

# CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 04 July 2024 at 6.30pm

<b>PRESENT</b>	Bobbie Gresser (Chair)	Nicholas Sykes (Headteacher)
	Nicola Allardyce	Gemma Dolden (from 4.00)
	Marcus Bowell	Jenny Hand
	Richard Cowles (Associate Member)	Sam Todd
	Mary Dailey	Amy Wilson

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

<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>ACTION</b>
1.00	<p>Apologies had been received and accepted from Amy Sanderson, Mohammed Rafique, and Marcus Bowell. Tom Leech had stepped down and advised the Chair that the previous FGB would be his last one. Louise Goulsbra (Associate Member) continued to recover from surgery the Chair reported.</p>	
<b>2.00</b>	<p><b>MEMBERSHIP MATTERS</b></p> <p>Governors discussed the three co-opted governor vacancies when Tom, Mary and Bobbie would leave at the end of this summer term plus the vacant Chair position. It was anticipated that the two associate member governors, Louise and Richard would join the board in September.</p> <p>The Chair had held conversations with governors interested in taking over her position plus chairs of committees and offered to continue to mentor and support a new Chair. In respect of the governor vacancies there were at least three people who had spoken to existing governors with the required skills and interest in the role,. The Chair emphasised any newly appointed governors had an awareness of the role and were committed to share the workload. There were key statutory roles to allocate in September which included, Special educational needs (SEND), pupil premium and curriculum areas to consider.</p> <p>The clerk had pointed out the terms below which were also due to end.</p> <ul style="list-style-type: none"><li>• Term for Sam Todd, staff governor would end on 18 November 2024</li><li>• Term for Head Nicholas Sykes would end on 01 January 2025 – clerk to clarify as the Head asked if he had an option. It was his understanding he would remain indefinitely on the board.</li><li>• Term for Amy Sanderson, Co-opted governor would end on 10 February 2025</li></ul>	<p><b>Clerk</b></p>

Referring to the staff governor term ending, the clerk reminded governors an election process would need to take place and the Head agreed to arrange this in September

HT

2.02 The Head would ensure Nicola's DBS had been processed following her successful appointment to Foundation governor with effect from 16 May 2024. This change would be reflected on the school website and 'get information about schools' (GIAS).

HT

2.03 The Chair asked the clerk to send new governor information to Nicola as this had not yet been received.

***Post meeting update clerk actioned 11 July.***

### **3.00 DECLARATIONS OF INTEREST**

3.01 There were no new declarations of interest.

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

4.01 The Headteacher's report had been updated since the Ofsted inspection which the Head reported had given school self-assurance, confidence and validation in all areas school staff supported. Around 45 staff had attended and enjoyed an Ofsted celebration evening. Additionally, all staff had been given a reward of an afternoon off to choose which had been well received.

#### 4.02 Standards and achievements

Results were explained with the following highlighted.

- Good data in Foundation stage especially with 50% of the cohort being summer born.
- Strong phonics results after a 6-week booster plan.
- Y2 SATS (not statutory) had been completed a month later which had helped move test results to the 80% brackets rather than 70% bracket last year.
- 11 children had scored 24 out of 25 in Y4 times tables, 4 pupils had not taken part due to their individual needs.

***Gemma arrived at this point.***

The Head gave more detail about the assistance given to the above Y4 children who had not taken the test, which had worked well.

- SATS results would be out on Tuesday next week.
- Writing results were in the 70% bracket, almost the same as last year.

**Q:** A governor asked if SATS results would be sent the same day to pupils and parents?

**A:** The plan was for children to be told verbally by staff over Tuesday and Wednesday in school. Staff preferred the personal approach and having a conversation with the individual child first.

Formal results would be sent out to all parents by Wednesday evening next week.

4.03 School development plan (SDP)

The amber sections of the report drawn to governors' attention would form the basis of the new school development plan (SDP). A Senior leadership Team (SLT) day had been held in June where feedback and actions from the Ofsted inspection were used to build the new plan around. There were no governor questions when asked on the SDP.

**Q:** The Chair asked for more information about the Self Evaluation report and when further data reports would be available?

