

BEECROFT PRIMARY SCHOOL FULL GOVERNING BOARD MEETING

Minutes of the meeting held in school on Wednesday 02 October 2024 at 3:00pm

PRESENT: Bobbie Sharma (Chair) June Turner (Headteacher)
Pat Gradys
Steve Harris
Joanne Hazelgrave
Farahnaz Hussain (from 3:30pm)
John Liversedge
Sarah Lord
Qari Qasim

IN ATTENDANCE: Kirsty Heald – Clerk, Governor Support Service

		ACTION
1.00	APOLOGIES FOR ABSENCE	
1.01	There were no apologies for absence as all governors were present.	
2.00	MEMBERSHIP MATTERS	
2.01	The staff governor election process had been completed. There had only been one candidate – Steven Campbell – and he had been appointed to the role for another four year term.	
3.00	DECLARATION AND REGISTER OF INTERESTS	
3.01	The declaration of interests document had been circulated to all governors in advance of the meeting.	
3.02	All governors completed and submitted the document at the meeting.	
4.00	ELECT A CHAIR AND VICE CHAIR AND AGREE TERMS OF OFFICE	
4.01	One nomination for the position of Chair had been received in advance of the meeting – for Bobbie Sharma. There were no other nominations.	
4.02	Bobbie Sharma left the meeting.	
4.03	Resolved That Bobbie Sharma was elected as the full governing body Chair for the 2024 – 2025 academic year.	
4.04	Bobbie returned to the meeting and was advised of her appointment.	
4.05	No nominations for the position of Vice Chair had been received in advance of the meeting. The existing Vice Chair – Pat Gradys – advised that she would be able to continue in the role for the current academic year. There were no other nominations.	
4.06	Pat Gradys left the meeting.	

- 4.07 **Resolved**
That Pat Gradys was elected as the full governing body Vice Chair for the 2024 – 2025 academic year.
- 4.08 Pat returned to the meeting and was advised of her appointment.
- 4.08 Thanks were given to for the work and support provided by the former full governing body Chair.
- 5.00 **CONFIRMATION OF CODE OF CONDUCT**
- 5.01 The code of conduct document had been circulated to all governors in advance of the meeting.
- 5.02 All governors completed and submitted the document at the meeting.
- 6.00 **AGREE METHODS FOR PARTICIPATION IN MEETINGS**
- 6.01 **Resolved**
that full governing board and committee meetings would take place face to face wherever possible.
- 6.02 **Resolved**
If there were exceptional circumstances and it is was not possible to hold face to face meetings, virtual participation would be permitted.
- 7.00 **AGREE TERMS OF REFERENCE**
- 7.01 **Resolved**
That there would be a Resources committee and a Teaching and Learning committee and that the model terms of reference document would be updated to reflect that.
- 7.02 **Resolved**
That all committees had delegated powers in accordance with the agreed terms of reference.
- 7.03 **Resolved**
That the Resources Committee has delegated authority to approve the budget unless a deficit Action Plan was needed.
- 7.04 **Resolved**
That authority to appoint staff (with the exception of a Headteacher or Deputy Headteacher) would be delegated to the Headteacher.
- 8.00 **CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**
- 8.01 **Resolved**
That committee Chairs would be appointed at the first committee meeting of the 2024 – 2025 academic year.
- 8.02 **Resolved**
Resources and Finance committee
Pat Gradys
Steve Harris
John Liversedge
Headteacher

HT

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- 8.03 Other governors were welcome to attend the committee meetings if they wished to do so.
- 8.04 **Resolved**
Teaching and Learning Committee
 All governors were invited to the Teaching and Learning Committee meetings.
- 8.05 **Resolved**
Pay Appeal committee
 A pay appeal committee would be convened if/as required and would consist of governors who were not members of the Resources committee.
- 8.06 **Resolved**
Pay committee
 A pay committee would be convened if/as required.
- 8.07 **Resolved**
 That the committee meetings would be clerked by a member of school staff who was not a governor – the person would be decided prior or at each meeting.
- 9.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES**
- 9.01 **Resolved**
 Attendance – would be discussed at full governing body meetings as required
 Children Looked After (CLA) – Pat Gradys
 Early reading – Joanne Hazelgrave
 PE and Sports premium – Sue Rushton
 Pupil Premium – Sue Rushton
 Health and Safety – John Liversedge
 Wellbeing – Sarah Lord / Pat Gradys
 SEND – Sarah Lord
 Safeguarding – Pat Gradys
- 9.02 All governors were invited to involved in policy monitoring.
- 9.03 Complaints – in the first instance they would be the responsibility of the full governing body Chair (Bobbie Sharma).
- 9.04 Governors discussed the potential benefit of having a list of governors that would provide support if further governor involvement in any complaints received was required and a list was collated:
 Sarah Lord
 Sue Rushton
 Pat Gradys
 John Liversedge
- 9.05 Governors discussed whether there would be benefit in two governors investigating any complaint received during the first stage of the process and explored potential positive and negative outcomes of

