

middle sets and a lower set. This approach was intended to give the required help to the middle sets to ensure they achieved their potential. He quantified that writing assessments this week would give an indication of how the sets worked well.

Q: Is this a changed targeted approach for SATs

A: Yes, introduced in January. It was clarified this approach may not be required for future year six cohorts.

5.04

Pupil Premium

Pupil progress meetings had been introduced for Pupil Premium (PP) children. The aim was to close any attainment gaps and offer support where barriers to learning could include other factors, for example, EAL.

Q: The Chair wanted to know if this was a new initiative?

A: Yes, this was a new focused and targeted initiative overseen by the Deputy Headteacher (DHT).

Q: Is this a tried and tested method?

A: It is if children are not at age related expectations the Headteacher clarified and explained further that school used PP funding with the impact expected to close the attainment gap.

5.05

Q: A governor stated that it appeared the SDP focused on staff development and not the impact of this on the children? For example, what was the impact on the children of the training the DHT had undertaken?

A: It was agreed the impact may not be apparent yet but the Diversity project the DHT had started was being widened to include local artists and the potential impact could be measured with the SEF reviews given time to embed the training methods.

5.06

The Headteacher informed governors he intended to update the SEF each half term to ensure it remained relevant. There was discussion around the much-improved SEF in particular the inclusion of recent quotes from the school improvement advisor, Helen Davey. Additionally, The Chair noted that the SEF was hugely improved and reflective whilst complimenting the SDP.

5.07

A further example of staff training was raised. Staff had attended writing training which finished at February half term. It was anticipated the impact of this would be seen in the Autumn term.

5.08

Additional elements section – Communication

The Chair requested retention of this section within the SDP.

HT

5.09

Safeguarding

Governors raised the safeguarding report linked well to the SDP.

5.10

Helen Davey -School improvement advisor visit – 22 February

With reference to the in-depth report Helen Davey had provided the Headteacher drew governors attention to the following.

- The visit involved lesson observation, children’s books, were examined plus Helen spoke to the teachers.
 - Two subjects were analysed, Maths and Music.
- 5.11 Maths strengths highlighted were.
- Good leadership.
 - Effective teaching using White Rose Maths methods.
 - Teaching assistants time and assistance utilised well.
 - Good subject knowledge.
- 5.12 Music strengths highlighted were.
- Usage of the Trianga music scheme.
 - Music aims statement on the website.
 - Observations of Year two and Year six music lessons “a joy to see”.
 - Complimented as lessons seen were not taught by a music specialist.
- 5.13 Maths areas of development were.
- Use of more precise Maths language.
 - Review Maths displays around school.
 - Teachers asked to improve their questioning and shorten the length of time taken for children to verbalise their learning.
- 5.14 Music areas of development were.
- Assessment of music ability and support to make these judgements.
 - Deploy Teaching assistants effectively.
 - A suggestion the Music leader observed music lessons at another school.
 - Ensure the best bits of “wonderful music lessons” featured on the website.
- 5.15 It was also noted the DHT had provided a report for filtering teaching development across all subjects.
- 5.16 Governors commended the Headteacher and all school staff on an extremely positive SIA visit report.
- 5.17 Governors were advised Helen Davey was booked for two more days for a double subject (four subject) deep dive plus a pre-inspection Ofsted preparation day.
- 5.18 **Staff Welfare**
A positive report had been received following the recent Mindmate assessor visit. A thank you for being instrumental with this was placed on record to Mrs Todd and Mrs Mulherin.
- 5.19 **Strike**
Governors probed how the strike had impacted school and wanted more information on the decision to close some days and partially open on others. The Headteacher clarified that school

had closed on the first strike day due to the numbers of teachers on strike. For forthcoming strike days, it had been possible to partially open and limit year groups affected to a minimum with year four affected one day and year three the next.

- 5.20 **Q:** Governors asked if there had been any feedback from parents?
A: Parents largely had been appreciative of the notice given which enabled them to arrange childcare support where needed. A parent governor mentioned that feedback from parents for the Headteacher indicated good parental relationships were maintained.
- 5.21 Teaching assistants had received domestic violence and GDPR training on strike days.
- 5.22 **Ofsted**
Q: Governors asked how much notice Ofsted would give the school, how school were notified and/or if notifications were happening during strike days?
A: The Headteacher reassured governors Ofsted were aware of and adjusting notifications around the strike days. Normally school would receive a telephone call at midday on a Monday Tuesday or Wednesday with 48 hours' notice given for a two-day inspection visit.
- 5.23 There was further discussion around the Governing board role during a visit and the Chair established procedures were in place to ensure governors were fully prepared.
- 5.24 **Staffing update**
A staff member had returned on a phased return. SEND Teaching Assistant interviews had taken place to fill 2 positions. It was hoped these would be successful as recruitment had been difficult.
- 5.25 **Premises**
Governors were made aware the roof would be replaced in the summer term which involved Nursery closing early for the summer holidays. Early years foundation stage (EYFS) would be re-roofed with significant work to take place in year one and two and the Key stage two library.
- 5.26 **Staffing budget**
The Headteacher made all aware the budget was on track and that more funding was expected.
- 5.27 Forthcoming staffing changes were discussed plus temporary contracts which would require review.
- 5.28 The Chair thanked the Headteacher for a comprehensive report and made reference to some of the inspired events held in school. It was suggested that governors were actively invited to future events such as the KS2 library re-opening.

