

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 Monday 17th December 2018

Present:

Mr J Walker (Chair)
Mrs A Simpson (Acting Head)
Mrs E Bromfield
Mrs D Anthony
Mrs H Knowd
Mr M Wooderson
Rev N Coleman
Mrs L Elliott

In attendance:

Mrs G Sesli (Executive Head)
Mrs S Burdett (SENCo/ KS1 Lead)
Miss N Talbot (Acting Deputy Head)

Mr Clive Lees (TSPT) – 8pm-8.45pm

Clerk:

Mrs S Johnson

1. Apologies for absence

1.1 JW opened the meeting and welcomed everyone. Apologies had been received and accepted from Lucia Bernardi who is welcomed to the role of staff governor. JW confirmed that Natasha Peto is no longer a governor as her term has come to an end as a parent governor (thanks to her for all her involvement). An election for a new parent governor is to be held in the new year. (*Lisa Elliott will stand.*)

2. Pecuniary Interests

2.1. JW enquired as to whether any new interests needed to be noted and none were raised.

3. Previous Meeting

3.1 The minutes of the previous meeting had been circulated and **all agreed** that JW could sign the minutes as an accurate record of the meeting held on the 3rd October 2018 when they will then become available on the school website.

3.2. The Matters Arising Report was updated following the last meeting (and circulated). The following matters were raised:

3.2.1. **Fire Drill/ Compass Report** – Documents had been circulated prior to the meeting. JW stated that a lot needed to be done, and all agreed. It was confirmed that the report had been used to formulate a CIF Bid which has been submitted, the outcome of which is expected around Easter. **A governor** enquired as to who was responsible for the “house keeping” type actions that had been raised as top priority by the report and raised concern about them being actioned, some of which needed to be done within a month. It was confirmed that all actions were in hand with more urgent ones prioritized. Ann Cluett is responsible for the in-house actions being completed. **A governor** raised a query as to the issue of the length of the corridor in the new build and whether this was down to the design or whether the building regulations had not been complied with. **(AC)**

3.2.2. **Lockdown** – An updated Lockdown procedure had been circulated prior to the meeting for approval. Front office staff had raised issues in relation to their safety with JW and following discussion it was agreed that the policy should be approved but with concerns that should be followed up. **(AC)**

3.2.3. **Parents Evenings** – Governors did not attend the last parents evening due to insufficient notice. It was suggested that their attendance should be considered for the next parents

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 Monday 17th December 2018

evenings at the end of March and that powerpoint information/slides should be presented in the main hall during the evening.

3.2.4. **CIF Bid** – Covered above. SJ added that an update had also been provided (from notes of site team meeting) in relation the CO2 monitors that had been queried at the last meeting. A number of plug in monitors will be provided per school with a rota to ensure that all classrooms etc are tested (perhaps for a week at a time). It was also added that staff should be encouraged to ventilate classrooms as much as possible (especially at break/lunch times).

3.2.5. **Office Area Décor** – It was confirmed that a number of things were in progress in relation to the front office. A welcome mat, tv screen and photo display board are to be ordered and Art Solutions are booked for February. The issue of the **Ground Clearance** was also raised. **A governor** confirmed that a Forest School clearance session had been held and more were planned. Ann Cluett is obtaining quotes for clearing contractors to do the initial work to clear the site and the sensory garden in order for maintenance to be more manageable going forward.

4. **Chairman's Report**

The report had been circulated prior to the meeting and comments were requested. JW added that he hoped his report outlined what had been going on and how the governors are onboard and working hard to support the school.

4.1. **Committee/ Meeting Reports –**

JW stated that the PPR (Pupil Performance Review) Meetings had been a useful insight into how the school is run. They provided information on how progress is monitored, the cohort of the class and problem areas tabled by the teacher. All the class reports will now be provided to governors. Governors attending the meetings only listen and their attendance was suggested to be a useful tool should Ofsted ask how governors are aware of how progress is monitored. **A governor** raised the fact that the staff may not have been made aware that governors were to attend the PPR meetings and that in future it would be beneficial to notify staff that they were to attend (and to outline their role).

