



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held at the school, 10 December 2019, 6.00pm**

**Present:** Jonathan Spruce (JS)  
Bridget Tayan (BT)  
Paul Haslam (PH)  
Claire Tunney (CT)  
Victoria Lack (VL)  
Louise Downend (LD)

**In attendance:** Linda Mortimer (LM) – Executive Headteacher – Saltergate Primary School  
Matt Blyton (MB) – Lead Improvement Advisor – NYCC  
Sarah Johnson (SJ) - Bursar  
Chris Walker (CW) – Clerk

Governing Body functions:

Ensuring the vision, ethos and strategic direction of the school are clearly defined

Ensuring that the Headteacher performs their responsibilities for the educational performance of the school

Ensuring the sound and proper and efficient use of the school's financial resources

No.	Agenda Item	Part 'A' – Procedural	Action
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<b>1</b>	<b>Welcome and Introductions</b>	JS welcomed everyone to the meeting. JS introduced LM and all present introduced themselves. JS explained that LM had been supporting the school for 1 day a week as the current Headteacher, Richard Cook (RC), was off school due to ill health. Governors thanked LM for all her support to date, which had been well-received by the staff. JS asked LM to also thank the Chair of Governors at her home school for agreeing to the support.	
<b>2</b>	<b>Apologies</b>	Apologies had been received from RC and were consented to.	
<b>3</b>	<b>Identification of confidential items</b>	None – but to consider as the meeting progressed.	
<b>4</b>	<b>Identification of urgent other business</b>	Updates from MB on LA Support.	
<b>5</b>	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b>	JS declared that he was a governor at Willow Tree Primary School.	
<b>6</b>	<b>To approve the minutes of the meeting on 17 September</b>	Governors approved the minutes and confidential minutes from the 15 October meeting which were signed as an accurate record.	
<b>7</b>	<b>Matters arising</b>	CT had agreed to become a staff governor with effect from 1 January 2020. This would then require an election to replace the vacant parent governor position.  All other items had been completed or were covered elsewhere on the agenda.	
		<b>Part 'C' – School Improvement</b>	

8	<b>Finance – Revised Budget</b>	<p>Governors had been provided with the latest monitoring reports in advance of the meeting. SJ talked through the figures and explained that:</p> <ul style="list-style-type: none"> <li>- a number of different scenarios had been explored.</li> <li>- The pupil numbers used had been agreed with RC – 77 in April. This would result in a 3-class structure from September 2020 and the model was based on this assumption. This had resulted in the forecast deficit in 2021/22 being reduced from £80k to £19k.</li> <li>- All schools now need to clarify how they propose to address a deficit position in Year 3; the proposed scenario would help address this request.</li> </ul> <p>Governor question  Q: How many pupils would be needed to move to four classes?  A: 120 – four times 30.</p> <p>Governors were concerned at the proposal for a number of reasons including;</p> <ul style="list-style-type: none"> <li>- The possibility of further redundancies</li> <li>- The negative impact that this would have on the reputation of the school; not only in terms of attracting more pupils and new families but also on those already in the school.</li> <li>- This would also impact on the staff.</li> </ul> <p>Governors agreed that it would be helpful to see further scenarios which focused on retaining four classes. In particular to see how many pupils the school would need to attract, on top of 69, in order to achieve financial balance. Governors were mindful of the number of pupils currently within the catchment area (357) and of the new developments in the locality.</p> <p>MB noted the concerns of the governors and reminded them of the need to achieve financial balance within three years and that the current figures indicated that a four-class structure would result in a deficit of £70k. At roughly £4k per child, a crude calculation would indicate that around 17 extra pupils would be required.</p> <p>Governors approved the revised budget on the condition that it would be discussed again in the New Year.</p>	SJ
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<b>9</b>	<b>School Development Plan</b>	<p>LM and CT had worked hard to populate the School Development Plan for 2019-20 – the draft was tabled at the meeting. The draft document would be circulated to governors for comment as soon as possible and then for final ratification at the January meeting. LM confirmed that all key stakeholders would be consulted during the final development of the document.</p> <p>Governors approved the draft SDP with final ratification to be considered at the January meeting.</p> <p>MB suggested that the SLT should RAG rate the December milestones in advance of January meeting.</p>	<b>ALL</b>
<b>10</b>	<b>Governor Plan</b>	The Governor Plan had been circulated in advance of the meeting and was approved by Governors.	
<b>11</b>	<b>Safeguarding</b>	<p>Governors confirmed that they had all read the latest parts of Keeping Children Safe in Education and signed a register as confirmation.</p> <p>BT to arrange a safeguarding meeting - which had had to be cancelled due to the ill health of RC.</p>	BT
<b>12</b>	<b>Website</b>	Governors thanked PH and CT for all their hard work to develop and populate website. PH agreed to add some advice pages for parents in liaison with CT to ensure that it was consistent with the school's curriculum.	
<b>13</b>	<b>Governor visits / training / vacancies</b>	<p>A training schedule has been included as part of the Governor Plan.</p> <p>An LA Governor has now been allocated to the school.</p> <p>An election for a new parent governor now needs to be undertaken. A further election will also need to be considered pending the expiry of LD's term of office on 23 June 2020.</p> <p>A separate confidential note has been drafted to cover a confidential staffing matter.</p>	
<b>14</b>	<b>Arrangements for Chair from January 2020</b>	<p>JS agreed to stay on as a governor until the end of the academic year.</p> <p>BT and PH to share the role of Chair from January 2020. BT with an internal focus; PH external.</p>	
<b>15</b>	<b>AOB</b>	Governors approved the renewal of the photocopying contract which improved upon the service at a lower cost.	

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**Signed:**

**Position:**

**Date:**