



**HAPPY** to learn **PROUD** to succeed

**Minutes of the Meeting of the Board of Governors held on Wednesday  
13<sup>th</sup> September 2017 at 7pm at the school**

**Present :** Ray Humby (Chair)  
Anne Simpson (Acting Head Teacher)  
Diana Anthony  
Liz Bromfield  
Neil Coleman  
Anita Edmunds  
John Walker  
Mike Wooderson  
Helen Knowd  
Susan Johnson (Clerk)

**In Attendance :** Jo Brinkley (The Spring Partnership Trust)  
John Cliff (The Spring Partnership Trust)

<b>1.</b>	<b>Apologies for Absence</b>	
	RH opened the meeting by welcoming Jo Brinkley (TSPT) and Helen Knowd (New Governor). Apologies were received and accepted from Natasha Peto and Jo O’Leary.	
<b>2.</b>	<b>Appointment of Chair &amp; Vice Chair</b>	
	The clerk confirmed that two governors had nominated JW to be Chair of the Governing Body prior to the meeting and enquired as to whether any additional nominations were to be made, none were made. JW was asked to leave the room and the remaining governors voted unanimously to elect JW as Chair of Governors.  The clerk then confirmed that two governors had nominated LB to be Vice Chair of the Governing Body prior to the meeting, no additional nominations were added when requested. LB left the room and was unanimously elected as Vice Chair by the remaining governors.	
<b>3.</b>	<b>Declarations of Interest (Pecuniary &amp; Business)</b>	
	All governors had been circulated new forms prior to the meeting and were asked to complete and return them to the clerk. RH enquired as to whether any changes from the previous forms should be raised NC mentioned that his role in the pre- school at St Barnabas Church which would be included on his form. MW also stated that he had resigned from his other governorships. <i>(Post meeting note – The clerk emailed 4 governors following the meeting as only the 1<sup>st</sup> page had been completed. The 2<sup>nd</sup> page needs to be completed, signed and returned asap.)</i>	<b>All</b>
<b>7.</b>	<b>Head Teacher’s Update (Agenda Order Changed)</b>	
	JB wished to give governors an update and thanked everyone for her invite. It was confirmed that an updated SEF and SDP were not currently available to present as the	

<p>trust have been looking at what has been happening at Leeson's and how best to move forward. Some of the results of the previous academic year were highlighted (document to be provided by JB – to be circulated with these minutes). Although the teacher assessments where required had not been moderated the overall picture is that results have been below national average for 2 years running. It is however a mixed picture and the school is a “good” school. The concern was raised that another dip in results this year would be detrimental for pupils and the SPT as a whole.</p> <p>JB expressed thanks to AS and JO (Jo O’Leary) for their effective leadership of the school to date. Jo also thanked the staff for getting children and parents settled into the new school term.</p> <p>Local committee members acknowledged that the acting leadership team would benefit from and experienced Headteacher to set the strategic direction for the school and support them with some of the more complex day to day issues. a tracking system linked to pupil progress in the form of a database should be introduced as soon as possible. A meeting is scheduled between AS, JO and Gooch Sesli (GS - Headteacher of Midfield Primary) to discuss the situation and the way forward.</p> <p>In addition to the leadership support JB suggested that a teacher with experience in year 6 would be beneficial to ensure that year 6 get the extra support they need. JB confirmed that an advert would be placed shortly on the Leeson's school website. A governor enquired as to how long such support would be provided. JB confirmed that it would be on a temporary basis but it was expected to be for at least the rest of this academic year.</p> <p>It was highlighted that robust systems needed to be adopted, for example a tracking system and a spelling system. Such systems usually take time to put in place but with the support of other schools in the trust, tried and tested systems could be adopted more efficiently. A robust plan was also stated as being essential. In order to formulate an action plan assessments of year 6, year 2 and year 1 need to be carried out in the next 1-2 weeks. A new phonics teaching scheme and tracking scheme needs to be implemented in year 1. It was also suggested that year 6 may need to be split into 2 groups in order to progress effectively in some areas.</p> <p>Staff leads were proposed; Stephanie Hills (Reception Lead), Jen Coleman (Literacy Lead) &amp; Catherine Lynch (Maths Lead). JB stated that teaching needed to be more accountable.</p> <p>A working group was proposed to include GS, JO, NT (Natalie Talbot), LB &amp; HK to be held on the 22<sup>nd</sup> September at 9.30am (SJ to minute the meeting). JB agreed to circulate a draft plan for the meeting and the areas to be included were stated as Assessment, Reading &amp; Writing, Boys, Distributed Leadership &amp; Capacity.</p> <p>The cost of additional support was raised by one of the governors. The proposed temporary plans would mean that Midfield and Leeson's would split the Headteachers salary 50/50 and the remaining 50% should be sufficient to cover the part time year 6 support and anything else that may be needed. It was highlighted that it may cause the budget to close with a deficit but it was agreed that it was not a problem as the support was needed.</p> <p>A query was raised as to how staff would be notified of the proposals and AS offered to speak to staff either individually or at the staff meeting once things were confirmed. JB suggested that if anyone had any queries that they should be directed to the clerk to be passed to her. The meeting thanked JB for her time.</p> <p>JB left the meeting at 8.00pm</p>	<p><b>JB</b></p> <p><b>JB</b></p>
---	-----------------------------------

