

## CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on **Thursday 6 July 2023 at 6.30pm**

<b>PRESENT</b>	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Yolanda Cerda	Tom Leech (from point 5.04.)
	Mary Dailey	Mohammed Rafique (from point 5.02)
	Gemma Dolden	Amy Sanderson
	Emma Heatley	Sam Todd

**IN ATTENDANCE:** Julie Kirkpatrick (Clerk – Governor Support Service)

### **1.00 APOLOGIES FOR ABSENCE**

1.01 Apologies had been received and accepted from Amy Wilson and Faye O’Toole who was on maternity leave. Tom Leech had messaged to say he would arrive later.

### **2.00 MEMBERSHIP MATTERS**

2.01 There were no terms due to end until May 2024. Governors discussed succession planning at point 8.12.

*Clerk post meeting update 26 July 2023. The Chair emailed the clerk to advise Yolanda Cerda had resigned from her parent governor post due to personal circumstances.*

### **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 No urgent business to report.

### **5.00 QUESTIONS ABOUT THE HEADTEACHER’S REPORT**

5.01 The Headteacher’s report had previously been circulated to governors. Key points were highlighted, and questions were invited.

#### **5.02 Standards and achievements**

Year six had been externally moderated for writing in early June.

*Mohammed Rafique arrived at this point.*

Sam Todd advised governors the moderation had been a positive experience. Governors queried what the moderation standards were and if having had such a positive experience this would help with gathering the evidence for future years. Both the Head and teachers involved had been pleased judgements made for the thirteen pupils moderated were agreed with one child being moved up to achieving the expected level and another child requiring more evidence to be shown. In answer to the questions about the standards and the evidence the Head explained the importance of consistency. Sam Todd responded that the process had been helpful, whilst

### **ACTION**

challenging and moderators had probed for evidence to prove teacher decision making plus had suggested school provided additional evidence of formal writing examples for future writing moderation. The Chair acknowledged this experience was reassuring and given confidence to staff and governors of their sound judgement and assessments in writing.

5.03 It was noted school had been working with Steve Dawson an external consultant who had commented on the improvement in writing. Amy Sanderson had visited when Helen Davey (SIA) had conducted her challenging writing deep dive. Feedback Helen Davey had given mentioned children understanding the purpose of their writing.

5.04 Referring to Appendix B, Standards and achievements – provisional/unvalidated results 2023, the Head informed governors of the headlines in respect of the data.

- SATs results were expected next Tuesday 11 July.
- Foundation stage - 73% had achieved a good level of development, (GLD), same as last year.
- Year one phonics was a strong result, the highest ever with 93% having achieved the expected standard.

**Q:** A governor asked if this was a particularly strong cohort?

**A:** The Head responded that this was not a particularly strong cohort, however results were attributed to the investment in the new 'Little Wandle' scheme to assist phonics delivery and the staff implementation.

- In Year two, just three children had not passed the phonics testing.

**Q:** What does ATP stand for a governor asked?

**A:** Average total points. The Head explained how the points system worked within Foundation stage.

It was noted this would be the last year for the formal key stage two SATs.

***Tom Leech arrived at this point.***

The Head explained schools would still be able to use previous SATs testing to make judgements. Governors were also pleased to hear progress and assessment for schools would be measured from entry reception baseline to achievement at Year six level.

5.05 The Head emphasised this was a pleasing set of results due to the number of less able and special needs children within Year two.

5.06 It was also highlighted that the numbers of children who had

achieved greater depth had increased.

5.07 **Q:** The Chair asked when and how SATs would be communicated to pupils and parents next Tuesday?

**A:** The Head advised staff would talk to pupils and verbally give them their results where possible. It was explained some children were attending transition days whilst others were on a school visit to Bridlington. Written communication would go home with the children and the results would also be on their school report which would be sent home to parents on Friday 14 July.

5.08 The school development plan (SDP) would be updated following the senior leadership team planning day next week plus once all SATs data had been received.

5.09 Governors were updated the previous assessment tool called “O track” was no longer being used which resulted in a cost saving for school. An Excel-based assessment system had been implemented and feedback from teachers had been that this was better and saved them time.

