

CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 21 September 2023 at 6.30pm

PRESENT	Bobbie Gresser (Chair) Mary Dailey Emma Heatley Amy Sanderson Gemma Dolden	Nicholas Sykes (Headteacher) Tom Leech Mohammed Rafique Samantha Todd Amy Wilson
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IN ATTENDANCE: Amanda Jahdi – Clerk, Governor Support Service
Marcus Bowell – Observer
Louise Goulsbra - Observer

		ACTION
1.00	APOLOGIES	
1.00	There were no apologies for absence.	
2.00	MEMBERSHIP MATTERS	
2.01	The Chair reported that Yolanda Cerda and Faye O'Toole had both resigned from the governing board in July. This leaves vacancies for a parent governor and co-opted governor respectively.	
2.02	The Headteacher reported that the parent governor vacancy had been advertised. Two parents have expressed an interest so there will be an election.	
3.00	DECLARATIONS OF INTEREST	
3.01	Governors at the meeting completed and signed the Business Interest form circulated before the meeting.	
4.00	ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE	
4.01	Bobbie Gresser was nominated for the position of Chair. There were no other nominations and Bobbie left the meeting for the voting to take place. Resolved: That Bobbie Gresser be elected as Chair of the governing board until the first meeting of the academic year 2024-2025.	
4.02	Emma Heatley was nominated for the position of Vice Chair. There were no other nominations and Emma left the meeting for voting to take place. Resolved: That Emma Heatley be elected as Vice Chair of the governing board until the first meeting of the academic year 2024-2025. <i>Tom Leech joined the meeting at this point.</i>	
4.03	The Chair reminded governors of her plan to step down from the governing board at the end of the 23-24 academic year. Discussions had taken place with governors individually about their capacity to take on the role and the commitment.	

Conversations regarding co-chairing would be on-going.

5.00 CONFIRMATION OF CODE OF CONDUCT

5.01 The Local Authority model Code of Conduct had been circulated to all governors before the meeting. The Code of Conduct was signed by all governors present at the meeting.

6.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS

6.01 The governing board agreed the following.

Resolved:

- All full governing board meetings and committee meetings will take place in person.
- If for any reason, it is not possible to hold face to face meetings, participation via virtual methods e.g., Teams, Zoom, Skype will be permissible. The Chair, in consultation with the governing board, will decide if the meeting will be virtual.
- Participation via agreed virtual methods will be counted towards the quorum.

7.00 AGREE TERMS OF REFERENCE

The Local Authority model terms of reference had been circulated prior to the meeting.

Resolved:

- that the model terms of reference for each committee be agreed with the following change of name:
 - Leadership and Management including Pay Committee
 - Quality of Teaching, learning and Assessment, and
 - Pupil Development Behaviour and Welfare
- that all committees have full delegated powers in accordance with the agreed terms of reference
- that the Leadership and Management Committee has authority to agree the budget unless a deficit action plan is required
- that appointment to the Headteacher and Deputy Headteacher posts be delegated to a panel of the governing board. All other appointments will be delegated to the 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

Amy Sanderson, (Chair), Bobbie Gresser, Mohammed Rafique Emma Heatley, Headteacher and School Business Manager.

Quality, Teaching of Learning and Assessment (QTLA) Committee

Tom Leech (Chair), Emma Heatley (shadow Chair), Bobbie Gresser, Mary Dailey, Sam Todd, Amy Wilson, Becca Pinder

(Deputy Head/Associate Member)

Personal Development, Behaviour and Welfare (PDBW) Committee

Gemma Dolden (Chair), Bobbie Gresser, Tom Leech, Amy Sanderson, Amy Wilson, Sam Todd, Becca Pinder (Deputy Head/Associate Member).

8.03

Resolved:

- That a **Pay Appeal Committee** be convened as and when required with any governor who is not a member of the Leadership and Management Committee

9.00

GOVERNORS WITH SPECIFIC MONITORING DUTIES

9.01

Resolved:

Responsibilities were allocated to governors as follows:

- Child Protection and Safeguarding - Gemma Dolden
- Children Looked After - Gemma Dolden
- Attendance – Gemma Dolden
- Special Educational Needs and Disabilities (SEND)- Bobbie Gresser
- Complaints - shared by all governors with the Chair as the initial contact.
- Early reading and phonics - Mary Dailey
- Early Years Foundation Stage – Amy Wilson
- Pupil Premium – Tom Leech
- Health and Safety – Amy Sanderson
- Literacy and Writing - Amy Sanderson
- Maths - Mary Dailey
- Provision for more able children - Emma Heatley
- Outdoor learning – Mary Dailey
- Curriculum – Tom Leech.

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.

10.02

It was agreed that the signatories for authorisation of orders and invoices will be confirmed at the next Leadership and Management Committee meeting.

