

CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 07 March 2024 at 6.30pm

PRESENT	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Marcus Bowell	Tom Leech from item 4.04
	Mary Dailey	Mohammed Rafique from item 4.04
	Gemma Dolden from item 4.01	Amy Sanderson
	Jenny Hand	Sam Todd
	Emma Heatley from item 4.07	Amy Wilson

IN ATTENDANCE: Julie Kirkpatrick – (Clerk, Governor Support Service)
Nicola Allardyce – (Associate Member)

1.00 APOLOGIES FOR ABSENCE

1.00 Apologies had been received and accepted from Louise Goulsbra (Associate member) who would take a period of absence for anticipated surgery and recovery. No apologies had been received from Richard Cowles (Associate member).

2.00 MEMBERSHIP MATTERS

2.01 Governors discussed membership issues, including terms ending and had an agreed plan to fill upcoming vacancies due to the recent recruitment of associate members.

- Term for Tom Leech, co-opted governor ends on 20 May 2024. Tom agreed to remain until the end of the Summer term.
- Term for Sam Todd staff governor ends on 18 November 2024. All agreed to discuss at the next FGB 16 May.

Emma Heatley (Vice-Chair) had resigned, and this would be her last meeting before she emigrated to Melbourne with work. Two governors expressed an interested in the Vice-Chair role. The clerk suggested an election was held at the next FGB meeting to allow for any governors who had said they would arrive late to this meeting to both express an interest and participate in a future election.

3.00 DECLARATIONS OF INTEREST

3.01 There were no new declarations of interest.

4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

4.01 ***Gemma Dolden arrived at this point.***

Standards and achievements

The Head gave an overview of Year six (Y6) SATS preparations and potential outcomes, outlining that there were ten EHCP's within school, six of which were in Y6. These six pupils worked hard and had made good progress but would not sit the formal SATS tests.

ACTION

Chair

FGB May agenda

He advised governors that this year staffing had been moved from Y6 to support other year groups whereas normally staff would be increased to offer additional support in Y6 prior to SATS.

Q: Were Y6 SATS expected levels for this cohort below average, the Chair asked?

A: Last year school Y6 SATS results were above the national average across all subjects. This year it was predicted sixty per cent would achieve combined Reading, Writing, and Maths in comparison to circa seventy-one per cent last year. The Head explained he had no progress measure for Y2 SATS attainment for this current Y6 as this was a Covid cohort and gave an honest picture to governors of where SATS performance was expected to be.

4.02 Out of school achievements

Governors were pleased to hear the athletics team continued to be strong and that the team had reached the City-wide finals.

The Chair wanted to know if governors could attend the forthcoming debating society trip which would be on Thurs 14 March at Kirkstall Sacred Heart school from 9.15 am. The Head confirmed governors were welcome to attend.

4.03 SIP

The SIP had been updated during January when the SLT had scrutinised any amber ratings. These had been updated with realistic improvements and reported back to governors. The Chair would include any further SIP updates within a discussion around governor preparation for the imminently expected Ofsted inspection in item 15.01, Chair's business.

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

Staff wellbeing/Ofsted

The Head explained that the academic terms had been longer this year, long term absence accounted for around twenty percent lost days which had a significant effect on staff covering for colleagues.

Mohammed Rafique arrived at this point.

The Head continued to explain this had affected pupil interventions with periods where thirteen or fourteen staff had been off work at one time. There was no common theme to the staff absence. An awaited Ofsted inspection affected staff wellbeing, from a staff perspective Sam Todd updated governors how staff felt.

Governors agreed with the Head and staff the uncertainty of waiting for an Ofsted inspection attributed to staff wellbeing however well prepared and ready school were. It was agreed that the staff wellbeing survey would be sent once Ofsted had visited.

There was further discussion around the Ofsted framework, the Head advised governors this would involve a guaranteed deep dive into Reading and Maths. Additionally, there would be at least

one chosen subject such as PSHCE which governors and the Head agreed was a strength across school. The Head explained it would be middle leaders within school who met with Ofsted after the initial one-and-a-half-hour telephone call had taken place with the Head. Middle leaders had worked with Helen Davey, SIA regarding key points and strengths for the school they wanted to emphasise during the visit.

4.05

Curriculum

Key points were:

- Curriculum planning was being re-visited in Foundation one
- School reported better book presentation had been observed.
- White rose Maths implementation work was evident across school.
- SEN pupils had successfully attended the Y6 Residential which was a significant staff achievement given each pupil's individual needs.

