

Leesons Primary School – Part of The Spring Partnership Trust (TSPT)
Minutes of the Meeting of the Board of Governors held at Leesons Primary School on
Wednesday 21st March 2018 at 7pm

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

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

Visitors : Mr C Lees (Chair of Directors TSPT)
(8.20-8.40pm) Ms R Punter (Non Executive Director – TSPT)

1.	Apologies for Absence	
	JW opened the meeting and confirmed that apologies had been received and accepted from Gulcin Sesli (GS). He then welcomed Amantha Canagasingham (ACa) who is currently the Educational Development Leader at Leesons. JW added that ACa was to become Head of School at Leesons from September and therefore requested that everyone introduced themselves and their position on the Governing Body.	
2.	Declarations of Interest (Pecuniary & Business)	
	No additional interests were declared.	
3.	Minutes & Matters Arising	
3.1.	The minutes of the Governing Body Meeting held on the 29 th November 2017 where approved as an accurate record of the meeting and will be signed by the Chair (following the correction of two minor typing errors raised).	SJ/ JW
3.2.	The following matters arising were not included elsewhere on this agenda :	
3.2.1.	Lockdown Procedures SJ confirmed that the Lockdown Procedures had been approved by the Resources Committee and that a Klaxon was to be used until a specific alarm could be made available as part of the building works. A governor raised concern with regard to an alarm alerting an intruder. JW agreed to ensure that the requirement were considered during the final stages of the build.	JW
3.2.2.	Risk Register SJ confirmed that despite confirming that a trust level risk register had been created TSPT had not yet provided a school level document.	

<p>3.2.3.</p> <p>3.2.4.</p> <p>3.2.5.</p>	<p>Sports Grant/ Training (NQT Induction) SJ stated that GS had confirmed that work is currently being done with the LPS and MPS Inclusion teams to “totally revamp the PPG reporting as they are aware that it requires more detail”. It is hoped that this will be ready shortly after Easter. The same applies to the Sports Grant Report which is being reviewed in order to update it and to ensure that improvements are made to the reporting of impact and strategy.</p> <p>Applications - A governor enquired in relation to a matter at the last meeting with regard to the number of applications received for September. It was confirmed that the figures had not yet been provided and it was expected that they would become available after the offers of places had been made (16.04.18). It was requested that this information be circulated to governors when available.</p> <p>Fire Alarm - A governor enquired as to whether the issue regarding the need for the temporary buildings to have a window open to hear the fire alarm had been resolved. It was mentioned that when the governors attended the governor day a window was not open in the temporary building. It was agreed that clarification would be requested after the meeting. (Post meeting note: Following the meeting a report from Jim Champion was provided which will be circulated with the minutes and confirms that the issue has been resolved).</p>	<p>GS</p> <p>AS</p> <p>AC</p>
<p>4.</p>	<p>Chair’s Update</p>	
<p>4.1.</p> <p>4.2.</p> <p>4.3.</p> <p>4.3.1.</p>	<p>JW’s report was circulated prior to the meeting.</p> <p>Chair’s Correspondence/ Complaints JW confirmed that no correspondence had been received.</p> <p>Trust Update JW stated that the new IT Services Provider (P365) would start on 01.04.18. He also highlighted that ACa was to be appointed Head of School at Leasons with effect from September 2018. He commented on how he was particularly impressed with her vision for the school in which she had stated that she hoped that well rounded children would leave the school. He added that following the Job Description being circulated by the trust for the Executive Head Teacher’s (EHT) role governors from the three schools would be attending a meeting in April to discuss the roles of CEO, EHT and Head of School. JW to report back following the meeting.</p> <p>Committee Reports The minutes of both the Resources Committee Meeting (27.02.18) and the Monitoring & Curriculum Meeting (25.01.18) had been circulated prior to the meeting.</p> <p>Resources Committee – It was highlighted that the final end date for the building works had been stated as 15.06.18. although no progress reports have been provided to be able to confirm whether this date is likely to be feasible. A governor mentioned that staff had enquired what the final build would look like and it was confirmed that staff had initially been shown the plans. It was suggested that some new staff may not have seen the original</p>	<p>JW</p>

