

CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on **Tuesday 23 May 2023 at 6.30pm**

PRESENT	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Yolanda Cerda	Mohammed Rafique
	Mary Dailey	Amy Sanderson
	Gemma Dolden	Sam Todd
	Emma Heatley	Amy Wilson

IN ATTENDANCE: Fiona Austin (Clerk – Governor Support Service)

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	Apologies had been received and accepted from Faye O’Toole and Tom Leech.	
2.00	MEMBERSHIP MATTERS	
2.01	Governors discussed membership issues, including terms ending, and agreed plans to fill vacancies based on gaps identified through a governor skills audit. The following was noted: <ul style="list-style-type: none">• Term for Tom Leech, co-opted governor ends on 20.05.2023.	
	Tom had spoken with the Chair and had advised he would like to continue in post for another year.	
	Resolved	
	<ul style="list-style-type: none">• Tom was formally co-opted on to the FGB by board members.	
3.00	DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS’ INTERESTS	
3.01	There were no new declarations of interest.	
4.00	ANY OTHER URGENT BUSINESS	
4.01	The item regarding parking was discussed below, see Item 15.	
5.00	HEADTEACHER’S REPORT	
	The Headteacher’s report had been previously circulated to governors. Key points were highlighted, and questions were invited.	
5.01	Standard and Achievements	
	Year Six children had completed the Standard Assessment Tests (SAT’s) except for Writing which was on-going.	
5.01.2	The school would be moderated the second week of June by two consultants who would be looking at the range of children’s books at key boundaries and talking to the form year teachers. School had taken on board the comments from last year’s voluntary moderation.	
5.01.3	The Phonics, Year Four Multiplication tests and Foundation Stage	

assessments would be completed by 20 June 2023.

5.01.4 The Safeguarding audit was a big achievement for school and some points had already been acted on.

5.02 The School Improvement Plans and Self Evaluation Form

The bold print in the Spring term column summarised the impact of actions taken. The Self Evaluation Form (SEF) included quotes from the Safeguarding audit.

The Chair noted the report gave a good summary of the whole school experience and she was conscious how difficult it was for new governors to be aware of what they needed to know.

Q: It feels the school is in a different place from two years ago. It would be good to receive feedback from the new governors, do they see the same flow?

A: The Chair advised the (SEF) used to be updated annually by the Headteacher however it is now updated every time something happens e.g., an audit, deep dive. Governors need to see the impact and be questioning what's happened, and if it made a difference to the practice so it is obvious to see the training and impact, something to celebrate and remember.

5.03 Equalities/Staff Welfare

The library had been refurbished with old books being removed. A new library system had been setup and it now provides good quality books, and dyslexia friendly books.

Q: Does the library link in with the reading scheme?

A: Books are pitched to the right level with graphic novels and picture books even for the older reader. The range is great and much more attractive. There are fifty books pitched at each KS2 year group as well as £5000 of new complementary books.

Q: Variety attracts people, even if they are not a reader.

A: An author came into school today to talk to Years Five and Six pupils, to give useful tips for writing, and signed books and book plates.

Q: Did you resolve what to do with the old books?

A: Some books had been moved into classes to increase the *year* in class book stock. Out of date books were initially offered to parents for free and any remaining books put in the recycling bins.

5.04 Appendix D

This is a statement from the governors about behaviour which must be available on the school website. Work had been completed on the statement to make it more personal and now includes the key wording 'restorative practice'.

5.05 Appendix E

This is a summary of a recent staff workload and wellbeing survey. This is a good source for governors with a view to an Ofsted visit as Ofsted will be interested to know governor thoughts on staff wellbeing.

Q: What does PPA stand for?

A: The Headteacher advised it means Planning, *and* Preparation and Assessment time.

Q: What does 'spend enough time' mean?

A: The teachers all get 10% of their teaching time to PPA. Some would like more.

Q: With the prospect of additional workload with changes to the curriculum, do you think this is being reflected?

A: Staff had talked about part-time staff anomalies, and this had coloured this judgement. All year groups received the proper allocation, but some colleagues received slightly more.

Q: Do staff feel in general it's not enough?

A: Subject support leaders had been given time. Workload had increased. In the autumn term this has levelled off.

