

# CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 16 May 2024 at 6.30pm

<b>PRESENT</b>	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Nicola Allardyce	Tom Leech (from point 2.02)
	Marcus Bowell	Mohammed Rafique (from point 2.02)
	Mary Dailey	Amy Sanderson
	Gemma Dolden	Sam Todd (from point 7.02)
	Jenny Hand	Amy Wilson
	Tom Leech (from point 2.02)	

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

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	
1.00	Apologies had been received and accepted from Louise Goulsbra (Associate Member) No apologies had been received from Richard Cowles (Associate Member) and Mohammed Rafique.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS AND VICE-CHAIR ELECTION</b>	
2.01	<ul style="list-style-type: none"><li>Term for Tom Leech, co-opted governor would end on 20 May 2024. FGB meeting 07 March, Tom had would continue until the end of the Summer Term and governors approved this for administration purposes following Ofsted and to allow for succession planning.</li><li>Term for Sam Todd. staff governor ends on 18 November 2024</li></ul>	
2.02	<p><u>Vice-Chair Election</u></p> <p>The Chair conducted the election of the Vice Chair. Expressions of wish to stand as Vice Chair had been requested on the agenda to be submitted to the Chair or clerk ahead of the meeting which included a reminder that anyone who worked at school was ineligible for the position.</p> <p>There was one candidate to stand for election, governors present confirmed their decision that Jenny Hand would be elected as Vice-Chair.</p> <p><b><i>Mohammed Rafique and Tom Leech arrived at this point.</i></b></p> <p>The Chair welcomed them to the meeting, summarised the membership matters discussed up to this point and gained their agreement with the above decision.</p> <p>The Chair welcomed Nicola’s appointment to Foundation governor with effect from the date of this meeting, 16 May 2024. This change would be reflected on the school website and ‘get information about schools’ (GIAS) and a DBS would be requested within 21 days.</p>	<b>Head</b>

### **3.00 DECLARATIONS OF INTEREST**

3.01 There were no new declarations of interest.

### **4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

4.01 Ofsted had inspected school on Wednesday and Thursday 08 and 09 May, respectively. This had been a Section 8 ungraded inspection over the two full days. Governors and staff were delighted with the initial outcomes. The Head presented an overview of the visit, governors were mindful of the importance that information discussed was unvalidated and confidential until the official Ofsted report publication.

4.02 **Q:** How was the Ofsted inspection from a staff perspective?

**A:** A relief, staff had been nervous however were well prepared and ready. It was helpful to know the planning for each day. The Ofsted inspector had shared his plans with the Head so staff knew where he would be and at what time. The staff governor had been observed teaching and found the questioning and feedback a very positive experience. The Head informed governors he had asked the Senior Leadership Team (SLT) what their favourite part of the inspection had been. Staff had said the Geography and Phonics observation and feedback session where everyone in the SLT had contributed and been listened to.

4.03 The Head presented a series of PowerPoint slides which contained key points summarised as follows.

- A visual timeline from the last Ofsted 2018 inspection which governors heard was a one-day strong inspection. A comment and mention after the inspection about how bullying was recorded in school had been challenged.
- School offered strong support throughout the pandemic being open and available to as many parents as possible.
- Following an SLT restructure in September 2020 when a new Governing Body Chair, Bobbie, a DHT, Becca and SEND leader Louise were appointed, subsequently the new SLT devised the Magnificent 7 ambitions in May 2021.
- In 2023 Phonics results were in the top10% for schools and other subjects were good when compared nationally.
- Despite ongoing health issues and staff problems the May 2024 Ofsted inspection had been highly successful.
- A three-word summary from the inspector's findings was explained and expanded on for each of the following headings:
  - ✓ Staff - Welcome, Efficiency, Transparency
  - ✓ Pupils - Confident, Willing, Delightful
  - ✓ Reading - Business, Pleasure, Passion
  - ✓ Geography - Emerging, Effective, Pace
  - ✓ Safeguarding.; Training, Case-studies, Culture

Further examples given were.