5.10 **Equalities and staff welfare**

The pupil progress form and the preparation process for pupil progress meetings had been simplified.

**Q:** The Chair asked how the Head felt staff were in terms of their wellbeing specifically around workload, curriculum changes and the strike impact? Had changes to PPA time helped?

**A:** The Head made governors aware staff were tired. He detailed how he allocated and distributed the training days’ time as fairly as possible and spread out the work throughout the year. It was discussed it was down to individual teachers how they utilised, planned and implemented their time effectively. Specific examples of both supportive workload decisions and time the Head had allocated were.

- Celebratory Training Day with afternoon tasks which could be completed to suit each individual.
- Time for completion of reports.
- 1hr 40mins from July Training days towards Assessment tasks.
- 1hr from July Training days towards SEND tasks.
- 1hr from July Training Day towards handover.
- 1hr staff meeting towards extra Parents meetings.
- 1hr staff meeting towards Foundation assessments.
- In school day Pastoral/SEND handovers
- Additional support/cover for Statutory testing year groups
- Subject leader release

Governors expressed their thanks for the generosity and sensitivity

to workload shown. It was highlighted that the examples given and flexibility to support well-being in relation to the training days at the end of term without the need to attend formal training resulted in the benefit of an early start to the school holiday. This example plus further illustrated individual examples raised, governors indicated could be communicated favourably to staff as a reminder of how their workload pressures were considered and facilitated.

Governors commented the staff survey results were incredibly positive and were concerned about the well-being of the Head also as it was observed he did the best he could with his own time being pulled in different directions and heavily impacted by for example strike days. The Chair felt governors could celebrate and communicate their concern for both the wellbeing of staff and the Head, that in summary, the ethos of the school with regards to wellbeing was supportive overall.

#### 5.11 **Staffing**

An experienced teacher with fifteen years' service was leaving. Governors were informed from twenty-six applicants who had applied for the post a new teacher, Matthew Fisher had been appointed. A teaching assistant had been appointed for a vacancy. Staffing plans had been amended slightly as two children who would join Foundation stage required one-to-one support. It was also confirmed in Year four rather than a split week with two teachers for half of the week each, one teacher would teach for four days with another teacher teaching the class for one day.

#### 5.12 **Roof update**

Governors were shown the composition of the new roof which would cover nursery Year one and Year three but not yet Year two. Nursery would move into the small hall for just two days at the end of term when scaffolding would be erected on the school site. This would involve potentially changing entrance and exit points temporarily for the last two days of term. The governor with health and safety responsibility, Amy Sanderson had confirmed with the SBM that Leeds City Council (LCC) were responsible for all necessary risk assessments and security checks. All staff would be unable to be on site until the last week of term. It was noted that both reception and nursery did not start until the second week in September and that this would provide a contingency should the roof repair work overrun. The Head had been advised by the LA that this should not happen subject to weather conditions.

#### 5.13 **Learning Alliance**

The Head handed out summary sheets "Growing our future together" which contained more information on the learning alliance which school were an associate member of.

**Q:** A governor asked what are we getting from our membership?

**A:** The main benefit was bespoke training, the DHT had recently

attended for disadvantaged and EAL groups of children.

The Alliance had many notable members with aims which were inclusive, collaborative, and ambitious. The Head had benefited from the collaboration with other Heads and an example of sharing a staff member who spoke Polish with another school was given, with school benefitting from a pool of other staff who spoke several different languages they could use and ask for help. The Chair had requested this update and was encouraged that the information demonstrated the learning alliance was a great source of information and support to school. The Head pointed out if school chose to be a full member governor responsibility would increase. There was some discussion around what this might mean and the possibility of governors seeking further advice.

#### 5.14 **Room below the staff room- development**

The Head outlined preliminary plans for the development of this room to Governors and showed diagrams. It would be a multiple use room for children with emotional needs. The Head and SEND team had visited another school to look at their provision for children with emotional needs.

The space would be sectioned into different zones which included, a quiet area which would be used for children who found it hard to settle in the class on a morning. Other zones would be a multi-activity high energy space with potentially a ball pool or other similar activities for children with movement needs. Partitions could separate other play and stimulation zones. The focus of the room would be to provide flexibility dependent on the needs of the children at any given time and day.