4.06

Pop-up swimming pool

The Head said next summer 2025 he planned to have a pop-up swimming pool on site in the school playground. The planning was in the initial stages, he awaited a risk assessment and had been in touch with other schools in Manchester who had used the same company.

Q: How much would it cost? Is it cost effective? How many children would benefit?

A: The pop-up swimming pool would cost circa £3000 for two weeks with two staff members from the company on site. This would be instead of going to Scott Hall for swimming lessons which currently cost circa £4500. Children in Y4 would have forty-five minutes swimming every day with a ratio of six children to one teacher. Extra interventions on a one-to-one basis would be possible. There had been an eighty-five per cent success rate for children being able to swim twenty-five meters amongst other schools that had used this service.

Governors debated the benefits and drawbacks of the pop-up pool concluding more information was required. Further discussions included a requirement for in-depth risk assessment information and reassurance. It was noted an hour a day, the time currently spent walking to and from the local leisure each Monday would be saved if the pop-up pool were on site, which would then be used for additional curriculum lesson time.

Head

4.07

Emma Heatley arrived at this point.

Health and safety (H&S) survey

The recent survey conducted had suggested retaining a record of when a child had used their inhaler, that this was recorded, and the parent notified. The school environment had been mentioned

as a strength in particular referencing the ingenious usage of space across school.

The Chair mentioned that the SIA advisor had raised perimeter fencing concerns, the Head clarified the H&S audit had no concerns with the perimeter fencing.

There continued to be a phased five-year process for LA funding for ongoing roof replacement across school with further roof replacement work planned this summer in the holidays.

4.08 *Academies and Trusts update*

The Chair and Head updated governors that they were still information gathering regarding Academies and Trusts. The Chair stated there was an option for the Chair of governors from another school, Gledhow Primary, to come and talk to the governors if they thought it would be beneficial.

Amy S arrived at this point.

4.09 *Complaints*

The Chair made governors aware there had been two complaints. The first had been regarding safeguarding, external organisations had been consulted. The Chair reassured governors' school had acted with due care within statutory guidelines, and that the complaint had been concluded satisfactorily.

The second complaint involved a stage two complaint meeting on 18 March, following which governors would be updated on the outcome. The Chair reiterated complaints were confidential and unless governors had been on the complaints panel, they would not need to know the full circumstances but were required to be updated on the final outcome only.

4.10 *Staffing*

Governors were provided with a summary of anticipated staffing changes from Easter which included planning for the start of the 2024-2025 academic year staffing from September. They were pleased to hear positive feedback from the staff questionnaire the Head had circulated which had asked for requests for year groups staff wanted to be in from September.

Upcoming potential vacancies were acknowledged, the staffing situation was evolving and fluid. The Head would advertise one Fte teacher vacancy however governors noted that teaching staff vacancies were likely to increase.

Changes in year groups were deliberated and a governor pointed out that a specific year group had not had a consistent teacher or teaching staff throughout school and that this had been raised at a previous FGB.

Q: How would potential staffing changes be handled or were currently communicated to the children especially in year groups where children had a high level of needs?

A: Children in affected year groups were settled and working well with experienced HLTA's and supported with strong positive TA teams. Children had an awareness staff were off school unwell however the Head agreed to consult the SLT how and when staffing changes were communicated to children and parents to ensure this was done sensitively, particularly where children had SEND or would struggle with change.

Head

There followed a further discussion around staff retention.

Q: Were there any concerns about recruitment?

A: School would maximise their potential to advertise one vacancy early and hoped to advertise by no later than early April at the latest to attract candidates before other school's traditionally advertised September vacancies.

The Head added that this year was unusual and there was no concern, personal circumstances accounted for staff leaving school.

Q: Do you do exit interviews?

A: The Head replied that exit interviews were not conducted consistently when staff left however, he invited governors to conduct exit interviews with staff who were leaving. Gemma and Amy W recognised the benefits of this and volunteered to arrange.

GD/AW

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 Governors gave a summary of their recent visits.

Mary had visited Alicia to look at Maths teaching and observed the focus on fluency and catching Maths misconceptions. She intended to draft her full report and share with governors. Mary would book an Outdoor learning and phonics visit.

