

BEECROFT PRIMARY SCHOOL FULL GOVERNING BODY MEETING

Minutes of the meeting held in school on Tuesday 21 November 2023 at 3.00pm.

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

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	
1.01	Online Safety Warriors The pupil Online Safety Warriors gave a verbal presentation on what they do as part of their role including: <ul style="list-style-type: none">• Encouraging other pupils to follow the SMART rules – they informed the governors of what the rules were.• Talking to other pupils about online bullying• Producing a newsletter for parents which is on the website.	
1.02	Sports Leaders The Sports Leaders went through what sports/PE takes place in school and what they have been doing so far this term including: <ul style="list-style-type: none">• Setting up activities and games for break and lunchtimes for other pupils to join in• Making sure all children are including and none are left out by using the 'Friendship Stop'• All year groups have two lessons of PE a week, both indoor and outdoor and they play a range of sports. The sports leaders will demonstrate new skills to the rest of the class.• Making up new challenges.	
2.00	APOLOGIES	
2.01	There were no apologies for absence.	
3.00	MEMBERSHIP MATTERS	
3.01	It was noted that the terms of office for two parent governors were due to end on 28 November 2023. The Headteacher informed governors that vacancies will be advertised to the parent body.	Headteacher
4.00	DECLARATION OF INTERESTS	
4.01	There were no new declarations of interest.	
5.00	GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES REPORTS ON SUBJECTS AND REVIEWS BY GOVERNORS	
5.01	Geography progress with Development Plan S Lord had visited school to monitor the progress of Geography with N Brown against the School Development Plan on 13 November. A report	

of the visit had been circulated prior to the meeting. The visit was summarised.

5.1.1 To highlight progress, work had been set up on boards in the Hall so the progression from Reception to Year 6 could be clearly seen, as well as the processes the children were learning. The work on the boards in the classrooms and in folders was also looked at.

5.1.2 It was evident that language was important throughout school.

5.1.3 KS2 have been on trips and KS1 do fieldwork outdoors on the site, they will go further afield in the spring and summer terms.

5.1.4 The medium term plans were inspected and the targets were evident in reality. Good progress is being made towards the objectives.

5.02 Science Progress with development Plan
B Sharma met with S Carter, KS1 Leader, to monitor Science across the school. The report from the visit in November was circulated to governors prior to the meeting and was summarised for governors.

5.2.1 Science has been continually developed. Vocabulary is used across school to ensure the children understand what they are doing. Progression against the medium term plans was checked. The disciplinary knowledge was not as well developed but has now been mapped out with the skills and knowledge.

5.2.2 The 5-a-day approach is followed in every lesson, and new equipment has been bought. Where a need is identified, it is addressed straightaway. There have been three sessions of staff training to support children to retain and talk about the knowledge. There is continuous monitoring of the higher level vocabulary.

Governors asked for an example of when this has happened. S Carter explained that teachers will teach the knowledge but the children may not be confident talking about it.

5.2.3 Science is high profile and evident across the school and B Sharma reported that she had checked this from Reception to Year 6.

5.2.4 The Headteacher informed governors 47% of children in school have English as an additional language so the emphasis on language is very important, it also supports children with English. That is why a key intent is the development of language.

5.03 Actions taken for P.E and sports premium following governor monitoring visit

5.3.1 S Rushton's PE report from her meeting with S Campbell, Assistant Headteacher, had been circulated for governors' information. S Rushton reported that her visit had taken place in October. The curriculum was well sequenced, there are many extracurricular activities, sports leaders are being developed – as evidenced at the beginning of the meeting, and the school participates in inter school sports matches.

- 5.3.2 Looking at the targets, the first target on swimming has a high focus in school and 19 out of the 36 pupils in Year 6 currently meet the 25m requirement for the end of KS2. In addition, 17 children in Year 5 and 15 children in Year 4 can also swim 25m. All Year 3 children continue to attend swimming lessons and extra funding has been provided for Year 6 catch up lessons post Covid.
- 5.3.3 Target 2 covers PE displays. PE has a high profile in school with displays in the Hall and other public areas in school showing trips and highlighting PE lessons, sports fixtures and sports awards. Displays in classrooms are updated with activities in the extra curriculum clubs and PE lessons.
- 5.3.4 Target 3 encourages staff to shadow the PE teacher with classroom staff accompanying their class in lessons.
- 5.3.5 Target 4 and 5 – the PE Development Plan has been updated, there is evidence that swimming is being addressed, and the PE shadowing is very organised in terms of the planning of the curriculum and lessons. This provides good CPD and consistency for the children.

