

THE SPRING PARTNERSHIP TRUST
Adopted minutes of a meeting of the Governing Body of Leasons Primary School
Held at Leasons Primary School at 4pm on Wednesday 11th July 2018

Present:

Mr J Walker (Chair)
Mr R Humby
Mrs D Anthony
Mr M Wooderson
Rev N Coleman
Mrs A Edmunds

In attendance:

Mrs G Sesli (EHT)
Mrs A Simpson (Deputy HT)
Miss A Canagasingham (EDL)
Mrs J O'Leary (AHT)

Clerk:

Mrs S Johnson

1. Apologies for absence

- 1.1 JW opened the meeting and expressed thanks to RH for all his service to the school and stated that it would be his last meeting after 21 years involved with Leasons. RH expressed his thanks for the support he has received during that time. He stated that he had seen lots of change but things currently were moving onwards and upwards. He stated that the staff should be congratulated for getting through the difficult times.
- 1.2 ACa mentioned that governors were all welcome to join staff for drinks and nibbles in the staff room after school on the 17th July as a thank you. **ACa to action.**
- 1.3 JW stated that apologies had been received and accepted from Liz Bromfield (EB), Helen Knowd (HK), Lisa Elliott (LE) and Natasha Peto (NP).

2. Declaration of Interests

- 2.1 No additional business or pecuniary interests were declared.

3. Minutes from the meeting held on 21st March 2018

- 3.1. The minutes of the Governing Body Meeting held on the 21st March 2018 where approved as an accurate record of the meeting and will be signed by the Chair. *(Post meeting note, the clerk noticed that Mr Wooderson had been omitted in error from the list of attendees at the previous meeting. He would be added before the amended version of the minutes is signed by the chair).*
- 3.2. The following matters arising were not included elsewhere on this agenda :
- SJ** updated the meeting in relation to the following matters arising from the previous meeting.
- Lockdown** – TSPT are looking into new phone systems which will include ring tones which can be used as a lockdown alarm.
- PPG & Sports Grant Reports** – These were circulated to governors prior to the meeting and are also now available on the school website.
- Application Information** – This was requested at the last meeting and was circulated to all governors following the meeting.
- ASP Data** – This was also circulated as requested and EB confirmed that it was adequate but it is hoped that next year the data may be more useful.
- Pupil Voice** – Groups took place 27.06.18, HK & EB will report back in due course. **EB/HK to action.**
- 3.2.1 **A governor wished to raise** the following points from the previous minutes.
- 4.3.1. The new plans had not been provided to staff as it had been suggested that they would. The original plans had been shown to staff but the new plans had not been provided and

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also a number of new staff had joined Leeson's. It was acknowledged that this action had not been completed and it was deemed too late to do so now that the building was nearing completion.

5.2. Thanks had been expressed to staff but this had not been passed onto them. It was agreed that this should be done at the end of term staff social on the 17th July. **GS to action.**

4. Chairman's Report - JW's report was circulated prior to the meeting. All agreed that they had read the report and were asked whether they wished to raise anything for discussion.

4.1. Chair's Correspondence/ Complaints

JW confirmed that the complaints received were dealt with under Head Teacher's Report.

4.2. Trust Update (Nothing raised in addition to the Chairs Report)

4.3. Committee Reports

The minutes of both the Resources Committee Meeting (19.06.18) and the Monitoring & Curriculum Meeting (22.05.18) had been circulated prior to the meeting.

4.3.1 Resources Committee – In addition to the minutes MW mentioned that there had been a procurement issue with the trust but that it had now been resolved. It was agreed that there had been a lack of clarity over the sign off limits which has now been rectified. A new procedure is now in place and an email received from AC in relation to procurement had confirmed its effectiveness.

TOR's – The Terms of Reference for the Resources Committee have been updated by MW and sent to TSPT and will be in place for September. **MW/SJ to action.**

4.3.2 Monitoring & Curriculum Committee

Working Group – SJ read the following extract from a update report in relation to the Working Group :

"To gauge staff and pupil response at the end of the year, EB and HK spoke to a volunteer group of teachers and a randomly chosen group of KS2 children. Both staff and children report a greater enthusiasm for reading and maths and the introduction of Read Write Inc (KS1 Phonics programme) is judged to have been successful. The new marking system has been well received by staff we spoke to, who feel that they are better able to balance their time and workload. Children have responded well to Learning Ladders, but some staff feel the system is onerous and time-consuming for teachers. Next year, teachers will adopt Target Tracker, to align with other TSPT schools, for which training is in progress. Children will continue with Learning Ladders. All children are fully aware of the Good to be Green system and generally feel that it is fair; some would like to see more recognition of good behaviour."

