

SCHOOL INSPECTION COPY

THE GOVERNING BODY OF LEPTON CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Wednesday, 21 March 2018

PRESENT

Mr I Peace (Chair), Mr S Beresford, Mr T Burns (Head Teacher), Mrs A Grant, Mr J Hirst, Miss R Jillott, Mr A Kerrison, Mrs S Parker, Mrs A Rose, and Mrs J Wayper.

In Attendance

Mr M A Johnson (Minute Clerk)

| Item | Minutes | Action |
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| <u>5279. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u> | There were no apologies for absence or declarations of interest. | |
| <u>5280. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u> | There were no items of any other business identified at this point in the meeting. | |
| <u>5281. HEAD TEACHER'S REPORT</u> | <p>Mr Burns presented his report and highlighted the following:</p> <p>(a) <u>Head Teacher Wellbeing and Work Life Balance</u></p> <p>The Head Teacher reported that his work life balance was getting affected with issues such as staffing and the Academy conversion all taking their toll on his home life. He recognised the excellent support provided at deputy level from the Assistant Head Teacher Miss Jillott, but nevertheless felt he needed additional off-site time. He put forward a proposal, on a temporary basis, to increase his current half day off site to one full day until the Summer term, pending the return of the Deputy Head Teacher from maternity leave.</p> | |

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| <p>It was agreed to discuss the proposal of the Head Teacher at the end of the meeting.</p> | <p>(b) <u>Number on Roll</u> From Nursery to Reception the current number on roll stood at 236.</p> <p>(c) <u>Pupil Attendance</u> From September to the present the figure stood at 97%. Miss Jillott reported on the positive impact of the Rise and Shine initiative which was working successfully in getting pupils into school.</p> <p>(d) <u>Looked after Children and Exclusions</u> There were currently no looked after children or exclusions to report.</p> <p>(e) <u>Safeguarding/Behaviour</u> The school currently had no child protection cases running and there were no children in need. There had been one bullying case recorded and actions were in place to address this, which were being monitored daily.</p> <p>(f) <u>Visitors to School</u> (i) <u>SIAMS</u> The official report had now been released and emailed to governors and would be followed up by a letter to parents. The report showed the school to be good in all areas, and outstanding in leadership and management. Also, the real strength in monitoring reflected the strong Governing Body.</p> <p>(ii) <u>Governor Monitoring Visits</u> There had been several visits, including ones related to the SENCO,</p> |
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| Item | Minutes | Action |
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| | <p>safeguarding, and reading and comprehension.</p> <p>(iii) <u>Site Visits from Cleaning Services</u></p> <p>Mr Burns reported there had been several issues he had had to deal with in relation to the Cleaning Services contract, and that the contractors had recently been into school relative to a review of their service.</p> <p>(iv) <u>Unions and HR</u></p> <p>Mr Burns provided an update on the ongoing discussions relative to the staffing changes.</p> <p>(v) <u>Errol Boroughs Sports Days</u></p> <p>Governors noted the purpose of these, to promote healthy lifestyles.</p> <p>(g) <u>Health and Safety</u></p> <p>Mr Burns had undertaken a two day health and safety management course designed specifically for schools, and which would help in managing the school's key risks.</p> <p>Works to improve the dining hall floor and to refurbish the area just past the Head Teacher's office would be carried out over Easter and funded from the Devolved Capital Fund (DFC). As previously reported, the flagstones at the main entrance were to be replaced, and this would be done with a tarmac surface.</p> <p>The roofing project would take place over the Summer and it might well be that there would be nothing left to contribute from the DFC after paying for the dining hall floor and flagstones works.</p> <p>(h) <u>Deletion – See Minute 5296</u></p> | |

