

Steeton Primary School Governing Body

Link Governor meeting with Executive Headteacher Leadership & Management

Minutes of the virtual meeting of 10 January 2021

Meeting commenced at 1.33pm

Present: John Cooper (ExecHT), Emma Wainwright, Sue West

In Attendance: Kevin Wheeler (HoS), Claire Redman (DHT), Helen Osman (Clerk - SGS)

Key documents:

- Monitoring schedule, 2021-22

Summary of actions

Item	Action	Person	Date
LMG 11 (updated)	a)(i) School to send staff work e-mail addresses to E Wainwright	J Cooper	20-10-21
	a)(ii) E Wainwright to include in survey a question about school handling of Covid-19	E Wainwright E Wainwright	20-10-21
	a)(iii) E Wainwright to provide summary of responses to next FGB meeting		04-11-21
LM 02/21(iii)	Milestone LM 14A – EHT to arrange transition to use of new masthead	J Cooper	31-10-21
LM 03/21 (iii)	HoS to arrange for E Wainwright to be assigned administrative rights on school website and provided with appropriate information/training	K Wheeler	31-10-21
LM 10/21	EHT to amend the colour of the rings in the top-level Ways of Working flowchart to Steeton jade green.	J Cooper	31-01-22
LM 11/21(i)	Milestone LM 15 – EHT to develop draft flyer for the school for discussion at the next LG/LM meeting.	J Cooper	25-03-22
LM 11/21(ii)	Milestone LM 16 – DHT to work with KS2 pupils in the summer 2022 term to prepare a video on Your Inspirational Community for publication on the school website by September 2022. EHT to amend the timescale of the milestone accordingly.	C Redman	22-07-22
		J Cooper	31-01-22
LM 12/21(a)	EHT to pursue with Bradford Council the rectification work required on the external gully.	J Cooper	21-01-22
LM 12/21(b)	HoS to alert BC line management to receipt of unsecured e-mails from a BC officer relating to a pupil's family.	K Wheeler	23-01-22
LM 12/21(c)	HoS to promote the role of the GB and Governors in the information for new parents in September 2022	K Wheeler	September 2022

Noted for discussion at future meetings

Timing	Topic
04 April 2022	Review draft promotional flyer [<i>Item 11/21 on 10-01-2022; milestone LM 15</i>]
04 April 2022	Consider 2022-23 Leadership & Management Action Plan and milestones [<i>Item 11/21 on 10-01-2022</i>]
Summer 2022	Review scope to work with BDMC and/or LBQ to support other schools with the adoption of LBQ. (Milestone LM2)

LM 06/21 Minutes of the meeting of 14 October 2021 and matters arising

Governors asked that references to the “Business Manager” be replaced with “Business Administrator.”

- Subject to this amendment, ***the minutes were agreed as a true record.***

Matters arising

Item	Action	Status
LMO 3/4	a) School to circulate CPD log template to governors Governors confirmed that this action had been completed.	Closed
LMG 1/2	a) Curriculum statement/policy to set out clearly that the enhanced curriculum is specifically designed to meet the needs of all Steeton pupils from their individual starting points, including those of SEND and other vulnerable pupils. The EHT confirmed that this action had been completed.	Closed
LMG 3/4	b) Diagram at LMG 1/2(b) to include structure of faculties, Subject leads and Phases For discussion at this meeting.	Closed
LMG 11 (updated)	a)(i) School to send staff work e-mail addresses to E Wainwright E Wainwright said that she had not received the e-mail addresses. The EHT would ensure that this was done promptly. a)(ii) E Wainwright to include in survey a question about school handling of Covid-19 Awaits receipt of e-mail addresses by E Wainwright. a)(iii) E Wainwright to provide summary of responses to next FGB meeting Awaits receipt of e-mail addresses by E Wainwright.	Ongoing
LM 02/21(i)	Milestones LM 4 and LM 5 to be re-worded to make clear that it refers to meeting leaders in other schools rather than its own leaders The EHT confirmed that this action had been completed.	Closed
LM 02/21(ii)	Milestone LM 7 – EHT to review the background to this milestone and advise at the next meeting. For discussion at this meeting.	Closed
LM 02/21(iii)	Milestone LM 14A – EHT to arrange transition to use of new masthead The EHT said that this was in hand. E Wainwright forwarded to him during the meeting the technical details for the shade of green used in the school’s logo.	Ongoing
LM 02/21(iv)	Milestone LM 19 – EHT to approach Outreach about outdoor displays at Steeton The EHT said that, based on quotes for similar work at Sandy Lane ¹ (approximately £2.5k per window wrap), budget constraints prevented Steeton from pursuing professionally produced outdoor displays at present, though he hoped it might be possible in the future.	Closed
LM 02/21(v)	Milestone LM 19 – HoS to consider further the scope to engage the Art Club in development of outdoor displays. The HoS showed a sketch of key points in Steeton that would be used by the Art Club to produce a painting on vinyl to be displayed in the playground.	Closed