	<p><b>Contextual Data</b> – AS agreed to circulate the contextual data following the meeting. The Sports Grant and Pupil Premium information was being collated in a report that will be presented to the Monitoring &amp; Curriculum Committee.</p>	<b>AS</b>
<b>4.</b>	<b>Code of Practice</b>	
	<p>The updated version (2016) of the NGA Code of Practice had been circulated prior to the meeting and then followed by TSPT Code of Practice (to be adopted 21.09.17) together with the highlighted differences between the two.</p> <p>A governor stated that the intent of the documents was not significantly different. The main differences related to the escalation of issues to the trust rather than to the Headteacher.</p> <p>All agreed to adopt TSPT Code of Practice (to be adopted 21.09.17) and it was agreed that if any changes were agreed by the trust prior to them adopting it then they would be raised at the next governors meeting.</p>	<b>SJ</b>
<b>5.</b>	<b>Minutes &amp; Matters Arising</b>	
	<p>5.1. The minutes of the previous meeting held on the 5<sup>th</sup> July 2017 were circulated prior to the meeting. <b>All agreed</b> that the minutes were an accurate record of the meeting and they were signed by the Chair.</p> <p>5.2. The following matters arising from the meeting (not covered elsewhere in the agenda) were raised :</p> <p><b>Edubase</b> – It was agreed that the email from the clerk following the meeting had reassured governors regarding the data held by Edubase.</p> <p><b>Residents Notification</b> – It was confirmed that additional correspondence was being prepared to be sent out.</p> <p><b>Communication re Safeguarding</b> – AS confirmed that a letter had been sent to parents at the start of term in relation to the building works. The first newsletter would be published soon. It was confirmed that AS was currently the school Safeguarding Lead and that JC (Jim Champion) was the Safeguarding Deputy.</p> <p><b>Building Work Update</b> – JW had circulated a document prior to the meeting outlining the current position in relation to the building work, following a meeting held on the 30<sup>th</sup> August 2017 with the contractor and highlighting the resulting actions. A governor queried whether the design areas had been timetabled and it was confirmed that they were underway.</p> <p>JW wished to thank AC (Ann Cluett) for her hard work in keeping up to date with the progress. JW stated that he has requested that AC push for a detailed plan from the contractor confirming the breakdown of work in order for the proposed final completion date (28<sup>th</sup> April 2018) to be met.</p> <p>A governor enquired as to where the children were currently able to play and it was confirmed that they are only allowed access to the lower playground for playtime. Playtimes and lunchtimes have been staggered and were confirmed to be working well. Exits to the field from the hall are not accessible. The hall is now the dining hall and breakfast club and is also used for PE. Risk Assessments have been carried out and a Health &amp; Safety Plan has been requested (AC). AS confirmed that Fire evacuation had been rewritten and a practice scheduled.</p>	<p><b>AS</b></p> <p><b>JW/AC</b></p> <p><b>AC</b></p>

