

BEECROFT PRIMARY SCHOOL FULL GOVERNING BODY MEETING

Min
03/10/2023

Minutes of the meeting held in school on Tuesday 20 June 2023 at 3.00pm.

PRESENT:

Steve Harris (Chair)	June Turner (Headteacher)
Steven Campbell	Sarah Lord
Pat Gradys	Asim Iqbal
Joanne Hazelgrave	John Liversedge

IN ATTENDANCE: Amanda Jahdi (Clerk, Governor Support Service)
Nicola Brown (Deputy Headteacher)
Emma Stuart – Foundation Stage Leader
Steph Carter – KS1 Leader

		ACTION
1.00	PUPIL VOICE – new item	
1.01	<p>Governors received a presentation from representatives of the Pupil Arts Council. The Council was created in September 2022, and they briefly outlined what the Council had been involved with including Art suggestion boxes, providing ideas and resources for children to practice the arts at home and fun activities including a brass band performance for KS1.</p> <p>Governors were asked for any questions: Q: How many children are on the Council? A: Around 10</p> <p>Q: Which year groups are involved? A: Years 5 and 6.</p> <p>Q: We understand you have made some packs to sell, can you tell us more about them? A: The packs have a variety of things including sketch books, clay, tissue paper and were sold for between 20p – 50p. They have been very popular.</p> <p>Q: Have you evaluated the Arts Day held in school? A: We had a meeting about two weeks ago. Everyone enjoyed the activities but there could have been more time allocated. The art was a piece of work based on fieldwork around Anthony Gormley's work and is going to be sent to the Kirkstall Arts Trail.</p> <p>The children were thanked for their presentation.</p>	
2.00	APOLOGIES	
2.01	Apologies for absence were received and accepted from. Qari Qasim Bobby Sharma.	
3.00	MEMBERSHIP MATTERS	
3.01	<p>Co-options</p> <p>The terms of office for Sarah Lord and Qari Qasim were due to end on 30 September 2023. Both governors expressed an interest in continuing on the Governing board.</p> <p>Resolved: that Sarah Lord and Qari Qasim be elected for a further four year term.</p>	

3.02 The end of the terms of office for Bobby Sharma and Asim Iqbal on 28 November 2023 were noted and the Headteacher agreed to conduct a parent election in good time.

4.00 DECLARATION OF INTERESTS

4.01 There were no new declarations of interest.

5.00 ANY OTHER URGENT BUSINESS

5.01 There was no other urgent business raised at this point.

6.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

The Headteacher's report had been circulated prior to the meeting and the following points were highlighted.

6.01 Transition

There are a lot of transition activities which are going well particularly for Year 6 to Year 7.

6.02 Staffing

The report included staff changes and the Headteacher reported that wellbeing of staff is taken very seriously. Additional workload is being limited where possible e.g. some staff have been given extra PPA time when returning from sick leave. S Carter added that a lot has been done to address the wellbeing of staff and staff retention that fits in with the values and ethos of the school. Any issues brought up by staff are dealt with as quickly as possible and regular meetings with staff will continue to ensure any concerns are dealt with immediately.

6.03 Governing board effectiveness

The governors' report to parents has been agreed by governors and will be sent out to parents.

P Gradys joined the meeting at this point.

6.04 Attendance

6.4.1 S Campbell informed governors that Beecroft has received an award from Aspire FFT for being in the top 10% of schools for attendance. The average attendance stands at 96.7% for the whole school. It had peaked at 98% but will be lower next week when Eid is taken into account.

6.4.2

There were 10 children on the persistent absence register and following work done with the families, eight of them have come off the register. The attendance for one of the remaining children has improved but they have had a lot of illness. Staff are still working with the family of the tenth child including paying for a taxi daily from January to July to pick up the child, attendance is now over 90%. There are now seven on the register whom the staff are working with.

6.4.3

There are still some children taking extended leave and the policy has been rigorously implemented which includes letters home, telephone calls and fines when necessary.