In response it was suggested that the lack of a school hall had reduced the opportunity to reward pupils as previously.

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The action plan has now been updated. It was agreed that EB & HK meeting with staff was a good way to end the Working Group and gain feedback of the progress that has been made. The Working Group action plan will now be adopted by the M&C Committee who will ensure that progress continues. **EB/SJ to action.**

It was suggested that the opening of the new building would be a good opportunity for staff to meet governors. It was agreed that governors want staff to be supportive and to be aware of what governors are doing. Following discussion it was agreed that a separate opportunity should be arranged for an open question session following a brief talk from JW. **JW/ACa to action.**

4.4. Governor Training Updates (ASP)

It was reiterated that TSPT were no longer subscribing to the Bexley training package although individual courses could be requested. The online training system Educare would continue to be used and the number of courses available is due to increase. Training would also be included in the Governors Breakfast Meetings and there will also be bespoke sessions arranged with Octavo.

5. Head Teacher's Update - The Head Teacher's Report July 2018 was circulated prior to the meeting.

A governor suggested that the local press be invited to the new building opening in order to have some positive news in relation to the school. **It was agreed** that this would be actioned. The ability to remove negative publicity from social media sites was also discussed and it was agreed that SJ should email the trust to request that where possible attempts should be made to remove negative publicity from sites such as google and facebook. An issue with the map on the Leasons website was also raised and will be investigated. *(Post meeting note, it was confirmed that the map issue had been resolved).*

5.1. Critical Issues

5.1.1 Teaching in September - A governor queried the staffing arrangements for September and it was confirmed that despite a difficult recruitment process an NQT had been recruited from Bromley Collegiate and an experienced teacher from Mead Road was also joining Leasons. A part-time outstanding teacher is also joining the Early Years team. Graduate TA's joining from Midfield were confirmed to have experienced teachers supporting them. **A governor raised** the question of whether the staff moving from Midfield would result in an affect on Midfield. It was confirmed that although the staff morale had Midfield was slightly lower, than it had been, they were supporting Leasons. ACa stated that it was an unusual situation to not be able to confirm to staff where they would be in September at this late stage in the summer term due to the recruitment issues. However, the SLT have been honest and transparent with the staff and the majority have offered to assist to cope with the challenges and work together.

5.1.2 School Reputation – The open days had not been successful and were very badly attended. The bad publicity has made its mark and it was suggested that this would take a couple of years to recover from. Once the building work is complete and things can start to get back to normal parents and children need to see for themselves the improvements and progress that has been made and will hopefully feedback to others. The noticeboard and out of date

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signage was raised and it was confirmed that this was due to be rectified soon. **ACa to action.**

5.1.3 The updates in relation to the other Critical Issues were deemed confidential and will be contained in separate Confidential Minutes.

5.2. **Key Priorities** - ACa stated that the key priorities for 2018/19 included the development of strong links between the 3 schools. It was confirmed that Target Tracker training was complete and the accuracy of assessments was to continue to be increased. **ACa to action.**

5.2.1 **Behaviour** – Sue Byron (TSPT – Behaviour Outreach Worker) will be based at Leasons for 2 days a week from September. The school aim to put processes in place to complement Good to be Green that will focus on the positives for all children. Consideration is needed in relation to the use of Class Dojo or House points. GS added that at Midfield the children in KS2 have a lanyard and are awarded badges to attach to it based on good behavior points, this along with other reward options will be considered. ACa added that she wished to introduce enrichment activities as rewards to complement the core curriculum. Good to be green needs to be further embedded with a focus on the positives. **ACa to feedback to GB.**

5.2.3 **A governor raised** concern at the incidents presented on the Behaviour Report and enquired as to how this could be progressed. It was suggested that when the rewards are put in place they should start to turn the negatives around. It was also explained that the red cards were used more consistently in the Spring Term. It was stated that it should be celebrated that Years 4 and 6 had seen a reduction in the number of red cards. The appointment of the class teacher in Year 6 was sited as having made a huge positive impact on the behavior, the quality of teaching has had a significant impact due to the respect that the children have for their teacher. It was also stated that the behavior report does not show the rewards that have been earned and therefore only shows one side of the picture.

5.2.4 **EYFS** – The furniture and resources being added to this area will enhance learning and the SLT are confident that priority will be met. ACa reported that she had a positive meeting with the new reception parents and had explained the new learning environment.

