

CHAPEL ALLERTON PRIMARY SCHOOL FULL GOVERNING BOARD MEETING

Minutes of the meeting held on Thursday 10 March 2021 at 6.30 pm

PRESENT:

Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
Gemma Dolden	Mary Dailey
Amy Sanderson	Samantha Todd
Emma Wilson	Eric Roussounis
Sarah Perrigo (Vice Chair)	

IN ATTENDANCE: Sonya Facey (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES AND MEMBERSHIP MATTERS	
1.01	Apologies were received and accepted from Tom Leech.	
2.00	DECLARATION OF INTERESTS	
2.01	No declarations of interest were raised.	
3.00	MEMBERSHIP MATTERS	NS /SBM
3.01	It was noted that Eric Roussounis' term as a parent governor finishes September 2022 and an election for a new parent governor to take place at the end of July 2022.	
3.02	Sarah Perrigo informed the board that she would be stepping down as a governor at the end of the academic year.	
3.03	It was agreed to support the nomination of Sol Rivers to join as an associate member of the board as there are no governor vacancies at the present time.	
4.00	MINUTES OF THE LAST MEETING	
4.01	Resolved	
5.00	REVIEW OF ACTIONS AND MATTERS ARISING	
5.01	Declaration of interest – refers 2.00 It was reported that everyone had completed declaration of interest	
5.02	CA Spaces – refer A1 The Headteacher reported that the CA Spaces were supporting school with the planting of trees. CA Space would be sending shovels and spade as well as people to help with planting. St Matthews Church of England Primary School and Chapel Allerton Primary will be sending all Year 6s to plant trees along the perimeter of the shared playing field. The Headteacher also noted that the school would be getting support from Friends of Gledhow Valley. The trees are due to be delivered on Monday 14 th March 2022 and the deadline for completing the planting of trees is before Easter. Other year groups will be getting involved in the Autumn term.	

Governor training – refer 5.04

5.03 The Chair confirmed that the Headteacher would be presenting the latest OFSTED Framework as part of their governor training during the current meeting.

Governor Website pages – refer 5.10

5.04 The Chair confirmed that Tom Leech had resent his completed biog and image.

Governor’s learning walk template – refer 6.08

5.05 The governors discussed the learning walk templates and it was agreed that they would be saved on Share Point to be accessible for all and for if OFSTED Inspectors requested them as evidence.

Safeguarding – refer 6.11

5.06 It was agreed that Safeguarding questions would be added to the learning walk template.

Quality of teaching, learning and assessment committee (QTLA) – refer 9.01

5.07 The Chair confirmed that Mrs Pinder had sent out the presentation slides about the Rosenshine’s Principles.

Induction training for Nahima Hussain – refer 12.01

5.08 A governor confirmed that Nahima had not completed the formal training therefore, the Chair would be following this up.

BG

Governor Support Service question-and-answer session about premises – refer 12.03

5.09 A governor reported that she had not been able to attend the session.

Safeguarding training – refer 12A.01

5.10 Governors need to complete the refresher safeguarding training which is available on-line. The Head will arrange for the link to the training to be sent to Governors.
The minutes of the last meeting held on the 2 December 2022 were agreed by all the governors.

MONITORING OF SCHOOL IMPROVEMENT PLAN (SIP) PRIORITIES

6.00 It was noted that the plan with the new ambitions/magnificent priorities is currently being reviewed in the individual committees.

CURRENT OFSTED FRAMEWORK PRESENTATION

6.01 The Headteacher presented the current OFSTED Framework, and a handout of the presentation was distributed to all the governors. The Headteacher advised the committee to keep the handout as they would be referring to it and looking at in depth at subsequent sub-committee meetings.

7.00 As it was an extensive presentation the Chair recommended that the handout be attached to the minutes of the meeting,

- 7.01 The following are question raised in the meeting by governors and
7.02 the Headteacher's responses:

Q – How often does school get inspected by Ofsted?

A – The expectation is for school's to be inspected every 3-4 years. (IS THIS RIGHT NICHOLAS) However, the pandemic has created a delay of about 18 months

- 7.03 The Headteacher stated that he did not think an OFSTED inspection was imminent for his school, but he wants to be prepared.

He further explained that an inspector is likely to focus on Early Years.

He also referred to the website and acknowledged that it needed to be improved to reflect the ethos of the school – (see item 13 below).