	doing so. It was agreed that the clerk would identify if there were statutory points to consider with adhering to the required process following the meeting that may inform what governors did or did not decide to agree on the item moving forward.	Clerk
10.00	DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS	
10.01	Resolved: That authority be delegated to the Head teacher to vire sums of up to £15,000 and to enter into contracts up to the value of £15,000	
10.02	Resolved That signatories for authorisation of orders and invoices be approved as follows: <u>Orders:</u> S Campbell, S Harris, N Brown and Headteacher. <u>Invoices:</u> Headteacher, S Campbell and L Hargreave <u>School Fund signatories:</u> Headteacher and B Hoyle	
10.03	It was noted that orders and invoices will not be signed by the same person.	
10.04	Resolved That the Chair, on behalf of the Governing Board, be authorised to sign the relevant form to register any unofficial funds e.g. school fund.	
11.00	ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER	
11.01	Resolved That governors Sarah Lord, Pat Gradys and Steve Harris would conduct the Headteacher's performance management review.	SL / PG / SH
11.02	Resolved That the governing body agreed that Peter Whelan (Leeds City Council Advisory team) would be the external advisor who would support governors in the review.	
11.03	A date for the performance management review to be carried out would be agreed based on the availability of all parties involved, but would be completed before the 31 December 2024 deadline and possibly take place on 4 November 2024.	HT
11.04	It was confirmed that the Headteacher's objectives for the 2023 – 2024 academic year had been met.	
12.00	MINUTES OF THE LAST MEETING	
12.01	The spelling of the name of the staff governor needed amending from Stephen to Steven. This would be actioned by the clerk following the meeting but did not impact on the content or meaning of the minutes.	Clerk
12.02	Resolved That the minutes of the last meeting were agreed as a true record and the Chair was authorised to sign them.	

- 13.00 REVIEW ACTIONS AND MATTERS ARISING**
- 13.01 **Local Authority governor new term notification (item 2.01 refers)** – this had been actioned and the item was considered closed.
- 13.02 **Staff election process completion (item 2.02 refers)** – this had been actioned and the item was considered closed.
- 14.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS**
- 14.01 Data and all other associated information had been provided to governors before the meeting and included:
Year Six SATs data
Details of how the school was using an integrated whole school approach
Reception data
Key Stage One optional testing
Key Stage Two FFT data
- 14.02 Attendance
The school monitored attendance daily.
- 14.03 Attendance had improved, with whole school attendance being 97.6% at the current time – a figure that was comparable with national data.
- 14.04 There was no significant difference in attendance based on gender.
- 14.05 Pupil premium pupil attendance was not significantly different to non-pupil premium pupils at 97.2%.
- 14.06 Persistent absence was within the lowest 5% of schools nationally at 2.2%.
- 14.07 The Headteacher advised that the Attendance policy had been revised to reference penalty charge notices and other statutory requirements. Governors were advised that the school's attendance management processes were working well where they were required.
- 14.08 Governors discussed the Year Six SATs results for the 2023 – 2024 academic year Year Six cohort. There had been thirty-seven pupils in the cohort and there had been an increased level of pupils with complex needs (details were provided to governors – including the impact of the increased level of need on outcomes). The results were significantly above average nationally as shown on the FFT data sent to governors.
- 14.09 Year Six pupils (2023 – 2024 academic year) achieving ARE in their SATs
Reading – 92%
Writing – 97%
Maths – 84%
Grammar, punctuation and spelling – 97%
- 14.10 Year Six pupils (2023 – 2024 academic year) achieving GD in their

