

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

Minutes of the meeting held in school on Wednesday 24 January 2024 at 6.30pm

PRESENT Amy Sanderson (Chair) Nicholas Sykes (Headteacher)
 Marcus Bowell Emma Heatley
 Bobbie Gresser

IN ATTENDANCE: Julie Kirkpatrick (Clerk – Governor Support Service)
 David Harris (School Business Manager)
 Nicola Allardyce (Associate Member)

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01 Bobbie informed the meeting paperwork and DBS checks had been completed for the additional two associate members, Richard Cowles, and Louise Goulsbra. Apologies received and accepted from Jenny Hand and Mohammed Rafique.	
2.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS	
2.01 There were no new declarations of interest.	
3.00 MINUTES OF THE LAST MEETING	
3.01 Resolved: <ul style="list-style-type: none"> • That the minutes of the meeting held on 26 October 2023 were agreed as a correct record. 	
4.00 REVIEW ACTIONS AND MATTERS ARISING	
4.01 Governor individual policy responsibility (minute 6.04 refers): Action in progress. The Chair had sent a list of suggested policies to all committee Chairs to review and allocate individual policy responsibility with a request for governors to include policy renewal dates. David informed governors he was updating policy renewal dates on the website where required.	All Committee Chairs
4.02 Pastoral role - SDQ (minute 6.05 refers): Action completed. The Chair had requested a case study report to enable governors to further examine and assess the impact of the pastoral role increased hours. Nardeep had produced a case study which highlighted her one-to-one support with a pupil awaiting a SEN referral. Her increased hours allowed for an additional nurture group which eleven children had benefitted from. Governors heard that supporting a Y6 child had taken a high proportion of her time. Nardeep had additionally been able to do more pupil group work plus set up a monitoring list which identified children who may require support in the future. The Head confirmed there had been an increase in social emotional and mental needs, for example four pupils attended a breakfast club which had significantly improved their arrival both to school and into lessons on	

time. This meant they did not miss valuable time in their class and lessons first thing which had happened previously. Cluster support to talk and offload to a fellow professional working with children with high needs had been beneficial to Nardeep. A governor commented how this was invaluable and the Head told governors the Cluster additionally offered a twice-yearly meeting for Teaching assistants (TA's) working with high needs children.

4.03	<p>Health and safety visit report (minute 6.07 refers): Action in progress. The Chair would send her health and safety visit report to governors.</p>	Chair
4.04	<p>School fund audit (minute 8.01 refers): Action in progress The SBM stated that the school fund audit was in progress and the reported evidence forwarded to the local authority (LA) would be available for governors at the next Leadership and management meeting 25 April 2024.</p>	DH/L&M April Agenda
4.05	<p>Managing Attendance policy (minute 10.05 refers): Action in progress and retained for discussion at the next meeting. The Managing Attendance policy, Leave of Absence and Annual Leave policy had been reviewed in February 2022 and the next review would be February 2024</p>	Head/ Chair/L&M April agenda
<p>5.00 5.01</p>	<p>BUDGET MONITORING INCLUDING PUPIL NUMBERS (TOR 2.01) Governors were referred to the Department for Education (DFE) benchmarking reports appendices A, i, ii, iii, iv which were circulated during the meeting, correct as of January 2023. The reports included data on staffing within school making staffing comparisons with statistically similar Leeds schools. The Head clarified that the report illustrated the balance of permanent and temporary staff alongside a potential structure for 2024/2025 which would halve the deficit budget. Governors discussed the following points.</p> <ul style="list-style-type: none"> • The bulge cohort which joined school in 2015 and the surge of funding this had brought. Funding for an extra class for each of the subsequent years had enabled substantial site investment. Additionally, it was pointed out that school had been able to operate with three teachers in Y6 for the previous eight years, split into groups of twenty. • Teaching staff gradual reductions from twenty-four in 2018-2019 to 19.77 fte in 2022-2023. Chapel Allerton appeared at the top of the teacher staffing expenditure table in comparison to other schools due to the number of experienced teachers at the top of their pay spine. The opportunities to appoint teacher's on a lower salary level to nurture were considered. • Governors were advised all new teacher appointments were on temporary pay contracts. In answer to a governor question, the Head gave details of the process and length of time a teacher could remain on a temporary contract with a common consensus this was for no longer than four years. 	

- To address further governor questions, the Head clarified staff on temporary contracts would be notified and able to apply for any permanent teacher or TA positions if available.

5.02 **Q:** A governor asked for more information on the schools used for the comparison?

A: All the schools were two form entry in Leeds, with a similar number of both Pupil premium (PP) and English as an additional language (EAL) pupils. There was a mix of deprivation within the schools.

Governors talked about the strategic decision historically the governing board had made to focus on staffing particularly in early years and the Head agreed there had always been a focus on having more staff with a general TA across each year group. Governors were made aware that if the existing staff structure was maintained there would be an anticipated £200,000.00 plus deficit. David (SBM) explained how the in-year deficit followed the financial budget year whereas any staffing or structure changes would not be effective until September, the consequence being for seven twelfths of the financial year the budget and staffing would be unchanged.

There was a detailed discussion around potential solutions and options which included the benefits and risks of operating with reduced staffing numbers and teaching assistants deployed more flexibly.

5.03 **Q:** Amongst the current TA's was there a difference in skillset?

A: The Head said there was both general TA's and SEND TA's with different skillsets and responsibilities.

Governors thanked the Head for the level of detail provided and the colour coding used to identify and understand staff within the current and potential structures going forward into 2024-2025. There was a shared understanding of changeable factors to staffing and scenarios, so planning was at a preliminary stage for 2024-2025 based on budget constraints.

