BEECROFT PRIMARY SCHOOL FULL GOVERNING BOARD MEETING

Minutes of the meeting held in school on Wednesday 18 June 2025 at 3:00pm

PRESENT:	Pat Gradys (Chair) Steven Campbell Stephanie Carter Steve Harris Joanne Hazelgrave Farah Hussain Sarah Lord Sue Rushton Emma Stuart	June Turner (Headteacher)

IN ATTENDANCE: Kirsty Heald – Clerk, Governor Support Service

The full governing body Chair provided an update on the complaint that had been ongoing from May 2024 to date:
There had been multiple instances of the complaint and subsequent associated communications relating to it being found to be vexatious by investigating parties
Multiple complaints and subsequent associated communications had been investigated and closed with no fault being found with the school
The impact of the complaint and subsequent associated communications had impacted the whole school team

Praise was given to all staff in school for the way they had worked to continue ensuring the needs of pupils were being met during all stages of the process.

The most recent contact from the complainant had been the submission of the Freedom of Information request. Details of what had been requested were provided to all governors. The request had been reviewed by the three governors who had been involved in the complaint process since May 2024 and details of their decision about the response that should be provided were shared with governors. As part of the process, a Beecroft Primary School governor independent to and with no involvement in any element of the complaint at any stage was asked to review the request. Details were shared with all governors about their review and decision about which elements of the request should and should not be provided. Thanks were given to the governor for their support in the process.

		ACTION
1.00	**APOLOGIES FOR ABSENCE**	
1.01	Apologies had been received and accepted for John Liversedge.	
1.02	Qari Quasim was not present at the meeting and no apologies had been received.	
2.00	**MEMBERSHIP MATTERS**	
2.01	There was one parent governor vacancy. The parent governor election process would be completed in September 2025 and an update provided at the next full governing body meeting.	**FGB agenda**
2.02	Joanne Heselgrave's term as a co-opted governor would end on 10 October 2025.	

2.03 **Resolved**
That Joanne Heselgrave was re-appointment as a co-opted governor for another four year term effective from 11 October 2025.

3.00 DECLARATION OF INTERESTS
3.01 There were no declarations of interest.

4.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT
4.01 The Headteacher's report had been circulated to governors in advance of the meeting.

4.02 Pupil numbers
The school was full and there was a waiting list in all year groups. The 2025 – 2026 academic year Reception cohort had the potential to change before the start of the new academic year but there was still a waiting list that was being processed as required at the current time.

4.03 The budget content had changed since it had been approved by the Resources committee on 31 March 2025. The change related to the appointment of new members of staff after the approval.

4.04 Monitoring of staff wellbeing was ongoing – something being carried out by Stephanie Carter. An overview of the area was provided to governors.

4.05 The Headteacher advised that multiple requests for a reduction in the number of days worked per week had been received. The requests were for a reduction from five to four days per week and details were provided. It had been possible for the school to approve one request based on staffing requirements. One request for later start times five days weeks had also been received – a request that had been approved.

4.06 As part of the Freedom of Information request detailed at the beginning of the meeting, the school had been questioned about staff retention data. The information had been included for governors in the Headteacher's report and an overview also provided at the meeting. It was highlighted that there was not a high turnover of staff and the data provided evidenced that.

4.07 The challenge in relation to the retention of ECTs was discussed. This was not something that was specific to the school and was a trend both across Leeds and nationally.

4.08 Details of members of teaching staff leaving the school or returning after a period of absence were shared with governors.

4.09 Details of the National Leaders of Excellence (NLE) programme had been included in the Headteacher's report and were shared with governors at the meeting. The Headteacher's role as an expert in the programme generated income for the school and had supported a positive impact on teaching and learning and staff development.

4.10 Staff feedback about the positive impact and outcomes of the programme from their perspective was provided by a member of staff at the meeting. The Headteacher also advised that the programme had supported their knowledge, understanding and development across their time being involved.

4.11 The programme would stop operating at the end of the current academic year. The Headteacher had been invited to work with the Local Authority to provide school improvement advice and support for the autumn term of the 2025 – 2026 academic year.