The Headteacher added that the finances have been well managed which has provided funding for the recruitment of PE and Arts specialists through money saved by all members of the Senior Leadership Team teaching. Money has also been built up through Educare in Nursery and the funding issues of the After School Club have been resolved and turned into a surplus of £30,000.

S Campbell added that the Sports Premium has also been used to good effect funding some of the activities.

P Grady joined the meeting at this point.

- 5.04 Update on attendance
S Campbell's report on attendance had been circulated to governors prior to the meeting and he reported:
 - 5.4.1 The Attendance Policy is rigorously followed with attendance currently standing at 98.9%. The school is in the top 20% of school for attendance and in the bottom 20% for persistent absence.
 - 5.4.2 The attendance team and class teachers deal with attendance and the children are aware of the importance of being in school and where they are on the traffic light system. Persistent absence is managed very closely with sympathetic interviews with parents when necessary due to potential safeguarding issues. The 5 Point Plan used had been circulated for governors' information. Special measures will be put in place in some instances such as providing taxis to collect children. Of the 9 pupils reported last year as being on the persistent absence list, all have come off the list. Those children on the persistent absence list will be monitored daily.
 - 5.4.3 Looking at all the cohorts in school, there is no disparity between them, and all are above the national average.

5.4.4 The school is now working with parents in Nursery as, although they are not of statutory age, the idea is to work with parents before they come into school. The Nursery has 91% attendance and work will be done with 21 families although attendance is only part time. The Headteacher added that most of these families are new to school, and having looked at the data, there is only one child who would be a cause for concern.

5.4.5 Governors asked if school could put together an agreement with parents. S Campbell explained that already takes place. The meeting with parents will look at the barriers and ways of getting around them.

5.05 English and Reading

5.5.1 E Stuart had looked at Early Years English and Reading across school. It was reported that the spiral development in school means that Reading is always on the development plan. The Reading Framework has been reviewed and the Reading Plan updated and on the website. Reading has a high profile across school with Reading Champions pushing the use of the Library. They have also produced a Reading newsletter.

5.5.2 The teachers are focused on tier 2 and 3 vocabulary and have conversations with parents when a child is not reading enough. To help with this, a leaflet has been produced on how to read with their children. A meeting has been held with Reception parents and a meeting will be held with parents of children in Year 6. In Year 6, the children have been able to borrow books for research covering some quite challenging projects such as Black Lives Matter.

5.5.3 The Headteacher commented that one of the most important factors is how well school knows the families as discussed recently with the person in charge of Place2Be.

5.5.4 Governors asked if there could be further elaboration of the reading strategies used. E Stuart explained that the Reading Framework has two sides, the structured approach with phonics for early reading, and developing the love of reading. There are various strategies used such as:

- Teachers are enthusiastic about reading and share that love of reading for the children.
- Difficult vocabulary is highlighted.
- How to use the Library and the wide range of books available. There are a range of books to attract any child such as books on sport.
- Providing challenges in class, e.g. Black Lives Matter.
- Consistency in systems with reading books that go home and staff sharing their own favourite books.

There are also strategy bespoke to individual children.

5.5.5 Governors asked if the children are including in choosing the topics. E Stuart confirmed they were with a suggestion box in the Library. They also take part in the Leeds Book Awards where children can do reports on the books. N Brown added that sometimes the children will choose

their own topics. Year 6 have a Chromebook each that they take home for research and they also have a school edition thesaurus at home.

5.5.6 Governors asked if the children use digital media. The Headteacher explained that every class has their own trolley of laptops. They listen to audio books and rhymes in Reception, and children across school use IT for word processing and producing newsletters.

5.06 Behaviour and Safety Observations
The report from B Sharma on her recent visit to observe behaviour and safety was tabled.

5.07 Governors asked how much progress has been made since the last Ofsted inspection. The Headteacher explained that the last Ofsted inspection was a number of years ago so there has been a lot of progress made. In general, the demographics have changed, and the school has had an extension including the Library. There is also an open approach to anything that can be improved and developed, and children are involved in these conversations. The Leadership Team are also involved in a lot of research which may be implemented straightaway because of the flexible approach. The Headteacher said she was very proud of the way the Senior Leadership Team have developed through distributed leadership.

6.00 MINUTES OF THE LAST MEETING

6.01 Resolved:

- That the minutes of the meeting held on the 3 October 2023 be agreed as a correct record
- That the Chair be authorised to sign the minutes.