Q: Communication had improved by two percent, but this is lower than average.

A: The survey allowed staff to complete the questions anonymously. The Headteacher had invited staff to talk to him, but no one had, also it is a different staff group from last year, perhaps they could have a different perspective to last year's staff.

Q: Staff could be feeling overworked and not have work life balance perception.

A: Staff have children who are challenging, and parents might not see things the same as school. They might be expecting the Headteacher to do more.

Q: The shift on managers since 2018 is phenomenal, it's a massive change how people feel about being here.

A: Yes, it's good. Behaviour is good but not perfect.

Q: This shows where school has attainment and it's good to see reflection of good work.

A: Headteacher would keep everyone informed. Teaching assistants had received more training in the last two years and changes had been communicated to them.

Q: Was the survey just for the teaching staff, teaching assistant team and admin staff?

A: 72 staff were included in the questionnaire however the lunchtime

staff were excluded.

5.06 Curriculum

Helen Davey, consultant, had provided reports from the Deep Dive. The May training day had been a celebration of the achievements and provided positive feedback, with slides of what was covered in the Headteacher introduction. Appendix I included everyone's contributions to the ambitions. Lessons in computing were improving however staff felt less positive to present the subject. Likewise, some staff didn't feel confident to present Phonics as they were delivering lessons every day.

The Chair commented that the focus had been on Covid catchup and that More Able children is perhaps a focus for next year. The Headteacher noted that whilst there were many bright children in Year Four, staff needed to be aware of what they are doing in Year Five as there are a lot of children at the bottom of that year.

5.07 Personnel/Staffing

The Headteacher commented that Appendix K provided a list of colleagues and how long they had been at school. The Appendix summarised the movement of staff.

5.08 Pupil Numbers

The Headteacher confirmed there would be 60 pupils into Reception in September 2023. The dip in the birth rate meant the number in Nursery would be down from 39 to 26.

5.08 Community and Budget

The PSA Spring Sprint would be held this half-term. The PSA was working well, providing posters, plants, and lights to finish the KS2 library to the same standard as KS1. The Leadership and Management governors had looked at the details and figures. Next year would see the school working with 1.2 teachers less than this year which would mean a saving of £5,000 as the pay rise had been built into the budget for next year.

Q: Is there a conversation in the council about the impact of unfunded pay rise for teachers?

A: The Government has said the school grant would be given directly to the school.

Q: A governor asked the Headteacher if he contacted the Department for Education (DfE)?

A: The council has contact with the DfE.

The Headteacher commented that the school was carrying money over into next year however by year three there would be no money left, given the Local Authority looks at three-year funding.

Q: With energy costs massively increasing, is there any internal

switch off?

A: The budget had been planned at 50% increase costs however Leeds City council (LCC) decided this was too high and had been reduced to 30% meaning a saving of around £20,000.

Gemma Dolden arrived at 7.10pm.

Resolved:

- That the budget was approved.

5.10 Extended Services

The F2, Y2 and Y6 teachers had been working with schools and Clusters to ensure they were assessing in line with other schools around the impact of attendance.

Q: Does using Cluster attendance work as well as using the school's own attendance?

A: The school would use its own attendance team to target improvements first. It's useful to have external support to join the work and set targets of improvement. The citywide council approach is for school to have the opportunity to fine the parent if needed.

5.11 Appraisal

Staff had taken part in review meetings, so they know the expectations to meet the targets.

5.12 Complaints, Compliments and Comments

In relation to the complaint received, school had searched their records and could not find this person or contact; the complainant has not contacted school again.

5.13 Summary

The Headteacher noted that Appendix M gave details of the governor skills audit.

6.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

6.01 The Curriculum Deep Dive NOVAC (Note of visit and contact) had been circulated prior to the meeting. There were no items to discuss.

7.00 MINUTES OF THE LAST MEETING

7.01

- That the minutes of the meeting held on 09 March 2023 were agreed as a correct record and the Chair was authorised to sign them subject to the following amendments which were handwritten on the signed copy:

Those Attendees Present should read: Yolanda Cerda

8.00 REVIEW ACTIONS AND MATTERS ARISING

8.01 Membership Matters (minute 2.01 refers): Action closed; Tom Leech had been formally co-opted on to the FGB by board members.