**Q:** The Chair asked how much funding was needed?

**A:** Approximately £1000 the Head advised and also that a charity called the Blossom trust would potentially assist with furniture plus that the school sponsored walk would take place next week to raise funds for the room.

**Q:** Had feedback or opinions been sought from the children?

**A:** Yes, the Head confirmed the pastoral team had asked the children. Mrs Jheeta had also been on a nurture training course to enable planning the space to best suit the children's needs.

**Q:** A governor asked if there would be a space for the children to relax that would be less stimulating particularly bearing in mind autistic children?

**A:** A small calm room is included while it was hoped the space would be flexible enough to ensure more than one quiet space and a homely comfortable environment with a sofa area was proposed.

It was highlighted the room linked to outdoor activities such as the bio dome and the garden area. Overall, between twenty and thirty children were expected to benefit and governors felt the room when

finished would be a real strength and selling point for families joining school in the future. An initial name” the Rainbow room” had been suggested though this had not yet been confirmed.

5.15 **Ofsted**

It was confirmed by the Head that Ofsted were likely to inspect the school before Christmas or within the next academic year. There was a thorough discussion around the governing board preparation for Ofsted, local schools who had achieved an outstanding Ofsted had been visited by staff and governors were in contact with those schools to continue their preparation. Governors had discussed in detail effective Ofsted preparation and taken into consideration all the training options deliberated during agenda point 14.13, FGB 23 May and therefore concurred the advantage of bespoke training was the way forward and would seek to arrange this.

5.16 **Miscellaneous**

The Head verbally updated governors with more information on a complaint, that appraisals would take place for himself and staff next week and that parents evening recently had gone well. Additionally, the Chair thanked the Head for his expression of thanks to the whole governing board for their support to both him and the school.

**6.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

6.01 Referring to the Helen Davey (SIA) visits, the Head advised he would email the reports to governors.

6.02 Governors had visited school this term to see a well-being afternoon, maths and outdoor learning plus conducted a health and safety visit. A phonics visit was planned for next week. It was mentioned that whilst the number of parents who came to the well-being afternoon was disappointing, the value of the community links and resources available would also be useful to staff in the future.

**7.00 MINUTES OF THE LAST MEETING**

7.01

- That the minutes of the meeting held on 23 May 2023 were agreed as a correct record and the Chair was authorised to sign them.

**8.00 REVIEW ACTIONS AND MATTERS ARISING**

8.01 **Circle time (minute 8.03 refers):** Action completed; The Chair clarified a visit to staff circle time had been documented and the report shared with all governors.

8.02 **The SDP and SEF (minute 8.14 refers):** Action ongoing; The SDP was being updated and the SEF would be updated following receipt of the latest NOVACS.

8.03 **Link from the SEF to Parent View (minute 8.15 refers):** Action ongoing; The Headteacher would consult with the SBM to pursue a

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HT/SBM

link to the Parent view questionnaire for parents to provide feedback. It was noted on the previous minutes that the school conducts its own survey using Ofsted wording and questions.