4.12 Feedback was provided from a parent governor and an associate member who was also a parent about the positive environment created by the school to support pupils during SATs. The school had been moderated by the Local Authority on 15 May – all processes were being fully followed as required.

4.13 In relation to educational visits and experiences, the Headteacher advised that a member of staff had completed forest school training and would be delivering forest school sessions. An overview of the content of the sessions was provided to governors.

4.14 The Headteacher's performance management would be scheduled and completed as required – this would include agreement on the external party that would support the process. Governors would be updated accordingly – both to arrange for named governors to complete the process and governors generally being provided with an update once the process had been completed. **HT Govs.**

4.15 In relation to transition from Year Six to high school, from Key Stage One to Key Stage Two and into Reception, the same processes would be followed as in the previous academic year.

4.16 Reports to parents were in the process of being completed and would be issued to parents in July 2025.

4.17 Attendance was generally good and was also above the national average.

4.18 The Headteacher advised that the challenge for the school related to the rise in the number of children considered to be persistently absent (PA). A pupil became persistently absent when their attendance was below 90%. Managing and working to improve persistent absence was an ongoing are of focus for the school.

4.19 The Headteacher highlighted that there was research to evidence that increased absence directly negatively impacted pupil attainment and outcomes. An example provided detailed how it could not be guaranteed that Year Six PA pupil would achieve ARE in their SATs. It was highlighted that the quality of teaching for pupils attending as required had not been negatively impacted by PA pupil where teachers needed to support them catching up with lost learning.

4.20 **Question**
A governor queried if the staff requests to reduce working to span four days instead of five were for part time hours or condensed full time hours.
Answer
The Headteacher advised that the policy relating to such requests meant that it was now possible to submit them where it had not been historically but that they could only be approved if it was realistic for the school to be able to do so. It was also important that all requests received were considered equally. Details of the requests received and what had/had not been agreed were provided to governors.

5.00 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

5.01 An overview of what was taking place at the current time and what was scheduled moving forward was provided to governors.

5.02 A key area of focus was and would continue to be language as a high percentage of pupils did not speak English at home/had English as a second language while English was the language of academic texts. The focus would link to multiple areas and details were provided:
The creation of a mini development plan that fed into the main School Development Plan and ran through the whole curriculum
Subject specific language
Teaching methods in class
Language development for reading texts
Language development for maths
The use of five a day strategies to deepen the quality of teaching

5.03 Two reports had been circulated to governors in advance of the meeting – Language in EYFS and Language in a subject. Both would feed into the 2025 – 2026 academic year School Development Plan as well as linking to both the Headteacher's and teacher performance management. There were no questions from governors about either of the reports at the meeting.

5.04 There had been no external monitoring since the last meeting and no NOVACs. The Headteacher highlighted that while it was not required at the current time, there was still in-school accountability and associated work taking place.

5.05 The SEF was a working document. Details of some of the content were provided at the meeting and further content updates would be provided to governors as required moving forward. **HT**

5.06 The Local Authority had visited the school in relation to the National Leaders of Education (NLE) programme the Headteacher was a member of. Information had been included in the Headteacher's report.

5.07 <u>Governor monitoring completed since the last full governing body meeting</u>
PE – Sue Rushton
Pupil Voice – John Liversedge
SEND – Sarah Lord
Pupil Voice – Sarah Lord (with local Councillors)
Safeguarding – Pat Gradys

5.08 A governor referenced the positive feedback included in the Councillors' report about their visit to the school. The report would be obtained from the relevant source following the meeting and shared with governors. **HT**

6.00 MINUTES OF THE LAST MEETING

6.01 **Resolved**
That the minutes of the last meeting were agreed as a true record and the Chair was authorised to sign them.

7.00 REVIEW ACTIONS AND MATTERS ARISING

7.01 The Headteacher advised that since areas around the school had been advertised as parking permit only areas on the school website, there had been an improvement in issues with parent parking during school drop off and pick up times. Thanks had been received from local residents that had been affected.