Mary

Amy W had visited Y3 to see the "Worry box". Her observations were of how calm it was in class and how when Mr Cunningham clapped, how all the children stopped and listened. Mr Cunningham had explained about the "Worry box" and pupils knew what to do and when to use it. "Worry boxes" were prominent in each class. Amy W would write up then share her report.

Amy W

Q: Amy W had asked how girls and boys took to restorative practice?

A: Mr Cunningham responded that this was a good question and had said how boys and girls took to it differently, boys tended to sort themselves out and girls would be more likely to use restorative practice.

5.02 Marcus, Jenny, and Nicola had an introductory tour of school that morning.

Q: As new governors had they seen anything in action?

A: They had observed a consistent use of visual teaching aids in every classroom, differentiated and appropriate for each year group. Great usage of space in school. Children were not distracted when three adults not known to them visited class and continued with their learning, they were calm and engaged which was good to see.

5.03 Gemma had met with Zara for her safeguarding visit. Time had been spent time talking about an individual pupil and the impact of their support needs on staff. Zara had given reassurance of intervention and support which had taken place throughout school, and it was evident the current support and intervention had a minimal effect on children plus that their learning was clearly not being disrupted within the classroom. The defined effect continued to be on Zara and the DHT as they provided one to one support regularly away from the classroom. Gemma was satisfied whilst the playground issues and situation with the individual pupil remained tricky, that this was managed well and appropriately.

Additionally, Zara had been monitoring the voice box, there had been a promotional push to use it more and increased visibility of it for staff.

Gemma had met with Lisa Harrison regarding attendance. Lisa kept an audit log of reasons for lateness which included reasons for absence, enabling the production of reports quickly and efficiently Gemma had observed.

Following her visits and focus on an individual child, governors debated any further learning that could be gained from the support school continued to give. Consideration was given to having a debrief of the situation.

In summary, governors concluded staff supervision support was incredibly supportive and wanted their recognition and gratitude for this as a governing body to be formally recorded within these minutes.

The Head emphasised half of the DHT workload had been given to provision and care for the child and their welfare. The child has not attended school for the last two weeks. The Chair thanked Gemma for having the detailed safeguarding conversation's during her visit and concurred with the phenomenal SEND support observed during her own visit.

The Chair had reported on her SEND visit with Kate and Louise to look at the medical policy, inclusion and how inclusive school were. The benefits of where SEND children were all accessing the learning were highlighted and had been fabulous to see, the Chair stated..

Emma Heatley and Jenny Hand briefly left at this time.

Additional NOVACS had been discussed in detail at the recent PDBW and QTLA meetings.

6.00 MINUTES OF THE LAST MEETING

6.01 **Resolved:**

- That the minutes from the meeting held on Thursday 30 November were agreed as an accurate record and the Chair was authorised to sign the minutes.

Emma and Jenny returned to the room

7.00 REVIEW ACTIONS AND MATTERS ARISING

7.01 **Succession Planning and Recruitment (Minute 7.04 refers):**

Action closed. Emma Heatley and the Chair had met regarding potential interested governors.

7.02 **Leeds Learning Alliance (LLA) membership (minute 7.06 refers):** Action ongoing. Governors continued to discuss the LLA, refer item 4.08 on this agenda.

7.03 **Irresponsible and inconvenient parking problems (Minute 15.02 refers):** Action closed. School had asked for parent volunteers to patrol with a staff member and children. No volunteers had been forthcoming. The Head made governors aware there was a possibility parking cones could be used to deter the irresponsible parking.

8.00 COMMITTEE REPORTS

8.01 The committee Chairs confirmed the following statutory items from autumn committee agendas had been addressed:

Resources committee statutory requirements	Yes/No
Schools financial value standard has been approved and submitted	Yes
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

8.02 Gemma updated the meeting the PDBW committee had focused on SEND, behaviour and attendance.

8.03 Tom informed governors how the reports the DHT provided and how well prepared the information was for the QTLA meetings made it easy for governors to ask questions. The committee had talked through actions for two NOVAC's plus looked at data and progress of minority groups.

9.00 SAFEGUARDING/CHILD PROTECTION

9.01 Safeguarding strengths had been examined thoroughly at item 5.02 within this agenda along with any emerging issues and the progress of actions from the annual report on monitoring (ARM).

10.00 POLICY APPROVAL STATUTORY (TOR 1.05)

10.01 Special educational needs and disabilities (SEND) policy and/or the SEND information report (known as the school offer).