¹ Sandy Lane Primary school – Steeton Primary School’s partner school

	Governors were pleased with the sketch and welcomed the direct involvement of pupils in the development of the outdoor environment.	
LM 03/21 (i)	<i>EHT to amend Ways of Working flowchart as set out below.</i> For discussion at this meeting.	Closed
LM 03/21 (ii)	<i>HoS to remove all non-essential material from school website.</i> The HoS said that this action had been completed.	Closed
LM 03/21 (iii)	<i>HoS to arrange for E Wainwright to be assigned administrative rights on school website and provided with appropriate information/training</i> E Wainwright said that this was in hand: she and the school's IT support provider were seeking an opportunity to discuss.	Ongoing
LM 03/21 (iv)	<i>HoS to ask Primary T to set up Governor's page on the website with appropriate links, look and feel.</i> The HoS had set up a Governors' page, e-mailed details to Governors, asked them to review the page and invited comments.	Closed
LM 03/21 (v)	<i>HoS to arrange for Business Administrator routinely to upload GB, Committee and LG minutes to website</i> Completed.	Closed
LM 03/21 (vi)	<i>Clerk routinely to copy GB, Committee and LG minutes to Business Manager.</i> The Clerk confirmed that she had put a process in place to ensure that she remembered to do this.	Closed

Noted at last meeting for discussion at this meeting

Governors noted that they had previously agreed to discuss the background to Milestone LM7 and the effectiveness of the monitoring and evaluation of Teaching and Learning at this meeting.

LM 07/21 Relationships Education

The Head of School (HoS) confirmed that Relationships Education was being delivered, using Life Wagon resources, as part of the PSHE curriculum. **Replying to questions**, he said that there had been little reaction from parents: they had seen examples of the materials that would be used and had not raised any concerns.

The HoS understood that there had been some media interest in an issue at another local school around gender identity. Steeton had a pupil who was discussing gender issues, apparently driven by an adult. The school would monitor the situation closely.

LM 08/21 Monitoring and evaluation of teaching and learning, including Governor involvement

The Deputy Headteacher (DHT) shared on-screen the monitoring schedule for 2021-22, which had been circulated prior to the meeting, and which tightened up existing monitoring procedures. She explained that each Phase Leader would attach notes as they undertook the monitoring. The monitoring schedule was shared to all staff so that they were aware of what was coming up, and the notes attached by Phase Leaders were open to all. Every part of the curriculum was monitored during the course of the year. The SLT discussed the monitoring information with Phase Leaders, who then discussed it with their staff.

Action

The HoS shared on-screen a link to monitoring information for Magic Mondays, which included photographs, evidence, quotes from pupils, strengths and next steps for development. The next round of monitoring would assess progress against the next steps.

Noting that Governors attended Magic Mondays from time to time, **LGs asked** how the school envisaged that governors would be involved with other elements of monitoring. The DHT said that governors were welcome to attend any of the activities shown on the schedule. **Asked** about timing, the DHT said that Magic Monday monitoring would typically take around two hours, but that it could be arranged for any two hours during the day. Monitoring of English and Maths usually took place in the mornings. Lesson observations and Learning Walks could take place at any time. If governors wished to attend a particular monitoring activity, the timing could be agreed to accommodate their availability. **Replying to questions**, the HoS said that governors would also be welcome to attend the termly faculty monitoring meetings if they had time; alternatively, they could attend the meetings at which the faculties fed back to the senior leadership team (SLT) on monitoring.

Sue West, Link Governor for Leadership & Management and Chair of the Governing Body, said that she was working with the SLT to ensure that governor involvement in monitoring was both effective and manageable for both staff and governors in terms of workload. The next Governing Body meeting would discuss the new faculties and agree the appropriate level of governor involvement. The Executive Headteacher added that the credibility of the monitoring and evaluation system depended on governors seeing the work for themselves and understanding the processes that underpinned the monitoring and evaluation information that was reported to them.

The EHT said that the SLT had met the Learning for Life (ie Creative Curriculum) faculty in the week prior to this meeting. Strong progress had been made on the curriculum: a new curriculum map had been finalised, with the curriculum intent embedded below it, including *aide memoires* for every member of staff to set out learning intentions, areas that had been covered and next steps. This would be implemented shortly.

The FHT showed photographs of pupils' work: it would be valuable for governors to see the work in person. As well as being displayed on walls around school, pupils' work was recorded in their Learning for Life logs. The quality of pupils' work had improved significantly, and the level of independent learning was high.

LM 09/21 **Steeton support for other schools on Learning By Questions (LbQ)**

LGs were pleased to learn that Steeton had been approached by the Head of Newby Primary School, who wished to adopt Steeton's approach to the use of LbQ. Staff from Newby had visited Steeton: their feedback had indicated that they had been impressed by the staff they had met, the use of LbQ and the feedback from pupils on the work they were undertaking. The FHT added that this positive feedback was particularly welcome because staff regarded Newby as something of a role model: they had learned much from Newby's approach to the learning environment, so their positive view of the learning environment at Steeton was heartening.

The EHT said that, as yet, there had been no contact from Bradford Council (BC) to follow up the meeting that he had held with the BC Primary Achievement Officer (Richard Lait) and the Managing Director of LbQ. As governors were aware, the EHT had discussed with Sue Lowndes (BC Education and Learning Strategic Manager) the support that both Steeton and Sandy Lane could provide to other schools and would send her a summary.

LM 10/21 **Steeton Ways of Working flowchart**

The EHT shared onscreen the latest iteration of the Ways of Working flowchart, which incorporated the comments of Governors at the last LG/LM meeting and elsewhere. The next step was to prepare the second-level text to which each element of this top-level chart would link. The intention was to place this material on the website by the summer term as a strong showcase for the school's offer to pupils.

Asked for their view on inclusion in the top-level chart of the Your Learning for Life log and Reading For Pleasure, governors agreed that both should certainly be included.

LGs noted that, when an earlier iteration of the chart had been discussed at the last Governing Body meeting, governors had commented with surprise on the wide range of the school's offer. It was not that they had been unaware of the various elements; rather, the chart had shown them all in one place, so that the whole picture could be seen. This was exactly what the chart had been designed to achieve. The EHT said that the chart was proving effective for staff and the SLT too. It supported them to identify and leverage the linkages between activities: for example, the links between the Pupil Passport, the curriculum intent and the long term curriculum map.

The EHT said that the next major focus of work would be the development of the Pupil Passport: the intention was to prepare it by the end of the summer 2022 term, ready for implementation in September 2022. LGs agreed that the Pupil Passport should be brought to the summer 2 GB meeting.

At the request of LGs, the EHT undertook to change the colour of the three rings on the top-level flowchart to Steeton's jade green.

