

THE SPRING PARTNERSHIP TRUST
Adopted minutes of a meeting of the Governing Body of Leasons Primary School
Held at Leasons Primary School at 7pm on Wednesday 3rd October 2018

Present:

Mr J Walker (Chair)
Miss A Canagasingham (HoS)
Mrs E Bromfield
Mrs H Knowd
Mrs D Anthony
Mr M Wooderson
Mrs N Peto
Rev N Coleman
Mrs L Elliott

In attendance:

Mrs J Brinkley (CEO – TSPT)
Mrs A Simpson (Deputy HT)

Clerk:

Mrs S Johnson

1. Apologies for absence

1.1 JW opened the meeting and welcomed Jo Brinkley from TSPT and Lisa Elliott to her first meeting as a governor of LPS. Apologies were received and accepted from Anita Edmunds.

2. Elect Chair & Vice Chair

2.1 Nominations had been requested in advance of the meeting in relation to the position of Chair. John Walker had nominated himself to stand for re-election but no other nominations had been received. In order to ensure that there were no objections JW left the room and was unanimously voted to stand again as Chair. The same process followed in relation to Vice Chair and EB was unanimously re-elected. **JW voted in as Chair, EB as Vice Chair.**

3. Pecuniary Interests (New Forms)/ Code of Conduct

3.1. Prior to the start of the meeting governors had signed the TSPT Code of Conduct, Acceptable Use Agreement and confirmation that they had read the updated KCSIE Part 1 (2018). New interest declaration forms had also been completed by all governors. JW asked whether any interests declared were significant for the purposes of this meeting, none were raised.

4. Previous Meeting

4.1 All agreed that JW could sign the previous minutes as an accurate record of the meeting held on the 11th July 2018.

4.2. The Matters Arising Report from the last meeting had been circulated with the papers and SJ added the following updates.

4.2.1. **Lockdown** - TSPT are looking into phone systems across the trust and in the meantime AC to request a quote for an additional sound through the current fire alarm system. A governor enquired as to what would happen currently in a lockdown situation, **SJ to enquire.** It was confirmed that no fire drills have been conducted yet this term.

4.2.2. **Pupil voice groups** – Visit report now circulated.

4.2.3. **Negative Publicity** – **SJ** confirmed that she had received an email from Nicky Scrivener of TSPT dated 27.09.18 which confirms that removing negative comments is not easy and the conclusion reached is that encouraging positive comments is more likely to result in the problem being resolved. It was suggested that the PTA could perhaps be approached to post positive reviews. It was confirmed that the opening ceremony of the new building may also be a useful positive opportunity to increase the positive posts.

4.2.4. **Lettings Policy** – TSPT has a lettings policy and each school has an emergency procedure for letting which was circulated prior to the meeting. A governor queried whether

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the capacity stated was for all events and it was confirmed that it was and that parent numbers were considered when invites were sent out in order to not exceed capacity in the hall. **All agreed the letting procedure document.**

4.2.5. **Front Office** - AC had confirmed that chairs and a tv had been added to the front office. It was suggested that children's work, flowers, school logo/motto, trophy cabinet could all be added to the front area to improve it. JB suggested that Nicky Scrivener at TSPT may be able to help. **ACa/AS to action.** The lack of screen to provide privacy for office staff was discussed, JB suggested that TSPT wanted to move away from the screens, it was agreed that confidentiality was an issue for office staff when parents were in the waiting area.

4.2.6. **Meeting Staff** – A governor raised the importance of governors meeting staff as the action to arrange this had not yet been possible. It was suggested that governors attending parents evening was a good way to support staff. The suggestion was also made that governors could be assigned to year groups and would therefore have specific staff contacts.

5. **Chairman's Report - JW's** report was circulated prior to the meeting. He stated that he wished to discuss the critical issues that had been sent to TSPT after the Head of School report. He added that he had meeting scheduled with GS, ACa and JB to discuss the KS2 data as reported by the For Schools Education Services.

JW mentioned that Ben Simpson's funeral had taken place and ACa added that the family had thanked the school for their sensitivity in relation to the funeral arrangements.

JW highlighted the fact that he is hoping to schedule a Governor Day (February) and an "away day" at the end of the academic year. **Action JW/SJ.**

5.1. **Chair's Correspondence/ Complaints**

JW confirmed that a couple previous issues were ongoing but that nothing new had been reported.

5.2. **Trust Update (Inc Training).**

The TSPT Conference was held on the 4th September and was attended by EB and HK. EB added that it been useful and had highlighted the collaboration between the schools.