**A:** it was anticipated Ian Stokes would attend the first QTLA meeting to share more detailed data.

4.04 The Chair suggested that the SEF report removed any references to before the pandemic and the bulge cohort. All governors agreed.

There followed a general discussion around how governors felt the Ofsted report highlighted that equality, staff welfare and curriculum were a real strength of the school. Miss Pinder was credited for her hard work with this and progress over several years by the Head and all governors.

4.05 Curriculum enrichment

Governors heard about a local Windrush grandfather visit to school which children and staff had found really engaging and informative.

As an alternative visit to Parliament in London, Year 6 children went to York Minster on a cultural visit instead. The staff governor reported that children had loved to see the old stained glass window restoration work. Afterwards a mock trial workshop about the man who set fire to York minster had been held where children took on judge, witnesses, and prosecutor roles.

**Q:** Would you do this again? Governors were interested to learn more due to the curriculum links the visit had involved

**A:** Yes, the Head thought so due to how successful the visit had been.

Foundation stage would normally visit Harewood House farm however this facility had now closed. A governor informed the Head that school visits could still be arranged to Harewood and would forward a contact for this. Local alternatives such as Lotherton Hall or Temple Newsam would also be considered.

4.06 Staffing

The Head gave an overview of recent staffing appointments which included a new SEND HLTA, Safeguarding Welfare Officer (SWO) and a Deputy Office manager.

**Q:** The safeguarding governor asked how the Head planned to mentor the new starters, as some would start having just finished their degree and had no prior school experience? She added that the conversations within particularly the SWO role with families could be challenging and difficult with no prior school or parental experience.

**A:** The DHT would take responsibility and take the lead on behaviour conversations to assist the Head reassured. The SWO role would be managed differently to previously.

**Q:** The safeguarding governor continued to probe and question about any scope for external monitoring to support the new staff? Governors were mindful of how the appointments made were leadership roles and would require more regular supervision and support which the Head reassured would be in place.

**A:** The Head intended to approach another school regarding mentoring. The Chair added agreement that school staff were so busy and reactive at times someone completely separate from this environment to mentor would be beneficial. Additionally, the safeguarding governor added that safeguarding training and procedures were a vast task to manage.

The Head and governors praised the dedication and hard work of the outgoing SWO, Zara and SEND HLTA Kate as they left school to take up their new challenges. The Head clarified reasons for additional staff leaving and the opportunities, they would take on elsewhere,

Governors were advised they may be required to meet prior to the end of the academic term to ratify a staff personnel decision.

Staff deployment and the rationales for this were given in detail. A teaching assistant (TA) would not be solely responsible for high level needs children. Instead, TA's would share responsibility to ensure children were comfortable with more than one member of staff. The Head stressed that this was for staff welfare as the needs of individual high level needs children could be demanding.

Each phased leader had been asked about any interventions which could be outsourced. The Learning support team would be deployed on specific 90-minute interventions, 3 times a week reviewed after the first half term, monitored, and reviewed again after 12 weeks with the aim to improve children not quite at expected levels.

**Q:** What impact would less TA hours have on staff and how do you intend to manage this?

**A:** TA's current tasks were being considered and children may be asked for example to stick their own pictures in more frequently..

**Q:** The Chair asked about the new teacher and their experience? There had been significant change within the Y3 and Y4 classes.

Did existing staff who would move into these year groups understand the previous staff changes which had taken place and the potential impact on the children?.

**A:** The Head clarified the experience both the new and existing teachers held and gave examples from the recent interview conducted. There had been a strong field of six candidates for the teacher position and it had been difficult to make the final decision. Additionally, where new TA's would join these year groups they would be supported by experienced existing TA's. The Chair thanked the Head Teacher for his answer which gave reassurance.

4.07 Further key points were.

- Nursery numbers had grown, and school planned to advertise remaining places on a banner with Ofsted quotes plus in the Yorkshire Evening Post later in the year.
- School continued to have a positive enthusiastic relationship with the Parent Support association PSA who he had thanked for their support after Ofsted.
- White Rose who school currently used for maths resources had a phonics branch. They had conducted a phonics audit, the outcome of which had enabled school to access circa £2.000 of funding.