5.29	<p>Q: Staff had raised the subject of what the governor role entailed and what exactly governors did?</p> <p>A: There was discussion around the visibility of governors and confirmation that whilst some events were attended, it was agreed a way forward to make themselves more visible to staff was to attend the staff circle time which took place for ten minutes each Friday. The Chair thanked the volunteers, Faye O’Toole, Amy Wilson, Amy Sanderson and Mary Dailey and said she would liaise with the Headteacher to arrange a suitable date.</p>	CH
6.00	<p>GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES</p>	
6.01	<p>The Chair pointed out SDP had been greatly improved and that the SDP had been covered with detailed discussion during recent committee meetings.</p> <p>Governor visits had taken place and reports received from Mary Dailey for her phonics, Mindmate and outdoor learning visits. Tom Leech had been into school on a monitoring visit for both PP and music.</p>	
6.02	<p>Amy Sanderson to arrange a writing visit. She had undertaken a recent health and safety visit and the report had been submitted to the school business manager (SBM).</p> <p>Gemma Dolden had completed her safeguarding visit and reported back to the PDBW committee meeting 2 March.</p>	AS
6.03	<p>The Chair confirmed the QTLA Committee had presented their monitoring.</p>	
7.00	<p>MINUTES OF THE LAST MEETING</p>	
7.01	<p>Resolved: That the minutes of the meeting held on Thursday 29 September 2022 were accepted as an accurate record and the Chair was authorised to sign the minutes.</p>	
8.00	<p>REVIEW ACTIONS AND MATTERS ARISING</p>	
8.01	<p>Local Authority governor term extension (minutes 2.02 refers): Action completed. The Chair confirmed approval had been received from local councilors and Mohammed Rafique would continue as Local Authority governor for another term of four years.</p>	
8.02	<p>School improvement advisor report (minute 4.02 refers): Action completed. The report Helen Davey had sent regarding reading had been discussed in the last Leadership and Management committee meeting.</p>	
8.03	<p>Teaching and Learning Committee - assessment data analysis (minutes 5.02 refers): Action completed. The Teaching and Learning Committee had discussed data from the pupil progress meetings.</p>	

8.04	Garden extension lighting (minutes 5.09.02 refers): Action completed. The site manager had installed lighting to the walkways created by the garden extension.	
8.05	Mindmate assessor- governor questions (minutes 5.13 refers): Action ongoing. Mindmate had visited school on 6 December. Governors wanted to raise questions and have a conversation with the assessor. The Chair and Sam Todd to liaise and speak with the assessor by phone.	BG/ST
8.06	SEF- governor comments (minutes 6.06 refers): Action completed. Regarding the suggested SEF improvements, the Headteacher had shared governors' comments with the senior leadership team (SLT).	
8.07	SDP - Additional elements section (minutes 7.04 refers): Action ongoing. The Headteacher was reminded governors wanted communication to be included within the Additional elements section of the SDP and agreed to action this.	HT
8.08	Committee agendas (minutes 7.06 refers): Action completed. The committee agendas had started to focus and record the implementation of relevant aspects of the SDP. This involved copying and pasting the appropriate section of the SDP into monitoring reports.	
8.09	Governor skills audit (minutes 9.04.01 refers). The skills audit was underway and would be completed by the end March. It was noted that Ofsted would look for evidence a skills audit had been actioned.	Chair
8.10	Safeguarding training (minute 9.05 refers): It was agreed that three governors would refresh safeguarding training prior to the safeguarding audit on 23 April.	MR/YC/AW
8.11	Monitoring report (minute 9.08): Action completed. The Chair had circulated the report.	
8.12	Teacher Pay Policy (minute 12,01): Action ongoing. The Chair requested approval of this policy was deferred to the Leadership and Management Committee.	L&M agenda
8.13	Induction training (minute 14.01): Action completed. The new governors had completed induction training.	
9.00	COMMITTEE REPORTS	
9.01	The committee Chair should highlight decisions made and confirm the following statutory items from autumn committee agendas have been addressed:	

Resources committee statutory requirements	Yes/No
Pay and appraisal policies are being effectively implemented and only staff who teach are registered for the teachers' pension scheme	Yes
Schools financial value standard (SFVS) has been approved and submitted	No
Report from annual inspection of premises has been received	Yes
Data protection policy has been approved	Yes
Freedom of information policy has been approved	Yes
Whistleblowing policy has been approved (not statutory)	Yes

Pupil support committee statutory requirements	Yes/No
SEND provision meets requirements and the SENCo is qualified	Yes
School food and milk provided meets national standards	Yes
Stakeholder feedback has been considered	Yes

Teaching and learning committee statutory requirements	Yes/No
Early years provision meets statutory requirements	Yes
A pupil premium strategy is in place and a report is on the website	Yes
A PE and sports premium strategy is in place and on the website	Yes

9.02 Amy Sanderson had arranged a meeting with the school business manager (SBM) to approve the SFVS.

AS

9.03 The Chair confirmed that all statutory items listed on the agenda had been addressed by committees.

10.00 SAFEGUARDING/CHILD PROTECTION

10.01 There had been discussion and a detailed safeguarding report circulated in the recent Personal Development, Behaviour and Welfare (PDBW) meeting last week.

