

**CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
LEADERSHIP AND MANAGEMENT COMMITTEE**

Minutes of the meeting held on Thursday 21 October 2021 at 6.30 pm

PRESENT: Sarah Perrigo (Chair) Nicholas Sykes (Headteacher)
Bobbie Gresser Eric Roussounis
Cllr Mohammed Rafique Amy Sanderson
Emma Wilson

IN ATTENDANCE: David Harris – School Business Manager
Amanda Jahdi - Clerk (Governor Support Service)

1.00	APOLOGIES AND MEMBERSHIP MATTERS	ACTION
1.01	There were no apologies for absence as all committee members were present.	
2.00	DECLARATIONS OF INTEREST	
2,01	There were no new declarations of interest applicable to the agenda items.	
3.00	ELECT A COMMITTEE CHAIR	
3.01	It had been agreed at the last governing board meeting that S Perrigo would chair the Leadership and Management Committee meeting.	
4.00	MINUTES OF THE LAST MEETING	
4.01	Resolved: <ul style="list-style-type: none">• That the minutes of the meeting held on 5 May 2021 be approved as a correct record• That the Chair be authorised to sign the minutes.	
5.00	MATTERS ARISING	
5.01	Minute 3.05 - Finance and virements update - SEND provision <p>The Headteacher reported that he had heard from K Quayle from SENSAP that the SEND provision across the city had been reviewed and Chapel Allerton had not been selected as a school to develop additional provision at. It had been decided not to go ahead with the provision as the school would be in danger of being oversubscribed. There is the potential to use the space for 2-year-old provision, but it would not be special needs. There are also alternative uses the school could find for the space.</p>	
5.02	Minute 5.04 – School budget: playground resurfacing <p>D Harris reported that the bottom playground had been partially resurfaced with 2 new coloured, safer surface zones.</p>	
5.03	Minute 7.13 – GDPR <p>It was confirmed that the governor with responsibility for GDPR was A Sanderson.</p>	

6.00 FINANCE UPDATE INCLUDING THE MID-YEAR BUDGET REVIEW

6.01 The Headteacher informed governors that Chapel Allerton has a new Finance officer. Under the new arrangements, the school must do more preparatory work on the budget and the meeting with the Finance Officer was shorter. At present, they are not attending governing board meetings. D Harris went through the budget variations.

6.02 Staffing

6.2.1 This term there is an additional cost for an extra part time teacher due to a cancer diagnosis for another colleague. The SEND HLTA is due to go on maternity leave. She has been very successful in applying for EHCPs and will be replaced by a member of staff working in Foundation 1, also with SEND experience. However, this has resulted in an increase in cost.

6.2.2 There have been a few variances due to pay rises. There had been a miscoding in 'other staff salaries' but this has been resolved resulting in a decrease in the budget heading.

6.2.3 A governor asked if the school had a full complement of lunchtime staff. The Headteacher explained there were still two people short. There has been some interest and there is a permanent advert out. Lunchtimes are being well managed and the zonings have helped but there is still a shortage of staff.

A governor asked if this impacts on behaviour. The Headteacher said staffing was very tight and it was difficult to cover if someone was off. The odd day can be managed but it can be difficult to reorganise staffing if a member of staff is off for more than one day during the week. D Harris added that the school had invested in a course for older pupils to deliver and lead structured games. They will be out in the playground to provide sessions for the younger children twice a week.

6.03 Catering expenditure has gone up due to an increase in the number of school meals. A large number of F1 and F2 children are on universal free school meals. The Headteacher added that more children in years 5 and 6 have not gone back to school meals post-pandemic so numbers have gone down from 2019 levels.

A governor asked if expenditure was fixed or varies with the figures. The Headteacher explained that it is not a concern as much the money goes into the budget and back out, and they are good value. Free school meal vouchers are included in the figures as well, these will carry on during half term and the Christmas holidays.

6.04 The cost for PE Partners has increased due to additional funded holiday activities, income goes into pupil premium fund to cover this cost. There are also additional music services. Part of the vision and values was to enrich the curriculum and there are now

2 providers delivering music within the school and 50% of this cost is funded by Artforms Leeds. The spending is the same as last year but there is double the provision. This is funded through Arts funding and has been well received by the children.

In response to a question from governors about whether the staff are being trained, the Headteacher said they were involved in the sessions.

