

# CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held in school on Thursday 03 July 2025 at 6.30pm

<b>PRESENT</b>	Jenny Hand (Chair)	Nicholas Sykes (Headteacher)
	Nicola Allardyce	Laura Lascelles
	Marcus Bowell	Mohammed Rafique (arrived at item
	Gemma Dolden (arrived at item	5.02)
	6.02)	Amy Sanderson
	Steve Gilmore	Amy Wilson

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

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received and accepted from Leah Magnell (Associate Governor). Emily Webb and Samantha Todd.	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
2.01	Amy Sanderson briefly left the room whilst governors were invited to discuss an extension to her co-opted governor term, which was subsequently agreed. All governors were grateful to retain Amy's expertise and experience.  <b>Resolved:</b> that Amy Sanderson was re-elected as co-opted governor for a further four year term from 30 August 2025 when her existing term ended.	
2.02	The term for Becca Pinder, associate member (DHT) was due to end 30 September 2025. The clerk had emailed the Chair to advise options. In the absence of the DHT, the Chair confirmed that she was happy to remain in this role. All governors again were keen to retain her capable and vital input.  <b>Resolved:</b> that the associate member term for Becca Pinder would be extended for a further four year term from 30 September 2025 when her existing term ended.	
2.03	Governors were aware from previous meetings that the term for Gemma Dolden, Co-opted governor and Vice-Chair would end on 01 December 2025.	
2.04	There were no governor terms due to end other than those mentioned above until November 2026 - Amy Wilson (Parent Governor).	
<b>3.00</b>	<b>DECLARATION OF INTERESTS</b>	
3.01	There were no declarations of interest to record at this meeting.	

**4.00 MINUTES OF THE LAST MEETING**

**4.01 Resolved:**

- That the minutes from the meeting held on Wednesday 21 May 2025 were agreed as an accurate record
- That the Chair be authorised to sign the minutes.

**5.00 REVIEW ACTIONS AND MATTERS ARISING**

**5.01 (Minute 4.07: 21 MAY 25): Governors to consider fund raising for hall refurbishment options:** Action ongoing. The Head updated all governors that it had been more affordable to put new flooring over the top of the existing hall floor. This work would take place during week three and four of the school holidays.

**Q:** A governor asked if English Heritage permissions had been required?

**A:** The Head clarified that this had not been necessary.

Governors heard that the parent support association (PSA) had further thoughts regarding fundraising for additional hall refurbishment to mark the 150 year old school celebrations. Additionally funding applications had been submitted to various institutions. The Head suggested governors met with the PSA within the first academic term to brainstorm ideas which governors agreed to arrange.

**All Govs**

**5.02 (Minute 7.03: 20 MAR 25): New governors to complete the skills audit:** Action completed. The Chair confirmed all new governors had completed the skills audit.

*Mohammed arrived at this point*

**5.03 (Minute 7.05 20 MAR 25): Safeguarding governor to meet with the Safeguarding welfare Officer (SWO), Tessa:** Action completed. The Chair made governors aware that Gemma had met with Tessa and would report the outcome on her arrival.

**5.04 (Minute 7.08: 20 MAR 25): Chair to complete an end of year governance statement:** Action ongoing. The Chair advised governors that she had drafted a mid-year statement and would circulate her final version for governors input.

**Chair/All Govs**

**5.05 Minute 7.09: 20 MAR 25): New governors to complete induction training:** Action ongoing. Laura confirmed she had done induction training module one plus booked onto module two. Emily had completed both modules. Steve mentioned he had not been able to access Leeds for learning. The clerk offered support and would look into sending a password reset email plus information on the

**New Governors**

**Clerk actioned 04 July 2025**

next available induction training with governor support services (GSS).

***Clerk post meeting note – 04 July 2025, clerk emailed Steve a password reset for LLN and a link to book induction training, with the next available dates in October 2025.***

There was further discussion around the process of booking training where the Head and Chair explained that once a training course had been identified, a governor could then email the School Business manager (SBM), Molly to finalise the booking.

The Chair intended to check with Leah if she had completed induction training.

5.06 **(Minute 10.01: 21 MAY 25): Safeguarding governor to report back on her visit to see SWO – to include examining the annual report on monitoring (ARM) - due to returned electronically to the local authority by 4 July 2025 deadline.** Action completed, refer item 9.01.

5.07 **(Minute 10.01: 21 MAY 25): Staff Disciplinary Policy, Staff grievance policy, Staff code of conduct and Teacher Pay Policy for review and approval:** Action ongoing, refer item 10.02.

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

6.01 The Head had shared his detailed report with all governors in advance of the meeting. Governors attention was drawn to the following key points.