10.02 The safeguarding audit would take place 26 April and Gemma Dolden would meet with the Safeguarding Welfare Officer (SWO) prior to this.

Q: The Chair asked if any other governors wanted to attend the safeguarding audit meeting or meetings prior with the SWO and Gemma Dolden?

A: Emma Heatley and Faye O'Toole expressed an interest in attending and would arrange with Gemma Dolden.

GD

11.00 HEADTEACHER'S REPORT ON PERFORMANCE MANAGEMENT (TOR 1.02)

11.01 Performance management had been discussed in the recent Leadership and management committee meeting.

11.02 The Chair placed on record how pleased governors were with staff achievement in particular that all teacher's had progressed and met targets set.

12.00 POLICY APPROVAL

- 12,01
- **Special educational needs and disabilities (SEND) policy** and/or the **SEND information report** (known as the school offer).
The SEND policy, and the SEND Information Report had been circulated for review prior to the meeting and also updated on the school website together with a link to the Leeds local offer (<https://leedslocaloffer.org.uk/#!/directory>). (TOR 1.05).

Resolved:

That the SEND policy was approved.

- 12,02
- **Behaviour principles written statement**
From the Governance Handbook:
 - *The board **must** make, and periodically review, a written statement of principles to help the executive leader determine the measures that make up the school's behaviour policy. This duty cannot be delegated. The board **must** consult the executive leader, other appropriate members of staff, parents, carers and all registered pupils before making or changing this statement of principles. It **must** also publish the statement on a website. Information on these responsibilities and statutory guidance to which the board **must** have regard is given in [Behaviour and discipline in schools: guidance for boards](#)' issued by the Secretary of State.*

Action:

Mary Dailey to liaise with the Headteacher and agree a school statement. Governors to discuss and review at the next FGB meeting.

HT/MD
FGB
Agenda

13.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

13.01 It was confirmed the website was externally audited last year. The Headteacher stated it was the responsibility of the governing board to ensure the website was up to date and complies with statutory requirements annually.

13.02 As part of the planned pre-inspection visit it was suggested Helen Davey could complete a school website audit.

HT

13.03 There was further discussion around the availability and ease of access of statutory information some of which the Headteacher pointed out needed updating. The following website actions were agreed.

13.04	The SDP and SEF were not current and should be updated with the most recent versions.	HT
13.05	A governor suggested a link from the SEF to Parent View.	HT
13.06	Three governors needed to update their personal biography information.	FO/YC/AW
13.07	SBM to remove previous governor information.	SBM
13.08	Governor minutes to upload to the website. SBM to give Amy Sanderson access to enable her to upload this information.	SBM
13.09	The Chair made governors aware of the importance and timely completion of the above to in view of an expected upcoming Ofsted inspection.	
14.00	GOVERNOR DEVELOPMENT	
14.01	The Headteacher suggested Ofsted training for all governors, and it was agreed the SBM would send further information on when and how this could take place.	
14.02	Mary Dailey informed all how useful the governor weekly briefing sessions were from Governor support.	
14.03	There was also a reminder from Mary Dailey to continue to complete the governor training log on SharePoint with any training undertaken.	
14.04	The Chair clarified that any training gaps would be identified once the skills audit was completed.	Chair
15.00	GOVERNOR OVERSIGHT OF SATS PROCESS	
15.01	Mary Dailey explained how beneficial she had found overseeing the SATs process in school last year. Emma Heatley volunteered to take responsibility for this and would contact the SBM to confirm when she could come into school during SATs week, Tuesday 09 to Friday 12 May inclusive.	EH
16.00	CHAIR'S BUSINESS	
16.01	There was discussion regarding which committee Amy Wilson and Faye O'Toole would be aligned to and additionally around subject responsibility. The Headteacher and Chair would meet to discuss and report back with any subject gaps identified.	HT/Chair
16.02	A governor suggested staff were asked what subjects they would like governors to be responsible for and this was recommended as a question for staff within the ten-minute circle time visit (see minute 5.29).	Chair
17.00	CLERK'S BUSINESS	
17.01	The clerk reiterated training had been covered comprehensively during the meeting and that Mary Dailey had already mentioned	

Governor support provided weekly useful training updates however that further governor support training support was available and could be requested if required.

18.00

DATE AND TIME OF NEXT MEETING

18.01

The next full governing board meeting would be on Thursday 23 May 2023 at 6.30pm.

The Chair closed the meeting at 8.15pm