JW stated that a **Pupil Support Committee** was planned to focus on vulnerable groups within the school. **LE agreed** to chair these meetings which would be held termly in advance of the full GB meetings in order to report back. **(LE/SJ)**

EB is to chair a **Curriculum Review Committee**. As TSPT now as a significant influence on the core curriculum this committee will focus on the other areas. The committee aims to initially find out what other areas are covered by the school and how much they are being developed. It is planned that the committee will monitor all non core areas of the curriculum. They will also look at SMSC across the school and curriculum. **(EB/SJ)**

MW will hold **Resources Review Meetings** to look at the data provided by TSPT, the allocation of Pupil Premium etc. **MW** and Ann Cluett will analyse where funds are going and how they are accounted for. They will look at expenditure and impacts and also who money is spent with and the service levels provided. **(MW)**. The new caretaker will attend as necessary.

4.2. **Governor Training** – An insight day for governors had been planned but the timing had not been deemed appropriate due to staff absence and therefore it was cancelled. JW

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 Monday 17th December 2018

requested that governors consider the Nga 20 questions for governors (circulated with these minutes). An annual review of the governing body should be carried out, JW added that the attitude and capability of the Leasons body was not in question. The idea of a SWOT analysis was raised and will be considered. JW suggested that the format for working with the Senior Leadership without duplication was progressing with the PPR Meetings being attended and with JW holding regular meetings with the Head of School (notes of which were circulated prior to this meeting).

- 4.2.1. **Leasons Action Plan** – This was circulated prior to the meeting, and as a working document it has been subsequently updated. **JW** stated that these plans show a significant step forward in how critical areas are identified for improvement and the actions required to rectify them. **EB** added that representatives from TSPT are involved and revert back information to the trust.
- 4.3. **Governor Visits** – A governor visit report was circulated prior to the meeting following the attendance of JW and EB at the PPR Meetings on the 15th November 2018. JW added that he hoped for a governor to take responsibility for a class/ or two and to monitor them through the year. PPR reports will be provided and could then be supplemented by termly visits to observe the class. It was suggested that a checklist could be provided as to what to look for and would be an opportunity to talk to staff and explain the governor's role. **(JW)**

It was reiterated that staff need to understand the governor's role. It was suggested that a short slot be provided in a staff meeting or inset day for governors to introduce themselves and explain their roles. It was agreed that the sensitivity of staff needs to be considered as to when this would be appropriate.

- 4.4. **FARCO/ACC Minutes from TSPT**
MW had received the minutes prior to this meeting and was asked to provide a summary of the main areas. Any spend over £20k is now to go directly to FARCO prior to being put before the TSPT board. They are monitoring the reserves as they are going down. Pay awards for 2019/20 have been approved by TSPT. Procurement savings are being looked for over the coming months and they are hoping to achieve better deals and to put SLA's (Service Level Agreements) in place. In analyzing risk, IT issues and budgeting have been highlighted as having impacts on the teaching and learning at individual schools. TSPT are clamping down on unauthorized expenditures.

5. Head Teacher's Update (*SB updated the meeting re SEN first prior to leaving*).

- 5.1. **SEN – SB** confirmed that the school was now fully compliant since the last meeting following a check by the local authority and an audit of the SEN files was complete. 37 children are currently on the register (diagnosed) which is significant as the average is 12 children per school. Funding is the biggest issue going forward and the priority is applying for funding where possible.

8pm – Clive Lees (CL) joined the meeting

- 5.1.2. **SB** stated that Speech and Language support is provided twice a week and reception classes have now been screened to identify any further requirements. Provision is currently in place

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 Monday 17th December 2018

which it is hoped will be reduced over time. Parents are notified when children are to attend Lighthouse or the nurture room and their permission is requested. If counselling is provided the parents also meet the counsellors.

CL enquired in relation to the 17 children identified as not registered for PPG. **SB** stated that the number keeps changing but also that **LB** has been encouraging families to register and that the dynamics are gradually changing. 82 children across the school are receiving some form of support, some of which is provided through pupil premium. The aim is that every year group will receive some lighthouse support so that it becomes familiar to the children. **A governor** enquired as to how the 82 that had not got diagnoses were supported. In reply **SB** explained that the support may be in the form of 1to1 support, extra visuals in classes, now & next boards etc. She added that support that does not cost anything is often in place and that not all the children will be permanently on the SEN register. **SB** stated that the impact on others needs to be managed. The cost implications related to 1 to 1 support is that the school needs to spend £6k prior to applying for funding. **JW** enquired as to whether the trust had money available for this to which **CL** replied by confirming that all the money is in the schools budget. **A governor** enquired as to whether the finances were split in relation to the number of children with SEN needs. **CL** will revert.

5.1.3. **SB** stated that she is seeing results. They are now aware of what needs to be done. Some progress is hard to monitor but SDQ's (*Strengths, Difficulties questionnaire*) and profiles are used to show progress of interventions. **SB** aims to provide measures of the impact of the interventions at the next meeting. **A governor** enquired as to what happens if a parent does not agree to a proposed intervention. **SB** confirmed that a pastoral support plan is put in place to support the child as much as possible. She added that schools need to acknowledge the enormous issue of mental health in conjunction with the curriculum.

JW thanked **SB** for her hard work and her feedback to the meeting and she left.

5.2 **Head Teacher's Report**

5.2.1. **AS** had circulated her report prior to the meeting. **JW** thanked her for an extremely useful and informative report. **AS** stated that despite the self-evaluation in the report she is confident that the SLT can turn things around and added how frustrating recent events had been. She confirmed that the current interim leadership was as follows:

Anne Simpson – Acting Head of School

Natalie Talbot – Acting Deputy Head

Gulcin Sesli – Executive Head (Currently in school every day)

She stated that following the recent changes to the running of the school the staff and pupils need to be made to feel secure. **A governor** raised the recent issue of staff attendance and enquired as to whether a return to work policy was in place. It was confirmed that a return to work policy was in place and that even after one days absence a member of staff would attend a return to work meeting with the Head of School. It was added that if a member of staff was off work with stress that they would be referred to Occupational Health for additional support. The question was asked as to whether stress was affecting the teaching and learning in the school and it was agreed that stability had to be generated from the senior leadership team. **GS** added that she had recently offered the staff "drop-in" sessions with her and that many had responded. It was stated that many questions cannot currently be answered but the SLT are doing everything that they can. Following the actions meeting

THE SPRING PARTNERSHIP TRUST
Adopted minutes of a meeting of the Governing Body of Leeson's Primary School
Held at Leeson's Primary School at 7pm on Monday 17th December 2018

two weeks ago a number of changes have already been implemented. The SLT are mindful of their duty of care to both pupils and staff.

5.3. **Staffing Update/ Training** – It was confirmed that several successful recruitments had been made. A part-time teacher and 2 TA's for EYFS were due to start in January. A year 1 job share has been agreed. NT is now out of class in order to fulfil her DHT role. **A governor** enquired as to whether TA's were used to cover classes when a teacher was unavailable. It was confirmed that only HLTA's would cover classes if required. It was added that Jo Brinkley had been very supportive to the school and that it was reassuring to have the good working relationships that are now in place within the trust.

5.3.1. **A governor** enquired as to whether the Challenge Partners (CP) Review scheduled for the end of January could be postponed in view of the staffing issues at Leeson's. It was suggested that the previous CP report had not added anything but added some stress for staff. Following discussion it was agreed that it is useful for quality assurance and being members of CP allows staff to visit other schools which is extremely useful development training. The danger of not seeing what is in your own school every day was tabled and that external review by others can be very beneficial. **CL** added that they would try and press CP for something more forensic in detail that may not be seen in the report. It was agreed that the interpretation of the reports depend significantly on the reviewer.

5.4. **Trust Update**

CL wished to thank everyone for their involvement at Leeson's and also to provide an update. He stated that any previously mentioned expansion would not be immediate as the previous options were no longer available. No primary schools were left under Bromley and having hubs in other areas was no longer encouraged. **JB & CL** have been attending conferences to get TSPT better known.

In the last six months people across the trust have got to know each other better have started to work together resulting in a more cohesive structure. The OPAL scheme is now starting throughout the schools, with the difficulties at one school being resolved. The ACC now has a new chair.

IT – Leeson's has not had a lot of investment in IT and there is a now new strategy for spending which includes new servers in all schools. The aim is also to move to google docs throughout the trust.

The Leeson's staff well-being survey is to be repeated and there will be regular staff meetings.