	<p>plans but also that information should be made available. It was agreed that Ann Cluett (AC) should be asked to request plans from McAvoy's to be put up where staff can see them.</p> <p>MW was asked whether he had been able to look at finances. It was confirmed that unfortunately the meeting scheduled with AC during the Governor Day had been cancelled due to the snow. MW added that he suspects that there will not be any surpluses available to Leeson's but also stated that benefits had been achieved in areas such as resources and the build. A governor stated concern at the prospect of being responsible for the finances being allocated to the school but not being provided with the information in order to do so. JW added that other schools were also becoming concerned. MW confirmed that the next finance meeting was scheduled for the 27.04.18. and all concerned would be pushing for more information.</p>	<p>AC</p> <p>MW</p>
4.3.2.	<p>Monitoring & Curriculum Committee</p> <p>EB commented that the committee had overlapped this term with the Working Group in relation to identifying where progress is needed. All measures identified by the Working Group have been actioned (e.g. Behaviour Code, Learning Ladders). The last meeting of this term was postponed to the start of next term and will focus on the pupils preparation for the SATs and the broader curriculum. Areas will be revisited at the end of the year to determine the impact of the interventions.</p>	
4.4.	<p>Governor Training Updates (ASP)</p> <p>ASP – EB had logged onto to ASP (Analyse School Performance) which has replaced Raiseonline. She stated that it was a simpler, more visual system and that training was not needed in order to look at the data. Areas for concern were highlighted as Leeson's was shown as being below average for everything over the last 3 years and nothing had been recorded in the Greater Depth category. It was suggested that consideration of how quickly improvements can be made is needed. The only positive areas of the data were from teacher assessments, reinforcing that there is a lot of work to do. It was stated that impact was not expected until 2018-19. A governor enquired as to whether all governors could access ASP to have a look, AS agreed to confirm following the meeting. <i>(Post meeting note: It was confirmed after the meeting that hard copies of the current ASP data would be circulated to governors).</i></p>	<p>AS/ SJ</p>
4.4.1.	<p>JW enquired as to whether anyone had attended any Bexley courses recently but none had been attended since the last meeting. NC stated that he was hoping to attend a Safeguarding course in the summer term. JW highlighted the benefits of Educare and also requested that all governors completed the Prevent and GDPR courses as soon as possible.</p>	<p>All</p>
4.5.	<p>Governor Visits/ Day</p> <p>JW wished to express thanks to all staff, on behalf of all the governors, for a very successful day. It was confirmed that the pupil voice sessions had been very positive. EB added that there were around 14 pupils in each group and as they were all in one room it had been quite hard to hear what</p>	

	<p>was said. Some of the questions had also proved difficult for the children to answer as the groups had only been formed very recently.</p>	
4.5.1.	<p>EB suggested that the forum groups may not involve a mixture of children and mentioned that previously children had been randomly picked by numbers on the register. It was requested that maybe next term governors could meet smaller groups that had been randomly selected and also meeting staff was mentioned.</p>	ACa
4.5.2.	<p>It was suggested that staff had been nervous during the classroom observations and it was agreed that the staff need to see visits as a positive way to identify strengths and weaknesses. The number of changes that staff have taken onboard recently was acknowledged.</p>	
4.5.3.	<p>ACa enquired as to whether governors were allocated the subject areas and it was confirmed that they were but that the allocations had not really been utilised. She suggested that consideration should be made to how staff see the governors' roles and their involvement in the school. The visibility of governors in the school was discussed and the lack of notification of events was raised. A governor enquired when parents evenings were and it was confirmed that they were on 26.03.18. and 27.03.18. Governors had previously assisted by getting parent surveys completed at parents' evenings. Following discussion it was agreed that governors would attend the parents evenings and assist with encouraging/ helping parents to complete surveys. (JW & MW on 26th: HK & EB on 27th) DA agreed to contact Claire Henderson (CH) in relation to the parent surveys.</p>	DA
4.6	<p>Business Planner Feedback (not elsewhere)</p>	
4.6.1.	<p>Crossing Patrol – DA confirmed that this was a high risk and the situation had become worse. The lollipop lady is funded by the school but is managed by LBB although they have not been to assess the risks and she has not met her line manager. A risk assessment should be carried out by the employer. It was agreed that the school needs to contact LBB and request support. It is understood that the line manger works in the same office as Simon Goodburn, JW agreed to speak to him. DA added that she had also being trying to get the parking enforcement increased but nothing has happened.</p>	JW
	<p>8.20pm - CL & RP Visited the meeting – See Appendix 1 (Confidential) to these minutes. They left the meeting at 8.40pm.</p>	
4.6.2.	<p>Community Links – DA confirmed that she was collecting a cheque from Tina Powley (centre manager at Nugent) for sponsorship of the boys and girls Hockey teams. Once the kit has been sourced the Newshopper will be invited to take photos of the teams. The children were also to be involved in a community clear up project and a Heritage Walk. A governor mentioned that Give to Give have a minibus that can be borrowed and may be worth looking into.</p>	
4.6.3.	<p>Friends of Leasons (FOL) – DA/AS have been looking into the charity status issue and enquiring at the trust in relation to consistency with the other schools. Members need to be in roles of responsibility once more than</p>	