SATs

Reading – 32%

Writing – 41%

Maths – 38%

Grammar, punctuation and spelling – 57%

- 14.11 Key Stage Two FFT data was discussed. Governors were advised of two pupils who had impacted on scale scores for the school. One individual pupil had not made the expected progress based on the original data that had been provided by the old school when they had joined Beecroft and a second pupil had still been able to make very good progress.
- 14.12 While Key Stage One SATs testing was no longer a statutory requirement, the school had still completed them with the 2023 – 2024 academic year Year Two cohort and the results had been very positive.
- 14.13 The Headteacher highlighted that the school was not test orientated and that instead, it delivered a broad curriculum and supported providing a multitude of learning experiences that were positive and engaging. Where required, the school utilised additional staff to meet to work with pupils where the support was identified as being required.
- 14.14 Detailed information about the 2023 – 2024 academic year Reception cohort – including GLD data – had been made available to governors. The Headteacher advised that the results for the cohort were comparable to the national data and were positive.
- 14.15 Governors were advised that a new baseline assessment process was being followed and had been in place from the start of the 2024 – 2025 academic year. Details of the new process were provided to governors.
- 14.16 The school used an EEF early language and communication programme to support its Reception pupils and had seen positive outcomes in doing so.
- 14.17 There were two early years classrooms and both had smaller than average pupil numbers to better support teaching and learning.
- 14.18 Where pupils had not achieved a GLD in some areas, they would be targeted and supported as required in Year One during the 2024 – 2025 academic year.
- 14.19 Governors were advised that there were no progress measures information available for the Year Six cohort due to the impact of the Covid-19 pandemic, but the Headteacher highlighted that based on the data that was available, outcomes were above average compared to national data.

15.00 STRATEGIC PLANNING (SEF AND SIP)

- 15.01 The item would be deferred to the 20 November 2024 full governing body meeting.
- 15.02 The Headteacher requested that all governors carried out relevant monitoring, visits to school or any other related requirements before that meeting date wherever possible.
- 15.03 Governors were informed that there had been no points requiring action identified during the most recent Ofsted inspection, but that Ofsted had recommended that the school continued the programme it had in place for coaching teaching staff.
- 15.04 Priorities for the 2024 – 2025 academic year
Consistency across the school (fundamental principles)
Language and vocabulary in all subjects
Reading
Mathematics (particularly the language of problems and reasoning)
- 15.05 Training that had taken place in September 2024 that linked to the quality of the curriculum would be built upon and ongoing across the current academic year.

16.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT

- 16.01 The Headteacher's report had been circulated to governors in advance of the meeting.
- 16.02 There were two Early Career Teachers (ECTs) in the school at the current time and an overview of the support in place was provided.
- 16.03 The Headteacher advised that there was an increased level of training for new members of staff taking place compared to in previous academic years. This included weekly meetings where there was no formal agenda that were designed to allow staff to be able to discuss anything as they felt necessary.
- 16.04 Governors were advised that it was important for the school to provide support across all areas to retain staff wherever possible; something that in turn would be important to the stability of the school.
- 16.05 **Question**
A governor queried if ECTs had an in-school mentor.
Answer
The Headteacher confirmed that they did and provided details of all the support that was in place:
A buddy system
A formal mentor providing regular support
A monitoring plan that was supportive
Ongoing revision of process and training to ensure a more manageable workload wherever possible
- 16.06 Pupil numbers had increased since the Headteacher's report had been written. At the current time, there were forty-five pupils in most of the

classes in school (with the exception of Nursery and Year Six).

- 16.07 Governors discussed the lower than desired pupil numbers in the school's Nursery provision. The Headteacher highlighted that parents wanted the provision until 6pm and this was something that the school was not able to facilitate. Suggestions from governors around potential ways to increase Nursery pupil numbers were invited from the Headteacher moving forward.
- 16.08 The Deputy Headteacher provided an overview of a new learning resource the school had put in place – a museum style space with a bazaar theme focusing on African culture as well as having religious focused elements. At the current time, an element of the space had been used to recognise Black History Month.
- 16.09 Place2Be was used for required play therapy and pupil wellbeing sessions.
- 16.10 There was one residential educational visit planned at the current time.
- 16.11 The autumn term Resources committee meeting had not taken place yet and the school was awaiting all relevant information linked to the pending teacher pay increase.
- 16.12 A Resources focused item that would potentially need to be discussed by the committee moving forward was a potential change to the school's barrier entrance following correspondence being received. The matter would be addressed as required moving forward.
- 16.13 There was a confidential minute.
- 16.14 Governor discussed positively how the school had been able to generate income from its afterschool club and it had started to make a profit after working with a deficit during the Covid-19 pandemic.

17.00 COMMITTEE REPORTS

- 17.01 There had been no committee meetings to date during the current academic year and so no reports were available at the current time.

18.00 SAFEGUARDING

18.01 Safeguarding and Child Protection policy

The Safeguarding and Child Protection policy had been circulated to all governors for review in advance of the meeting.

18.02 Resolved

That the Safeguarding and Child Protection policy was approved and adopted.

