

CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 28 November 2024 at 6.30pm

PRESENT	Jenny Hand (Chair)	Nicholas Sykes (Headteacher)
	Nicola Allardyce (until item 14)	Amy Sanderson
	Marcus Bowell	Samantha Todd
	Richard Cowles	Amy Wilson
	Gemma Dolden (from item 4)	

IN ATTENDANCE: Jess Shearer – Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from Mohammed Rafique.	
2.00	MINUTES OF THE LAST MEETING (taken out of order to suit the needs of the board) Resolved: <ul style="list-style-type: none">• That the minutes from the meeting held on Wednesday 2 October 2024 were agreed as an accurate record• That the Chair be authorised to sign the minutes.	
3.00	REVIEW ACTIONS AND MATTERS ARISING (taken out of order to suit the needs of the board)	
3.01	Governor vacancies (minute 2.01 refers): Action outstanding; The Chair had emailed a skills audit to the board, explaining that a recruitment drive could be completed in the summer term based on the outcomes of the audit. Governors would have until January to complete the skills audit form.	Governors
3.02	Staff Governor term (minute 2.02 refers): Action complete; The current Staff Governor agreed to continue for another term.	
3.03	Business Interest form (minute 2.03 refers): Action complete; The Chair advised that governors had signed the Business Interest form.	
3.04	Code of Conduct (minute 5.00 refers): Action complete; The Chair informed the meeting that all governors had signed the Code of Conduct form	
3.05	Specific Monitoring duties (minute 9.02 refers): Action complete; Governors discussed specific monitoring duties in item 7.	
3.06	Performance Management of Head (minute 11.00 refers): Action complete; The performance management of the Head was agreed in the L&M committee.	
3.07	Co-opted governor DBS (minute 13.02 refers): Action completed; The co-opted governor's DBS had been actioned.	

- 3.08 **Policy website update (minute 17.03 refers): Action complete;** The Head confirmed that the updated Child Protection Policy and the updated Keeping Children Safe in Education guidance had been uploaded to the website.
- 3.09 **Governor Safeguarding training (minute 17.04 refers): Action complete;** The Chair had check with the SBM, all governors had completed safeguarding training. Nicola would be booked on to further training in the new year.
- 3.10 **Teacher's Pay Policy (minute 18.01 refers): Action complete;** The Chair stated that the policy would be approved in item 11.
- 3.11 **Complaints Policy (minute 18.01 refers): Action complete;** The Chair advised that the policy would be approved in item 11.
- 3.12 **School's 150th anniversary (minute 21.03): Action complete;** The Head updated governors that a new projector screen had been purchased for the school hall and national lottery heritage funding for a long term hall modernisation project was being considered.

4.00 MEMBERSHIP MATTERS

- 4.01 The Chair made the board aware of vacancies for three co-opted governors.
- 4.02 The Chair noted that the term for Samantha Todd, Staff Governor ended on 18 November 2024. There were no other expressions of interest for the post and that Samantha would be happy to continue for another term, the Heda confirmed.

Resolved: that Samantha Todd be re-elected as Staff Governor.

- 4.03 The Chair noted that the term for Amy Sanderson would end on 10 February 2025. Amy Sanderson informed the board that she would be happy to continue on the board until the end of the academic year.

Resolved: that Amy Sanderson would fill out her role until the end of the 2024/2025 academic year.

5.00 DECLARATION OF INTERESTS

No declarations of interest were recorded.

6.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

The Head distributed the Headteacher's report to all governors present at the meeting. The following points were highlighted before inviting governors to ask questions:

- 6.01 **Standards and Achievements**

School Consultant, Ian Stokes, had taken governors through a comprehensive review of the school's data with local and national comparisons. Since the meeting, the Government published its Inspection Data Summary Report (IDSR). The Head drew governors attention to a particular point which related to achievement of Greater Depth children, where all of the results were in the top 20% of schools in the country.

6.02 **The School Improvement Plans and Self Evaluation Form**
The School Development Plan (SDP) and Self Evaluation Form (SEF) were shared with governors at the first FGB meeting and will be updated at the end of the term

6.03 **Equalities/Staff Welfare**
The majority of staff attended a Training Day at the end of the first half-term. The day included a reflection time in year groups, an optional Yoga class, a Junk Drumming workshop as a fun team builder, a focus on Outdoor Learning Planning maximising on-site resources and a session designed to improve how staff adapt the teaching of Writing. The Head also shared staff feedback from the day.