Training – The Breakfast Meetings were discussed and the issues around attending at 8am, JB suggested that other times could perhaps be considered. Other training options were highlighted and new courses should be available for governors on Educare.

5.3. **Review GB Membership/ Governor Roles**

It was confirmed that Lisa Elliott would now be Safeguarding Governor and Neil Coleman Deputy Safeguarding Governor. MW's term of office expired at the end of September and he agreed to serve for another term, **all agreed**, this will now be confirmed by **TSPT**.

- 5.4. **GB Meeting Schedule** – This document has been circulated and will be circulated again as and when updates are made.

- 5.5. **Committee Reports** – No Committee Meetings have been held since the last governors meeting. It was confirmed that the Monitoring & Curriculum Committee would continue and

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is taking on the actions of the Working Group. The date for the next meeting will be confirmed asap. **Action EB/SJ.**

Due to the reports now provided by the trust it was agreed that Resources Committee matters could be dealt with in Full Governors meetings (with the site walks taking place in advance). In order to reduce the agendas at the Full Governors Meetings and to spread the actions across the terms it was agreed that an additional meeting would be scheduled in February and May. **Action JW/SJ.**

5.6 Governor Visits

It was suggested that key areas need to be highlighted and then monitored during governor visits. JB offered to come and do this with governors. It was also suggested that Pupil Premium Reviews could include governors. Safeguarding visits such as SCR checks also need to be scheduled. **Action JW**

6. Head Teacher's Update - The LPS Evaluation and Development Plan 2018-19 was circulated prior to the meeting. ACa explained that this is a trustwide document which focuses on the schools self-evaluation, identifies things that have been done and the actions needed.

6.1 ACa referred to page 4 – **Leadership & Management** which states that progress should be monitored to allow governors to visit schools and be included in the monitoring process. Governors are to look at areas linked to school improvement plans. The target priorities of the school and the standards aimed for should be clear when monitoring takes place.

6.2 ACa highlighted page 6 – **Personal Development, Behaviour & Welfare** – It is a priority to improve behavior and welfare around the school. Lucia Bernardi (LB)(Family Worker) has made a great start in developing relationships with parents and tackling attendance, she is now the Safeguarding Lead and part of the inclusion team. Behaviour Monitoring is being supported by Sue Byron (SB) from TSPT 2 days a week and she is assisting with ensuring that provisions for children with SEN are being met. TSPT now provides an attendance officer half a day a week who reports to ACa fortnightly. ACa added that she was meeting with a charity called Magic Breakfast who are offering to provide free breakfasts for all children for 4 terms which will potentially benefit both attendance and learning.

6.3 **Key Objectives** page 17. ACa highlighted the need to improve outcomes for all and to provide challenge for all. Target Tracker will be implemented in order to identify the gaps. A PiXL (Partners in Excellence) Lead has been appointed who will look particularly at KS2 where gaps have widened in order to catch this early so that this can be avoided before year 6. Natalie Talbot (NT) is learning how to implement this and ACa is confident that it can be useful as proven in other trust schools (PPG Funded). ACa stated that she is looking closely at year 6 who have an outstanding teacher and 2 skilled TA's. NT (year 4 teacher) is now teaching for 3 mornings a week in year 6. Different abilities are being targeting by the use of split teaching (4 ways). A new recruitment has been made for a year 4 teacher to cover the 3 days where NT is released to add capacity to Year 6.

6.4 ACa highlighted writing in disadvantaged boys as a key area and suggested that different approaches are needed to extend writing across the curriculum. She added that she would be looking at the core curriculum and for more opportunities for writing in boy related topics

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and in the use of forest school etc. **A governor enquired** as to whether ACa had the time for this and it was suggested that the collaboration with others schools is beneficial, for example Midfield where the curriculum is established. JB added that the Ofsted framework was due to be changing in 2019 and highlights the need for knowledge retention across the year groups and the need for core knowledge. The need for progression of knowledge is important. In the meantime it was agreed that the planning already done at Midfield can be taken on by LPS staff. ACa confirmed that she had a meeting with Midfield scheduled. **A governor enquired** as to how staff would react to this, to which ACa responded by stating that she hoped that the staff can see her vision and that she will speak to staff about the value of collaboration in the improvements needed. The best practice from across the whole trust (not just Midfield) can be used to improve LPS. She added that other schools have come to look at the Early Years provision at LPS and so the collaboration is starting to work both ways.

6.5 Reviewing Behaviour & Other things that have been implemented.

ACa stated that Good to be Green is not working for all. The proposed enrichment clubs have been launched and will be aligned with Good to be Green. A staff meeting is to be held with SB and ACa wishes to gather the thoughts of the staff and their views of what can be improved.