5.3. **Data Update** - AS had circulated data reports prior to the meeting. The phonics target had been 86% and was 67%. A huge boy/girl gap was identified and only 3 boys passing in one class. Some signs of dyslexia had been identified during the testing and had been referred to Senco to monitor and address. 4 children had narrowly missed the pass mark. It was stated that the parents need to be engaged more as the lack of reading at home has a significant impact. More presence of reading was suggested and also the incorporation of reading at home in reward systems.

5.3.1 **SATs Results**

DA confirmed as Disadvantaged. Targets were based on previous attainment, there are queries as to the accuracy of the result from the end of KS1. A boy heavy cohort (19/11). In was stated that in January the children did not understand the terms relating to SPaG (Spelling, Punctuation & Grammar) but had learned in a very short space of time. The results are significantly lower than average. Two thirds of the cohort are disadvantaged, 3 did not

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take the SATs. **A governor queried** the likelihood of another Ofsted visit following these results. It was agreed that this was a possibility but also that they may see the change of leadership on the school website and allow the school time to progress before another inspection.

5.4 Contextual Data

JW stated that this was still work in progress as the data circulated prior to the meeting was not in the format that he believed had been discussed. He added that comments against the data are very important to provide explanations for those not involved with the day to day detail. He hopes that the document will become a working document for governors and will cover all areas of data for all aspects of the school. **JW/ACa to Action**

5.5 Equality Objectives

JO stated that she had a good visit with EB and they had discussed the Equalities Policy and Equalities Act. EB's report was confirmed to be a fair view of the areas for focus.

6. Health & Safety

DA's report was circulated prior to the meeting for which she was thanked. She added that the Health & Safety Risk Assessments would be carried out again in September.

7. Safeguarding

JO provided a Safeguarding Update which was circulated. It was also confirmed that the Safeguarding Information for Visitors had been updated. LB (Family Worker) is to attend Safeguarding Training in September and has been a great addition to the team. (CIN confirmed as standing for Child in Need).

8. GDPR

Governors present were all given a hard copy of the Acceptable Use Agreement and they were signed. These will need to be signed by any governors that were unable to attend this meeting. Encrypted memory sticks were also given to governors who wanted them and again can be requested from SJ for those not in attendance.

9. Policy Reviews

3 had been identified as being due for review this term. The Home School Agreement has been updated by GS in readiness for the new reception intake in September. JO had confirmed that the Safeguarding Information for Visitors was updated. The final one is the Lettings Policy which will be referred to the Resources Committee once consideration of this in line with other Trust schools has been completed. **AC/SJ to action.**

10. A.O.B.

10.1 **OPAL** – An explanation of the Opal programme had been circulated but had not mentioned any costs involved. It was stated that the programme had not currently been approved due to the associated costs. All agreed that the ethos behind the programme was great.

10.2 **Hire of the hall** – A governor stated that the chair of a hall in Petts Wood had offered to pass on any requests that they were unable to accommodate.

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10.3 **Front Office** – It was suggested that the new front entrance was currently looking very bare and that there was no confidentiality for the office staff. This was acknowledged and it was agreed that it will be considered once the other building works were completed and budgets were clearer. **AC to action/feedback.**

10.4 **GS** stated that this would be her last meeting with governors apart from occasional visits. She wished to thank them for both their welcome and support.

10.5 **Year 6 Performance** – Governors were invited to attend the Year 6 performance.

11. Date of Next Meeting

A provisional date of the next meeting was suggested as 19th September, SJ will circulate a calendar of proposed dates for the Autumn term.

12. Confidential Items

A number of items discussed in relation to the critical issues identified in the Head Teacher's Report were deemed confidential and will be contained in separate Confidential Minutes.

The meeting closed at 6pm.

Signed:

Date:.....

Chair of Governors - Leeson's Primary School

Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 21st March 2018 Final unadopted.
Chair's Report to Governors July 2018 (Rev 3)
HT Report July 2018
Safeguarding Leaflet for Visitors
Safeguarding Information Report for Governors Autumn/Summer 2018
Behaviour Log June 2018
Equality Objectives – Governor Visit 18 May 2018
TSPT Equality Action Plan
An Introduction to OPAL report for governors
Sports Prem Plan 2017-2018 Final
Business Continuity Plan March 2018 Final
SEN Update
ON HOLD - Business Plan Sensory Room
Strategic Priorities 2018-19
Year Group Data Summer Term LPS
CPD at Leeson's – Part 3
DA Briefing Note July 2018
Contextual Data 04.07.18
KS2 SATs Results 2018 LPS
LPS Resources Committee Minutes Agreed Unadopted 22.05.18.
LPS Monitoring & Curriculum Minutes Agreed Unadopted 25.01.18.

Documents to be Circulated following the Meeting

Amended GB Minutes 21.03.18 to Chair for signature (addition of MW to attendee list)