6.01 Standards and achievements – Year 6 (Y6) SATS testing  
Y6 Standard Assessment Tests (SATS) results would be available to school the following week, expectations for results were briefly discussed. The Head outlined that staff had felt the maths reasoning paper was tough, that a small number of children had become upset during this test which was unusual.

- Phonics results were positive, into the 90% mark with more children having passed the phonics test than last year.
- Reception foundation stage two (F2) assessment for good level of development (GLD) had increased to 75% overall this year which staff were delighted with as previously GLD results had been consistently at 73% for a number of years.
- Year four (Y4) Times table data not yet available.

6.02 School development plan (SDP)

Prior to the meeting the Head had shared the existing SDP alongside the initial draft of “8 for 2028 priorities for 2025/2026 – Nurturing a Lifelong Love of Learning”.

Governors were invited to ask questions about both the existing SDP and the new draft “8 for 2028”.

A governor pointed out how useful the summary poster for “8 for 2028” was to refer to and summarise priorities.

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

The Head added more information about a shared approach meeting he had attended with other Leeds Learning Alliance schools on the value of confronting difficulties in a peaceful restorative manner.

**Q:** A governor asked if it would be possible to simplify the language on the “8 for 2028” summary poster into a version that children would be able to understand and relate to?

**A:** The Head agreed and would consider a child friendly version plus the suggestion to involve older children in this process.

**Head**

6.03 Staff welfare /personnel and staffing

Governors were pleased to hear the superintendent had started a phased return and the support measures in place within school to help with this.

Solutions to staffing in other non-teaching areas were reiterated contained within the report.

School continued to support a staff member on long-term sick.

Staff would return in the new academic term from maternity leave.

An external experienced SEND candidate had been interviewed and appointed to the SEND HLTA role.

6.04 Curriculum

Governors heard about training that curriculum leaders had taken part in which included useful cluster support for History plus Religious education (RE).

Extra-curricular activities feedback was strong with the recent enterprise event well attended and “Sing-up day.”

The Head reported that the day of the meeting had been called a “take over day” where children had been staff for the day and delivered the assembly. Governors were pleased to hear this had been a huge success with

examples given about individual children who may not normally participate requesting to take on different roles, gaining confidence and thoroughly enjoying the experience.

6.05

#### Pupil numbers

There had been no apparent reason for an increase in movement both in and out of school in respect of pupil numbers noticeably in Y2.

Nursery numbers (F1) were less than previous years with a lower birth rate across Leeds impacting. A governor and the Head confirmed similar challenges to nursery numbers affected all schools within local areas.

Reception (F2) was however not impacted with 59 children expected to start school in September.

6.06

#### Premises

Lettings - governors were informed that the Local Authority (LA) school average letting price was £35 to £40 per hour, compared with £20-£25 per hour school currently charged.

Negotiations were ongoing including with the before and after school club providers, regarding an estimated 20% increase to their lettings agreement.

Governors pointed out that subsequent lettings who would also see an increase, would benefit from a refurbished hall floor.

In respect of forthcoming school premises improvements the following would take place during the school holidays.

- Completion of roof replacement which required scaffolding.

**Q:** Considering the roof was replaced in 1991 were there any guarantees for this work?

**A:** There would be a 25 year guarantee the Head said.

- New tables and chairs plus furniture had been ordered for F2.
- F1 would be decorated.
- New IT hardware would be installed as the current version school used would be defunct from October. The rationale for the removal of some staff desktops being replaced with laptops was given.

6.07

#### Head additional information

- School had won a cake competition hosted by the Leeds Learning alliance
- Cluster leader had passed on their praise for Tess (SWO).
- Head had completed observations for teaching staff  
Governors heard all teachers were at a good standard of teaching with additional observation in place to support an Early Careers teacher (ECT).

6.08 Parents and community

The Head made governors aware of the hard work the Chair of the PSA, Lyndsey Holland consistently did in support of school, the example of an overwhelming amount of lost property being taken home and washed to enable free uniform to be offered to parents was praised.

6.09 Complaints

The Head gave an overview of recent complaints he had received. Governors were informed of steps taken to temporarily ban a parent from the site and the reasons for this. The Head advised he had spoken to the legal team for advice.

Governors sought reassurance for the welfare of both staff and children. The Head clarified that the staff member concerned had been personally affected/considerably shaken by the incident and that ongoing support was in place.

There was further discussion around the paramount importance of safeguarding staff and children with the suggestion the Head considered contacting local community support officers for a presence outside school and to check in with any children who may have been affected.

**Head**

The clerk suggested that school contact the local authority (LA) customer relations team for further advice and support.

**Chair/Head**

Governors would let the Chair know if they were available to offer assistance should this be required in the future.

