The Governing Body of Steeton Primary School

Link Governor meeting with the Executive Headteacher:

**Leadership and Management**

**Minutes of the meeting of 01 December 2022**

**The meeting commenced at 1.07pm**

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| **Attendance** | | |
| John Cooper (EHT) |  | Claire Redman |
| Emma Wainwright |  | Helen Osman (Clerk) |
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| ***Apologies*** |  |  |
| Sue West |  |  |

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| **Documents** | | |
| 1. Mock-up of school Prospectus | Item LM 02/22 | *Tabled at meeting* |
| 1. School Development Plan 2022-23 – Leadership & Management | Item LM 03/22 | *Available prior to meeting* |
| 1. SEF narrative 2022-23 (v 2.0) – Leadership & Management |  | *Available prior to meeting* |

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| **Summary of Actions** | | | |
| **Action No.** | **Action** | **Person** | **Deadline** |
| 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 21/21(i) | EHT to arrange for HoSs/Stn/SL/MP to work together on development of school websites | J Cooper | 30-09-2022 |
| LM 21/21(ii) | School to *establish the cost of* commissioning SGS to conduct a compliance review of the school website. [*Action and timescale amended LG/LM 01-12-2022*] | J Cooper | 10-02-2022 |
| LM 01/22 | School to introduce governors to parents during the Intake Days | C Redman | During Intake Days |
| LM 02/22 | EHT to e-mail prospectus to HoS.  HoS to add any further information/pictures and ensure the Prospectus is consistent with house style. | J Cooper  C Redman | 09-12-2022  31-01-2023 |
| LM 03/22 (i) | Fundraising activities for the purchase of new Reading For Pleasure books:   * EHT to undertake sponsored 10k run. * Governors to consider what sponsored or other fund-raising activities they might undertake. * HoS to invite staff to consider what sponsored or other fund-raising activities they might like to undertake. | J Cooper  Governors  C Redman | Spring/Summer 2023 |
| LM 03/22 (ii) | EHT to transfer milestone LM 19 to the Quality of Education section of the SDP. | J Cooper | 31-12-2022 |
| LM 03/22 (iii) | HoS to provide for the next meeting an anonymised summary of staff strengths and weaknesses based on December 2022 observations. | C Redman | 09-02-2023 |

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| **LM 01/22** | 1. **Minutes of the meeting of date and matters arising** |

* + ***The minutes were agreed as a true record of the meeting.***

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| **Update on actions from previous meetings** | | |
| **Item** | **Action** | **Status** |

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| LMG 11 (updated) | *a)(iii) E Wainwright to provide summary of staff survey responses to next FGB meeting.*  *a)(iv) Actions to be agreed and feedback sent to staff by end of summer term.*  Completed. | **Closed** |
| LM 02/21(iii) | *Milestone LM 14A – EHT to arrange transition to use of new masthead [Revised timing agreed LG/LM 28-06-2022]*  Overtaken by events. | **Closed** |
| LM 10/21 | *EHT to amend the colour of the rings in the top-level Ways of Working flowchart to Steeton jade green*.  The EHT said that this action was being taken forward as part of the development of the school website. | **Ongoing** |
| 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.* [*Revised timing agreed LG/LM 28-06-2022*]  Completed. | **Closed** |
| 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.*  Governors agreed that this should be taken forward within the SDP for 2022-23. | **Closed** |
| LM 12/21(c) | *HoS to promote the role of the GB and Governors in the information for new parents in September 2022.*  The HoS conformed that information about governors had been included in the information provided to new parents. The meeting agreed that governors should be introduced at Intake Days. | **Closed**  **New action** |
| LM 17/21 | *School to have Prospectus updated, professionalised and printed in school colours* [*Revised timing agreed LG/LM 28-06-2022*]  See Item LM 02/22 below. | **Closed** |
| LM 21/21(i) | *EHT to arrange for HoSs/Stn/SL/MP to work together on development of school websites*.  The EHT and HoS confirmed that this work was in hand. | **Ongoing** |
| LM 21/21(ii) | *School to commission SGS to conduct a compliance review of the school website*.  The meeting agreed that the school should *establish the cost* of an SGS review of website compliance, to be conducted in the Spring term after the new website had been completed. | **Amended action** |
| LM 22/21 | *EHT to provide A Redding paper on revised funding to support the school PAN for Resources Committee and FGB meetings in July 2022*.  Completed. | **Closed** |
| LM 23/21(i) | *EHT to include in the 2022-23 SDP:*   * *consideration in summer 2023 term of scope to offer planned rotations/secondments between schools in the partnership as career development opportunities; and* * *development of SCITT provision across the partnership.*   The EHT confirmed that the first bullet had been included in the SDP for 2022-23. The second had not: further exploration had indicated that it was unlikely to be practical to scale up the SCITT model across the partnership, at least in the short term. The school would continue to monitor developments. | **Closed** |
| LM 23/21(ii) | *Clerk to amend SEF/LM narrative as set out at paragraph 6 of the minutes of LG/LM meeting on 28-06-2022*.  Completed. | **Closed** |