6.04 **Feedback and actions from training day**
The Head gave governors feedback from the staff training day which included concern about low-level disruption in classes. The Head and SLT intended to look into the issue and trial some tweaks. The Head noted that this could be discussed further in the next QTLA meeting.

6.05 **Curriculum**
The Head advised that adaptive teaching had been discussed in length at the QTLA meeting, noting that the Deputy Head and Special Educational Needs and Disabilities (SEND) Leader had attended training, from which, they have drafted the content for a full staff Training Day in January. The Staff Governor had met with a local authority consultant to clarify the steps school must take to attain full Healthy Schools status.

6.06 **Personnel and Staffing**
The Head updated governors on the appointment of a new teacher to replace the Key Stage 1 phase leader when she commences her maternity leave in January. The school were working on a smooth transition. Two new Teaching Assistants (TAs) had joined the team, primarily to support pupils with Higher Level needs. The Safeguarding Welfare Officer and SEND Higher Level Teaching Assistant (HLTA) had completed the three day Safeguarding course.

6.07 **Pupil Numbers**
The number of pupils in school was as follows:
Foundation Stage 2 - 60
Y1 - 60
Y2 - 59
Y3 - 60

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Y4 - 60

Y5 - 60

Y6 – 63

The Head noted that there were 40 children currently in Foundation Stage 1, which was 11 part-time places more than budgeted for at this point in the year.

6.08 **Parents and the Community**

The Head updated governors of the significant work the PSA community had completed in terms of funding. The funding would support theatre trips, the Northern School of Contemporary Dance sessions and a further mosaic that would be added to the school grounds.

6.09 **Premises and Resources**

The Head informed governors that the SBM had met with Leeds City Council (LCC) representatives to discuss the final completion of the roof repairs due to be completed in the summer term. The L&M committee had established that the budget for the current academic year was on track and the position was sound for the next 18 months.

6.10 **Extended Services**

The Head presented governors with the End of Year Report provided by the cluster, detailing the services school had accessed last academic year. For a commitment of £18,501, the school had received £35,018 in services.

6.11 **Appraisal**

The Head told governors that during November all appraisal leaders would observe pupil facing colleagues' work and the Head would observe Senior Leadership (SLT) staff. The Head also observed the Gardening Club session, run by the Safeguarding and Welfare Officer.

6.12 **Complaints**

The Head stated that three governors had managed one parental complaint, and school had three investigatory actions underway.

6.13 **Summary**

The Head noted that the first eleven weeks of the academic year had been demanding, but positive, as the staff team continued to strive to meet the demands of the range of needs and abilities in our classes. Monitoring of teaching standards was strong, and new colleagues were integrating well. The Year 6 Residential and Christmas Concerts were approaching, and governors were reminded to let the SBM know if they intended to attend, so a seat could be reserved.

6.14 **Q –** Would there be scope to reconsider water bottles not being allowed on tables? There could be a link between low-level disruption and children that aren't drinking.

A – If there is a child with a particular special need, school would be aware and would make the necessary adjustments. Teachers do encourage children to drink at specified times, but we can discuss it further.

6.15 **Q** – Have Year 1 parents been told about the new teacher starting?

A – As a parent of a child in that class, it has been published on Dojo and the children are aware (Vice Chair).

6.16 **Q** – Can you give us an update on the new Swimming Pool?

A – We have been to a showcase event and the company has visited to complete measurements. The pool will be on site for five weeks and Years 3 and 4 will have access. The children will be taught in groups of ten, by two trained professionals and statistics show that 80% of pupils should be swimming independently by the end of the course. The pool will be inside a marquee and parents will get sent a questionnaire prior to the first session to establish the abilities of the children. The pool has security cameras and conservatory doors and can be locked. Installation is due for end of the Easter holidays.

7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

7.01 Safeguarding

The Governor with a responsibility for safeguarding updated governors on the recent monitoring visit with the Head and Safeguarding Welfare Officer. It was noted that the Safeguarding Welfare Officer had access to a CPOMs checklist, in which statutory duties were marked as completed. It was confirmed that all staff and governors were up to date with safeguarding training. It was noted that the governor with a responsibility for Safeguarding would also arrange a visit to oversee Personal, Social, Health and Economic (PSHE).

