

CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 29 September 2022 at 6.30pm

PRESENT	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Mary Dailey	Gemma Dolden
	Emma Heatley	Tom Leech
	Amy Sanderson	Samantha Todd

IN ATTENDANCE: Sharon Burn (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES	
1.00	Apologies were received and accepted from Mohammed Rafique and Eric Roussounis	
2.00	ANY OTHER BUSINESS	
	No business was discussed.	
3.00	DECLARATIONS OF INTEREST	
3.01	The form 'Register of Governor's Business and Personal interests' was circulated at the meeting and completed by governors. Mohammed Rafique would be asked to complete a form and send it electronically.	Chair to arrange with SBM
4.00	ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE	
4.01	The Clerk conducted the election of Chair, and the Chair conducted the election of Vice Chair.	
4.02	Bobbie Gresser was nominated for the position of Chair. Bobbie left the meeting to allow for voting. Resolved: That Bobbie Gresser would be Chair of the governing board until the first meeting of the academic year 2023-2024.	
4.03	Mary Dailey was nominated for the role of Vice Chair. Mary left the meeting to allow for voting. Resolved: That Mary Dailey would be Vice Chair of the governing board until the first meeting of the academic year 2023-2024.	
4.04	The Chair advised governors that they needed to have a view to succession planning.	
5.00	CONFIRMATION OF CODE OF CONDUCT	
5.01	The Code of Conduct had been circulated for review by governors prior to the meeting, governors were asked to sign a copy to be held in school for the record. Resolved: <ul style="list-style-type: none">A Code of Conduct for the Governing Body was adopted. All governors present signed their acceptance of the terms to be held in the school records.	

5.02 Mohammed Rafique would be asked to sign a copy of the Code of Conduct electronically.

Chair to arrange with SBM

6.00 **AGREE METHODS FOR PARTICIPATION IN MEETINGS**

6.01 **Resolved:**

Governors agreed that meetings would continue to be in person in school, but it would be acceptable to participate in meetings by telephone or video conference if necessary.

7.00 **AGREE TERMS OF REFERENCE**

The updated document 'Governing Board and Committee Terms of Reference 2022-2023 for Maintained Schools' had been circulated for review prior to the meeting.

Resolved:

- That the model terms of reference be adopted.
- That all powers that could be delegated to committees be delegated.
- That authority be delegated to the Leadership and Management Committee to approve the budget except in the case of an overall deficit budget.
- That authority be delegated to the Leadership and Management Committee for the identification and management of risks.
- That pay and appraisal issues be delegated to the Pay Committee.
- That authority be delegated to the Headteacher to appoint staff members, with the exception of the appointment of a Deputy Headteacher and new Headteacher.

8.00 **CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**

8.01 **Resolved:**

- That the following committee structure, membership and committee Chairs be agreed:

Leadership and Management (L&M) Committee (including pay committee) : Amy Sanderson,(Chair), Bobbie Gresser, Mohammed Rafique Emma Heatley , Nicholas Sykes (Head) and David Harris (School Business Manager).

Quality, Teaching of Learning and Assessment (QTLA) Committee: Tom Leech (Chair), Bobbie Gresser, Mary Dailey, Sam Todd, Emma Heatley Becca Pinder (Deputy Head/Associate Member)

Personal Development, Behaviour and Welfare (PDBW) Committee: Gemma Dolden (Chair), Bobbie Gresser, Tom Leech, Amy Sanderson, Becca Pinder (Deputy Head/Associate Member)

8.02 In the context of the model terms of reference the QTLA Committee would fulfill the duties of the Teaching and Learning committee, the PDBW Committee would fulfill the duties of the Pupil Support committee and the L&M Committee would fulfill the

duties of the Resources committee.

8.03

Resolved:

- That a **Pay Appeal Committee** be convened as necessary from available and eligible governors.
- A clerk would be assigned by GSS under the service level agreement

9.00

GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01

Resolved:

Responsibilities were allocated to governors as follows:

- Attendance- PDBW Committee
- Child Protection and Safeguarding-Gemma Dolden
- Children Looked After -Gemma Dolden
- Complaints-shared by all governors
- Early reading and phonics -Mary Dailey
- Early Years Foundation Stage -QTLA Committee
- Health and Safety – Amy Sanderson
- Literacy-Amy Sanderson and Mary Dailey
- Maths -Mary Dailey
- Provision for more able children-
- Special Educational Needs and Disabilities (SEND)-Bobbie Gresser
- Training-Mary Dailey
- Well-being PDBW

Government Grant funding:

- SEND funding -Bobbie Gresser
- PE/Sports Premium-QTLA Committee
- Pupil Premium -Tom Leech

9.02

It was agreed that the monitoring of the wider curriculum would be coordinated by the QTLA Committee. Subjects which would require a deeper focus would be allocated to governors who would liaise with subject leaders. The Headteacher noted that it would be valuable for leaders of foundation subjects to talk to governors throughout the course of the year. He highlighted that school had invested a lot of time and money into medium term plans and there had been a lot of challenge for teachers.