**All Govs**

6.10 The planned reorganisation of Y2n classes was raised with governors requesting more information for the rationale behind the Head's decision for this coupled with the timing and wording of the communication to parents. Governors stressed they were supportive and understanding of the Head's rationale however had been contacted by several parents expressing views and concerns.

The positive aspect of encouraging children's resilience was enforced, all governors understood however gave

constructive feedback on how slight tweaks to the wording and timing of communication may have helped parents to understand the reasons for the Y2 reorganisation.

A governor explained that primary schools across the country regularly reorganise or mix cohort groups during transition at this time of year. The Head agreed with improvements governors suggested going forward for future communication, to consistently inform and prepare parents during the year that the option to reorganise or mix classes was considered annually and could take place at any time during the years their child attended school.

**Head**

The Head listened to additional governor suggestions about adding context and further detail for parents which he promised to consider. If implemented governors added this should considerably help reassure both parents and children about the move. Both the Head and governors underpinned the messaging with how difficult this may be for both children and parents however had confidence in the Head and his professional judgement that it was the right time to do this.

**Q:** Governors queried how staff were with the intended changes?

**A:** The Head reported that there had been an increased volume of messages out of hours on the staff DOJO messaging system. He had checked in with staff and they were sharing a positive message with an understanding of the reasons for the changes.

6.11 Governors wanted to ensure that staff were aware of their appreciation for the hard work staff did during the academic year. The Chair confirmed she would organise a staff treat as she did the previous year to say a big thank you from all the governing board to the whole staff team.

**Chair**

## **7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**

7.01 Prior to the meeting the Head had shared the following two reports.

- The school improvement plan (SIP) priorities for 2024/2025, refer 7.02.
- 8 for 2028 priorities for 2025/2026 – “Nurturing a Lifelong Love of Learning” as follows below.
  - ✓ Restorative practice
  - ✓ Numerate.
  - ✓ Oracy and literacy
  - ✓ Metacognition
  - ✓ Inclusion & Adaption
  - ✓ Social and emotional learning

- ✓ Creative curriculum
- ✓ Social and emotional learning

7.02 The Magnificent 7 SIP ambitions would remain on the minutes to assist governors until updated and replaced with the “8 for 2028” priorities outlined above.

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

7.03 A governor had taken part in a school trip and would write their report.

Laura

The Chair reminded all governors to complete visit reports and that these should be stored within the shared governor area on “SharePoint”.

7.04 There were no new (Notice of Visit and Contact) NOVAC reports to share. The Head informed governors that the school improvement adviser (SIA) would visit the following week for his appraisal. Additionally, there would be a writing lead visit.

An expected promising Inclusion Charter Mark visit report conducted by an Ofsted inspector had not yet arrived for review.

**8.00 COMMITTEE REPORTS**

**8.01 Leadership and Management (Resources) Committee**

The Chair of the Leadership and Management (Resources) Committee had updated governors at the previous May FGB meeting and there was nothing further to report.

Leadership and Management (Resources) committee requirements	Yes/No
The budget has been approved including the price of school meals	Y
Health and safety policy has been approved	Y
Charging and remissions policy has been approved	Y
Mid-year performance management for teachers has been completed	Y

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

The Chair of the QTLA Committee had advised governors at the May FGB of their discussions, there was nothing further to add.

8.04	<b>QTLA committee statutory requirements</b>	<b>Yes/No</b>
	School will be providing an annual report to parents	Y

8.05 **Personal Development, Behaviour and Welfare (PDBW) Committee**

The Chair of the PDBW Committee summarised the following from the PDBW meeting held on Thursday 05 June.

- School council had joined the start of the meeting, their comments had included big praise for teaching staff. Concerns regarding “The Wall” disciplinary system at playtimes – the DHT was investigating possible solutions.
- Safeguarding
- Attendance and behavior
- Sexual abuse – the Chair had been satisfied staff were well trained if they had any concerns. A monitoring visit in the new term would be planned to question teachers about identifying signs of abuse

Gemma

8.06	<b>PDBW committee statutory requirements</b>	<b>Yes/No</b>
	The annual safeguarding self-assessment has been completed	Y
	School meets equalities requirements	Y
	A school uniform policy has been approved (Clerk action for next meeting PDBW agenda).	N

Clerk – PDBW  
Nov 2025 agenda

9.00 **SAFEGUARDING UPDATE AND APPROVE THE ARM**

9.01 Governors demonstrated they were fully aware of their safeguarding responsibility. The safeguarding governor notified everyone present that the annual report on monitoring (ARM) had been returned to the local authority by 4 July 2025. Reassurances were given from her safeguarding monitoring visits that robust procedures were in place.

Governors thanked the safeguarding governor for her thorough monitoring and accepted that the ARM was an accurate reflection of school practice.