- 6.05 The school has benefited from additional funding for SEND top up which is in Appendix C of the papers. One child left to go to a school with resourced provision. At Parklands Primary School they have provision with a range of needs at the end of Year 1. Liaison visits took place and it has been a successful move.
- 6.06 There is an increase in Early Years for Nursery. Numbers have increased after Covid and it is full from January for 3 years plus children.
- 6.07 There has been an increase in Pupil Premium funding which also includes the tutoring and catch-up funding. Number wise, figures have gone down but there is additional funding. A member of staff who attended a recent training and awareness session mentioned that the school could claim funding if a child had been in care through their school career. The school can claim additional funding which has missed the budget for this year but school will get the funding in future years.
- 6.08 Government grants include nursery pay and pension grant
- 6.09 Private lettings have increased after Covid. A new prenatal class will soon be starting. £35,000-£37,000 per year is being projected.
- 6.10 A governor asked if there were any concerns about the increase in utility costs. D Harris commented that they had raised this with finance but with all schools they have only built in a 3% increase but nothing more is known as yet. It was noted that the increase could be as much as 40%.
- 6.11 A governor asked what the predictions were for when the bulge cohort leaves. The Headteacher explained that the figures take that into account as the children go through the school. The school is in a strong position at present but numbers need to be monitored. Currently there are some temporary teachers and 5 teaching assistants on temporary contracts but most of them have been kept on. There will be one less teacher and one less teaching assistant needed in 20 months' time so that will need to be managed. There is flexibility in the number of teaching assistants, if a teacher leaves, the question will be if they are replaced. The birth figures show a reduction in births in the coming years, there are also migration figures to consider but these are hard to predict.

6.12 **School Fund**

6.12.1 The Headteacher mentioned the school fund report in Appendix B. This account is generally for visits and school uniform, and charity raising of donations will also go in the fund. At present there is £1200. There is a possibility theatre groups might be paid for from this account.

6.12.2 A governor asked if the fund could be used for children who cannot pay for educational visits and how easy was it to access. The Headteacher said it was used for families who found it difficult to pay. The staff know the parents and would approach them and ask for a percentage contribution but tell them the school will help them so no child would miss out.

6.12.3 A governor asked it is was possible to ask the parents who could afford it to pay more. The Headteacher explained that some schools use the Pupil Premium funding to pay the whole fee for all PP children and this is something Governors may wish to consider.

6.12.4 Governors were informed that school Fund would be audited.

7.00 MONITOR THE IMPACT OF GOVERNMENT GRANT FUNDING

7.01 Governors were informed that brief reports on Covid Catch up and SEND top up funding were included in Appendix C, and the Pupil Premium and Sport funding reports had been circulated.

7.02 Covid catch up had funded a part time teacher and a teaching assistant for invention work. This year, a teaching assistant has a roving brief across KS1.

7.03 The school has received over £93,000k for SEND in total. Two children left in the summer but there might be more children in need of funding.

7.04 It is difficult to show the impact of Pupil Premium funding as there is not the usual data. £20,000 has been spent from the Sports funding on coaches.

7.05 Questions from governors:

7.5.1 A governor asked if there was consistency in how the funding was used. The Headteacher explained that some Pupil Premium funding was spent on the Cluster from which the school has benefited. From a recent analysis, the school got back more than was invested. The range of services can be looked at by the Pupil Support Committee. The majority of pupils needing Cluster support will be disadvantaged.

7.5.2 A governor asked how they would know how effective the work was. The Headteacher explained the children were assessed for a baseline before the intervention.

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7.5.3 A governor asked how long the school will receive the catch-up funding. The Headteacher said just over £15,000 had been received this year and it is tapering down over the next few years. It was projected to drop this year but it has not dropped as the tutor funding is on top.

8.00 SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

8.01 D Harris reported that some actions have been done in part. Benchmarking is completed as part of the SFVS.

9.00 POLICIES TO APPROVE

9.01 The policies on the agenda were not due to review. There were no other policies to review.

10.00 STAFFING AND RECRUITMENT UPDATE INCLUDING WELLBEING

10.01 Staffing update

10.1.1 Governors were referred to the table in Appendix C, for the Covid update. There had been a spike in Year 2. One teacher was absent with their child and two pupils were absent having tested positive. 86 staff days have been lost due to Covid. £18,000-£20,000 is in the supply budget. Staff have been moved around when a member of staff has been absent and the hours of part time staff have been extended on occasion to cover absences.