- When the Ofsted inspector had finished listening to a child read and thanked them, the child had replied “my pleasure.”
- Children had shown their passion in a Phonics observation.
- A teacher had demonstrated pace and precision in their lesson delivery.
- That geography was a developing subject had been clear to see and that positive curriculum links were in place with another school.
- Strong culture of safeguarding and training evidenced, all case studies requested were readily available.
- Strong Maths focus, adaptation and understanding demonstrated in books.
- Everything triangulated, clear evidence of different stakeholder involvement.
- Attendance records which showed poor or decreasing attendance were challenged.
- Exceptional Wider curriculum, e.g., growth and popularity of the chess club.
- Staff were happy, well supported, Continued Professional Development (CPD) was good.
- Strong parent survey responses, 90 parents responded.
- SEND journey, clear decisions made were in the best interests of children and their needs. The Inspector had an open, honest conversation with the Head about next steps and a potential SEND area for development.

4.04

The Chair thanked and congratulated the Head and staff for their hard work and fed back her experience and that of governors who had met with the Ofsted Inspector.

- Open and warm thanked all governors for their contribution collectively, full of praise.
- He had experienced the care from the school.
- Had asked governors what the strengths of the school were, and governors were well prepared.
- Given governors the opportunity to add anything at the end of the conversation. Governors had reiterated the importance of their consistent commitment to inclusion going forward.

To conclude the Ofsted inspector had said he could see everyone was valued in school.

Governors were delighted with school staff and how the inspection had gone. Helen Davey School Improvement Advisor (SIA) had attended the feedback meeting and had been thrilled with some of the glowing verbal feedback she heard. Governors mutually agreed that a banner which advertised some of the Inspector’s quotes would be used on a banner outside school once the official report had been published.

**5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

5.01 The clerk mentioned that during a recent clerk's training session it was suggested the School Improvement priorities remained here as a rolling item to assist governors. The Head would send these to the clerk.

**Head**

***Post meeting update, action completed. The Head emailed the following Magnificent 7 SIP ambitions.***

- Equality and Diversity
- Curriculum
- Outdoor Learning and Play
- SEND
- More Able
- Writing
- Teaching, Learning and Behaviour

5.02 Jenny reported back to governors she had completed a monitoring SATS oversight visit which she had found useful and been extremely impressed with the office staff organisation. The children were observed to be happy and at ease.

**6.00 MINUTES OF THE LAST MEETING**

6.01 **Resolved:**

- That the minutes from the meeting held on Thursday 07 March were agreed as an accurate record and the Chair was authorised to sign the minutes.

**7.00 REVIEW ACTIONS AND MATTERS ARISING**

7.01 **Leeds Learning Alliance (LLA) membership (minute 7.06 refers):** Action ongoing. Governors requested that this remained an ongoing open action for review.

7.02 **Pop-up swimming pool (minute 4.06 refers):** Action ongoing. Plans for the pop-up swimming pool on site in the school playground in summer 2025 were still in the initial stages, the SBM had started the risk assessment and the Head had had been in touch with other schools in Manchester who had used the same company that school were interested in having on site.

**Head/SBM**

***Sam Todd arrived at this point in the meeting.***

7.03 **Staffing (minute 4.10 refers):** Action completed. The Head had spoken to children about anticipated staffing changes from September. Governors heard how receptive and reassured children had been and that this had been handled sensitively especially in year groups where children had a high level of needs.

Staff Exit interviews.

David has devised a form with the Chair to establish if there was anything else school could have done to retain staff who would

leave this term. Positive feedback had been received which was shared with governors who were reassured staff planned to leave for opportunities elsewhere that would not have been possible within school.