7.02 **(Item 2.06: 19 March 2025)** – parent governor election process completion/update. The item had been discussed as part of agenda item two and would be followed up in the autumn term of the new academic year.

7.03 **(Item 5.15: 19 March 2025)** – NLE full governing body meeting agenda item. The item had been included in the Headteacher's report and discussed as part of agenda item four.

7.04 **(Item 6.17: 19 March 2025)** – carbon literacy presentation/sustainability plans. The item was outstanding and would be revisited in the autumn term of the new academic year. **FGB agenda**

7.05 **(Item 8.09: 19 March 2025)** – Prevent training completion by all governors. The item had been actioned.

7.06 **(Item 8.15: 19 March 2025)** - Governor collation of evidence of school successes and areas of achievements inclusion in the governing board action plan for the 2024 – 2025 academic year. Feedback had been requested from the main feeder schools about how pupils were managing and achieving when they moved there – a response had not yet been received.

7.07 The Headteacher circulated a pupil report to parents document and provided an overview of the purpose and content. The school had revised what it would provide to parents to include a Pupil Voice item that provided parents with information from pupils about their opinions of the school and what they thought worked well/enjoyed. It also included references to safeguarding and extracurricular activities. The document would be published on the school website and would include a letter from the Chair of governors (to be completed).

7.08 A governor referenced the information that was available to parents on the school website and that they thought there was scope for more to be included detailing all the positive achievements and work being done. The Headteacher provided an overview of why it would not be realistic to include what was being proposed:
There was limited staff capacity to initially add the information and then ensure it was consistently being maintained
Historically there had been limited engagement from parents in relation to information on the school website and more generally
Celebrations were regularly and consistently taking place in school – something that was ongoing across every academic year

7.09 The possibility of adding the positive comments from local Councillors about their recent visit to the school to the school website was discussed.

7.10 **(Item 9.07: 19 March 2025)** – Resources committee meeting scheduling. The item had been actioned.

7.11 **(Item 10.13: 19 March 2025)** – Annual Safeguarding Return completion support from the Safeguarding governor. The item had been actioned.

7.12 **(Item 13.02: 19 March 2025)** – online safety training completion. The item still needed to be completed by one governor – support in them doing so would be provided following the meeting. All other governors had completed the training. **HT**

7.13 **(Item 13.03: 19 March 2025)** – Prevent training completion. The item had been actioned.

7.14 **(Item 14.02: 19 March 2025)** – governor support with/oversight of the SATs processes. The item had been actioned.

8.00 COMMITTEE REPORTS

8.01 <u>Resources</u>
Approval of the budget (including approval of the cost of paid for school meals) – the budget had been approved by the Resources committee at the 31 March 2025 Resources committee meeting.

8.02 Health and Safety policy approval – the item had been actioned.

8.03 Charging and Remissions policy approval – the item had been actioned.

8.04 Completion of mid-year performance management for teachers – the item had been actioned.

8.05 TLPS
Completion of the annual safeguarding self-assessment – the item would be discussed and confirmed as part of agenda item ten.

8.06 Equalities requirements were being met – the item had been actioned and requirements were being fully met.

8.07 School Uniform policy approval – the item had been actioned.

9.00 BUDGET REPORT FOR 2025 – 2026 (OR BUDGET APPROVAL)

9.01 The budget for the 2025 – 2026 year and the associated three year budget model had been approved at the 31 March 2025 Resources committee meeting.

9.02 A report on the budget had been circulated to all governors in advance of the meeting and there were no questions.

10.00 SAFEGUARDING UPDATE AND APPROVE THE ARM

10.01 A safeguarding report had been circulated to all governors by the Safeguarding lead in advance of the meeting.

10.02 There was one CLA/previously CLA (Child Looked After) at the current time. Details had been shared with the Safeguarding governor during their monitoring visit.

10.03 The Annual Safeguarding Return for the 2024 – 2025 academic year had been provided to governors for review in advance of the meeting. The Safeguarding governor had supported the completion process.

10.04 **Resolved**
That all governors accepted that the content of the Annual Safeguarding Return for the 2024 – 2025 academic year was an accurate reflection of practice in school.

10.05 Safeguarding governor safeguarding training had been scheduled for the Safeguarding governor and would be completed on XXXXX

10.06 The Headteacher highlighted that governor safeguarding training by all governors would need to be completed during the 2025 – 2026 academic year as the timescale requirement between refresher training had shortened. The Safeguarding lead would liaise with the Headteacher and the full governing body Chair to schedule training.

10.07 All staff safeguarding training was up to date.

10.08 The Safeguarding lead advised that the attendance of pupils with safeguarding requirements had an extra level of monitoring attached to it.

10.09 The SEN Annual Report had been shared with governors in advance of the meeting. There three pupils with an EHCP in place (0.9% of the whole school population); a figure that was broadly in line with national SEN data. The school had invested additional money in its budget in

Teaching Assistants to provide identified support to pupils as required – something that was a priority area of focus.

10.10 The SEND governor had completed their summer term monitoring visit on 13 June 2025 and an overview of the content of the visit and plans for the next visit as provided at the meeting.

11.00 POLICY APPROVAL

11.01 Anti-bullying policy

The Headteacher advised that they had re-written the Anti-Bullying policy. The updated policy would be circulated to all governors following the meeting for them to review. The policy would be circulated to all governors at the beginning of week commencing 23 June 2025 before being reviewed and approved by email within two weeks of the date they received it. **HT All**

11.02 Relationships and Sex Education policy

The Relationships and Sex Education policy was due for review. The content and proposed changes needed to be reviewed by governors before it could be fully updated and approved. Advice about the general and school specific content had been obtained from the Local Authority and other external agencies as required. The policy would be provided to two or three governors (named governor to be confirmed) following the meeting for their review and would then be included in the 2025 – 2026 academic year autumn term full governing body meeting for approval. **HT Govs. FGB agenda**

11.03 Supporting Pupils at School with Medical Conditions policy

The Headteacher advised that the Supporting Pupils at School with Medical Conditions policy needed review and governor approval. The policy would be circulated to all governors at the beginning of week commencing 23 June 2025 before being reviewed and approved by email within two weeks of the date they received it. **HT All**

11.04 Staff Disciplinary policy

Resolved

That the Staff Disciplinary policy was approved and adopted.

11.05 Staff Grievance policy

Resolved

That the Staff Grievance policy was approved and adopted.

11.06 Staff Code of Conduct

Resolved

That the Staff Code of Conduct was approved and adopted.

11.07 Teacher Pay policy

The Headteacher highlighted that while the policy included provision for staff to be paid for running extracurricular clubs, the school did not pay and any clubs were run voluntarily (with no charge to parents).

11.08 **Resolved**

That the Teacher Pay policy was approved and adopted.

12.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

12.01 In relation to the governing body effectiveness statement, the clerk recommended that one was created as a best practice process. The Headteacher and full governing body Chair would review the governing body effectiveness statement template/guidance to determine whether it would be feasible for the governing board to create one. **HT PG**

12.02 Thanks were given to all governors for their support and work completed across multiple areas throughout the 2024 – 2025 academic year.

13.00 GOVERNOR DEVELOPMENT AND SUCCESSION PLANNING

13.01 Governor safeguarding training would be scheduled and completed in the 2025 – 2026 academic year.

13.02 There was nothing required in relation to the governing body action plan at the current time.

13.03 All governors had registered with GovernorHub Knowledge.

14.00 CHAIR'S BUSINESS

14.01 The Chair's business relating to the complaint had been discussed at the beginning of the meeting.

14.02 There was no other urgent business.

15.00 ANY OTHER URGENT BUSINESS

15.01 There was no other urgent business.

16.00 SET MEETING DATES FOR THE NEXT ACADEMIC YEAR

16.01 The autumn term meeting would take place on 12 November 2025.

16.02 Further meetings for the next academic year would be agreed as required.

16.03 The meeting finished at 4.50pm.

Chair's signature: P H Green
Date: 12.11.25