- 8.02 Additional elements section - Communication (minute 5.08 refers):** Action closed; The Chair confirmed the retention of this section within the SDP.
- 8.03 Staffing Budget (minute 5.29 refers):** Action closed: Some governors had attended the staff circle time, and this had been documented as a visit. The Chair would share the information. All staff had received the information.
- 8.04 Governor Monitoring of School Improvement Priorities (minute 6.02 refers):** Action closed; Amy Sanderson had arranged a writing visit to school. The next deep dive visit would be Writing and History on 21 June 2023 when it is hoped Amy Sanderson would be able to attend.
- Helen Davey had been invited to school for two days on 21/22 June 2023 to monitor in class and work with staff. She would share with governors what an Ofsted visit will look like.
- Q:** Would there be an option to sit with Helen, say 1hr, remotely?
A: The Chair advised she was not sure if the format will be the governors explaining what they have or for Helen to give tips to the governors.
- 8.05 Mindmate Assessor – Governor Questions (minute 8.05 refers):** Action closed; A conversation had been held with the assessor.
- 8.06 SDP – Additional Elements Section (minute 8.07 refers):** Action closed; Communication had been included within the additional elements section of the SDP.
- 8.07 Governor Skills Audit (minute 8.09 refers):** Action closed; The skills audit had been completed.
- 8.08 Safeguarding Training (minute 8.10 refers):** Action closed; The Chair thanked everyone for completing prior to the safeguarding audit.
- 8.09 Teacher Pay Policy (minute 8.12 refers):** Action closed; This item had been deferred to the Leadership and Management Committee.
- 8.10 Committee Reports (minute 9.02 refers):** Action closed; Amy Sanderson had arranged a meeting with the School Business Manager (SBM) to approve the SFVS.
- 8.11 Safeguarding/Child Protection (minute 10.02 refers):** Action closed; Gemma Dolden would buddy with new governors.
- 8.12 Behaviour Principles Written Statement (minute 12.02 refers):** Action closed; The school statement had been agreed.

Chair

- 8.13 Review of Information on the School Website (minute 13.02 refers):** Action closed; Helen Davey would be checking the school website as part of her Deep Dives.
- 8.14 The SDP and SEF (minute 13.04 refers):** Action ongoing; The SDP had been updated. The SEF had been updated but still needed further updates. **HT**
- 8.15 Link from the SEF to Parent View (minute 13.05 refers):** Action ongoing; The Headteacher explained that a parent should be able to fill in the questionnaire and add comments however no-one has done this since 2018. The school conducts its own survey using Ofsted wording and questions. The Headteacher would explore having the link in place. **HT**
- 8.16 Governors Update Personal Biography (minute 13/06 refers):** Action closed; The governors had updated their personal biographies.
- 8.17 Removal of Previous Governor Information (minute 13.07 refers):** Action closed; The SBM had removed previous governor information.
- 8.18 Governor Minutes Uploaded to the website (minute 13.08 refers):** Action Closed; The Headteacher confirmed the minutes had been uploaded to the website.
- 8.19 Skills Audit (minute 14.04 refers):** Action closed; The skills audit would be covered in Item 14 below.
- 8.20 Governor Oversight of SATS Process (minute 15.01 refers):** Action closed; The Chair thanked Emma Heatley for her report.
- 8.21** Amy Sanderson left the meeting at 19:29.
- 8.22 Chair’s Business (minute 16.01 refers):** Action ongoing; Amy Wilson and Faye O’Toole would decide which committee they would be aligned to. Yolanda would also decide which committee(s) she would like to attend. **AW/FO/ YC**
- 8.23 Chair’s Business (minute 16.02 refers):** Action ongoing; The Chair requested that staff invite Governors to their ten-minute circle time. **HT**

9.00 COMMITTEE REPORTS

9.01	Resources committee statutory requirements	Yes/No
	The budget has been approved including the price of school meals	Yes
	Health and safety policy has been approved	Yes
	Charging and remissions policy has been approved	Yes
	Mid-year performance management for teachers has been completed	Yes

Pupil support committee statutory requirements	Yes/No
The annual safeguarding self-assessment has been completed	Yes
School meets equalities requirements	Yes

Teaching and learning committee statutory requirements	Yes/No
School will be providing an annual report to parents	Yes

The Headteacher would check the Personal Development and Welfare policy principles are on the school website. The Headteacher confirmed the item would be on the agenda for next week.