6.6 A governor raised the issue of staff time in relation to implementing everything mentioned. ACa stated that it is all about priorities. JB stated that teachers do not receive any training on behaviour. All behaviour means something and we need to create an environment where all children feel happy and thrive. Need to understand why Good to be Green is not effective for all and the impact that has on the class and its learning.

6.7 OPAL (Outdoor Play And Learning) – **A governor enquired** as to whether this was underway. It was suggested that it would now be after Christmas. A visit had been carried out in order to assess what was needed and to identify the site for the shed to be located.

6.8 Early Years – Remains a key priority. AS confirmed that the environment for the provision is now right and that the children are engaged. Clear systems are in place and the team is working well. Currently 44 children.

6.9 ACa stated that she has kept a high profile by walking around the school and that she has been impressed with the quality of working, calm atmosphere and the quality of work in books. She is confident that she has good teachers (elements of outstanding) to build on. The staffing capacity needs to be added to in order to deal with the behaviour issues but this is being targeted with staff supported by SB.

6.10 Staffing – A governor enquired as to whether staff were now in place for the whole year in early years as one had been a trainee. It was confirmed that a year 3 teacher was still needed. A part time teacher has also been recruited. ACa confirmed that she would issue a staffing update for governors. **Action ACa.**

6.11 A governor enquired as to what the governors could do to support writing and whether they could see attainment raising and how PiXL was working. JB suggested that governors should ask questions about what has been done and ask to see evidence to show the impact

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and how it can be seen. **Governors raised concern** in relation to disturbing classrooms but it was confirmed that visits do not necessarily need to involve going into classrooms. It was suggested that governors could follow a particular year group or class and measure progress across the same cohort. Governors could be involved in the half termly progress reviews of pupils and would feel more involved in the school and therefore how they can monitor improvements. Governors were asked to send ideas to ACa in relation to possibly attending pupil review meetings or observing ACa's meetings with teachers in the last week of half term. **Action ACa/GS/All governors**

- 6.12 **Summary** – In summary ACa stated that staff meetings are useful and she is developing the relationship with her staff. The focus is on PiXL to allow measurable improvement and on writing in disadvantaged boys. She added that she appreciated external people (e.g. governors) asking "daft" questions as it leads to healthy dialogue with staff about areas they may not have considered. JB suggested that areas for governor training could include what to look for and how to look for it. It was also noted that training for staff on the role the governors play would be useful too. **Action ACa/TSPT**
- 6.13 **PPG/Sports Premium** – Documents were circulated prior to the meeting. JW stated that he wished to be more involved with the detail in order to gain confidence following the query of the spending raised by the external report. JW requested further explanation and it was suggested that attending pupil review meetings would enable governors to see the impact directly. **A governor** stated that it takes time to measure impact. ACa confirmed that they are currently assessing reading age in years 2 and 6 which will then be measured on Target Tracker at the end of each term. It was suggested that the reports from Target Tracker could be provided to governors in the future to show progress and attainment as data is added throughout the year. **Action ACa.** It was added that the reports would also be consolidated across the trust. **A governor enquired** whether the Head of school was responsible for the spend or the trust and suggested that there was a need for some transparency. A query was raised as to why £132k was spend of £164k available and where the excess was. It was confirmed that this was due to lack of understanding and that the excess had been carried over and would now be spent.
- 6.14 **Critical Issues** – JW wished to clarify where things stood in relation to the ongoing issues that had been highlighted to the trust previously.
- **Staffing** – It was confirmed that this is a problem throughout the trust and still needs to be addressed. AS is teaching which impacts on the leadership but it was agreed that this would continue until a suitable replacement was found. Overall 1.5-2 teaching staff short currently but will only be resolved if the right staff are found. It was suggested that things could perhaps be alleviated by drawing on reserves across the trust. Jo O'Leary could perhaps add capacity for one day a week in relation to SENCO/Behaviour. **A governor raised concern** in relation to the pressure on the SLT as it is not able to function as it should. It was confirmed however that teaching issues were a national problem. GS is spending 2 days a week at LPS, as is SB. It was suggested that it was not good for the children to have staff changes, ACa to report to the next meeting the impact of any changes. **Action ACa.** **A governor enquired** as to what the trust was doing to support ACa to which ACa responded by stating that she appreciated the support of the governors and the trust and that she knows it will be a tricky year but that she is aware that the support is

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there. JB added that the trust can offer support in relation to recruitment and **HR should be chased** in relation to that. ACa suggested that although there is a plan in place external barriers may need to be overcome but they should not affect the children.