4.08 The Chair explained about an existing complaint. School would continue to seek advice on the approach from LCC Customer Relations (LCC CR) team. The complaint had at times required school to action Freedom of Information requests which were time consuming. David and the Head continued to communicate predominantly by email with the parent.

**Q:** Is there a parental code of conduct?

**A:** The Head had sought LCC CR team advice on this and would report back to the Chair initially.

4.09 The Head made governors aware he was not in agreement with the Ofsted report SEND statement however he highlighted governor praise and thanks at the end of the Ofsted report. He additionally singled out the Chair for her significant support and dedication. There was a heartfelt thank you to the whole governing board who in turn reciprocated and thanked the Head.

**Q:** Had this been the most challenging year for school in respect of personnel?

**A:** Yes, it had been on a par with the 2020 restructure.

Governors had no further questions when the Chair checked and there was a short break at this point for food and treats to celebrate the school Ofsted achievement.

**5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

5.01 The following Magnificent 7 SIP ambitions would remain on the minutes to assist governors until updated.

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

The Chair confirmed that this item had been discussed earlier in the meeting.

**6.00 MINUTES OF THE LAST MEETING**

6.01 **Resolved:**

- That the minutes from the meeting held on Thursday 16 May were agreed as an accurate record and the Chair was authorised to sign the minutes.

*The clerk confirmed she had spotted an error. Mohammed had attended the meeting and he would be removed from the apologies item.*

*Post meeting update- clerk actioned 05 July 2024*

**7.00 REVIEW ACTIONS AND MATTERS ARISING**

7.01 **School Improvement Priorities (SIP) (minute 5.01 refers):**

Action completed, refer agenda item 5.00.

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

7.03 **Pop-up swimming pool (minute 7.02 refers):** Action completed. There was no further update on plans for the pop-up swimming pool on site in the school playground in summer 2025.

7.04 **Behaviour principles written statement (minute 7.05 refers):** Action for discussion at point 12.00 on this agenda. The Chair updated all at this point a minor amendment had been made regarding the reference to trauma in line with existing procedures and the new statement was on the website.

7.05 **Governor recruitment (minute 9.05 refers):** Action completed. Discussed within membership matters within this meeting.

7.06 **Budget discussion (minute 9.06 refers):** Action completed. Discussed at agenda item 9.00.

- 7.07 **Safeguarding- Annual Report on Monitoring (ARM) (minute 11.01 refers):** Action completed, refer item 8.00 on this agenda. Gemma had met with Zara, the Safeguarding, Welfare Officer (SWO) before she left. The Annual Report on Monitoring (ARM) had been returned to the local authority, shared with all governors, and was accepted as an accurate reflection of school practice. There were no concerns or actions to review.
- 7.08 **Staff Disciplinary Policy, Staff grievance policy and Staff code of conduct (minute 12.01 refers):** Action completed, refer item 11.00 on this agenda.
- 7.09 **Evaluation of Governing Board effectiveness (minute 13.01 refers):** Action in progress. The Chair intended to reference the Ofsted report. The evaluation was also discussed at point 14.00 on this agenda.
- 7.10 **Governor Chair positions (minute 14.01 refers):** Action completed, refer membership matters discussion earlier in the meeting.
- 7.11 **Pay committee (minute 15.01 refers):** Action completed. The Pay committee would meet to complete the Headteacher review on Monday 08 July with Helen Davey (SIA).
- 7.12 **Schedule of meetings for 2024-2025 (minute 17.01 refers):** Action completed. The clerk had emailed a proposed schedule of meetings for 2024-2025 to the Head and would circulate to all governors following the meeting.

FGB JULY  
AGENDA

Clerk

***Post meeting update – confirmed dates circulated Friday 05 July, also at the bottom of the minutes for reference.***

**8.00 COMMITTEE REPORTS**

- 8.01 Governors were advised the PDBW committee had spoken about funding for inclusion FFI and the challenging needs of foundation stage children plus the steps staff took to manage this. Amy W would do a Foundation walkaround visit next week.