7.00 REVIEW ACTIONS AND MATTERS ARISING

7.01 Minute 2.02 – Membership matters
This item had been covered in minute 3.01 above.

7.02 Minute 13.01 – Matters arising: governor reports
This item has been completed as reported in item 5 above.

7.03 Minute 18.02 – Safeguarding
The Safeguarding Report had been circulated and a subsequent Safeguarding Report had been circulated for this meeting.

7.04 Minute 19.01 - Teachers' Pay Policy
This item will be covered in item 10 on the agenda.

8.00 COMMITTEE REPORTS

8.01 The Resources Committee minutes from the meetings held on 12 October and the relevant budget papers had been circulated. The Chair of the Committee reported that the costs have increased for the work on the fencing and new barrier so this has been out on hold for the time being. Over the holidays, works included 1) completion of the high fence around school, 2) controlled fob access to separate the Reception area from the main school. Governors have checked this and satisfied themselves there are no safeguarding issues.

8.02 Mid year budget review

The Chair reported the budget is healthy at present.

- The contingency for the school budget stands at £86,000
- Educare is £171,000 in surplus
- The After school Club has a surplus of £30,000, although this is subsidised by the school budget so only includes staffing and food.

9.00 SAFEGUARDING UPDATE

9.01

The Safeguarding Report from P Gradys' visit on 10 November had been circulated prior to the meeting. The Safeguarding Development Plan had been included in the circulated papers. N Brown reported that:

- All staff have received safeguarding training including all new staff.
- P Gradys has attended the safer recruitment training.
- Safeguarding and attendance policies have been updated to meet the requirements of the Keeping Children Safe in Education document.
- S Campbell has updated the Online Safety Policy following an Online Safety Audit. There are a lot of resources for online safety on the website.
- The Single Central Register has been checked by P Gradys on her visit. DBS checks have been completed for all staff and their personnel files are up-to-date.
- Cause for concerns continue to be monitored and the Local Authority is consulted when necessary.
- The site security has been improved.

The school will be having a Safeguarding Audit on 4 December. The audit with column 2 completed had been circulated and N Brown went through the audit with governors.

P Gradys left the meeting at this point.

9.02 Stakeholder engagement

9.2.1 Pupil survey

The results of the recent pupil survey had been circulated and J Liversedge had looked at the results with S Campbell on his recent visit.

9.2.2 Staff survey

The results of the staff had been very positive with 98% agreeing or strongly agreeing on most of the questions.

9.2.3 Parent survey

The Headteacher informed governors that any comments on the parent survey had been followed up and for this reason, the survey had not been anonymous. However, parents could request an anonymous survey if required. This enabled the school to refer children to Place2Be if required and children can also self refer.

Governors asked what the response rate had been for the parent survey. The Headteacher said it was 100% except for two parents who wanted to remain anonymous.

- 9.2.4 Governors asked where issues from Place2Be were reported. The Headteacher explained a cause for concern form would be completed and it would be reported to the DSL. They could be added to CPOMS but any comments on CPOMS have to be uploaded by a member of staff. N Brown added that the children view a visit to Place2Be as a positive.
- 9.03 Online safety
The online Safety Group, which includes Q Qasim representing the governors, had met and they looked at the different levels of access. S Campbell informed governors that a log of access giving undue concern is logged and followed up. There have been no breaches and all staff have signed the User Agreement. Q Qasim will be meeting with the online Safety Group on 23 November to look at GDPR and online safety.
- 10.00 POLICY APPROVAL STATUTORY**
10.01 The Teachers' Pay Policy had been circulated. The Headteacher reported that there had been no changes from last year apart for the pay uplift.
Resolved: that the Teachers' Pay Policy be approved.
- 11.00 APPROVE, OR RECEIVE A REPORT ON, THE MID-YEAR BUDGET REVIEW**
11.01 This item was covered in minute 8.02 above.
- 12.00 GOVERNOR DEVELOPMENT**
12.01 N Brown informed governors that training for safer recruitment was available on 28 November.
- 13.00 CHAIR'S BUSINESS**
13.01 There was no Chair's business.
- 14.00 ANY OTHER URGENT BUSINESS**
14.01 There was no urgent business.
- 15.00 DATE AND TIME OF NEXT MEETING**
15.01 The next governing board meeting will be held on Wednesday 20th March 2024 at 3pm

Future meetings
19th June 2024

The Chair closed the meeting at 4.45pm

Slliri
20/03/2024