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| | <p>(i) <u>Deletion – See Minute 5296</u></p> <p>(j) <u>Achievement of Pupils</u> A Good Level of Development (GLD) of 78%, being above the national average, was predicted in Early Years. The target set of 75% for reading, writing and maths was on track, and progress was on track to be good for the end of the year.</p> <p>(k) <u>Quality of Teaching</u> In relation to the quality of teaching, 89% was seen as good, with 50% at outstanding. Some support and monitoring had been put in place.</p> <p>(l) <u>Leadership and Management</u> It had been necessary to close the school the previous Wednesday, Thursday and Friday due to the bad weather. The decision had been taken very carefully with due regard to health and safety and employment law, which required the school to ensure access to it was safe and also in the interests of avoiding any claims. A decision would always be taken to keep the school open whenever possible. A successful SIAMS inspection had taken place. An overhaul of the school's health and safety systems had begun, with the intention of identifying the 10 biggest issues, and reviewing risk assessments to bring these up to standard.</p> <p>Q: Is there anything that we as governors can do to help? A: Yes, the school will need governor input on assessing risks through the Resources Committee and full Governing Body.</p> |
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| Item | Minutes | Action |
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| | <p>As earlier reported, new contracts and services were in place/progressing.</p> <p>A new system of communication (Web Anywhere APP) had been purchased. There was no launch date as yet but some awareness work would be done at Parents' Evening tomorrow. The intention was to move away from a hard letter communication, and there would be no costs to the school after the initial setup.</p> <p>Monitoring of comprehension and reading had led the design of quick start guides, and the project was being looked at to put these guides in all key areas, as referenced in the school development plan.</p> <p>As earlier reported, governor monitoring visits for safeguarding/comprehension had taken place.</p> <p>Mr Burns was thanked for his report.</p> | |
| 5282. <u>SIAM</u> | This item had been earlier covered with reference to the successful inspection and outcome report. | |
| 5283. <u>REPRESENTATION</u> | The Chair reported that a letter had gone out to parents this week, inviting expressions of interest for the current parent governor vacancy. Interest was still awaited for filling the three co-opted governor vacancies, and soundings would continue to be put out. | |
| 5284. <u>MINUTES OF THE MEETING HELD ON 24 JANUARY 2018.</u> | <p>RESOLVED: That the minutes of the meeting held on 24 January 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minutes 5265 and 5266(a)</u> - delete the apostrophe in the references to Mr Burns.</p> <p><u>Minute 5265</u> - delete the apostrophe, after the word process, in the resolution.</p> <p><u>Minutes 5266(d), 5268, 5271 and 5274</u> - Replace reference to Mrs Rowbottom with Mrs Parker.</p> | |

| Item | Minutes | Action |
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| | <p><u>Minute 5266(e)(i)</u> - In line 5 of the preamble, replace reference to one of payment with one off payment.</p> | |
| <p>5285. <u>MATTERS ARISING</u></p> | <p>(a) <u>Web Anywhere (Minute 5266(e)(i) refers)</u></p> <p>Feedback on the potential APP would be obtained at Parents' Evening tomorrow, as earlier reported. Governors recorded their thanks to Alison Rose for putting everything together.</p> <p>(b) <u>Staff Restructuring (Minute 5266(h)(iv) refers)</u></p> <p>As earlier reported there had been a very good outcome.</p> | |
| <p>5286. <u>REPORTS FROM COMMITTEES</u></p> | <p><u>Resources Committee, 7 February 2018</u></p> <p>The submitted minutes were approved with a minor correction (to the title of Mrs S Parker in the record of those present), and were subsequently signed by the Chair.</p> | |
| <p>5287. <u>APPROVAL OF SCHOOLS FINANCIAL VALUE STANDARD (FSVS)</u></p> | <p>Mr Burns had sent out the SFVS document which had been considered and finalised by the Resources Committee.</p> <p>RESOLVED: That the Schools Financial Value Standard be approved, signed by the Chair, and forwarded to the local authority.</p> | <p>Head Teacher/Admin to forward document to LA</p> |
| <p>5288. <u>ACADEMY CONVERSION</u></p> | <p>Mr Burns had set up visits next Monday to Christchurch School at 9:30am and Overthorpe School at 1:30pm for the purpose of viewing the schools and speaking to the Head Teachers, as part of due diligence. He invited any interested governors to accompany himself and the Chair on these visits.</p> <p>Mrs Rose offer to attend the morning session and Mr Hirst in the afternoon.</p> <p>Mr Burns further reported that the completed form would be sent to the Diocese in due course. Parent engagement would likely occur around May/June this year, so everything was progressing smoothly.</p> | |