10.1.2 Pupil attendance has been good at 95-96%. But they have lost the additional group intervention support with staff being off and other staff having to cover in class. This is primarily in years 1 and 2.

A governor asked if parents had been informed. The Headteacher said there was a sentence praising the staff for being flexible and covering each other in the newsletter. Very few teachers have tested positive but the supply budget will be needed as the traditional winter illness time approaches.

10.02 Wellbeing

10.2.1 Governors were informed that wellbeing on the whole is good. The staff have been flexible but they are tired since coming back to normality in September and covering for colleagues. Things have been introduced incrementally to ease them back in.

10.2.2 A governor asked what support staff get, The Headteacher explained that the newer teachers have an extra teacher or a HLTA to support in their class for a while, they are also given extra time for preparation. Work is being consolidated so senior managers will observe when in class and report back to the member of staff scheduled to do the observation to make the appraisal workload manageable.

10.2.3 A governor asked about wellbeing surveys. The Headteacher explained they tend to be done once a year, usually in March. In restorative practice, staff will have circle time with teachers and teaching assistants in phases and on a Friday they will do the

same with all staff in the Hall. Middle leaders play a key role when feeding back on how things are going.

10.2.4 A governor enquired if any staff have higher level of anxieties, The Headteacher confirmed there may be some staff e.g. maternity. Staff and pupils are mixing and there are no bubbles but other measures are still in place such as hand sanitiser.

10.2.5 A governor asked if staff have some anxiety about keeping pupils up to date if they are at home. The Headteacher said some children might be too ill to do anything but there is work available and so far staff have not had to deal with a high number of pupils off school.

10.2.6 In response to a query about the availability of counselling, the Headteacher said counselling was available to staff and they know it is available.

10.2.7 The Headteacher was asked if he felt well supported. He responded that he did because the rest of the team work well and everyone is open and honest. There are some frustrations but wellbeing is fine. There is also a Headteacher's network and he would be happy to discuss matters with the Chair of Governors.

10.03 **Early Career Teachers (ECTs) framework**

10.3.1 The Headteacher explained the new ECT framework is a two year process. The school has to partner with an institution but some of the activities could be improved, there is no choice in buying into some of the DfE designed training materials. It is more time consuming and centralised with more time out of class for the teacher and the mentor.

10.3.2 A governor asked if there was a feedback facility for the teachers. The Headteacher confirmed there was an opportunity towards the end and one at the beginning. Although one of the ECTs is internal to the school, the required steps still have to be followed.

11.00 **PAY REVIEW REPORT INCLUDING THE HEADTEACHER'S APPRAISAL**

11.01 Governors were referred to Appendix I for a list of appraisers and appraisees and a couple of example appraisals. In future years Mrs Turnbull will have more support from Miss Opie. As previously mentioned, the senior team will do one of the observations and feedback. Most meetings are 15 minutes.

11.02 Governors expressed some concern about the number of staff to be appraised in some of the teams. The Headteacher explained that the general teaching assistants have a shared target and then a specific individual target which makes it more streamlined.

11.03 The Teachers Appraisal Policy has not changed.

11.04 Headteacher's performance management review has been presented to a governing board meeting. The Pay Committee approved the final incremental point and the Headteacher is on the top of the scale.

12.00 HEALTH AND SAFETY AND PREMISES

12.01 Premises

12.1.1 D Harris reminded governors that they had received an update at the last governing board meeting; a brief update was included in Appendix C. The main points were:

- Installation of the pod has been pushed back to Easter
- Between £10,000 - £12,000 has been spent on patching up the roof each year.

12.1.2 A roof condition survey has been completed and a 5 year plan worth approximately £250,000 has been estimated. The school went back to Leeds City Council to get some support in funding the works. They have already planned the work for next summer and Chapel Allerton is not included so it will be 2023 at the earliest. They do have a reactive budget and with the recent rain, there is likely to be some more patching up of the roof; however, it will be patched up in areas that do not have to be redone if there is to be future work done. This will put the school in good stead when Leeds City Council ask for a contribution as the school will have already paid for some work. The school cannot afford £250,000 so if the work didn't go ahead, patching up would have to continue.

