

Little Paxton Primary School Governing Body
Minutes for the meeting of the Full Governing Body
held on Monday 12th December 2022 at 6.30pm

Present:

Samantha Byers	Parent Governor	Ian Cunningham	Parent Governor
Neil Donoghue	Co-opted Governor	Maxine Howells	Co-opted Governor
Nicola Hubbard	Parent Governor	Andrew Kinglake	Parent Governor
Nickie Moore	Head Teacher	Austin Willett	Parent Governor

In attendance:

Alice Davis Clerk

1. Welcome and apologies

The Chair welcomed the Governing Body (GB) to the meeting. The Chair thanked the GB for coming onto zoom last minute due to weather conditions.

Apologies received and accepted from:

Tim Gawler Parent Governor Alex Simkin Staff Governor

The meeting was quorate.

The Chair asked the GB to raise attention to any other business to be discussed in item 14, and herself raised her intentions to discuss the composition of the GB and the payment and contract of the Clerk to the GB. No other AOB was raised.

2. Declaration of interests

AK declared that his wife will be returning to the school as a student teacher in a Yr. 5 class.

3. Governors' responsibilities: Challenge, Scrutiny, Support

The Chair reminded the GB of their role:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

4. Objectives for 2022/2023 School Year

- To further develop leadership capacity across the school by ensuring that all leaders understand their roles and responsibilities and ensure they fulfil their roles in an agreed timescale. Leaders should accelerate their work to ensure that all subjects are planned carefully. Leaders should ensure that teachers have the subject specific training they need to implement the curriculum successfully (OfSTED 2020)
- To embed and ensure intent, implementation and impact of Little Paxton's curriculum develops strong outcomes for all children, reversing Ofsted's finding (February 2020) that: too many children have gaps in their learning because of weaker planning in the past
- To ensure that the planning, teaching, and assessment of writing develops strong outcomes for all children. The teaching of writing is monitored effectively by ESLs, PLs and CLT to ensure consistency. Planning of writing is based on the children's prior knowledge and is adapted based on ongoing assessment.
- To improve the provision of SEND across the school.

5. Approval of minutes from previous meetings

Minutes for FGB 14.11.22 were circulated for governors to review prior to the meeting. The minutes were **approved**.

6. Action Log

Action 012/013

Clerk to follow up Actions.

Action Oct 021

The Chair shared advice given from the LA regarding vacancies on the GB. The LA encouraged the GB to look to co-opt professionals or members of the community with specific skill sets that are not parents at the school, as well as looking to look at the GB constitution and reconstitute if necessary. A governor raised concern over the difficulties governing bodies are having nationally to find governors, as parents have an interest within the school it is easier to recruit from this pool. Another governor discussed issues regarding parents joining the GB for the wrong reasons such as personal concerns about the school, highlighting the importance of co-opted positions.

7. Head-teacher's report and reports from external advisors

The HT presented a change to the aims of the school to:

"Be kind, work hard, better ourselves"

This change was endorsed by the GB.

The HT thanked the Chair for the changes implemented to the process of HT reporting and felt this new approach will be beneficial for both the CLT and governors.

QU: How common is it for a primary school to have 4 leaders doing NPQ's?

The HT discussed the process of NPQ qualifications to governors. The school used the ambition institute, a DfE accredited provider. NPQ's allow staff to attain high quality, evidence based CPD and highlights to CLT which staff members are ready to take on additional responsibility. Governors felt that this shows the schools commitment to quality of teaching and progression on leadership. There is no exact comparison for schools this size.

QU: Are there any implications of subject leads having additional release time?

Due to the biggest actions following the last Ofsted visit being to improve leadership, subject leads specifically, allowing release time ensures they understand their subjects thoroughly and that there are no gaps in the curriculum. Subject leads discuss how they have spent their release time with a senior staff member to enable the CLT to measure the effectiveness of this release time.

QU: What happens if subject leads identify issues within their subjects?

The HT advised that this could lead to CPD implementation across the school. It is the responsibility of subject leads to set the curriculum and check that teachers are delivering the curriculum correctly. Any issues identified are raised to the CLT to be addressed.

QU: What are the CLT doing to support teachers in aiding children that are struggling but do not have EHCP's?

This was briefly discussed and decided to be addressed as an agenda item in January's meeting.

The HT informed the GB that performance management targets have now been given to teachers. One of these targets for all staff is to look at the lowest 20% of children in class. Another target given to all staff is surrounding children with SEND in mainstream classrooms. Due to increased SEND need this has been made a priority to monitor and discuss through learning walks.

The HT discussed concerns with regards to consistency of expectations in one year group. A meeting has been scheduled to discuss this and to outline clear expectations of teachers within the year group. The HT has been working on a document called the "Paxton Pathway" which will outline these expectations. This will be shared with governors upon completion next term.

The HT confirmed that this is the first-time concern has been raised regarding these teachers and their current class.

The HT had received positive feedback from external advisors regarding consistency between year groups/classes across the rest of the school. It is felt that the Paxton Pathway will solidify this.

QU: Will there be a document formatted for parents to ensure parents are also aware of these expectations? The HT thought this would be a good idea. Her current focus is ensuring the teachers understand the expectations but felt it shouldn't be difficult to adapt the completed document to be parent friendly. SB volunteered to aid the CLT with this.

QU: Will future reports discuss the benefits of schemes implemented by the school on the back of quantifiable measures?

Both the HT and governors felt this would be an important process to aid the HT to make strategic decisions.