Q – Are there enough teachers with good subject knowledge?

A – Yes..but the challenge is creating a curriculum that builds on children's knowledge

- 7.04 Q – Do Governors need to know the answers to the Key questions – slide 30?

A – Yes

- 7.05 Q – What are the Foundation Subjects?

A – History, Geography, RE, DT, Music, ICT, PE and MFL in KS2

- 7.06 Q – Do Teacher have knowledge of the new OFSTED Framework?

A – Not at the present time but they will be informed in due course.

7.07

Q – What is the benefit of being an Outstanding School?

A – It will be a form of validation for the Headteacher and the teachers.

7.08

A discussion was held about the principles of the framework 'Learning is a change to long term memory', the pros and cons of the new framework and the positive change to a broad curriculum approach from the previous focus on maths and English.

QUESTIONS ABOUT THE HEADTEACHER'S REPORT

The Chair confirmed that the Headteacher's report had been distributed amongst the governors and that they should have all read it & asked for questions

8.00

The following questions and points were made regarding the Headteacher's Report:

Q – How is staff wellbeing?

8.01 A – Staff have been exhausted during the restrictions due to COVID 19 but they have coped well and that over the past two days there had been zero absences. The Senior Leadership Team will be carrying out a survey amongst staff to ascertain staff wellbeing. The head was confident that they could trust the staff to be in school when they are fit and well.

‘Deep dive’

8.02 The Headteacher informed the governors of the outcome of the ‘deep dive’, alongside the school consultant Helen Davey. The focus was on Phonics and Reading which involved watching lessons, listening to children read, looking at various documentation and meeting with teachers. The report highlighted the teaching skills of the TA’s. Mrs. Davey felt that they were well trained and pointed out that the sessions of teaching phonics were well planned and well paced.

The Head stated that there were a range of resources and that the government had advised schools to pick one from 7 providers that they had suggested. He informed the governors of recent visits to 2 schools and that they had chosen a scheme which he intends to use in school. The cost of the scheme is around £10,000.

The outcome of the ‘deep dive’ revealed that reading was well taught, and it was good overall. The SLT supports the middle leaders to carry out their roles well and they are enthusiastic, knowledgeable, and determined to make changes to support further improvement.

Attendance

8.03 The Headteacher referred to attendance and informed the governors that they were carrying out attendance meetings with some families having identified about 10% of students with concerning attendance. The purpose of the meetings was to encourage them to improve their attendance. There had been some positive outcomes but there are students who they will follow up on.

Land at the end of the school carpark

8.04 The Headteacher spoke of a piece of land at the end of the carpark. He told the governors that there would be a council meeting on the 16 March 2022 where he is hoping that they will confirm that he can have that land. He is at the present time thinking of ways to use it to benefit the school.

Q – Are there are pupils from the Ukraine and Russia?

A - There are no pupils from the Ukraine and Russia. The School has enrolled two pupils from Hong Kong and 2 from Iran.

8.05 Tutoring

The head informed the governors that Mrs HERON had completed

8.06 a lengthy report on her experience with tutoring and that this may go onto the QTLA. Furthermore, he stated that tutoring had, had a positive impact on spelling and grammar ability of the pupils. It has improved their writing but not necessarily changed the overall level of their writing. Results of SPAG tests shows that their grammatical abilities have improved which is partly due to the tutoring. Year 5s are currently receiving some tutoring.

School roof

8.07 A governor asked for an update on the on-going situation with the roof survey and repairs (as detailed in the Headteachers report) which recommends a full roof replacement at the cost of £75k to be scheduled for Summer 2023. . A governor asked c about the risk to safety surrounding the roof in it's current condition and asked if a risk assessment had been prepared the roof issue will be put on the Leadership and Management sub-committee agenda for further discussion.

COMMITTEE REPORTS

9.00 The Chair confirmed that all committees have had meetings and the minutes circulaed in advance of the meeting. The Cahiar asked for questions. The following items were briefly discussed:

9.01

- **The Schools Financial Value Standard (SFVS)** – the Chair will meet with the SBM to finalise and sign off on Monday 14 March 2022.

9.02

- **Annual inspection of premises and grounds**
A tour of the premises by the H&S is still outstanding and will be scheuled before the end of the academic year.