EHT

LM 11/21 Review Leadership & Management milestones

Link Governors reviewed the Leadership and Management milestones from the School Development Plan.

LM1	Re book Steeton Art training before end of term Summer 2021 Completed.	15.07.21	CR	Y
LM1A	Develop a diagram which can easily identify how the school operate within the declared ethos of 'Your Inspirational Community' Ensure that such a piece of work will be able to quickly identify how schools vision pervades all that we do in terms of Curriculum Development and how schools leadership, Governance and development planning fits in with this model. Completed.	15.07.21	JC/EW	P
LM2	Establish a partnership with academia/industry to determine how best to address the opportunities and risks. Completed (LbQ, Reading for Pleasure)	15.07.21	JC	n
LM3	Establish a meeting with BMDC Achievement advisor who will work with Sandy Lane & Steeton and signpost other schools to them who wish to adopt the LBQ Reading Plus technologies and new curriculum design. Completed.	11.05.21	JC	Y
LM4	Be prepared to meet with school leaders interested in developing new technologies across school. Completed.	15.12.21	JC	Y
LM5	Be prepared to meet with school leaders interested in developing new Curriculum design (Magic Mondays) across school. Completed.	15.12.21	JC	Y

Signed: _____ Date: _____

LM6	To establish a Joint Committee of the two GBs to oversee collaborative working between the two schools. Continuing.	26.03.21	SW	p
LM7	Allow for a period of feedback. Agree policy and allow CPD time for implementation in September 2021. This milestone related to Relationships Education and had been completed, as discussed at Item LM 07/21 above.	15.07.21	KW	n
LM8-11	Plan for the effective monitoring and evaluation of teaching learning and assessment across school. Continuing, as discussed at Item LM 08/21 above.	15.07.21 15.12.21 07.04.22 15.07.22	CR	y
LM12	Complete audit of interior of buildings and complete action plan. Completed. LGs noted the positive feedback from Newbury Primary School staff on the Learning Environment.	15.03.21	KW/CR	Y
LM13	Complete work as agreed on update The EHT reminded governors that the Resources Committee would review the five-year estate development and maintenance plan at its meeting on 26 January 2022.	30.08.21	ES	Y
LM14	Review display policy across school -report to Governors Milestone overlooked in discussion.	15.07.21	CR/EB	Y
LM14A	•School should ensure that the masthead for letters and other public materials showed its links with other schools and organisations and fully reflected its vision and corporate identity. The EHT was finalising the new masthead.	15.07.21	JC	N
LM15	• Production of a flyer to be posted around school, e-mailed and Pinged to parents, posted on the website etc. The EHT undertook to review the materials used by other schools and develop a proposed flyer for consideration at the next meeting, with a view to issuing it in the autumn 2022 term. ACTION: EHT	15.12.21	JC/Govs	n
LM16	Create pupil videos to focus on what “Your Inspirational Community” means to them. What did they find inspirational? What did they see as future career options? The HoS advised that the skills of the Film Club would not be sufficiently highly developed in time to produce this video during the Spring 2022 term. The EHT thought that it would also be useful to take time for further work with pupils on Your Inspirational Community before preparing the video. Noting the value of the proposed video for promotional purposes, the meeting agreed that the DHT should build in time after the 2022 SATs to work on this with hand-picked Key Stage 2 pupils, perhaps as part of an English project. ACTION: DHT LGs agreed that the timescale for this milestone should be revised: the video should be prepared in the summer 2022 term, with a view to publication on the website by September 2022.	15.12.21	KW/CR	n