7.04 **Governor monitoring of school improvement priorities (minute 5.01 refers):** Action completed. Governors gave a feedback summary of their recent visits- At point 5.00 Amy had written and shared her report from when she had visited Y3 to see the "Worry box. Mary would share her Maths visit report. An Outdoor learning and Phonics visit was planned.

MD

7.05 **Behaviour principles written statement (minute 10.01 refers):** Action ongoing. Governors confirmed that they had received an electronic copy of the existing written statement of principles to 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. This item was carried forward to the next FGB agenda in light of the recent Ofsted inspection which had been a priority.

JULY FGB  
AGENDA

7.06 **Review of information on the school website (minute 11.01 refers):** Action completed. The Chair had followed the required website review of information checklist, the school website was compliant. It was pleasing to note both the Chair and Head added that the Ofsted inspector had confirmed in his initial telephone call with the Head that he had no issues with the website.

7.07 **Governor oversight of SATs process (minute 13.01 refers):** Action completed. Refer item 5.02.

**8.00 COMMITTEE REPORTS**

8.01 The committee Chairs would report back that the following statutory items from the Spring committee agendas had been addressed at the July FGB meeting.:

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

<b>Pupil support committee statutory requirements</b>	<b>Yes/No</b>
The annual safeguarding self-assessment has been completed	<b>FGB July agenda</b>
School meets equalities requirements	<b>FGB July agenda</b>

<b>Teaching and learning committee statutory requirements</b>	<b>Yes/No</b>
School will be providing an annual report to parents	<b>FGB July agenda</b>

**9.00 REPORT OF BUDGET FOR 2024-2025 OR BUDGET APPROVAL (TOR 1.02)**

9.01 A full budget report which detailed variances from last year's budget; staffing changes; funding allocated for school priorities; plus, the amount of any short fall or balance brought forward and forecast contingency for 2025/26 had been shared with governors.

9.02 The Head wanted governors to be aware of variances discussed in detail in the recent Leadership and Management (L&M) Resources meeting where the committee had reported their provisional budget approval subject to discussion at this full governing body meeting.

Staffing

Tough decisions had been made to reduce the number of Teaching Assistant support hours across school plus school would operate with one less teacher in Y6 as the bulge cohort funding had stopped. Interventions would be different with more TA's shared between classes and priority interventions, which required staff flexibility. The Head intended to explain and have individual conversations with teaching staff. Additionally, school would examine staff workloads due to lighter staffing in Key Stage Two (KS2) predominantly.

Two teaching appointments had been made from a strong set of applicants. Teaching assistant vacancy interviews would take place the following week

Governors enquired how staff were feeling due to an unprecedented number of staff leaving at the end of term and were satisfied that staff were naturally unsettled yet positive following the Ofsted which had demonstrated a strong team. Governors reported no staff concerns when they had visited and from exit interview form's received, refer item 7.03.

9.03 IT

Spending would be on the main IT server, which was 10 years old, ideally replacement should have taken place at 5 years old. A section of the roof would be replaced, and governors were directed to the L&M minutes for more detail.

9.04

Special Educational Needs and Disabilities – (SEND)

The budget had been planned with the Finance Officer (FO), the Local Authority (LA) then advised schools to remove any predicted Funding For Inclusion (FFI). It was brought to governors attention that Leeds LA had operate differently to anywhere in the country for SEND funding in respect of awarding FFI. There would now be a requirement to complete an Education, Health, and Care plan (EHCP) application for more complex needs. School were unable to apply for FFI funding for the new Reception intake, The LA plan which involved educational psychologist time to clear the backlog was discussed. Since an EHCP currently took an average of a year to 18 months to process, the Head had concerns going forward of the pressures on school staff involved in 1-1 support.

**Q:** A governor wanted clarification that children with existing FFI funding would not have this removed? Did this decision come from the Government?

**A:** The Head reassured funding would remain for existing children. However, moving forward not all children with FFI would qualify for an EHCP. This was a government ruling to ensure Leeds LA was legally compliant with SEND funding with the rest of the country.