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

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

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

8.02

**Q:** Who sets the equality requirements?

**A:** A model statement from LCC was used which Mary had reviewed pointed out that this had not been a recent review.

Governors discussed the potential to factor equalities within the magnificent 7 SDP. The chair reiterated both school and governors followed the Department for education (DFE) and Leeds City Council guidance on equalities

9.00

**BUDGET APPROVAL FOR 2024-2025** (TOR 1.02)

9.01

Provisional budget approval had been given at the Leadership and management (L&M) meeting 25 April however governors requested that this item was retained for discussion, final oversight, and formal approval at this FGB meeting.

The Chair alerted governors that the budget was in a much better position than it was at the last governors meeting. TA hours had been reduced by 100 overall as opposed to 150 hours initially discussed. The Head reaffirmed additional staffing changes made which had helped the budget situation. Governors thanked the Head for the budget being at circa a £6,000 manageable deficit.

9.02

The clerk clarified due to the amount of the deficit being less than £10,000 there was no requirement for a (Deficit Action Plan (DAP))

**Resolved:**

- That the plans for allocation of the budget to budget headings for the financial year 2024/25 were approved, which included:
  - An in-year deficit of £6090.00

10.00

**SAFEGUARDING UPDATE AND APPROVE ANNUAL RETURN**

Refer item 7.07. Gemma added that she intended to meet with the new SWO early in the new academic term

11.00

**POLICY APPROVAL STATUTORY** (TOR 1.05)

The **Staff Disciplinary Policy**, **Staff grievance policy** and **Staff code of conduct** had been previously circulated for review prior to the meeting. These were a model local authority policies, personalised with school details but otherwise unchanged.

**Resolved:**

That the above policies were approved.

12.00

**BEHAVIOUR PRINCIPLES WRITTEN STATEMENT**

The Chair referred to item 7.04 where this item had been confirmed.

**13.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING**

There were no training courses to discuss.

**14.00 CHAIR'S BUSINESS**

14.01 The Chair aimed to complete the Annual review model template by 19 July and made governors aware that she wanted to include all the information from the recent Ofsted report. Jenny would help and the Chair would consult Amy Sanderson in her absence for input.

14.02 Mary was thanked for being a brilliant Vice governor as this was her last meeting She was presented with a gift from all the school staff and governors and thanked for her huge curriculum contribution across all areas, plus her personal support to the Chair.

14.03 The Chair continued to thank everyone. It had been a real honour to be a parent, governor and subsequently Chair of the governing board, to observe the change in the school since 2016. She would always be proud of the wider curriculum. The school broadening of the Arts offer had been immense which had been validated by Ofsted.

Governors echoed her words and commented how nurturing and supportive she had been to them as individual governors.

The Chair thanked everyone again. She reflected on her time as governor and Chair with particular note to the governors that one of the most time consuming aspects has been securing the commitment of potential new governors, please share this burden out. She finished with a request that they continue as governors to be supportive, share the load, collaborate and, whilst they act as critical friend and provide challenge to the school leadership, to remain kind.

**15.00 ANY OTHER URGENT BUSINESS**

There was no urgent business to report.

**16.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR**

The clerk had emailed the below schedule of meetings for 2024-2025 which were finalised within the meeting with the Head and would continue to be held at 6.30pm.

2024 Autumn term 1 Sept-Oct

Wednesday 02 October FGB

Thursday 10 October PDBW

Thursday 24 October L&M

2024 Autumn 2 Oct-Dec

Thursday 07 November QTLA

Thursday 28 November FGB

2025 Spring 1 Jan-Feb  
Thursday 16 January QTLA  
Thursday 23 January L&M

2025 Spring 2 Feb-Apr  
Thursday 27 February PDBW (Cover clerk needed)  
Thursday 20 March FGB

2025 Summer 1 Apr-May  
Thursday 24 April QTLA  
Thursday 01 May L&M  
Wednesday 21 May FGB

2025 Summer 2 May-July  
Thursday 05 June PDBW  
Thursday 03 July FGB

The Chair closed the meeting at 8.30 pm