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| **Points for discussion as noted at previous meetings** | |
| **Timing** |  |
|  | None. |

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| **LM 02/22** | 1. **School Prospectus -** *Document A* |

1. Governors welcomed the mock-up Prospectus, which was attractive and conveyed the vision and values of the school. They were pleased that it did not contain ephemeral information – this would ensure that it did not need to be updated and reprinted frequently.
2. **Replying to questions**, the Executive Headteacher (EHT) and Head of School (HoS) said that the new Prospectus would be needed for June 2023, ready for the new intake of pupils, and confirmed that it contained different information from the existing Reception Handbook.
3. ***Governors agreed*** that, despite the school’s difficult financial position, it would be good value for money to have the Prospectus professionally printed: this was the school’s “shop window”, and key to attracting the parents of potential new pupils. The EHT would e-mail the document to the HoS to add any further information and pictures, and ensure that its presentation matched that of other school documents.

**Action: EHT, HoS**

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| **LM 03/22** | 1. **School Development Plan 2022-23: Leadership & Management -** *Document B* |

1. The meeting reviewed the School Development Plan (Leadership and Management section). The EHT apologised for an error in the first two Milestones:

* Milestone LM 01 – should read: “*Meet with School funding and sufficiency planning teams to devise a sustainable solution for Steeton’s long term funding*” – this milestone had been met.
* Milestone LM 02 – should read “*Keep governors regularly appraised of the monthly budget monitoring situation*” – this milestone was ongoing and being met.

1. Governors discussed the other milestones set out in Document B.

*Milestone LM 03: Establish a regular pattern of Senior leadership meetings across SLPS-MPPS-SPS[[1]](#footnote-1)*

1. The EHT confirmed that regular cross-school senior leadership meetings were now held.

*Milestone LM 04: Develop a standing item of middle leadership development at the HOS meetings.*

1. Governors recalled that they had agreed this action at the previous meeting with the aim of developing middle and aspiring leaders. The HoS said that one member of staff was currently working towards the National Professional Qualification (NPQ) for developing teacher. Many staff were taking forward their Continuing Professional Development (CPD) out of school and either participated in or led 2VLC[[2]](#footnote-2) curriculum meetings.

*Milestone LM 05: Develop a standing item of curriculum development with innovation sharing across 3 schools. Emphasis on uses of LBQ across the 3 schools*

1. The EHT said that this work was in hand.

*Milestone LM 07: Make decision as to whether joint assessment practices should be undertaken for both core and foundation subjects*.

1. The EHT reminded governors of previous discussions about how to assess progress and attainment in foundation subjects. It was best practice for schools to be able to say what proportion of children were at Age Related Expectation (ARE) in, for example, History, as they could for the core subjects (Reading, Writing and Maths). The HoS explained that the process needed to be as simple as possible in order to cover the very different subject areas, such as PE and Geography. The new curriculum made this task easier, but not straightforward. The EHT said that Steeton and Sandy Lane were close to being able to do this.

*Milestones LM 08 and 09: Appoint someone to work with pupils to produce one or more videos focused on aspects of the school Vision and Values - agenda item November meeting*

1. **Asked** whether it remained feasible to produce the proposed pupil video(s), the HoS said that it was: the task itself was not difficult, though finding the time for it would be challenging. She anticipated that the school would have capacity and time to do this in the Spring term of 2023.

*Milestone LM 10: Protect funding of after-school clubs and books to support Reading For Pleasure; set as agenda item.*

1. The Head said that, as previously discussed with governors, the school had been obliged to reduce the number of clubs to manage costs: it had made a substantial loss on the clubs that had been run in 2021-22. It had therefore retained only the clubs that were well attended: a fitness club for Years 3 to 6 three times per week; a chess club; and Forest School. The school lacked staff capacity t run more clubs a present. Parents were charged £2 per session, with a minimum of ten and a maximum of twenty pupils per session.
2. Governors agreed that, while it would be desirable to run as wide a range of activities as possible, the school had to focus ats very limited financial and staff resources on a few core clubs that met the interests and needs of as many pupils as possible and did not require the purchase of significant expensive materials. It could not afford to carry a loss on clubs.
3. **Asked** about the purchase of new books to keep the Reading For Pleasure library fresh and relevant, the HoS said that this was a real concern for the school. The choice of books should be updated every year. They needed to be of high quality and not worn out, so that they were attractive to pupils. The school budget did not permit this. The library had been whittled down and the books transferred to classrooms.
4. **Asked** about the scope to rotate books between Steeton and its partner schools, the EH said that the books were related to the curriculum at each school, which made rotation between the schools tricky. In future, it might be possible to align the curricula of the schools more closely. He hoped that a move to federation would allow for the federation to support schools that could not afford to purchase books.
5. **Asked** how much the school would need to spend to refresh a proportion of its books each year, the HoS estimated £3k per year. Ideally, each teacher should be able to spend £300 per year on refreshing the books for their class. Governors discussed potential fund-raising activities, including:

* Staff (and governors) undertaking sponsored half-marathons. The EHT said he would undertake a sponsored 10k run.