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|------|---|------------------------------------|
| 8.04 | <b>Chair's Business (minute 8.22 refers):</b> Action ongoing; Amy Wilson, Faye O'Toole, and Yolanda Cerda would let the Chair know their preference for a committee to be aligned to. This was carried forward for discussion on the September agenda.  | AW/FO/<br>YC –<br>September<br>FGB |
| 8.05 | <b>Chair's Business (minute 8.23 refers):</b> Action completed; Duplicated, refer to minute 8.01.   |                                    |
| 8.06 | <b>Committee reports (minute 9.01 refers):</b> Action completed. The Personal Development and Welfare policy principles were on the school website the Head confirmed.  |                                    |
| 8.07 | <b>Evaluation of governing board effectiveness (minute 13.01 refers):</b> Action ongoing; refer point 12.01.  | Chair                              |
| 8.08 | <b>School Property Management effectiveness (minute 14.04 refers):</b> Action completed. Premises and resources were an ongoing item on the Headteacher's report discussed within both the Leadership and Management committee and the FGB meetings regularly.  |                                    |
| 8.09 | <b>Cluster Activities effectiveness including a glossary of acronyms for new governors (minute 14.05 refers):</b> Action ongoing; Deliberation of the need for a glossary of acronyms took place and it was agreed there was a requirement for new governors to check their induction information for assistance with unknown terms. A glossary was sent as part of the new governor induction pack which the Chair checked all new governors had received. The Chair proposed to meet with new governors once they had digested their induction information to discuss and assess any training needs or questions. | Chair                              |
| 8.10 | <b>Prevent training (minute 14.12 refers):</b> Action ongoing; The Chair would discuss within the above agenda point when assessing governor training needs and liaise with the Head.   | HT/Chair                           |
| 8.11 | <b>Ofsted preparation (minute 14.13 refers):</b> Action ongoing; refer point 5.15.  |                                    |
| 8.12 | <b>Succession Planning and Recruitment (minute 14.14 refers):</b> Action ongoing. An advert for associate governors was ready to be placed with targeted businesses and within the local community. The Chair would circulate the advert to all governors for agreement.  | Chair                              |

**Q:** The Head asked governors if they had any specific ideas regarding areas of the community or skill sets, they would like to target to recruit?

**A:** There followed further discussion around the best community groups and places for the advert. It was agreed a way forward would be for the advert to be posted with the Learning Alliance and on LinkedIn. Amy Sanderson would place on local advertising boards and Mohammed Rafique with PATH (a local community-based charity) to ensure interest was generated from individuals with a strong like-minded community focus. Diversity and community were confirmed as important factors to seek to fulfil. All governors agreed the process would start this term to generate interest.

8.13 **Afro Leeds (minute 14.15 refers):** Action completed. A list of contacts had been provided.

8.14 **Personal Development and Welfare policy (minute 9.01 refers):** Action completed The Headteacher confirmed the Personal Development and Welfare policy principles were on the school website.

## 9.00 COMMITTEE REPORTS

9.01 Minutes for committee meetings had been circulated to all governors and the following statutory items from spring committee agendas had been addressed:

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

9.02 The Chair of each committee gave an overview of what had been discussed at their last meeting.

### **Pupil support committee**

Mr Cunningham had presented evidence of progress with online safety which involved the introduction of regular newsletters and linked assemblies. Governors were impressed with what had been implemented in the curriculum in respect of online safety and the progress in a year.

9.03 MHMS survey results – the DHT would complete a piece of work to identify children where answers to the survey given were questionable as it had previously been discussed school had raised concerns over how accurate the anonymised survey data had been.

**Q:** The Chair asked if the DHT follow-up work was useful?

**A:** A governor raised that the resurvey of children in school was an opportunity to address any missed safeguarding concerns. Sam Todd gave an example where the resurvey had given her the opportunity to talk to a pupil about a home issue, she previously hadn't been aware of as class teacher.

In summary, the Chair thanked the clerk for the information from governor support services and the Steve Ruse presentation, which clarified and reassured that the wording used within the survey had been misunderstood by children and other schools had raised the same issue. Governors concluded the piece of work to obtain more feedback on the children's understanding of the terminology and wording used in the survey was beneficial in terms of both highlighting any missed safeguarding issues or confirmation of the problem of a general misunderstanding of the questions asked.

DHT

9.04 **Leadership and management (resources) committee**

Amy Sanderson reported that staffing and recruitment was examined and discussed in detail. Additionally, it had been pleasing to see the positive feedback from the parent communication survey and to note additional positive parental feedback on the introduction and usage of "Dojo".

9.05 The Leadership and Management (L&M) committee approved the budget for 2023-2024 under delegated powers, (minute 5.08 refers FGB 23 May). Subsequently Governors confirmed at this meeting the L&M committee minutes of 27 April and a copy of the budget report had been circulated to all governors.

9.06 **QTLA (Quality of teaching and learning) committee**

Tom Leech informed governors the committee had undertaken writing monitoring, discussed, and scrutinised pupil's work in their books. PE provision was considered, and the Head confirmed school had purchased a new scheme which would be simpler to use with concentration on a games element. Pupil premium (PP) and black minority and ethnic (BAME) data had been examined.

**10.00 SAFEGUARDING/CHILD PROTECTION**

10.01 The safeguarding governor had met with the designated safeguarding lead to independently verify the Section 175 Compliance Return (and progress of actions in the previous submission). The finalised return had been sent electronically to the local authority by the deadline and subsequently shared with all governors. The return was accepted as an accurate reflection of

school practice. The next meeting of the safeguarding lead and governor would be arranged in the new academic year.

## **11.00 POLICY APPROVAL**

11.01 No new policies were necessary to approve as it was confirmed the Staff Disciplinary policy, the Staff Grievance policy and the Staff Code of Conduct policy were approved and resolved at the last FGB meeting 23 May.

11.02 **Q:** The Chair asked if the SBM had put all the policies in one place?  
**A:** A list of policies had been received however Governors requested that all policies were in one place with a link to access them easily. This was with a view to sharing the responsibility of reviewing individual policies between governors.

**SBM**

## **12.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS**

12.01 The board regularly evaluated their own effectiveness, and this was evidenced within the minutes. The Chair had started the process of updating the Governors' Annual Statement on the website which would include detail about how the three roles of governance had been fulfilled and the impact of the board over the year.

A draft of the Chair statement was handed to governors and there followed further discussion. Suggestions and additions were,

- Input information about which subcommittee had discussed which topics.
- There was more triangulation evidence to add.
- How hands on the board had been and the impact within school.
- The focus on staff well-being.
- Cost of living crisis retained as a regular agenda point.
- Parent, pupil and staff voice surveys analysis and impact.

All governors were asked to review the initial draft and send any additional evidence or ideas to include. The Chair and Amy Sanderson would meet within a week to discuss the statement. The clerk offered to send the Chair the governor support service guidance document and to cross check this against the initial draft for any areas which may have been missed or the option to enhance existing points.

**AS/Chair**

**Clerk  
Action  
complete-  
7/7/2023**

## **13.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING**

13.01 A governor mentioned the GovernorHub Knowledge (formerly The Key for School Governors), how helpful the resources were and that the inclusion of the registration link [this link](#) for both existing users and new users to the right place had been extremely beneficial. Anyone not already registered was urged to register and the advantages highlighted. The clerk advised the board clerks business had also been merged within the governor training agenda section, with future further useful updates being included there.

13.02 The Chair had received the published list of all governor support training for the next year from the clerk and the dates for lunch time briefings from Governor Support. These had been saved for all governors in their online shared area.

13.03 The safeguarding governor asked all governors a safeguarding question.

**Q:** What do you understand the children looked after (LAC) phrase means?

**A:** The majority consensus was that the term meant children in care or being fostered. The safeguarding governor, Gemma Dolden, explained the term could mean and include any child that for a period of twenty-four hours had been looked after by the LA. This could have happened prior to the child starting school and a parent or carer may choose not to disclose that this had happened. Mohammed Rafique also added that the LAC term also included if a child had been placed in the care of another family member by the LA. Gemma clarified that adoption was not included in the Head stated that the DHT had responsibility for any LAC.

#### **14.00 CHAIR'S BUSINESS**

14.01 The Chair thanked the DHT Becca Pinder in her absence for her hard work and commitment this academic year and this thank you extended to the Head, the whole staff team and all the governing board for their time and support.

#### **15.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR**

15.01 The clerk and Head had liaised and confirmed the dates for the forthcoming academic year 2023-2024.

#### **FGB**

Thursday 21 September 2023

Thursday 30 November 2023

Thursday 07 March 2024

Thursday 16 May 2024

Thursday 04 July 2024

#### **QTLA**

Tuesday 07 November 2023

Thursday 01 February 2024

Thursday 02 May 2024

#### **PDBW**

Thursday 19 October 2023

Thursday 29 February 2024

Thursday 06 June 2024

**L&M**

Thursday 26 October 2023

Wednesday 24 January 2024

Thursday 25 April 2024

The Chair closed the meeting at 8.50pm