	<p><b>Term time absence</b> – AS confirmed that the Attendance Policy was being amended in order to tighten up some of the grey areas. It was stated that clear steps need to be in place. LB mentioned that the subject was raised at the trust Safeguarding meeting as time off school can raise safeguarding questions.</p>	<b>AS</b>
<b>6.</b>	<b>Chairman's Report</b>	
	<p>RH circulated his report prior to the meeting and wished to thank everyone for their support during his time as Chair.</p> <p><b>GB Membership</b> – It was raised that the term of office for the staff governor ends in September 2017 and therefore an election should take place, all agreed. AE agreed to continue in her post until the election process was complete. SJ to ask the trust if staff election procedures are available and provide them to the school office.</p> <p><b>Special Duties/Responsibilities</b> – JW had circulated an extract from TPST Scheme of Delegation for Governance which states the responsibilities to be covered by Local Governing Bodies. JW proposed in advance of the meeting which governors could be allocated to each responsibility. It was stated that the intention was to give each governor a role and if any did not agree with the responsibilities that had been allocated to them they should let JW know. It was agreed that JC (John Cliff) could not be included in the allocation of responsibilities and that JC (Jim Champion) would assist in relation to Health &amp; Safety. Monitoring of complaints was amended to just be the responsibility of JW as Chair. The proposed committees were agreed with the addition of RH and NP to the Monitoring &amp; Curriculum Committee. SJ to circulate the confirmed responsibilities and committee membership.</p> <p><b>Meeting Schedule</b> – The proposed meeting schedule circulated prior to the meeting was agreed (The first Resources Committee Meeting was confirmed as 09.11.17 and would include a site walk).</p> <p><b>Governor Training</b> – All governors should have received details of Bexley Training for the Autumn term and details of how to book courses.</p> <p><b>Governors Vision</b> – Agreed needs to be revisited at the next meeting.</p> <p><b>Governor Visits</b> – SCR Check and Safeguarding visits should be carried out this term. JC agreed to pass on his notes from the previous SCR Check carried out in June and stated that proformas are available online and should be used along with the Ofsted Safeguarding Guidance.</p>	<p><b>SJ</b></p> <p><b>SJ</b></p> <p><b>SJ</b></p> <p><b>SJ</b></p> <p><b>JC/NP</b></p>
<b>8.</b>	<b>A.O.B.</b>	
	<p><b>Development of Science Resources</b> – Prior to the meeting LB circulated her report of the governor visit in relation to science carried out in the summer term. The suggestion was raised as to whether links via the trust could perhaps be used in order to obtain additional science equipment. It was agreed that this area should be discussed at the planned working group meeting.</p>	<b>LB</b>
<b>9.</b>	<b>Date of Next Meeting</b>	
	<p>The next meeting will be held on the 6th December at 7pm at the school.</p>	
<b>10.</b>	<b>Confidential Items</b>	
	<p>It was agreed that some of the proposed plans suggested by JB may be confidential until they have been confirmed and relevant people have been notified.</p>	

All business being concluded, the meeting was declared closed at 8.50pm.

Signature of Chairman .....

Date .....

Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 5th July 2017.  
Pecuniary-businessinterestform 2017-18  
GB & Trust Meetings 2017-18 Draft  
Chairman's Report September 2017  
NGA Model Code of Conduct 2016(1)  
TSPT Code of Conduct 2017-18  
Proposals for Leeson's Governance rev.1 12.09.17.  
Leeson's Governor Visit Form Science July 17  
Building Works Update August 2017(1)

Documents Circulated at the Meeting

None

Documents Circulated with minutes following the Meeting

Contextual Data – TSPT Headline Academy Performance Information Sept 17