A governor enquired as to whether succession planning for the future would be possible however it was suggested that this was not easy and that as standards increase and the expectations of staff increase it may be that some existing staff may leave.

- **Challenging Behaviour** – Aca confirmed that this had been the subject of staff meetings, the enrichment clubs had been launched, SB is providing support and a 1:1 staff member had been secured for a particular pupil. Progress is being made in this area. A better understanding has also meant that early interventions are being used to ensure that problems do not progress through the school. The curriculum being established should also have a positive effect on behaviour.
- **Demoralised staff** – Aca confirmed that the staff team is evolving and those that were not onboard have already moved on. She stated that it feels like a different team and some may not like the changes ahead but ACa is being transparent with the staff. They understand the vision and ACa feels supported by them, communication is important. The staff have been working very hard and the behaviour issues may have had an impact on staff which is why it continues to be a key priority. **A governor queried** whether Year 6 had taken a previous SATs paper as it had been suggested that Year 6 cohorts across the trust would take the same paper. ACa confirmed this had already taken place.

7. Health & Safety

DA confirmed that she had carried out a Health & Safety visit with Ann Cluett (AC) and Jim Champion (JCh) on the 21st September and had planned to do a dip sample. In view of the new building they decide to look at everything. All items raised were already included on a snagging list. All the corridors were clear. All previously identified risks were revisited and all were signed off. It was noted that a fire evacuation had not taken place. Co2 sensors were identified as being required in the rest of the school and it was suggested that these could be part of a CIF bid. **Action AC.** DA is to attend a H&S audit with the trust on 16th November.

Road safety update – New restrictions in place (Well done DA) were agreed to be making things safer for the children. The two gates and the zig zags also help. Parking enforcement issues still a problem, it was mentioned that enforcement officers have been attending but often before the parents arrived and so then the parents saw them before parking where they shouldn't (that day!).

8. Safeguarding

LE and NC had met with LB (Safeguarding Lead) who has a good relationship with many families. An incident that had occurred had resulted in a very positive response and effective measures had been taken immediately. **A governor raised concern** in relation to the access from the playground to the car park, LE agreed to look at this during the safeguarding audit scheduled for the 10th October. (*Post meeting note – Audit postponed – **TSPT to reschedule***).

9. GDPR

Governors were reminded to no longer use personal email addresses and that all emails should now be sent to and from and to lgfl accounts. **A governor highlighted** a breach in relation to an email sent to him at a previous employer, it was confirmed that all personal email addresses should be deleted from contacts in order to avoid this happening.

10. Policy Reviews

Prior to the meeting SJ had identified 4 school level policies that were due for review in the Autumn term 2018 (E-Safety, Looked after children, Safeguarding & Child Protection & Pupil Premium). ACa confirmed that 3 of these had been reviewed without change (review dates updated) and that the Safeguarding & Child protection policy had been updated with a couple of attendance related points. Governors were asked if there were happy to accept the changes deemed necessary, **all agreed.**

11. A.O.B.

CPD – AS circulated an update which confirmed the training that had taken place in meetings with staff as well as specific courses attended by individuals. SJ requested that the document be emailed to be added to the documents on the website for this meeting.

Action AS.

1st Aid Documents – It was confirmed that the 1st Aid documents circulated to governors had not been discussed in this meeting as the school needed to carry out an audit first before these could be completed and applied. **Action AC.**

Visitors Safeguarding Leaflets – It was confirmed that these have now been updated.

12. Date of Next Meeting

The next Full governors meeting will be held on the 17th December at 7pm.

13. Confidential Items

None

The meeting closed at 9.30pm.

Signed:

Date:.....

Chair of Governors - Leeson's Primary School

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Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 11th July 2018 Final unadopted.
Chair's Report to Governors October 2018
Leeson's KS2 Report 2018/19 V2 VA 2018
Leeson's KS2 Independent Expert Analysis 02.08.18.
GB & Trust Meetings 2018-19
Updated LPS Evaluation & Development Plan 2018-19
First Aid Guidance for Schools
Completed First Aid Risk EXAMPLE
General First Aid Risk Assessment Form
Lettings Emergency Procedures re lettings (1)
PE Sports Grant Funding Impact Report 2017-18
Pupil Premium Funding 2018-19 TBC
PPG Impact Report 2017-18
PPG Strategy Plan 2018-19

Documents Circulated at the Meeting

Continued Professional Development (CPD) Autumn 1 2018

Documents to be Circulated following the Meeting

Staffing Update