	Thanks were expressed to staff for everything during a very difficult year.	
5.3.	Attendance Update - This was included in the School Performance Report, no related comments were raised.	
5.4.	Prospectus Information – The new website is due to go live next week and will contain the new prospectus information which is also in printed format (handed out to governors at the meeting). Amendments can be made free of charge but GS had confirmed that there are no plans to change the prospectus for next year.	
5.5.	Staffing Update/ Training (NQT Induction) – A CPD Report for the Spring Term was circulated prior to the meeting. It was confirmed that the NQT (Harry Sisley) has made good progress this term in addressing teaching standards and has received constructive criticism in a professional manner.	
6.	Health & Safety/ Safeguarding Updates	
6.1.	Health & Safety – DA circulated prior to the meeting the feedback resulting from her H&S visit on 31.01.18. Two risks that were identified during the visit were rectified immediately. Some other risks that DA had previously highlighted were confirmed as having been actioned or scheduled for action. DA confirmed that she will be attending the trusts H&S meeting in April with governors from other schools.	DA
6.2.	Safeguarding – NC circulated prior to the meeting his feedback from his visit to carry out a Single Central Register (SCR) check, which had raised no significant concerns. NC had met with John Cliff (JC) and also with Jo Brinkley and GS to discuss Safeguarding. NC plans to visit school regularly to check the SCR. NC requested that he be notified of any safeguarding concerns. GS is planning to audit her schools in relation to safeguarding. NC also plans to contact JC to confirm levels of checks, he added that the SLT needs to action safeguarding and checks, and highlight any red flags. NC aims to attend a Safeguarding governance course in the Summer term.	NC NC
7.	GDPR (General Data Protection Regulation)	
7.1.	SJ read out an email received from the trust (12.03.18) which confirmed that a GDPR consultant had been recruited who is to run workshops with a GDPR working group which is made up of staff from each school (Ann Cluett & Jo O’Leary from LPS). GDPR will be included on the agenda for Governors meetings with feedback/updates being requested from a member of the working group.	SJ
8.	Policy Reviews/ Terms of Reference	
8.1.	SJ confirmed that as a result of the considerable work done last term to update policies there were none that needed reviewing this term. The committee chairs were considering their Terms of Reference in order to update them as they had not been updated since LPS had joined TSPT.	EB/ MW

9.	A.O.B. (EB Term)	
9.1.	EB Term - SJ confirmed that EB 's term of office was due to end at the end of March. EB had confirmed that she was happy to serve for another 4 year term and this needed to be agreed by the Governing Body. All agreed and this would now be confirmed to the trust for their ratification.	SJ
9.2.	Data – A governor wished to query the significant reduction in the number of children eligible for Free School Meals (FSM) from 35% at one point last year to just over 20% for this year so far. The percentage of children eligible for FSM directly affects the funding received by the school by way of Pupil Premium. It was highlighted that this can be the result of parents not registering for FSM as now that meals are free for KS1 there does not seem any need as they are not aware of the impact on the school. An incentive was previously offered to encourage parents to register but it was agreed that this should be picked up by the new Family Worker that is starting at the school after Easter. A governor also wished to query the significant number of leavers (12) during the Autumn term and also the drop of children with SEN support which reduced over the Summer last year from 41 to 81. JW to pick up these queries when the data presentation is reviewed.	SLT
9.3.	Judication for SATS – A governor raised the subject raised by CL in relation to governors assisting with the SATs. They enquired as to whether it was good practice for governors to attend and whether it was ethical. JW agreed to forward the email he had received from CL which included the DFE recommendations.	JW
10.	Date of Next Meeting	
	The next meeting is scheduled to take place on the 11 th July at 7pm.	
11.	Confidential Items	
	Following the meeting it was agreed that the Appendix should remain confidential within the trust.	

All business being concluded, the meeting was declared closed at 10.05pm.

Signature of Chairman

Date

Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 29th November 2017 Final unadopted.
LPS Resources Committee Minutes Agreed Unadopted 27.02.18.
LPS Monitoring & Curriculum Minutes Agreed Unadopted 25.01.18.
Chair's Report to Governors March 2018
HT Report/ School Performance Report March 2018
Contextual Data 19.03.18. (& previous 20.09.17)
CPD at Leasons – Part 2 (Spring Term)
Governor Feedback Form – H&S – DA
Governor Feedback Form – Safeguarding – NC
Chairman's Report to Governors March 2018
Spring Behaviour Report & Analysis Spring 2018
Staff Survey Results

Documents to be Circulated following the Meeting

CL email re KS2 SATs (20.03.18) – (JW Emailed 22.03.18)
H&S Fire Alarm Report from Jim Champion (SJ Emailed 27.03.18)
H&S Audit Jan 2018 (SJ Emailed 27.03.18)
Governor Information in relation to Homework (to follow from AS)
Sport Grant Report & PPG Report
Current ASP Data
School Application Data