	ACTION: EHT			
LM17	Investigate the use of book collections, such as Little People Big Dreams, to stimulate thinking on inspirational lives. The series included the lives of Coco Chanel, Rosa Parks, Albert Einstein etc. A selection could form part of the learning environment. LGs noted that this milestone had been superseded by Reading for Pleasure.	15.02.22	JD/KW	n
LM18	A member of staff had a relation who worked for a local radio station breakfast show, who would be willing to work with pupils on jobs in broadcasting. Set up this contact and broadcast on "Your Inspirational Community". The HoS confirmed that this would be taken forward as part of the careers work, which included work with Primary Futures. He added that the school was due to meet Airedale Hospital virtually in the week following this meeting to re-initiate work with them that had been halted due to Covid.	15.02.22	KW	n
LM19	• Investigate the significant scope for weather-proof displays etc in the playground and on the fencing surrounding the premises, which would be visible to passers-by as well as to pupils, staff and parents. The EHT said that, as discussed above, the Art Club was working on a display.	15.02.22	JC	n
LM20	in the first instance by formulating the precise duties of the post at a more detailed level than in the job description and establishing mentoring arrangements for the new AHT. The EHT reported that the AHT was settling into school well and was moving forward at pace with the introduction of the new curriculum intent.	30.05.21	JC/KW	n
LM21	Using the information collated from the last parent consultation on Friday PM need. Consult on the permanent creation of an enrichment afternoon on Friday afternoons. Completed.	30.06.21	JC/KW	Y
LM22	Assess the impact on staff wellbeing of the timings of the school day- in particular the shortening of the lunch hour. Report to Governors at May meeting. Completed.	15.05.21	JC/KW	Y

The EHT said that work was on track to develop a new Action Plan and milestones for Leadership & Management, ready for the new cycle starting in April 2022. LGs commented that the close monitoring of milestones at LG meetings was proving a useful way to hold the school to account and engage with the SLT as their thinking developed in light of circumstances throughout the year.

Action

LM 12/21

Other matters

a) Rectification of building works

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Date:

The HoS said that the rectification of unsatisfactory work to the external gully had not yet been undertaken. LGs were concerned that delay to the satisfactory completion of the work could allow the problem with dampness to resurface, undoing the other work that had been carried out. The EHT would take this up in the week of 17 January 2022, drawing on the support of the Chair of the GB as necessary.

EHT

b) Information security

The EHT said that he had received three e-mails from Bradford Council relating to a domestic violence matter. The e-mails had included incorrect details and the e-mails had not been secured. LGs asked that the HoS take this up with the line manager of the officer who had sent the e-mails: the sending of unsecured e-mails about a pupil or their family was unacceptable.

HoS

c) Governor recruitment and succession planning

The Clerk advised that, if the two potential new governors who had recently been identified were appointed to the Governing Body, there would no longer be any vacancies. Nevertheless, it would be wise – and good practice – to consider sources of further potential governors for the purposes of succession planning. Governors agreed, and were keen to enhance the diversity of the GB in terms of geographical location, ethnic background etc. It would remain important that potential governors have the time to commit to active governorship. They agreed that it would be useful to promote the role of the GB and governors within the information provided to the parents of pupils who would join the school in September 2022.

HoS

d) Consultation on pre- and after-school provision – the EHT said that the consultation had been launched on Friday 07 January 2022. The HoS said that he had received a sharp e-mail from the owner of Bridge House: relying to question, he confirmed that he had spoken to Bridge House before the consultation had been launched.

Based on responses already received, the HoS said he expected that:

- Across the two morning slots, between 9 and 11 pupils would attend each day
- In the afternoon slots, around 5 pupils would attend each day, plus a number who would attend on some days.

Governors considered this encouraging, since the consultation had only been launched one working day before this meeting. The EHT advised that:

- Attendance by 7 pupils at each of the before and after school sessions would enable the school to break even, on the basis of two staff.
- Attendance by 10 pupils at each session would generate a small profit for the school.
- Attendance by 20 or more pupils at each session would generate a significant income stream.

LM 13/21

Date of next meeting

The next meeting will take place virtually, using Teams, on **Monday 04 April at 1.30pm.**

LM 14/21

Confirmation of Clerking time

Governors confirmed that the meeting had been due to start at 1.30pm. and was about to close at 2.40pm.

The meeting closed at 2.40pm

Action

Signed: _____ **Date:** _____