HT

10.00 BUDGET APPROVAL FOR 2023-2024 (TOR 1.02)

10.01 The budget had been approved by the Resources Committee. See Item 5.08 above.

11.00 SAFEGUARDING/CHILD PROTECTION

11.01 The LA School Safeguarding Audit had been circulated prior to the meeting. The Chair confirmed the completed safeguarding audit provided a comprehensive review. This audit would be reviewed as needed and now sat with the Personal Development Behaviour and Welfare Committee.

12.00 POLICY APPROVAL

12.01 The Staff Disciplinary policy, which had been previously circulated for review prior to the meeting. It was a model local authority policy and had been personalised with school details but was otherwise unchanged.

Resolved:

- That the Staff Disciplinary policy was approved.

12.02 The Staff Grievance policy, which had been previously circulated for review prior to the meeting. It was a model local authority policy and had been personalised with school details but was otherwise unchanged.

Resolved:

- That the Staff Grievance policy was approved.

12.03 The Staff Code of Conduct policy, which had been previously circulated for review prior to the meeting. It was a model local authority policy and had been personalised with school details but was otherwise unchanged.

Resolved:

- That the Staff Code of Conduct policy was approved.

13.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

13.01 The Chair would draft the annual statement which forms the

Chair

governing board effectiveness.

14.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING:

14.01 The report was circulated to the governors prior to the meeting. The report shows there is a strong skill set.

Q: Skills audit have been conducted before which shows there is strong skill set yet we haven't seen the evidence of these skills being used. Are you seeing this now? Are the skills transferable?

A: The report showed no evidence of the skills set. The Headteacher noted there are the right number of governors on the board with a range of skills and the right types of skills.

Q: Do you ask for evidence of skills when you recruit?

A: The Chair confirmed delegates are asked to complete an application form and given an evidence statement.

The Chair advised that consideration was needed to the areas of development that demonstrated 50% and below on the graph. There is a high proportion of new governors which could affect the figures.

14.02 The Chair questioned if the finance streams were part of the Leadership and Management Committee, or should all the governors complete the finance training? Yolanda Cerda confirmed she would be interested in learning more around finance. The Chair confirmed that the Parent View training was not necessary.

14.03 PE Leader

The Chair confirmed the money should be spent on PE to provide a legacy by bringing in good coaching.

14.04 School Property Management

Consideration is to be given by the Leadership and Management Committee how information is disseminated.

With regards to refurbishing classrooms, the school had provided a report and governors were invited to visit the school to view the work.

Q: How do we identify areas?

A: Through the Premises and Resources is Item 8 of the Headteacher's Report which is brought to the FGB.

14.05 Cluster Activities

The Chair confirmed governors should have a knowledge of Cluster activities and advised that the Headteacher would give a report of the work with Clusters to demonstrate the money spent by school for the service received from the Cluster.

Q: Are there Cluster details on the website?

A: Cluster is referred in the SEF.

L & MC

Q: Should there be a glossary of acronyms for new governors?

A: The Headteacher confirmed a glossary had been produced and needed to be added to the website. The Chair advised the glossary could be found in the shared folders.

The Chair acknowledged the summary of key services needed to be updated. AS and FO'T would help setting up the glossary on the website.

AS/FO'T

14.06 HR Matters

The Leadership and Management Committee would report to the FGB. The Headteacher had shared the HR policies on Performance Management. These policies were council approved and would be followed when necessary.

14.07 The Chair confirmed Emma Heatley had completed Health & Safety training.

14.08 The Chair advised that no governor had completed the Complaints training. The Headteacher noted that HR would support the governing group and there was a policy to follow in the event of receiving a complaint. The Chair confirmed she would complete the Complaints training next year.

14.09 19.59 Mohammed Rafique left the meeting.

14.10 Early Years

The Chair confirmed Mary Dailey had completed the Early Years training.

14.11 Prevent

Two governors had completed the training.