9.02.01

Q: How were teachers managing in terms of working with the planning?

A: The Headteacher noted that teachers had to teach a body of knowledge which linked to what had been previously taught and what would be taught going forward. Teachers had to ensure that they had a good knowledge of subjects and curriculum progression and that was demanding.

9.02.02

Q: Was there a need to focus on staff well-being?

A: There was discussion and it was agreed that it was the job of the L&M Committee to monitor staff well-being but the PDBW Committee would also have oversight of staff well-being. The Chair said that she would update the learning walk template

to include a question about staff well-being.

Chair

10.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

- 10.01
- That authority be delegated to the Headteacher to vire sums of up to £20,000 and to enter into contracts up to the value of £20,000.
 - That signatories for authorisation of orders and invoices be approved as follows:
Orders: N Sykes , B Pinder
Invoices: D Harris .
 - Petty Cash: N Sykes, B Pinder
 - That the Chair, on behalf of the governing board, be authorised to sign the relevant form to register any unofficial funds.

11.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

11.01 It was reported that the Headteacher's performance management had been done in July. It had been conducted by Bobbie Gresser, Mohammed Rafique and Mary Dailey. The external advisor was Helen Davey. There would be a review in February.

12.00 MEMBERSHIP MATTERS

12.01 There were vacancies for two co-opted governors and one parent governor. The Chair reported that she had met with Faye Kelleher who lived in Leeds and would like to join the governing board. The Chair said that Faye had skills and experience to offer which would be an asset to the board. She had completed the DBS (disclosure and barring service) process and her certificate had already arrived. Governors agreed unanimously to that they should recruit Faye.

Resolved:

That Faye Kelleher was appointed as a co-opted governor for a four year term.

Clerk to update LfL

12.02 The Chair suggested that she step down as a parent governor and be appointed to the board as a co-opted governor. This would create another vacancy for a parent governor. School had already begun the process of advertising for a parent governor and there had been some expressions of interest so it could use this opportunity to recruit two parent governors. Governors were in agreement.

Resolved:

That Bobbie Gresser would be appointed as a co-opted governor for a four year term.

Clerk to update LfL

12.03 A governor highlighted the need to ensure that the board reflected the diversity of the community. The Chair noted that the board had tried to proactively recruit for diversity but pointed out it was more difficult in a parent election to be selective as it was down to who put themselves forward and was elected. The promotion that school had done for a parent governor had stated that the governing board did want to reflect the diversity of the community.

It was noted that there might be opportunities to reflect diversity in the recruitment of associate members to the board.

13.00 MINUTES OF THE LAST MEETING

Resolved:

That the minutes from the meeting held on Thursday 7 July 2022 were accepted as an accurate record and the Chair was authorised to sign the minutes.

14.00 REVIEW ACTIONS AND MATTERS ARISING

14.01 **Membership matters (minute 3.02 refers):** Action completed: A new co-opted governor had been recruited to the board. (see item 12.01 of these minutes).

14.02 **Safeguarding training (minute 5.02 refers):** Tom Leech reported that he had not done the training and the link had expired. It was agreed that the School Business Manager (SBM) would be asked to send the link again. The SBM would also be asked to check with the Safeguarding and Welfare Officer (SWO) that she had everything she needed from governors. It was noted that the SWO would be sending an online form to governors to confirm that they had read the updated Keeping Children Safe in Education (KCSiE) guidance.

Headteacher
to arrange
with SBM

14.03 **Training and visit log (minute 5.03 refers):** The Chair reminded governors that the visit log needed updating. The record had been set up in the shared file but it still needed populating.

Governors

[Governor Attendance and Impact Monitoring.docx](#)

14.04 **Health and Safety quiz (minute 6.05 refers):** This would be picked up at the next meeting.