- 6.4.4 The Panel meetings for the years were included in the report. Meetings have already taken place with parents of some of the Nursery children who have low attendance.
- 6.4.5 A governor asked how Beecroft compares with other schools and whether enough was being done. The Headteacher explained that Attendance is higher than the national average and persistent absence is significantly lower. Attendance is treated as a serious safeguarding issue particularly when Social Services is involved with the family. There is constant contact with the families but the main issue is taking holidays in term time. Some children were taken out of school just before SATs and a minority use religion as an excuse for going away. It should be noted that many of the low attendees are also the low achievers. Although a lot of work is being done with these children, that good work is undone when they are not in school and the child may not reach their expected outcomes.
- 6.4.6 Even though Year 6 has been a challenging year, their attendance is still 96.6%.
- 6.05 **Extracurricular activities**
The school looks at the whole child so all will be included in trips and the extra activities such as additional swimming lessons in Year 5 and Bikeability.
- 6.06 **Behaviour**
Behaviour and attitudes in the school are outstanding.
- 7.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES**
- 7.01 The Headteacher informed governors that the school has had a full day school improvement visit by Sam Golia, the School Improvement Adviser. The NOVAC from the visit on 22 March had been circulated.
- Governors asked if the Headteacher felt the school showed sufficient improvement. The Headteacher reported that the circulated NOVAC is overwhelmingly positive about the school and comments on the outstanding behaviour and attitudes, the involvement of pupils and their pride in the school and the 'exceptional leadership.' It also refers to the coaching model of teachers. Standards from the last inspection have been improved upon both qualitatively and quantitatively. This is despite a doubling in pupil numbers and an increase in EAL pupils.
- Governors noted that the school has changed significantly over the years in terms of expansion and diversity whilst still offering a quality education and enrichment activities such as Music and PE. There is also excellent distributed leadership which was commented on in the NOVAC from S Golia.
- Governors asked how PE had improved. The Headteacher explained that the number of lessons has increased, the adventure playground has been installed and the breadth of offer has expanded with the addition of dance and gymnastics. A PE specialist is also employed.

- 7.02 It was agreed that the following governor monitoring visits would take place:
- A Iqbal to look at PE and Science
 - S Lord to look at SEND and Geography.
- 8.00 **CURRICULUM IMPACT: Curriculum Booklet**
- 8.01 The detailed quality of education report on the curriculum had been circulated for governors' information. There were no questions but governors were encouraged to contact school if they had any.
- 9.00 **MINUTES OF THE LAST MEETING**
- 9.01 **Resolved:**
- That the minutes of the meeting held on the 21 March 2023 be agreed as a correct record
 - That the Chair be authorised to sign the minutes.
- 10.00 **REVIEW ACTIONS AND MATTERS ARISING**
- 10.01 Minute 3.01 – Health and safety
J Liversedge reported that he had completed the health and safety visit.
- 10.02 Minute 13.01 – SATs
P Gradys reported that she had attended school to observe the administration of SATs.
- 11.00 **COMMITTEE REPORTS**
- 11.01 **Resources**
The minutes of the Resources Committee held on 22 May had been circulated to all governors. The main item of discussion had been the budget.
- The Committee had also met to approve the Governors' Statement.
- The following was confirmed:
- The budget has been approved including the price of school meals
 - Health and safety policy has been approved
 - Charging and remissions policy has been approved
 - Mid-year performance management for teachers has been completed.
- 11.02 **Teaching and Learning Committee**
It was confirmed that school will be providing an annual report to parents
- 11.03 **Pupil Support**
The following was confirmed:
- The annual safeguarding self-assessment has been completed
 - School meets equalities requirements
- 12.00 **REPORT OF BUDGET FOR 2023-2024**

12.01	The Budget had been approved by the Resources Committee on 22 May 2023.	
	The bottom line figures for the budget were:	
	In year surplus:	£74,880
	Balance brought forward from 2012-2:	£171,120
	Forecast contingency:	£246,000
13.00	SAFEGUARDING/CHILD PROTECTION	
13.01	N Brown reported that the safeguarding annual return (ARM) had been completed, reviewed by P Gradys and returned to the Local Authority. P Gradys will be visiting school on 21 June to view the evidence.	P Gradys
13.02	The Safeguarding report had been circulated prior to the meeting, including three case studies linked to the pupil premium strategy for information. In these three cases, Social Services has been contacted on a number of occasions.	
13.03	N Brown informed governors that safeguarding training had been arranged for all staff on 28 June and governors were welcome to attend.	All
13.04	SEND	
13.4.1	N Brown reported that S Lord had reviewed the SEND Report. It was noted that the needs of the children were becoming more diverse and this particularly applied to the Reception cohort in September.	
13.4.2	EHCPs are being reviewed but there is a backlog within the Local Authority which is causing a delay. N Brown will be attending a meeting with the Local Authority to find out how the services will be changing.	
13.4.3	Many of the children with special needs have made progress and hopes are high for Year 6 to meet the expected standard because of the hard work by the pupils and staff.	
14.00	POLICY APPROVAL	
14.01	Resolved: that the Local Authority model Staff Disciplinary Policy, Staff grievance policy and Staff code of conduct be approved.	
15.00	GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING	
15.01	Gradys has attended the designated governor safeguarding training.	
16.00	CHAIR'S BUSINESS	
16.01	There was no Chair's business.	
17.00	CLERKS' BUSINESS	
17.01	There was no Clerk's business other than what was specified on the agenda.	
18.00	DATE AND TIME OF NEXT MEETING	
18.01	The next governing board meeting will be held on Tuesday 3 October 2023 at 3pm	
	<u>Future meetings</u> 20th March 2024	

19th June 2024

It was agreed there would be an additional clerked meeting on 21 November to review the quality of teaching and the curriculum.

The Chair closed the meeting at 5pm