14.12 The Chair would meet with the new governors to identify their training needs. The Headteacher would consider the induction pack.

HT/Chair

14.13 Ofsted Visit

The Headteacher explained Ofsted visits should take place within five years, so the school would be due an inspection in December at latest this year however Covid had affected this cycle. The Headteacher would be preparing the school for an autumn inspection so the school would be as prepared as possible. The governors commented their confidence was building with Helen Davey however they were unsure what to expect during an inspection. The options around governor preparation for Ofsted inspection was discussed, with the suggestion to invite Helen Davey to give advice on what to expect however only one governor would be invited for the whole day and would be expected to present the information to the rest of the governors. The Headteacher felt this was a big ask of a governor. The Governor Support Service (GSS) offer a basic two-hour training. Another option was for GSS to issue a resource pack of questions.

The GSS could offer the opportunity to conduct a mock Ofsted inspection, covering the interview process of what governors might be asked.

Q: Which governors would attend an inspection?

A: The Headteacher confirmed those governors available on the day would attend. The Chair would clarify with Helen her availability for a training session in June.

Chair

Q: Do we think Helen is valuable? We need to be confident we get value from the session.

A: A mock inspection had been run by Helen previously where she identified the gaps. The session would give the likely issues and responses. The Chair would share the pages from Helen's suggested questions and answers.

Chair

Q: Are we making a big deal of asking what governors need to know?

A: The Headteacher clarified that if Ofsted think the website is up to date, that the governors are doing a decent job, then Ofsted might find other areas to focus on. The Chair commented that Ofsted ask what have you done to make things better? And that safeguarding is always a question for governors. The Headteacher would check with Helen about bespoke training.

HT

14.14 Succession Planning and Recruitment

The governing board currently has no vacancies. Tom Leech is Chair of the Pupil Premium Committee. The likelihood for July 2024 is that Tom Leech, Mary Dailey, and the Chair's membership would end.

Q: A governor asked the Chair if she was planning to chair next year?

A: The Chair confirmed she was happy to chair next year or for someone else to chair and she would co-chair.

The Chair noted that governors should give thought to recruiting as there are roles to take on and a couple of associates were needed on the FGB.

Q: Do you think there are areas of concern, such as Health & Safety?

A: The Headteacher confirmed there would be no big building projects and that the site was in good repair. Emma Heatley volunteered to chair the Quality of Teaching, Learning and Assessment Committee and to work with Tom Leech to gain more confidence with the view to succeed him in the role.

There followed a discussion around how to recruit governors. It was suggested to condense the skills audit statement to attract people. Could there be an open event to meet the governors and senior leadership team, to view the school? There would be a new intake of parents to approach this year. Could school advertise on the back of another event e.g., the carnival, the Reginald Centre, events in Chapelton?

	All governors would pull a list of targeted organisations and community groups together that could be approached and for an advert to be issued.	All
	The Chair and Headteacher would ask David to prepare a list of key areas of the focus of the role.	Chair/HT
	The Chair would circulate details of the previous advert. The details would be made available on the shared drive.	Chair
	Q: Could you make more of what governors learn from being a governor? A: Next week is the national volunteer week.	
14.15	<u>Afro Leeds</u> Provides a network of black owned businesses. Emma Heatley would provide a list of contacts.	EH
15.00	ANY OTHER URGENT BUSINESS	
15.01	<u>Parking</u> A governor had noted that the school streets were busy at school times. The Headteacher would remind parents about parking near the school. Q: Is the area still patrolled? A: The area is not patrolled. The Headteacher noted school hadn't patrolled the area daily and that school would give more attention to this.	
16.00	CLERK'S BUSINESS The clerk drew attention to change of name of 'The Key for School Governors' to 'GovernorHub Knowledge'. The clerk reminded the board to buy the GSS SLA. The current contract ended on 31 March 2023 and from that point governors would have lost access to the resources on Leeds for Learning.	
17.00	DATE AND TIME OF THE NEXT MEETING The next meeting of the full governing board would be held at school on Thursday 06 July 2023. The Headteacher would draft dates for the forthcoming academic year 2023-2024.	Head
	The Chair closed the meeting at 8.40pm.	