FGB agenda

14.05 List of special events (minute 6.07 refers): Action completed. The Headteacher confirmed that he had sent a list of special assemblies and events to governors. He said that the previous list focused on more functional events and he would send an updated list focusing on more fun activities.

Headteacher

14.06 **Governor SEND monitoring report (minute 6.08 refers):** Action ongoing. The Chair said that she still needed to complete the report from her meeting with the SENDco and she would do that.

Chair

14.07 **Thank you to Staff (minute 7.03.09 refers):** Action completed. The Headteacher confirmed he had expressed thanks to staff, on governors' behalf, for their work on the curriculum planning

14.08 **Congratulations to staff (minute 7.07 refers):** Action completed. The Headteacher had communicated governors' congratulations to the members of staff who had done the presentation on Hidden Narratives.

14.09 **Communication plan (minute 8.02 refers):** This would be reviewed by the Leadership and Management Committee.

L&M
Agenda

- 14.10 **MindMate (minute 8.01.03)** A governor asked for an update on the school's bid for MindMate reaccreditation. The Headteacher reported that the school had sent in its application and that had been approved but school would still need to be visited and a date had not been arranged for that yet.
- 14.11 **Online safety (minute 9.02 refers):** Amy Sanderson reported that she had been to the parent forum on on-line safety and she had felt reassured. The Headteacher reported that on-line safety had been focused on in assembly this week. The theme had been passwords and how safe they were. It was agreed that the PDBW Committee would look at online safety.
- 14.12 **Whistleblowing Policy (minute 10.03 refers):** Action completed. It was confirmed that the Whistleblowing policy had been approved.
- 14.13 **Governors' report to parents (minute 11.04 and 11.05 refers):** Action completed. It was confirmed that the governing board evaluation had been completed and a report had been sent out to parents.
- 14.14 **Governor development (minute 12.02 refers):** Amy Sanderson reported that she was doing performance management training and finance training in October. Amy and Mary Dailey were going to do phonics training in December.
- 15.00 **PRESENT UN-VALIDATED END OF YEAR RESULTS INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**
- 15.01 Prior to the meeting the Headteacher had sent governors a summary from Ian Stoke's data report. NS highlighted that governors were invited to a briefing meeting with Ian on Tuesday 11 October. He reported that Ian had done some training with the senior leadership team (SLT).
- 15.02 **Q:** Will Ian show us the journey from Year 2 to Year 6 for those children who left the school in July?
A: That would be part of his report.
Q: There were some assumptions about the impact of COVID and that cohort. Would Ian qualify those assumptions?
A: The Headteacher noted that there had been in issues in the Year 6 cohort which school would pick up on going forward. He pointed out that 16 of the children did not pass all of the SATs and they were all from the Black Minority Ethnic (BME) group. There were other factors to consider. NS highlighted that this was the first year school had not been able to track as previously. The levels which were previously used in assessment had gone. Ian would talk about standards and progress rates.
- 15.03 **Q:** The school had seen a big drop in the number of children at Greater Depth (GDS). Had the focus on catch up meant that the focus on GDS had taken a back seat?

A: In Year 2 especially, school had needed to use resources to get children to Expected Standard (EXS) so school had not achieved the normal percentage of children at GDS. The aim was to get those children who might have achieved GDS in Year 2 to that standard in Year 3 and 4. The Headteacher added that the current Year 3 children had been the most affected by COVID in terms of behaviour. It was a consequence of the disruption they had experienced in Reception and Year 1.

15.04 The Headteacher told governors that nationally there was an issue with the attainment of white boys but at Chapel Allerton the issue of low attainment was around BME children who came from the southern or western parts of the school's catchment area. Currently 8 or 9 of those children were on SEND support.

15.05 **Q:** The children last year had received a years' worth of interventions. What more could have been done? Could the interventions have started earlier?

A: The children were disadvantaged and COVID had entrenched their disadvantage further. The level of parental support for those children had been poor.

15.06 The Headteacher pointed out that the summer results were low for the school but that the value added was better. Progress was better. Governors suggested that they would benefit from looking at anonymised data journeys of individual children. NS urged governors to attend the meeting on October 11. It would be from 6.45pm until 8.15pm.

16.00 STRATEGIC PLANNING (INTENT)

16.01 Prior to the meeting Governors' had received a Headteacher's report together with the School Development Plan (SDP) for 2022-2023, corresponding action plans and NOVACs (Notice of Visit and Contact) from Helen Davey and Kully Richardson.