9.03

- **Food and milk**
The Chair confirmed that the Personal Development, Behaviour and Welfare Committee (PDBW) had looked at this item last week and had signed it off.

9.03

Personal Development, Behaviour and Welfare (PDBW)

9.04 A governor reported that the SEND leads had given a full presentation and that there had been some fantastic work done for the SEND provision carried out by Louise Turnbull, Kate Opie and Haleigh Bilclough

QTLA

9.05 The Chair reported on behalf of Tom Leech. She stated that they had looked at new data that Becca Pinder had pulled out with Emily Stephenson Stevenson which revealed a widening attainment gap for the BAME children. The committee had also looked in detail at the attendance data which has identified 22 children where their low attendance is impacting on their academic attainment

NS -risk
assessment

L&M agenda

BG

10.00 SAFEGUARDING/CHILD PROTECTION

10.01 Gemma reported that she would be meeting with Zara Lister on 21 March 2022. The schedule for the visit also includes meeting with staff & pupils and an opportunity to observe the new breaktime format.

AS

11.00 SCHOOL UNIFORM

The school uniform was discussed, and it was agreed that parents were following the school uniform policy. Parents know that they can buy the school branded uniform, or they could buy their own if it fitted in with the school's colours. Parents also join in with the sharing of school uniforms.

12.00 PRESENT THE SCHOOL CALENDAR FOR THE NEXT ACADEMIC YEAR

It was noted that Leeds City Council publish the academic calendar. At the present time training days had not been allocated, therefore, this item was deferred to the next governor's meeting. The Chair reminded the governors about the fact that the school year had been shortened by one day to take into account the additional bank holiday for the Platinum Jubilee.

13.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

13.01 Mary stated that she had sent a report to the Chair regarding the website which highlighted things that were not there or out of date.

13.02 The Chair confirmed that she had received the report from Mary. She had also received information from David which she shared with the governors. She informed them that he had reported that all the statutory items were on the website. However, the ease of finding information needs to be improved. Plans are being made to reorganise the website, preferably in the Easter holidays. He has already planned out where he wants things to go, and he has got new photographs which are part of the prospectus work. He is aiming to make the website more streamlined.

13.03 Mary was asked to review the website again after the changes have been made. It was suggested she may want to do it after the Easter holidays.

14.00 REPRESENTATION DURING THE SATS PROCESS

14.01 The Headteacher asked for volunteers from the governors to be present during SATS week, commencing 9 May 2022. Mary Dailey volunteered to come in on Monday 9 May 2022 from 8.30 – 8.40am. Amy Sanderson and Sarah Perrigo said that they would contact the head nearer the time to confirm whether they could cover any other days.

AGENDA

15.00 WHISTLE BLOWING POLICY

15.01 The Chair confirmed that this had been signed off at the Leadership Management meeting.

16.00 EFFECTIVE GOVERNANCE AND GOVERNOR DEVELOPMENT

- 16.01 Mary had looked at the training records and informed the governors of training courses available:
- OFSTED training on the 9 May 2022
 - Health and Safety for governors on the 10 May 2022 at 4-6pm – virtual
 - Early Years Foundation Training on the 6 June 202
- 16.02 The Chair informed the governors that she would be attending the training on Monitoring the Curriculum which will to be held on the 22 March 2022.
- 16.03 The Chair also confirmed that she had done the Chair Training and Safer Recruitment courses.
- 16.04 The Chair highlighted that all governors were present and engaged in the OFSTED training that had been carried out that evening. (**see 7.00**)
- 16.05 The Chair suggested the need to look back at the training records and ask David about his method for recording training.
- 16.06 It was agreed that there was a need to find out what further training would be necessary for the sub-committee members.

MD/AS/SP

17.00 CHAIR'S BUSINESS

- 17.01 The Chair used this time to have a safeguarding quiz. The following question was asked:
- 17.02 Q- what is their understanding of the Single Central Record?
A – It is where all records of DBS and safeguarding training are kept. It has information about adults to make sure they are safe to work with children. It also has the name of every person that come into the school and it is password protected.

18.00 CLERK'S BUSINESS

There was no clerk's business to report.

19.00 ANY OTHER URGENT BUSINESS

There was no other urgent business.

20.00 DATE AND TIME OF NEXT MEETING

The next meeting will be held on the 24 May 2022 at 6.30pm.