18.03 Keeping Children Safe In Education (KCSIE) guidance

The KCSIE guidance had been circulated to all governors for review in advance of the meeting.

18.04	Resolved That the updated Keeping Children Safe In Education guidance was adopted.	
18.05	All governors would sign to confirm they had read, understood and agreed to follow the content of the guidance following the meeting.	All
18.06	No actions had been identified in the Annual Safeguarding Return for the 2023 – 2024 academic year.	
18.07	The Headteacher advised that a Prevent risk assessment had been carried out during the summer holiday period. Mandatory Prevent training had been booked for 02 April 2025 and all staff and governors would be required to complete it.	All
18.08	The Deputy Headteacher (who was also the Safeguarding lead and the SENCo) was scheduled to complete Safer Recruitment training and Children Looked After training.	
18.09	The Headteacher advised that the Place2Be programme had been re-launched for the 2024 – 2025 academic year and would also include Year Two.	
18.10	Governor safeguarding training and all other safeguarding and child protection related training was up to date as required.	
18.11	A staff safeguarding survey had been completed by some members of staff as part of the recent Ofsted inspection and then it had been carried out again by the school for all members of staff to complete.	
18.12	The survey outcomes showed that all staff felt safe and supported by both the leadership team and across the wider school and that the school environment was an inclusive one for staff.	
18.13	Question A governor referenced the whole school survey responses being handwritten, highlighted that while the survey was confidential it might be possible to identify who had provide which responses based on handwriting. They queried if an electronic response format would be better for future surveys and recommended that the handwritten comments option was removed from future staff surveys. Answer The Headteacher advised that the format the school had used had been the same as the one used for the Ofsted staff survey, but that a change as suggested would be actioned as required for future staff surveys.	
19.00	POLICY APPROVAL	
19.01	<u>Teacher Pay policy</u> The Teacher Pay policy was still in the process of being reviewed and had not been made available to all schools.	
19.02	Approval of the policy by the full governing body would be re-visited	FGB

once it was available.

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19.03 Complaints policy

The review and approval of the Complaints policy would be delegated to specifically named governors. They would meet on Monday 07 October to review the content of the existing policy and agree and approve an updated version. The approved Complaints policy would then be published on the school website.

- 19.04 It would be formally minuted at the 20 November 2024 full governing body meeting that the Complaints policy had been approved.

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19.05 **Resolved**

That Pat Gradys, Steve Harris, Sarah Lord, Joanne Hazelgrave and John Liversedge would be the named governors that would meet on Monday 07 October to review the existing Complaints policy, agreed on an updated version and approve the updated Complaints policy.

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20.00 **GOVERNOR DEVELOPMENT**

- 20.01 There was no Training governor.

- 20.02 The governing body discussed the complaints training session available from Governor Support Services for individual governors and whether it might be beneficial for complaints training to be delivered to all governors in an in-school session. The clerk advised that they would seek guidance from Governor Support following the meeting and update the Headteacher and full governing body Chair accordingly.

Clerk

21.00 **CHAIR'S BUSINESS**

- 21.01 The Chair queried the feasibility of the school's website being reviewed and updated to include increased evidence of what the school was doing very well and as a way to allow praise and celebration of the achievements of the school in a format that anyone accessing the website would be able to see.

- 21.02 Governors also discussed the possibility of carrying out a parent survey of the 2023 – 2024 academic year Year Six cohort in relation to factors linked to safeguarding. The idea was that doing so would create a bank of evidence of school successes and achievements that linked to current and former pupils. Including former pupils would also be a positive way to check how they were getting on in their new schools.

- 21.03 The possibility of creating a group of governors that would review the school's successes and areas of celebration more objectively than members of staff in school could was discussed. Incorporating the item into the governing board action plan was also discussed.

21.04 **Resolved**

That a piece of work by members of the governing body (who were to be agreed) led by the full governing body Chair to review and collate the school's successes and areas of achievement for them to then be shared on the school's website would form the main area of focus of

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the governing board action plan across the 2024 – 2025 academic year.

21.05 Community forums content and format were discussed by governors.

21.06 The Headteacher advised that a programme for future learning would be organised to cover the full 2024 – 2025 academic year that would involve working with external organisations and charities to support them attending the school and working with the pupils.

22.00 ANY OTHER URGENT BUSINESS

22.01 There was no other urgent business.

23.00 DATE AND TIME OF NEXT MEETING

23.01 Wednesday 20 November 2024 at 3pm

School Improvement Plan and Governor Monitoring Reports

23.02 Future meetings

Wednesday 19 March 2025

Wednesday 18 June 2025

 31/3/25