16.02 There was a discussion about governor monitoring of the SDP and how governors would see evidence of intent, implementation and impact. The Chair highlighted that governors needed to cross reference school improvement priorities with the action plans and ensure that they could find evidence of implementation and impact. Governors needed to ensure that the action plans were reflected in practice in school. They needed to ask questions to ensure that was happening.

16.02.01 The Headteacher noted that the SDP and the action plans were in the governor section of the one drive and were live documents. Governors would be able to scrutinise actions plans as they were implemented and reviewed.

16.02.02 Governors agreed that committee meetings needed to be centred around the SDP and that governors needed to use the action plans when they were monitoring their areas of responsibility.

16.02 The Headteacher drew governors' attention to his report and

highlighted key points.

- 16.03 In terms of staffing, school had made a good start. Three new Teaching Assistants (TA) had been appointed and they had started on Monday. School would need to recruit another TA because a child with high needs had joined Foundation Stage One (F1) but school would get funding for that child.
- 16.03.01 The Headteacher gave information governors information about a health issue for a member of staff which had an impact on the school. He reported that he was meeting with the union representative and HR tomorrow in relation to that.
- 16..03.02 **Q:** Did school have access to occupational health?
A: There was access for staff to occupational health and the member of staff in question had attended occupational health appointments.
- 16.04 Pupil numbers were good. NS noted that nursery was low but said it would be full by January.
- 16.05 Referring to parents and community, NS noted that school had reinstated welcome meetings. The Class Dojo had good response rates. A governor who was a parent commented on the value of Class Dojo and other governors asked if they could be added to Class Dojo. **Headteacher to arrange with SBM**
- 16.06 Highlighting premises, NS noted that the Key Stage One (KS1) library was looking good. The dining hall had been modernised. There were different surfaces in the outside area which were better for the F1 and F2 children to play on.
- 16.06.01 On Monday work would start on the land adjacent to the car park
- 16.06.02 **Q:** A governor noted that some of the signage outside was not clearly visible.
A: The Headteacher said that he would ask the site manager to look at that. **Headteacher**
- 16.07 Referring to the Cluster, NS noted that there had been a positive headteachers' meeting. There would be meetings for moderation and for subject leaders to work together. E.g. Geography and History leaders within the Cluster would meet to work together to look at intent, impact and implementation. NS confirmed that staff would benefit from working with colleagues from other schools.
- 16.08 Governors noted that school was looking good after the work over the summer. There were no further questions about the Headteacher's report.
- 17.00 POLICY APPROVAL**
- 17.01 The Child Protection Policy had been sent to governors prior to the meeting.

Resolved:

The Child Protection Policy was approved and adopted.

- 17.02 The updated guidance Keeping Children Safe in Education had been sent to governors prior to the meeting.

Resolved:

That the guidance document Keeping Children Safe in Education was adopted.

- 17.03 It was confirmed that the Complaints Policy had not changed. It was a Local Authority model policy.

Resolved:

The Complaints Policy was approved and adopted.

- 17.04 The Teacher's Pay Policy was not ready for approval so would be reviewed at the meeting in November. The Headteacher warned governors that there was a possibility of industrial action which might need to be discussed by the L&M Committee. **FGB agenda**

18.00 GOVERNOR DEVELOPMENT PROGRAMME

- 18.01 The governor development programme from GSS had been sent to governors prior to the meeting. Mary Dailey asked governors to provide a report and feedback to governors about any training they attended.

- 18.02 The Headteacher suggested that useful training would be the Pupil Premium training and training on curriculum monitoring.

- 18.03 Gemma Dolden reported that she was booked on safeguarding training.

- 18.04 Safeguarding Quiz Question

Q: What was the difference between Child Protection and Safeguarding?

A: Safeguarding was the process of preventing harm, Child Protection was part of safeguarding but focused on protecting children who were at the threshold of significant harm.

19.00 CHAIR'S BUSINESS

The Chair noted that she would be meeting with the Headteacher on a half termly basis.

20.00 CLERK'S BUSINESS

- 20.01 The Clerk highlighted the newsletter from GSS.

21.00 DATE AND TIME OF NEXT MEETING

- PDBW Committee: Tuesday 1 November 2022 at 6.30pm
- L&M Committee: Thursday 3 November 2022 at 6.30pm
- QTLA Committee: Tuesday 8 November 2022 at 6.30pm
- Full Governing Board: Thursday 1 December 2022 at 6.30pm

The Chair closed the meeting at 8.40pm