10.00 **POLICY APPROVAL STATUTORY (TOR 1.05)**

- 10.01
- Staff Disciplinary Policy

- Staff grievance policy (the most recent version of this policy was released in May 2025, refer to this link ([Leeds for Learning HR Resources page](#)))
- Staff code of conduct (The Safer Recruitment Consortium’s “Guidance for Safe Working Practice – May 2022” can be adopted as the code of conduct)
- Teacher Pay Policy.

10.02 The Head would email the above policies to governors. Initially governors agreed that one governor would review the policies below and report back to the first in the new academic term.

- Teacher Pay Policy - Marcus
- Staff code of conduct – Chair
- Staff Grievance Policy – Amy S
- Staff Disciplinary Policy – Laura.

**Head/Marcus/Amy S/Laura**

**11.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS**

The Chair reiterated it was good practice to create an annual statement for the school website which detailed how the three roles of governance had been fulfilled and the impact of the board over the year. The clerk had shared a flowchart template from governor support services (GSS) which was a new tool to assist with this.

Governors were referred back to item 5.04 where this item had been discussed and was an action on receipt of the statement for all governors

**12.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING**

12.01 The Chair had the training governor responsibility, and informed governors she would send individual emails to highlight any suitable training identified.

The helpfulness of monitoring guides on LLN was emphasised and how useful they were for governors conducting visits.

Governors were reminded to register on GovernorHub via this link [GovernorHub Knowledge](#). The clerk would assist with any difficulties if needed.

The safeguarding governor would follow up with the SWO regarding any upcoming safeguarding training governors were due to do as it was noted safeguarding training was required every three years.

**Gemma**

The Head pointed out that if governors made any contacts or suggestions regarding Trusts or Academies there was an existing folder within the shared governor area to import any information. The clerk had previously pointed

out for reference that any further Trust or Academy governing board information discussion should be a standalone added agenda item.

12.02 ***Post meeting clerk update Governor support Service (GSS) information and links to assist governors.***

GSS informed governors that Lisa Clark, Educational Advisor had presented a short virtual training session about children looked after (CLA) and gave some important insights into the governor monitoring role. It had been suggested that all governors, especially those who are the safeguarding or CLA governor should take the time to watch.

Debbie Sturgess, HR Service Manager updated governors on the Teacher Pay Policy and other HR policies.

A recording of the session is now available, which you can access [here](#), as well as the links to book your place at future governor information sessions.

Here are the upcoming dates for the governor information sessions next academic year, which are free of charge and will all take place via Microsoft Teams:

- Friday 19 September 2025 – 12.00 – 1.00
- Friday 14 November 2025 – 12.00 – 1.00
- Friday 16 January 2026 – 12.00 – 1.00
- Friday 6 March 2026 – 12.00 – 1.00
- Friday 1 May 2026 – 12.00 – 1.00
- Friday 12 June 2026 – 12.00 – 1.00

**New Prevent duty resource**

The Leeds Prevent Team have launched a new voiceover PowerPoint presentation to help school governors understand their responsibilities under the Prevent Duty. The presentation includes practical guidance on compliance, supporting the Designated Safeguarding Lead (DSL), and reviewing safeguarding procedures, along with links to free training and resources via Leeds for Learning. Access the full article and presentation [here](#).

**Governance guides updated**

[Governance guides updated | GovernorHub](#)

**Change in allocation of pupil premium plus funding - [Virtual school newsletter](#)** explains plans for the Virtual School to retain an additional amount of pupil premium plus funding (for children looked after) which previously schools would receive.

13.00 **CHAIR'S BUSINESS**

There was no Chair's business to record other than an email received from a parent that day discussed within the complaint section earlier within the meeting.

**14.00 ANY OTHER URGENT BUSINESS**

No urgent business was discussed.

Governors wholeheartedly passed on their thanks to the Head and all staff for their continued hard work.

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

**Confirmed dates for Governor meetings 2025-2026**

2025 Autumn term 1 Sept-Oct

Thursday 18 September FGB

Thursday 09 October QTLA

Thursday 23 October L&M

2024 Autumn 2 Oct-Dec

Thursday 13 November PDBW

Thursday 27 November FGB

2026 Spring 1 Jan-Feb

Thursday 15 January QTLA

Thursday 22 January L&M

2026 Spring 2 Feb-Apr

Thursday 12 February PDBW

Thursday 19 March FGB

2026 Summer 1 Apr-May

Thursday 30 April QTLA

Thursday 07 May L&M

Wednesday 21 May FGB

2026 Summer 2 May-July

Thursday 11 June PDBW

Thursday 02 July FGB

The Chair closed the meeting at 8.25 pm

Signed (Chair):
Date: