

The Governing Body of Steeton Primary School

Link Governor meeting with the Executive Headteacher: Leadership and Management, 04 April 2022

Minutes of virtual meeting

The meeting commenced at 1.34pm

Attendance	
John Cooper (EHT)	Kevin Wheeler (HoS)
Emma Wainwright	Helen Osman (Clerk)
Sue West	

Summary of Actions			
Action No.	Action	Person	Deadline
LMG 11 (updated)	a)(iii) E Wainwright to provide summary of staff survey responses to next FGB meeting	E Wainwright	05-05-2022
	a)(iv) Actions agreed and feedback sent to staff by end of summer term	E Wainwright	22-07-2022
LM 02/21(iii)	Milestone LM 14A – EHT to arrange transition to use of new masthead	J Cooper	06-05-2022
LM 03/21 (iii)	E Wainwright to follow up with Primary T to gain administrative rights on school website and any necessary information/training	E Wainwright	31-10-2021
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	31-01-2022
LM 11/21(i)	Milestone LM 15 – EHT to circulate draft flyer for the school to governors, ready for use with parents of potential new pupils.	J Cooper	06-05-2022
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.	C Redman	22-07-22
	EHT to amend the timescale of the milestone accordingly.	J Cooper	31-01-22
LM 12/21(a)	EHT to pursue with Bradford Council the final rectification work required on the external gully (grating).	J Cooper	Easter 2022
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
LM 16/21	EHT to circulate The Key for Leadership self-evaluation questions for Leadership and Management	J Cooper	Next meeting
LM 17/21	School to have Prospectus updated, professionalised and printed in school colours [<i>Paragraph 6, minutes of 04-04-2022</i>]	J Cooper	20-05-2022
LM 18/21	Governor recruitment:		
	(i) HoS to approach staff, owner of minibus firm and Airedale Hospital	K Wheeler	30-04-2022
	(ii) E Wainwright to approach neighbours	E Wainwright	30-04-2022

Points noted for discussion at future meetings	
Timing	Topic

Next meeting	Review school responses to The Key for Leadership self-evaluation questions for Leadership and Management [<i>paragraph 6 below</i>]
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- The meeting noted that the Executive Headteacher (EHT), in agreement with the Chair of the Governing Body, had contracted with Helen Osman Governance Services to provide clerking services to the GB. The appointment of the Clerk was a matter for the GB and would be discussed at the GB meeting on 05 May 2022: should the GB decide to appoint a different Clerk, the contract with Helen Osman Governance Services could be terminated with one month's notice.

LM 15/21 Minutes of the meeting of 26 January 2022 and matters arising

➤ *The minutes were agreed as a true record.*

Matters arising

Item	Action	Status
LMG 11 (updated)	a)(i) School to send staff work e-mail addresses to E Wainwright Completed.	Closed
	a)(ii) E Wainwright to include in survey a question about school handling of Covid-19 Completed.	Closed
	a)(iii) E Wainwright to provide summary of responses to next FGB meeting Emma Wainwright said that she had trialled a survey using MS Forms to check that it was usable and would issue the survey in the fast week of the summer term, after checking with the HoS. Results would be available for the Governing Body (GB) meeting on 05 May 2022, with actions agreed and feedback provided to staff by the end of the summer term.	Ongoing: amended deadline
LM 02/21(iii)	Milestone LM 14A – EHT to arrange transition to use of new masthead The EHT showed the new masthead on screen. Governors approved the layout and asked that the EHT check that the wording correctly reflected the FOREST principles (Friendship, Opportunity, Resilience, Empathy, Self awareness, Teamwork). The EHT would e-mail the final version to governors and arrange for the school to make the transition to the new masthead for all documents over the Easter break.	Ongoing Amended deadline
LM 03/21 (iii)	HoS to arrange for E Wainwright to be assigned administrative rights on school website and provided with appropriate information/training Emma Wainwright said that Primary T, the school's ICT services provider, had been trying to contact her: she would follow up with them.	Ongoing: action now with E Wainwright
LM 10/21	EHT to amend the colour of the rings in the top-level Ways of Working flowchart to Steeton jade green. To be completed.	Ongoing
LM 11/21(i)	Milestone LM 15 – EHT to develop draft flyer for the school for discussion at the next LG/LM meeting. The EHT showed a flyer prepared by Sandy Lane ¹ at reasonable cost. Governors agreed that a similar flyer should be prepared for Steeton in the school's colours. The EHT would circulate the flyer to governors in the first fortnight of the summer term ready to use at meetings with parents of potential new pupils.	Ongoing Amended deadline

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

LM 11/21(ii)	<i>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.</i> <i>EHT to amend the timescale of the milestone accordingly.</i>	Action due in summer term
LM 12/21(a)	<i>EHT to pursue with Bradford Council the rectification work required on the external gully.</i> The EHT reported that the rectification work to the external gully had been completed but that the school was not satisfied with the fence and had asked for the old grating to be restored during the Easter break. As governors were aware, the works to the classroom and toilet would be carried out over the summer break.	Ongoing Easter 2022
LM 12/21(b)	<i>HoS to alert BC line management to receipt of unsecured e-mails from a BC officer relating to a pupil's family.</i> The HoS would establish the identity of the line manager and alert them to the issue around unsecured e-mails. The HoS said that communication with Bradford Council's Social Care team was challenging. For example, in the context of a long-running safeguarding concern, a parent had not been allowed unsupervised access to a pupil. The parent had recently sought to take the child from school and had argued that the case had been fully resolved. The school had not been informed of this and had been unable to contact Social Care directly and had been obliged to go through the Front Desk system to obtain confirmation that the child could be released to the parent.	Ongoing
LM 12/21(c)	<i>HoS to promote the role of the GB and Governors in the information for new parents in September 2022</i>	Action due September 2022

Items noted at previous meetings for consideration at this meeting

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

LM 16/21 Self-Evaluation of Leadership and Management at Steeton

- Governors noted that Link Governor (LG) meetings to date had focused on assessing how the school was performing in relation to the areas of the Ofsted framework and what more the school needed to put in place to provide a truly excellent education for its pupils. The Executive Headteacher (EHT) proposed, and **governors agreed**, that the focus in the coming year needed to switch to embedding the curriculum and supporting initiatives and on gathering evidence of impact.
- The EHT said that the Link Governor for Personal Development, Behaviour & Attitudes (LG/BAPD) planned to undertake a Learning Walk at the next LG/BAPD meeting. The intention was that the Clerk would attend the Learning Walk to capture his observations on what he saw to feed into the school's self-evaluation. LGs considered this approach to be an effective use of time.
- The EHT said that he, the Head of School (HoS) and the Clerk had reflected on how to make best use of the Link Governor meetings to develop the Self Evaluation Form (SEF). The most recent

meetings with the Link Governors for Behaviour & Attitudes and Quality of Education had reviewed the set of questions provided by *The Key For Leaders*. Based on the minutes of these discussions and LG learning walks, the EHT and Clerk would prepare the draft SEF. The intention was to provide governors, by the end of the school year, with:

- a. answers to the questions from *The Key*; and
 - b. a shorter, narrative SEF, which would inform the 2022-23 School Development Plan (SDP).
5. Replying to questions, the EHT said that the school's Ofsted window would open in June, although Ofsted had indicated that inspections due in 2021-22 were likely to be delayed by five terms. The school did not therefore expect to be inspected before the end of the 2021-22 school year.
6. The EHT had intended to review the *Key* questions on Leadership and Management at this meeting, and apologised for having prepared the wrong version of the document. He would circulate the correct version to LGs/LM in time for the next meeting. **ACTION: EHT**

LM 17/21 Marketing

7. As discussed under action LM 11/21(i) above, the EHT would prepare a promotional flyer along the lines of the Sandy Lane flyer, to be printed in the school's colours. The costs of printing were reasonable: £54 for 1,000 flyers. He would circulate the flyer to governors in the first fortnight of the summer term, prior to issuing it to the parents of existing and potential pupils and the wider community. **Replying to questions**, the HoS said that the New Parents' meeting would be held in June 2022.
8. Governors agreed that the school Prospectus should be updated, professionalised and printed in the school's colours. The HoS would take the opportunity of the staff meeting on 04 May 2022 to remind staff to provide photographs of pupils in the classroom. **ACTION: EHT**

LM 18/21 Governing Body composition

9. LGs agreed that the recent resignations from the Governing Body provided an opportunity to seek to improve the diversity of the GB, which was currently largely white and based in Steeton. As well as diversity of ethnic and religious or cultural backgrounds and geographical location, it would be important to bear in mind the balance on the GB between older governors who might be retired and have more time to commit to the role of governor, and younger governors who might be parents of pupils in school but with less time to commit. Ideally, new governors should bring skills in finance, curriculum, standards or safeguarding.
10. **Governors agreed** as follows:
- a) The HoS would ask staff, particularly those who did not live in Steeton, to consider whether there was anyone they knew who might be willing to serve as a governor; **ACTION: HoS**
 - b) The HoS would approach sound out the owner of the minibus firm, who had previous experience as a governor, was familiar with the school and its pupils and was highly respected in the community. **ACTION: HoS**
 - c) The HoS would invite Airedale Hospital, with which the school had good links, to consider whether any of their staff might wish to serve as a governor. **ACTION: HoS**
 - d) Emma Wainwright would approach her neighbours, though she noted that most were white and based in Steeton. **ACTION: E Wainwright**
 - e) Depending on these initial approaches and ideas from other governors at the next GB meeting, the school would consider registering with a governor matching site.

LM 19/21 Date of next meeting

The Clerk would canvass by e-mail governors' availability for the next meeting.

LM 20/21 Closure

The meeting closed at 2.05pm.