The SEND Information Report which explains schools policy for children with SEND was reviewed and approved within the PDBW meeting 29 February and published on the school website.

Behaviour principles written statement

Governors requested that the DHT send an electronic copy of the existing written statement of principles which they would review and email any suggested amendments. The board were aware that they must consult the executive leader, other appropriate members of staff, parents, carers, and all registered pupils before making or changing this statement of principles and that it must also publish the statement on the school website.

DHT

11.00 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE (TOR 1.06)

11.01 The Chair confirmed they had followed the required website review of information checklist in September and that the school website was compliant. In response to further questions about what Ofsted would inspect with regards to website data, the Head clarified that any public data could be scrutinised. Governors acknowledged that the SBM was reviewing and updating information highlighted from the previous website checks.

SBM

12.00 GOVERNOR DEVELOPMENT

12.01 Jenny and Marcus had completed induction module one and had the second module booked. Nicola had both induction modules planned in to do. Marcus had safeguarding training booked which Jenny had completed.. Amy W had completed Early Years training

13.00 GOVERNOR OVERSIGHT OF SATS PROCESS (TOR 1.07)
 13.01 The Chair asked for a member of the governing board to oversee the SATs process and explained about what this entailed and why it was needed, to ensure there were no actions which could compromise the integrity of the results. Governors queried when SATS week was, once it was confirmed as week commencing 13 May, Jenny volunteered. The Head would email further dates and times to see if any more volunteers would come in to observe the process during SATS week.

14.00 APPROVE ADMISSIONS POLICY FOR 2025/26 (TOR 8.01)
 14.01 **STATUTORY ITEM**

Resolved:

- That the Admissions Policy 2025/2026 was approved.

Governors were advised there were no changes to the LA model policy which had been personalised to the school and published on the website.

15.00 CHAIR'S BUSINESS
 15.01 Ofsted preparedness.

Q: The Chair asked governors how prepared did they feel as a governing body? How available were governors to meet with Ofsted?

A: Governors responded that they wanted more information about when they would be needed by Ofsted. The process of when Ofsted called and what was expected was reiterated with the likelihood of governors being needed on a Wednesday or Friday afternoon. The clerk reassured governors that all governors were welcome to meet with Ofsted, this was positively welcomed, and that links had been set up via Zoom within other inspected schools to encourage governor participation. Governors who had taken part in the last Ofsted inspection visit mentioned that last time there were several governors who met with the inspectors and recalled the process had been a positive one.

In relation to being prepared the Chair suggested having key documents to hand e.g., SEF and SDP to refer to, plus the recent NOVACS from the SIA Helen Davey. Additionally, there was an Ofsted folder governors were directed to by the Chair within SharePoint.

Q: The Chair asked do governors understand their three core functions?

A: To assist the Head handed out the annual governance statement completed last year which gave an overview of their governing body core functions and examples of where the governing body had made a positive impact for the benefit of the school.

The Head had shared a PowerPoint with governors that he had shared with the SLT, which covered for example the key principles of reading. Governors commented this had been useful.

The Chair indicated governors needed to have set examples for what specifically they had been involved in, where this had had an impact or contribution that they could comfortably recall and talk about plus any opportunities where they had supported school.

Gemma reminded governors about her safeguarding records tracker within the governor shared drive and what the colour coded actions defined and demonstrated on it. This tracker was self-evident and could be shown to the Ofsted inspector's to illustrate evidence of governing body safeguarding actions and impacts.

Q: A governor asked if there were any definite questions Ofsted asked?

A: The Chair pointed out safeguarding was always probed, the Head added governors would be asked about their feel of the school and what the school strengths were in addition to information raised and discussed previously during this agenda point.

In summary governors felt well prepared and concluded the advice given was to know where information was kept to refer to when they met with the inspectors.

16.00 ANY OTHER URGENT BUSINESS

16.01 As this was Emma 'Heatley's last meeting, the Chair thanked Emma and presented her with a card and gift from the governing body. The Chair said Emma's contribution and commitment had been huge and she would be missed, all wished her well as she emigrated to Melbourne.

17.00 DATE AND TIME OF NEXT MEETING

17.01 All meetings below would commence at 6.30pm.

FGB

Thursday 16 May 2024

Thursday 04 July 2024

QTLA

Thursday 02 May 2024

PDBW

Thursday 06 June 2024

L&M

Thursday 25 April 2024

The Chair closed the meeting at 8.30 pm