| Item | Minutes | Action |
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| <p>5289. <u>FINANCIAL MANAGEMENT AND MONITORING.</u></p> | <p>An update on the latest financial monitoring position was included in the minutes of the Resources Committee of 7 February 2018, as earlier submitted, and also referenced earlier in the Head Teachers report. Parents' thoughts and ideas on fundraising would be sought at the next day's Parents Evening.</p> | |
| <p>5290. <u>SAFEGUARDING AUDIT</u></p> | <p>Mrs Parker had undertaken a safeguarding visit and prepared a report which she would share with governors. She had gone through the safeguarding audit, which would be considered in detail at the next meeting. She explained that this was very readable with its RAG rating approach to progress and action columns.</p> <p>Mr Burns added that the safeguarding audit was a live, rolling document and that the school could populate it with documentary evidence.</p> | |
| <p>5291. <u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> | <p>Mr Hirst had sent in a report of his comprehension/literacy visit and stated that he had been very impressed with what he had witnessed, with much work and effort being put in, in response to the issues identified by Ofsted. For example, the Rising Stars and Reading Champions initiatives were both showing positive outcomes.</p> <p>It was noted that Mr Paul Lomas had also been in to the school to provide some literacy training. Progress would be followed up next term.</p> <p>Mrs Wayper had also sent in her report as SENCO governor following her safeguarding visit with Miss Jillett, SENCO teacher. This had been a very positive visit, with all the children making progress, and no risks arising in relation to this provision.</p> <p>Mr Burns reported that Year 6 had done their mock SATs in reading, using last year's reading paper. The actual results last year on the paper was a 65% pass mark, and the pass mark this year in the mocks was 80%, so this augured well for the main tests.</p> | |
| <p>5292. <u>POLICIES</u></p> | <p>There were no policies to consider on this occasion.</p> | |
| <p>5293. <u>ANY OTHER BUSINESS</u></p> | <p><u>Lepton Rocks</u></p> <p>Mr Hirst reported he had been in discussion with Paul Revell concerning options for outside</p> | |

| Item | Minutes | Action |
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| | <p>activities for Year 6. He alluded to a project in Norfolk which encouraged children and their parents to get out into the countryside and paint pebbles which they then hid, and others subsequently sought to find. This project was to be applied to Lepton Grape Wood to enable Year 6 to participate in a similar initiative.</p> <p>The school was also organising some clearing up work of flower beds, in groups of 6-10, with the help of Morrison's Supermarket, which would help strengthen community links.</p> <p>Governors welcomed the two initiatives.</p> | |
| <p><u>5294. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS.</u></p> | <p>Governors confirmed that the next meeting of the Standards and Effectiveness Committee would take place on 28 March 2018 and that the next full Governing Body meeting would be held on 9 May 2018, both at their usual starting times.</p> <p>(At this point Mr Burns and Miss Jillott withdrew from the meeting)</p> | |
| <p><u>5295. HEAD TEACHER WELL-BEING AND WORKLIFE BALANCE</u></p> | <p>Further to minute to 5281(a) above, governors gave consideration to the request of Mr Burns to increase his current half day off site to one full day until the Summer term. The Chair also outlined other ways in which governors could offer help and support and stated he would discuss these with Mr Burns.</p> <p>RESOLVED: That the request of Mr Burns be approved.</p> | <p>Head Teacher to note</p> |
| <p><u>5296. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> | <p>RESOLVED: That minutes 5281(h) and (i) be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.</p> <p>The Chair closed the meeting at 7.44pm.</p> | |

Chair
Date