7.02 Pupil Premium

The Governor with a responsibility for pupil premium updated governors on the recent monitoring visit with the Head to discuss the pupil premium strategy document. The demographics of children were discussed as well as the financial support that the school received for pupils eligible for pupil premium. It was noted that the meeting was extremely helpful.

SEND

The Governor with a responsibility SEND updated governors on the recent monitoring visit with the SEND Lead. There were currently four pupils with Education, Health, and Care Plans (EHCPs), which would increase to twelve pupils once the applications processed.

The Chair advised that no NOVACs had been received.

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The Chair commented that the board had considered assigning a governor with a responsibility for equalities. However, the board agreed it would be beneficial to wait until the completion of the upcoming skills audit.

8.00 COMMITTEE REPORTS

8.01 Leadership and Management (L&M) Committee

The Chair of the L&M Committee updated governors of the discussions that had taken place in the last meeting on Thursday 24 October 2024, that included the budget review, staffing movement and updates on premises.

8.02	Resources committee statutory requirements	Yes/No
	Mid-year budget review has been approved	Yes
	Audit of school funds has taken place	No
	Educational visits follow risk assessment procedures	Yes
	Appraisal policy has been approved	Yes
	Capability of staff policy has been approved	Yes
	Governor expenses policy has been approved	Yes
	Pay and appraisal policies are being effectively implemented	Yes
	Headteacher's pay progression has been agreed	Yes

8.03 Quality, Teaching of Learning and Assessment (QTLA) Committee

The Chair of the QTLA Committee advised governors of the discussions that had taken place in the last meeting on Thursday 10 October 2024, that included curriculum priorities, data analysis, adaptive teaching, and staff training.

8.04	Teaching and learning committee statutory requirements.	Yes/No
	The national curriculum is being taught	Yes
	Arrangements are in place for a daily act of collective worship	No
	A pupil premium strategy is in place and a report is on the website	Yes
	A PE and sports premium strategy is in place and on the website	Yes

8.05 Personal Development, Behaviour and Welfare (PDBW) Committee

The Chair of the PDBW Committee made governors aware of the discussions that had taken place in the last meeting on Thursday 7 November 2024, that included attendance and behaviour, policy approval and a safeguarding update.

8.06	Pupil support committee statutory requirements	Yes/No
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Safeguarding procedures are robust (including safer recruitment and single central record)	Yes
Admissions lists and attendance registers are in place	Yes
Promotion of general pupil wellbeing meets requirements	Yes
Medical conditions policy has been approved	Yes
Relationships and sex education policy has been approved	Yes

9.00 PRESENT END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS (TOR 1.02)

An in-depth presentation of end of year results and assessment data was completed in the QTLA Committee. No further questions were asked.

10.00 SAFEGUARDING UPDATE

The governor with a responsibility for safeguarding gave a further update on the newly appointed Safeguarding Welfare Officer. Governors were pleased to hear that the new member of staff seemed to be settling in very well, is well engaged and efficient with the responsibilities of her post.

(See also point 7.01)

11.00 POLICY APPROVAL STATUTORY (TOR 1.05)

Resolved: that governors were happy to approve and adopt the following policies:

- The Teacher Pay Policy
- The Complaints Policy
- The Updated LA Child Protection Policy

12.00 APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW

The Chair stated that the mid-year budget had been reviewed by governors and approved.

13.00 GOVERNOR DEVELOPMENT

13.01 The Clerk provided governors with the link to the Governor Support Service training offer and a link to GovernorHub Knowledge prior to the meeting.

13.02 Governors shared an overview of what training had been completed, with the Vice Chair attending Complaints training, the Chair attending Headteacher Appraisal training and the SEND Governor attending SEND training.

13.03 The Chair advised that the board currently did not have a governor action plan. The Vice Chair directed governors to an 'action tracker' template in the governor's SharePoint area

14.00

CHAIR'S BUSINESS

There was no Chair's business recorded.

15.00

ANY OTHER URGENT BUSINESS

15.01

The Head gave an update on a complaint received by a parent in regard to whistleblowing. The Chair informed governors that the complainant seemed pleased with the responses from the board and that the Deputy Headteacher would lead on an updated whistleblowing policy.

15.02

The Head updated governors on a survey distributed to Foundation Stage 1 parents on induction. The survey gathered strong responses and various feedback and suggestions. Governors agreed to discuss further in the next QTLA meeting.

QTLA Agenda

16.00

DATE AND TIME OF NEXT MEETING

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 07:58pm