A discussion was had regarding conflicts of interest with parent governors. It was clarified there were no conflicts of interest within the meeting and the meeting continued.

QU: When was the single central record last checked for security?

The HT asked governors to advise her if they had completed Safer recruitment training. **ACTION 022**

The CLT are currently going through the central record ready to be audited. The importance of the SCR being checked correctly was raised by governors.

QU: When will LA advisor reports be shared to governors? As soon as they are received, they will be put onto the drive and discussed at the next meeting.

Questions sent to the HT ahead of the meeting were reviewed and answered. These answers will be appended to the meeting minutes for governors to review.

8. Topic Presentation – SDP Overview

Governors felt it may be beneficial to see an exceptions report of red RAG rated actions detailing the actions being taken to address this. **ACTION026** Clerk to email HT to aid with this.

The occurrence of Pupil Premium, SEN and Chair link governor visits will be added to the SDP. **ACTION027**

9. Pupil Premium

The Pupil Premium Statement was shared with governors prior to the meeting. The HT told the GB that a format provided by DfE was followed. Due to staff absence the SBM and HT have completed the statement on behalf of the Pupil Premium Lead to be put onto the website. The HT felt that the statement is OK but still requires refinement.

The Pupil Premium link governor discussed their report at this time, highlighting areas requiring development. Within discussions with staff during the visit concern was raised over the lack of time to complete interventions, and the impact of reduced LSA presence.

Governors felt that statement isn't based upon evidence and that work needs to be done to evidence the schools aims and intentions with Pupil Premium.

The importance of planned expenditure of Pupil Premium funding based upon evidence from attainment data was discussed. The HT felt that governor support within pupil premium would be beneficial. The Chair encouraged all governors to increase their understanding of Pupil Premium through training. The option of LA group training for all governors was discussed and will be explored. **ACTION 023**

It was decided that the statement needed to be published this term but will be looked at more intently in the spring term as a priority.

QU: Is there anything that could be done to allocate the HT additional time to look at the Pupil Premium statement this term? Due to uncertainty on the amount of time required to look at Pupil Premium thoroughly it was felt this would not be possible.

Currently the statement is good and can be used but will need to be relooked at following training and support. The governors supported the HT in publishing the statement and understood the reasoning behind needing to publish the statement this term prior to finalisation.

QU: Could the statement be sent to the LA to confirm it is okay? It was felt that concern was not over the statement itself, but the lack of evidence supporting it. The statement will be redone to be evidence-based within the spring term.

10. Link Governor Reports

A governor discussed an unprompted fire alarm exercise that occurred within a visit to the school and recalled how smoothly the procedure was followed by all staff members.

The Salary review committee report was circulated and reviewed by governors prior to the meeting. No concerns were raised, and the document was **approved**.

Finance

The Finance link governor informed the GB that the budget projects a deficit of £120,000 this year, however this is updated throughout the year by the SBM and is now projected to be a £64,000 deficit, increasing this year's carry forward. However next years projected deficit of 187,000 is still of major concern to the school. It was felt that the GB needed to discuss what would be seen as an acceptable deficit value.

Within the recent meeting with the SBM, IT expenditure was discussed as input value has usually be based upon previous year's budget as opposed to financial planning. Pupil Premium funding was also discussed, and the importance of ensuring individuals eligibility is known.

The chair thanked the finance link governor for their report and raised awareness over not stepping into an operational role, including modelling finance procedures for the school. The Clerk and Chair will clarify the parameters of the finance link governor's role with the LA. **ACTION 024**

The options of the SBM attending more FGB meetings and the possibility of introducing a separate governor meeting to discuss finance were discussed.

SEN

The SEN link gov will be meeting with the new SENCo once she has started. **ACTION 025**

QU: Was assurance provided from the visit that the necessary steps are being put into place to protect children with SEN needs during the transition of SENCo's?

It was felt that there will be very little disruption, and that the new SENCo will work cohesively with the current SENCo.

11. Training Opportunities

The Chair shared an email with useful training links from the Key with governors prior to the meeting.

12. Correspondence received

The Chair informed governors that a stage 2 complaint has been raised. Correspondence has been sent to the complainant today, however if this is raised to an appeal committee governors may be called upon to partake in this.

13. Safeguarding

No safeguarding concerns were raised from the meeting.

14. Any other urgent business

The Chair discussed the reintroduction of the new governor induction program booklet, which references a governor mentor. This program will be followed for the new parent governor, Nicola Hubbard.

The Chair discussed payment of the clerk and the need to provide clarity over the clerks' responsibilities. The Chair asked the GB if they agreed that this is something that should be looked at and asked governors to volunteer to assist her at looking into this. The GB agreed that this process should be done and two governors, AK and SB, volunteered to assist the Chair with this.

The Chair thanked the GB for their time and the meeting was closed.

15. Dates of next meetings of the Governing Body

Full Governing Body 12th December 2022.

The meeting closed at 8:30 pm

New actions arising from this meeting

Dec 022	All governors to advise HT if they have completed Safer Recruitment training	All	January
Dec 023	Organise Pupil Premium training session for all governors	MH	
Dec 024	Outline the responsibilities of the Finance link governor role with advice from the LA	MH, Clerk	
Dec 025	SEN link governor to meet with new SENCo	SB	Spring term
Dec 026	Complete exceptions report for RAG rated SDP updates. Clerk to send template	HT, Clerk	Spring term
Dec 027	Pupil Premium, SEN and Chair link governor visits to be added to the SDP	HT	January