11.00

ARRANGEMENTS FOR THE PERFORMANCE

Leadership & Management Committee

MANAGEMENT OF THE HEADTEACHER

11.01

Resolved:

- That the Leadership and Management Committee had completed the performance management of the Headteacher in July 2023 in conjunction with the SIA Helen Davey.

12.00

MINUTES OF THE LAST MEETING

12.01

Resolved:

- That the minutes from the meeting held on Thursday 6 July 2023 were agreed as an accurate record
- That the Chair be authorised to sign the minutes.

13.00

REVIEW ACTIONS AND MATTERS ARISING

13.01

Minute 8.02 – Matters arising: SDP and SEF

The Headteacher informed governors that the SEF had been updated and sent out at the end of the last academic year. The Headteacher will be meeting with Ian Stokes to go through the analysis of the data when the SEF will be updated again.

Headteacher

13.02

Minute 8.03 – Matters arising: Link from the SEF to Parent View.

Action complete. The Headteacher reported that the Parent view questionnaire link would be activated when Ofsted visit.

13.03

Minute 8.04 – Matters arising: Chair's Business

This action has been completed with the committee membership agreed, see item 8 above.

13.04

Minute 8.07 - Matters arising: Evaluation of governing board effectiveness.

The Chair reported that the Governors' Statement has been completed and shared with governors. Governors were asked to make any amendments they consider necessary by 28 September when it will be uploaded onto the website.

All

13.05

Minute 8.09 - Matters arising: Cluster Activities effectiveness including a glossary of acronyms for new governors. This action has been completed as the Chair has met with new governors.

13.06

Minute 8.10 - Matters arising: Prevent training. Prevent training will be on-going as required.

13.07

Minute 8.12 - Matters arising: Succession Planning and Recruitment. Action ongoing. Two applicants for the parent governor election had been invited to observe the meeting. Governors commented on where they had shared the advert including with the Leeds Learning Alliance and within the community. There has also been a response from a LinkedIn posting with the details passed onto the Chair. It was further reported that, as a result of a Facebook posting, there has been another query from someone within the Local Authority.

Cllr Rafique agreed to share the advert with PATH. All governors agreed a wide advertising network would help attract governors from diverse backgrounds to strengthen their board membership. tGovernors discussed associate members and agreed that the ideal would be three for succession planning. The clerk informed the meeting that associate members could be delegated voting rights on one of the committees if the board wanted to.

13.08 **Minute 9.03 – Wellbeing survey**

This item had been discussed at the PDBW Committee meeting and an update will be presented to the next meeting.

13.09 **Minute 11.02 – Policy approval**

The Headteacher reported that the policies are in one place and can be accessed by governors.

13.10 **Minute 12.01 - Evaluation of governing board effectiveness**

This item was covered in minute 13.04 above.

14.00 **PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**

14.01 The provisional summer data and an analysis of the results from Ian Stokes have been circulated to governors. The Headteacher reported that the results for Year 6 might change as a pupil who arrived from abroad in Year 5 has been taken out of the data. Reading, Writing and Maths combined is expected to be approximately 70%. The results across the school were pleasing particularly as the starting point for some children, especially in foundation stage, was lower.

14.02 Phonics

The phonics screening results were very good. Staff have adapted well to the Little Wandle scheme. The consistency of approach between all the teachers has improved and there has been a big investment in new resources. This, however, has had a knock-on effect in Year 3 where the books bands will need to be changed to suit the development stages. This might mean an investment in new books.

14.03 KS1

greater depth has improved in KS1 with Year 2 being the highest special needs funded year group.

14.04 KS2

The Year 6 results were very good with three subjects: Maths, Reading and Spelling punctuation and grammar (SPAG) over 80% at the expected level. Writing was externally moderated which was in line with the school assessments and standards rose 13% from 2022.

14.05	A governor asked if progress from the SATs in KS1 to KS2 could be added to the data and if there could be a breakdown of the different cohorts. The Headteacher confirmed that the progress will be looked at in more detail by the QTLA Committee. This year's progress rates quite strongly but not as strong as last year. The summary of the cohorts such as SEND, free school meals exist and will, again, be looked at in the QTLA Committee. They will also look at the children who fit into more than one group.	Headteacher
14.06	Governors commented that the results for Reading and SPAG were particularly good.	
15.00	STRATEGIC PLANNING (SEF and SIP)	
15.01	The evaluated 2023-23 School Development Plan and the draft priorities for 2023-24 had been circulated prior to the meeting. Governors were pleased to receive the updates and costs that had been added throughout the year which had been very informative.	
15.02	<p>Questions were invited from governors.</p> <p>Q: How do we make sure progress is sustained in the School Development Plan given the progress made to date?</p> <p>Headteacher: Each subject will have an action plan which will start from where it left off past year. It means some changes will have to be made such as Reading being moved to be a focus at the start of the day.</p> <p>Q: Is it possible to change the actions to reflect the work already done and to provide a specific focus?</p> <p>Headteacher: That will be reviewed and added in where necessary.</p>	
15.03	<p>Governors agreed that the three top priorities for 2023-2024, in addition to the on-going actions for development in the SDP would be the Headteacher's objectives which are cascaded down to all staff. In summary these were:</p> <ul style="list-style-type: none"> • Embedding curriculum plans • The Teaching and Learning Policy • Improving outcomes for all children working below the expected standard. 	
15.04	Governors also received a NOVAC from Helen Davey, School Improvement Adviser, on the scrutiny of Writing and History on 21 June 2023. The Headteacher reported that the NOVAC had been very complementary and had recommended next steps. H Davey will be doing another visit at the end of the half term with a focus on SEND practice and the more able.	
16.00	HEADTEACHER'S REPORT – additional item	

The Headteacher's report had been circulated prior to the meeting and the Headteacher highlighted the following:

16.01 As an update, Chapel Allerton was one of the schools who received the recent security alert email. Teachers were notified to keep the children in school, but everyone remained calm. The police attended school and once they had checked the gates were locked, the children went out to play. Parents were notified when everything had calmed down and there was also a police presence at the end of the day.

16.02 The Headteacher went through the staffing changes including:

- The retirement of the deputy office Manager at half term. The post will be advertised for a similar post.
- Options for the cover of a teaching assistant in Year 4.

16.03 Pupil numbers currently stand at 418 so the school is almost full. The Nursery numbers are also high so another member of staff might be needed to cover the ratios.

16.04 The additional accommodation the school received to for the bulge cohort will be turned into a nurture/SEND provision. The use of the space will be further discussed by the PDBW Committee. Staff have visited another school with similar provision to look at how it is used but it could be very flexible depending on the children who need to use it.

A governor asked whether the use would be primarily led by teachers or if the children could request it. The Headteacher said it was likely to be programmed for specific reasons, for instance, there are three children who find it difficult to cope with school so they could come in early, use the space by being given some jobs to do, and then go into class early. The use of the room will probably change over time.

17.00 SAFEGUARDING STATUTORY

17.01 The Local Authority model Child Protection Policy had been sent to governors prior to the meeting.

Resolved:

That the Child Protection Policy be adopted.

17.02 The updated guidance Keeping Children Safe in Education had been sent to governors prior to the meeting, and governors confirmed they had read the relevant parts.

Resolved:

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

17.03 It was confirmed that all governors have completed safeguarding training.

18.00 POLICY APPROVAL

18.01 Teacher's Pay Policy

The Teacher's Pay Policy had not yet been received and was

deferred to the next meeting for approval.

18.02

Complaints Policy

It was noted that there were no changes to the Complaints Policy from last year, and it was not due for review.

19.00

GOVERNOR DEVELOPMENT

19.01

- A Wilson will be attending Early Years training in January.
- The Chair is planning to attend the SEND update.

19.02

M Dailey reminded governors about the information session taking place on Friday 22 September 2023 from 12noon to 1pm

19.03

The Chair informed governors that there had been discussions about the committee chairs attending the Chairs' training to help with succession planning. The committee chairs were asked to consider whether this was feasible.

19.00

LEEDS LEARNING ALLIANCE (LLA) MEMBERSHIP

19.01

The Headteacher reminded governors that Chapel Allerton Primary School had been an associate member of the Leeds Learning Alliance since 2017. In the summer, the Headteacher received a letter requesting that the school continue its membership at a cost of £500 per/annum. Following a discussion about the benefits and the longer-term association, which governors supported (see item 19.02).

19.02

Governors discussed the on-going relationship with the LLA and considered carefully if they wanted to formalise this working relationship. The discussion included that now might be an appropriate time for governors to gather information, to complete an options appraisal since many of the governors felt they were lacking in relevant, up to date knowledge and other information about the LLA and other options for example Multi-Academy Trusts (MAT).

Action: A working party would form with the Chair, Amy Sanderson, Emma Heatley, Amy Wilson, and Mary Dailey, to draw up an action plan with responsibilities on how best to explore the options.

**Chair, AS,
AW, EH, MD**

20.00

CHAIR'S BUSINESS

20.01

There was no Chair's business.

21.00

ANY OTHER URGENT BUSINESS

21.01

There was no other urgent business.

22.00

DATE AND TIME OF NEXT MEETING

22.01

The next full governing board meeting would be held on Thursday 30 November 2023 at 6.30pm

The Chair closed the meeting at 8.30pm

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