**Q:** What's the feeling of other Heads and approach across Leeds?

**A:** Everyone is genuinely concerned, and the situation dominated Headteacher briefings and conversations as a priority for all Heads.

9.05

A conversation around governor recruitment took place, three governors knew potential interested candidates and would pursue this further. The Chair urged all governors to consider anyone known to them personally who may be suitable. Tom added that there would be a QTLA Chair vacancy when he left at the end of this term.

**ALL  
GOVS**

9.06

It was agreed the budget discussion would remain as an item on the July agenda for final FGB approval.

**FGB JULY  
AGENDA**

**10.00**

**AUDIT OF UNOFFICIAL SCHOOL FUNDS (TOR 2.03) - (Minute 8.00 L&M meeting 26 October 2023)**

The SBM had audited the school fund and reported with evidence forwarded to the local authority (LA) and to governors.

**11.00**

**SAFEGUARDING/CHILD PROTECTION**

11.01

Ofsted had inspected and safeguarding had been noted as being exemplary. Gemma would meet with Zara, the Safeguarding, Welfare Officer (SWO) when the Annual Report on Monitoring (ARM) was ready to be returned to the local authority, in June. The finalised return would be shared with all governors and the

**FGB JULY  
AGENDA**

FGB July minutes record that it has been accepted as an accurate reflection of school practice

12.00	<b>POLICY APPROVAL STATUTORY</b> (TOR 1.05)	
12.01	<b>Staff Disciplinary Policy, Staff grievance policy and Staff code of conduct</b> (The Safer Recruitment Consortium’s “Guidance for Safe Working Practice – May 2022” can be adopted as the code of conduct)	FGB JULY AGENDA
	Governors agreed the above policies would be reviewed at the next FGB meeting in July.	
13.00	<b>EVALUATION OF GOVERNING BOARD EFFECTIVENESS</b>	
13.01	As in previous years, the Chair would evaluate the governing Board effectiveness to ensure effective functioning of the board and create an Annual Statement for the school website This would include detail about how the three roles of governance had been fulfilled and the impact of the board over the year. A template available on <a href="#">Leeds for Learning</a> would be used to incorporate recent excellent Ofsted evidence.	Chair
14.00	<b>GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING</b>	
14.01	Tom advised all present that this would be the last meeting he attended. Mary announced her intention to step down from her Co-opted governor position in July and the Chair would also do the same which would leave the Chair position and three Co-opted governor vacancies. The Chair would check with Louise and Richard (Associate Members) if they would like to join the board as Co-opted governors. The Vice-Chair would additionally follow up on a positive conversation with a prospective candidate.	JH
15.00	<b>CHAIR’S BUSINESS</b>	
15.01	The Pay committee would need to meet to complete the Headteacher review. This would involve, the Chair, Amy S, Jenny, and Helen Davey (SIA). The Chair would email everyone to organise a mutually convenient date.	Chair
15.02	There was a heartfelt thank you to Tom for his huge and long contribution of 10 years on the governing board. He had led on Pupil premium, Music and chaired the QTLA committee. All governors presented Tom with a personal gift of a school painting and a whole governing board thank you round of applause.	
16.00	<b>ANY OTHER URGENT BUSINESS</b>	
17.00	<b>DATE AND TIME OF NEXT MEETING/SET MEETING DATES FOR THE NEXT ACADEMIC YEAR</b>	
17.01	The clerk would email a schedule of meetings for 2024-2025.	Clerk
	All meetings below would commence at 6.30pm	
	<b><u>Summer term meetings</u></b>	

All meetings below start at 6.30pm.

**FGB**

Thursday 04 July 2024

**PDBW**

Thursday 06 June 2024

**L&M and QTLA**

The next L&M and QTLA meetings would be in the 2024-2025 academic year

The Chair closed the meeting at 7.40pm