an Occupational Health Review. A skills audit was also planned in relation to TA’s. GS requested that the Midfield Ofsted Report be circulated and directed governors in particular to comments relating to the use of TA’s.</p>	<p>AS</p> <p>GS</p> <p>SJ</p>
6.	<b>Policy Review/ Terms of Reference</b>	
	<p>SJ, GS &amp; JW held a Policy Meeting and as a result an action plan was drawn up in order for school policies to be reviewed with a view to adopting trust policies as much as</p>	

	possible. Actions were given a deadline of 11 <sup>th</sup> December and the next set of actions would then be drawn up.  It was confirmed that the trusts Terms of Reference in relation to Local Committees now replaced the Working Procedures previously in place.	
<b>7.</b>	<b>A.O.B.</b>	
	A request was made for any volunteers for the role of Santa but sadly none were forthcoming.	
<b>8.</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held on the 21 <sup>st</sup> March 2018 at 7pm at the school.	
<b>9.</b>	<b>Confidential Items</b>	
	None were stated.	

All business being concluded, the meeting was declared closed at 9.50pm.

Signature of Chairman .....

Date .....

<p><u>Documents Circulated Prior to the Meeting</u>  Minutes of the GB Meeting held on the 13th September 2017 unadopted.  Minutes of the Resources Committee Meeting 9<sup>th</sup> November 2017 Draft.  Minutes of the Monitoring &amp; Curriculum Meeting 14<sup>th</sup> November 2017 Draft.  Chair's Report to Governors November 2017  Working Party Report November 2017  School Improvement Plan 2017-2018  SEF Assessment Document – Last Updated October 2017  Autumn GB Business Planner Feedback Rev 2  Challenge Partners LPS Review Nov 2017  Staff Structure 2017-18  Summary Safeguarding Report to Governors 22.11.17.</p>
<p><u>Documents Circulated at the Meeting (Circulated electronically following the meeting)</u>  Strategic Focused Priorities – Teaching &amp; Learning 2017/18  Teaching and Learning Action Plan – 2017-18</p>
<p><u>Documents Circulated following the Meeting</u>  Governor Training – Bexley Governor Services Spring Term 2017/18  DA H&amp;S Update</p>