Lettings – Sheila Cook at the trust is responsible for letting strategies. Staffing of before and after school clubs is to be reviewed so that it is fair for all staff.

A governor enquired as to whether Behaviour Training has been carried out to fill gaps highlighted at the last meeting. **CL** stated there was trust wide behavior training for NQT's and that Behaviour Management is included. TA training is also to include behavior training.

8.45pm – CL left the meeting.

5.5. **A governor** mentioned that it was disappointing to see in the HT Report that Friends of Leeson's (FOL) had "not been very active" when they had arranged a Christmas disco, a winter wonderland and had also organized regular donations from families. **AS** apologized

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 Monday 17th December 2018

and explained that she meant that she wanted FOL to work with the school and that barriers needed to be removed so that they could collaborate.

- 5.6. **Behaviour – AS** confirmed that the Behaviour Policy had been revised and was circulated prior to the meeting. The HT Report shows examples of reports that could be generated from SIMS (Schools Information Management System) which is currently under used. It is planned that from January behavior incidents will be recorded on SIMS. Good to be Green has been extended to include positive behaviors. The clubs were time consuming to organize, and other options are being implemented. Pupil voice has been restarted and includes two children from each class.
- 6. Heath & Safety** – Report circulated prior to the meeting.
- 6.1. **DA** confirmed that the crossing patrol is working well although the car parking problems have moved further along the road and parents are parking on the grass verge. Policing is required in order prevent parking on the zig zags where the new gate will be (not yet) in use. **AS** suggested that she added the issues to our online travel plan which then creates a hot spot and is more likely for a visit from LBB for this to be reviewed.
- 6.2. **DA** raised concern that some issues raised in the fire report had been highlighted previously and had not been actioned and queried who has the authority to do anything about the issues. It was suggested that this should be reviewed once the new caretaker was recruited. **(MW)**
- 7. Safeguarding – Lucia Bernardi (LB)** is the safeguarding lead and has had an immediate impact with parents, children and staff. She is not afraid to ask challenging questions and also works well with Sheree Dargavel (TSPT Attendance Officer). **LE** confirmed that she and **NC** are meeting with **LB** termly. **LE** needs safeguarding training.
- 8. GDPR** – The audit report circulated prior to the meeting raised a number of issues most of which are quick fixes which AC is implementing. Staff need to highlight where the GDPR rules are not being followed.
- 9. Policy Reviews** – The new Behaviour Policy and the Business Continuity Plan both require approval by governors – **All agreed.**
- 10. A.O.B.**
Lettings – The opportunities for lettings was raised and it was suggested that this would be dependent on the newly recruited caretaker and his willingness to stay beyond school time. Other resources will have to be used if income from lettings becomes a reality.
Targets – Hard Copy Circulated.
Nursery – It was confirmed that the planned opening is now September 2019.
Communication – It was requested that governors be notified of all school events.
School address – An issue was raised with the schools postcode as shown on google. This was double checked at the meeting and confirmed that this has now been corrected.
- 11. Date of Next Meeting** – The next meeting is scheduled for 8th February 2019 during the school day.

THE SPRING PARTNERSHIP TRUST
Adopted minutes of a meeting of the Governing Body of Leeson's Primary School
Held at Leeson's Primary School at 7pm on Monday 17th December 2018

12. Confidential Items – None.

The meeting closed at 9.20pm.

Signed:

Date:.....

Chair of Governors - Leeson's Primary School

Documents Circulated Prior to the Meeting

Minutes of the GB Meeting held on the 3rd October 2018 Final unadopted.

Matters Arising Report 17.12.18.

Fire Drill Report 19.11.18.

Compass Risk Assessment Oct 2018

HS Fire Risk Report 2018

LPS Lockdown Procedures Jan2018 (Updated)

Chair's Report to Governors December 2018

PPR Governor Visit Form November 2018

LPS Urgent Actions Nov 2018

LGB Chair Meeting with HOS 03.12.18.

LPS HT Report

Leeson's Positive Behaviour and Anti Bullying Policy

SEN Update – 17.12.18.

SEN Compliance Health Check

Safeguarding Report

DP Audit May 2018

Business Continuity Report Dec 2018

Documents Circulated at the Meeting

Targets

Documents to be Circulated following the Meeting

NGA 20 Questions