5.04 **Q:** School had a good reputation for SEND pupil support. The Chair expressed concern regarding the impact should the budget not allow this support to continue and wanted to know what would be the solution if this would happen?

A: Extremely challenging the Head confirmed. The SBM stated that SEND funding had increased from £25,000.00 to £75,000.00 however the Head referred to examples where SEND needs had increased. The small influx of funding would not help with for example a child who had needed four staff to support to enable them to remain in school and avoid exclusion. This had placed a considerable strain on staffing.

Governors wanted staff to be aware of the reality of the budget constraints and their preliminary conversations around the potential need for a different structure and way of working from September.

6.00 APPROVE THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) STATUTORY ITEM (TOR 2.02)

6.01 The SBM would complete a self-assessment against the SFVS by 31 March and the Chair would arrange an appointment to discuss before this deadline.

Chair/SBM

Following the meeting SBM to circulate the SFVS to all governors for approval and review to identify actions which the committee should track in future meetings - the agreed version would then be signed by the Chair and shared with all governors.

6.02 Consideration had been given to the following.

- School had in place an inventory of non-capital assets which referred to IT items held and was updated by the IT technician. Governors probed for more information for example if furniture was disposed of and were happy with the answers the SBM gave.
- Robust controls were in place for the fraudulent or improper use of public funds. Governors held two meetings per year with the finance officer, dual signatures were on orders and cheques, with dual processing on purchase card transactions. This had been discussed and confirmed within the FGB 30 November item 7.01.
- Regarding benchmarking and value for money, governors agreed this had been covered and referred to previous discussions during this meeting at item 5.00 within this agenda including information within Appendix Ai.

7.00 HEADTEACHERS MID-YEAR PERFORMANCE MANAGEMENT (TOR 3.02)

7.01 Bobbie would arrange a review date with the Head potentially in early March, to conduct a mid-year review of objectives.

BG/Head

8.00 STAFFING UPDATE, INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING

8.01 Appendix B was circulated to governors during the meeting. There had been two significant staffing changes in relation to absence.

- One staff member had been absent since October half-term, this was a known previous long-term absence. The health and safety team had advised the Head and governors were made aware school was waiting for an occupational health report. Delays were encountered with the report due to LCC workloads. Governors wanted more information from the Head and SBM about LCC occupational health reporting and sick pay. The Head and SBM responded, and governors agreed to await the LCC report which should answer key questions raised and enable a way forward.
- A second staff member had been absent since late December, the SBM and Head hoped to arrange a wellbeing meeting with

them for this term as an initial suggested wellbeing meeting had not been convenient for the staff member. Governors heard from the Head what personal support he had provided to the staff member prior to and since the absence started. HR were engaged to support the staff member and school.

- There was a further discussion around the wellbeing and increased pastoral lead hours in addition to points raised at item 4.02.
- A governor mentioned the impact of historic teacher absence or change of teaching staff across the years which the Head felt was a useful angle to consider as year groups moved up through school.
- Governors were made aware of thirteen staff absences that day with coughs and a sickness bug affecting staff. The impact of this coupled with long term staff absences was challenging. Further governor questions regarding how this staff absence was managed were answered. The Head explained school used supply cover, TA's were being extremely flexible plus a HLTA covered for a long-term teacher absence.

9.00 POLICIES FOR APPROVAL (TOR 3.05)

9.01 The SBM had asked their Data protection officer for an updated Freedom of information and Data protection policy which school should receive at the end of this term.

**SBM/L&M
April
agenda**

STATUTORY ITEM - In progress:

That the Data protection/GDPR policy and Freedom of information policy would be reviewed and approved at the next meeting.

9.02 **Resolved:**

- That the Whistleblowing policy was approved 09 March 2023.

9.03 **In progress:**

- That a Work and families policy for school-based staff would be investigated. Clerk to forward model policy and guidance.

SBM

Post meeting update – clerk forwarded model policy and guidance for above 25 January.

10.00 HEALTH AND SAFETY AND PREMISES (TOR 6.02)

10.01 **Premises**

The Head informed governors a full Leeds city Council Health and Safety would take place on 30 January. Governors were invited to attend.

10.02 Roof update – it was anticipated another phase of roof replacement would take place during the summer holidays. Governors asked about loose roof tiles and wanted to know if these had caused any issues.

The SBM reassured that there had been some loose roof tiles that had been fixed and if any future tiles worked loose that they would be caught in a guard around the guttering.

11.00 RISK MANAGEMENT

11.01 Governors understood it was good practice to have a risk register in place, especially identifying risks to the delivery of strategic priorities and improvement plans. A guidance document was available under 'guidance for monitoring roles' on Leeds for Learning. (Lfl)
The SBM would research the possibility of a risk register and the clerk would forward further templates or guidance from the Key.

SBM

Post meeting update – clerk forwarded model risk register, guidance from the Key and Lfl, 05 January.

12.00 ANY OTHER URGENT BUSINESS

12.01 There was no urgent business raised.

13.00 DATE AND TIME OF THE NEXT MEETING

13.01 All meetings below would commence at 6.30pm.

FGB

Thursday 07 March 2024

Thursday 16 May 2024

Thursday 04 July 2024

QTLA

Thursday 01 February 2024

Thursday 02 May 2024

PDBW

Thursday 29 February 2024

Thursday 06 June 2024

L&M

Thursday 25 April 2024

The Chair closed the meeting at 8.25pm.