**Action: EHT, Governors, staff**

* Pupils undertaking sponsored canal-side walks
* Sponsored reading – eg, governors, staff or pupils being sponsored to read 52 books per year
* Beetle drives

1. Noting the understandable reluctance of some parents to support fundraising for books, which they rightly saw as part of the state’s responsibility to provide, governors suggested that the school make clear that it could provide basic books, but that it wanted its children to have the very best and that this required funding.
2. Governors noted the school’s ambition to install a canopy to enable the MUGA[[3]](#footnote-3) to be used year-round and hired out. They agreed that this was a long-term ambition that would be costly and would require planning permission and potentially lengthy negotiations with neighbours. It was unlikely that the school would be able to afford a canopy in the next five years. The Reading For Pleasure books had to take priority, but governors were content that the HoS should obtain an indicative quote for the cost of a canopy to inform long-term planning.
3. ***Governors agreed*** that the Resources Committee should be asked to consider the funding of Reading For Pleasure books.
4. Governors noted national discussions around the cancelling of books by authors considered by some to have unacceptable views or behaviour. The EHT said that Bradford Council was considering a request for books by a particular author to be banned in Bradford schools. ***Governors agreed*** that the school should closely follow the line taken by the Council unless it had strong reasons not to do so, in which case the matter should be brought to governors.

*Milestone LM 16: Autumn term relationship data to governing body. To include questions reflecting the actions taken below*.

* *Continued monitoring of the impact of workload on performance, mental health, and wellbeing – including through:  
  • One-to-one “touching base” systems.*

*• Staff surveys - Relationships data   
• Performance Management procedures Impact of pastoral support for staff performance*

* *Provide evidence that the planning of CPD takes account of staff appraisal, aspirations and addresses unconscious bias.*
* *Provide evidence of staff wellbeing, including that staff are protected from bullying and harassment*
* *Provide staff survey evidence, particularly the questions on staff relationships*
* *Provide evidence of staff suggestions being adopted (e.g. Arts Mark)*

1. The EHT suggested that the HoS discuss with her opposite number at Sandy Lane the use of the Pulse system for weekly staff check-ins with their line manager.
2. The HoS said that a recent stress survey had indicated that staff felt that they did not have enough rest breaks or sufficient time to carry out all the work that needed to be done. Otherwise, the general view was that they were happy with the work that the school was doing. The HoS would send the survey to the Clerk to attach to the minutes (see Annexes A and B)\* Because the survey was anonymous, the HoS was unable to respond to individuals, but she had asked in the newsletter that any staff who had expressed concerns in the survey raise them with her.

[\**Annex A is the blank survey form that staff were asked to complete. Annex B shows staff responses – the full text of each question can be seen by hovering the cursor over the header of each column*.]

*Milestone LM 17: Commission an external review of school using the current Ofsted criteria*;

*LM 18 Provide school governors with a report on school (with appropriate next steps) based around the external review*

1. The EHT said that on 13 December 2022 he was due to meet an inspector who carried out external reviews of schools. He would discuss with the inspector the scope to carry out such a review in the spring or summer term of 2023.

*Milestone LM 19: LGs to check whether outcomes (data) across school are providing a robust enough platform for success against national averages for all national end of phase assessments*. (Y1 phonics check, KS1, Y4 Multiplication check, KS2)

1. The EHT said that the purpose of this milestone was to ensure that the school was providing sufficiently rigorous information to Link Governors. Governors thought that information on progress and attainment – and on staff performance – were more for the Link Governors for Quality of Education.

**Action: EHT**

1. LGs/LM needed to understand how the school identified and nurtured talent, without adding to the work of the HoS. They stressed that this was not about the capability of individual staff, but the systems and processes that the school used. The HoS undertook to provide for the next meeting an anonymised summary of the strengths and weaknesses of staff based on the observations to be carried out in the week of 05 December 2022.

**Action: HoS**

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| **LM 04/22** | 1. **Date of next meeting** |

1. The next meeting will be held at **1.30pm** on **Monday 27 February 2023**

**The meeting closed at 2.10pm**

***Helen Osman Governance Services***

*Supporting excellent governance in Bradford*

1. SLPS – Sandy Lane Primary School; MPPS – Myrtle Park Primary School. Partner schools of SPS – Steeton Primary School. [↑](#footnote-ref-1)
2. 2VLC – Two Valleys Learning Collaborative: a collaborative arrangement of local primary schools. [↑](#footnote-ref-2)
3. MUGA – Multi-Use Games Area [↑](#footnote-ref-3)