12.1.3 A governor asked if the repairs have to be like for like, the Headteacher confirmed it has to be in keeping with the building. A condition survey has also been completed by the DfE and they suggested we could apply for some funding from English Heritage due to the nature of the building.

12.02 Accidents and incidents

12.2.1 A governor asked how the wristbands work. D Harris explained there was one for a bumped head and one for a minor injury. It prompts the teacher to speak to the parent although the parent will be notified if it is anything more serious. The data is stored electronically so reports are easier to produce. It acts in the same way as a bump note.

12.2.2 A governor commented that the younger age groups are in the top playground and asked if that is that why minor incidents have been higher. The Headteacher said the whole school has access to the top playground on rotation, it is in use all the time so there is more physical movement.

12.2.3 A governor asked what a typical injury would be within the 'Other' section. The School Business Manager said it could be anything from a bee sting to a nose bleed. The focus for mitigating any injuries is to see how the building and environment can be improved to resolve any issues.

13.00 RISK MANAGEMENT AND GENERAL DATA PROTECTION REGULATION (GDPR)

13.01 The Headteacher informed governors there had been no breaches that have been reported and D Harris will be meeting with R Lewis-Ogden, the Data Protection Officer in December.

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14.00 EDUCATIONAL VISITS

14.01 The residential visit to Robin Wood will take place in January. It is pleasing to report that the whole of Year 6 will be going. Other visits going ahead include Dane Law this week, and Year 1 have been to Eureka.

14.02 A governor asked about the children with special needs going on the residential. The Headteacher explained there will be meeting with parents of children with special needs before the rest of parents and then a general meeting will take place in November/December.

14.03 A governor asked if the children still go to London to visit the House of Commons. The Headteacher said they had tried to arrange a visit but they are not hosting visits are present.

15.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

15.01 Aspect 4 of the School Development Plan, to provide training and monitoring and feedback which enables all staff to improve and develop their practice, had been circulated prior to the meeting.

16.00 ANY OTHER URGENT BUSINESS

16.01 Breakfast Club

The Headteacher referred the Committee to Appendix K and informed governors that the Breakfast Club can get too big which, in addition to the combination of children, can cause some problems. The Safeguarding Audit commented on the gap in time with children going back onto the playground. Now, the leaders have to escort the children into the classroom which is a big job with upwards of 30 children. The fundamental reason for the Club was to ensure children have breakfast before school rather than acting as a childminding facility.

A governor commented that parents need some clarity and asked how the school would identify who the provision was for. The Headteacher said children would be identified via pupil premium but there will need to be some flexibility for family circumstances for short periods of time.

A governor asked if the school had approached Magic Breakfast which supports breakfast clubs. The Headteacher agreed to do so.

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Governors agreed it would be more effective to define the attendees.

16.02 Confidential minute

16.03 **Projected pupil numbers** - for information

Governors were referred to Appendix M for the birth data and projected numbers for the area. The Headteacher explained that the children born this year will be the cohort for 2025 and the data shows a projected drop in births. Although some of the children might be born in Chapel Allerton, they could move away before they go to school. One of the other aspects influencing the number of children in the area is migration which cannot be accounted for with any degree of certainty. However, projected numbers for the school are looking good for next 3-4 years.

16.04 **Tutoring**

Schools have been given late notification of funding available for tutoring with caveats on how it can be spent. It has to be delivered on a 1:1 basis or at most 1:3. Anyone who is not a teacher or not been employed as a teacher for two years has to go on a training for 11 hours. School will get 70% of the funding and school has to top up the 30%, next year this will go down and any money not spent will be taken away.

School would prefer staff who know the children. It will be trialled for 7 weeks in total for Year 6, with a writing focus. The success of the scheme will be monitored by a set activity before the extra tuition which will be repeated at the end. Any additional tuition will be done during the school day.

A governor asked what lessons they would miss. The Headteacher explained the timetable will be adjusted so they miss a different subject each time but they will not miss Writing. There will be a total of 15 children. There will be some after school sessions in the New Year with a couple of teaching assistants trained.

17.00 DATE AND TIME OF NEXT MEETING

17.01 The next meeting will be held on Thursday 3 February 2022 at 6.30pm.

The Chair closed the meeting at 8.45 pm