



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held at the school, 11 June 2019, 6.00pm**

**Present:** Richard Cook - Headteacher  
Jonathan Spruce (JS)  
Caroline Bates (CB)  
Louise Downend (LD)  
Bridget Tayan (BT)  
Ruth Howlett (RH)  
Geoff Webber (GW)  
Paul Haslam (PH)  
Claire Tunney (CT)

**Apologies:** Victoria Lack (VL)

**In attendance:** Matt Blyton, Lead Improvement Advisor - NYCC  
Chris Walker - 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
1	<b>Welcome and Introductions</b>	JS welcomed everyone to the meeting.	
2	<b>Apologies</b>	Apologies had been received from VL and were consented to.	
3	<b>Identification of confidential items</b>	Item 8 - a separate confidential note has been prepared.	
4	<b>Identification of urgent other business</b>	<p>2 items:</p> <ul style="list-style-type: none"> <li>- MB to table an item at the end of the meeting.</li> <li>- LD raised concern at the speed of traffic on the road outside the school; not only did traffic speed but there was no barrier to prevent the children from running straight onto the road after school. The location of the zebra crossing was also not ideal.</li> </ul> <p>In discussion Governors agreed that this was a significant safeguarding concern. GW/PH agreed to consult with council colleagues to find out why there was no 20mph speed limit for the stretch of road near the school and to find out how and if one could be applied.</p>	<b>GW/PH</b>
5	<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.	
6	<b>To approve the minutes of the meeting on 9<sup>th</sup> April</b>	Governors approved the minutes and confidential minutes from the 16 May meeting which were signed as an accurate record.	

7	<b>Matters arising</b>	<p>JS thanked governors for completing the skills audits.</p> <p>Governors agreed to move the final meeting to the 17 July – this would enable a discussion about the SAT results.</p> <p>Governors discussed the pricing of nursery provision. Governors were mindful of agreeing a big rise and agreed that the rate should be increased to £4 per hour for those parents receiving funding and £3.50 for any additional hours needed. This was in line with most other schools and would cover costs.</p> <p>Governors agreed that the data training had been useful but that it would be helpful to use school-specific data at any future training.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	
		<b>Part 'C' – School Improvement</b>	
8	<b>Staffing Update</b>	A separate confidential note has been prepared for this item.	
9	<b>Headteacher's Report</b>	<p>RC provided a verbal update to governors. Key points highlighted included:</p> <ul style="list-style-type: none"> <li>- The Early Years' Outdoor area had now been sorted and was much improved</li> <li>- Undertaking moderation (KS1) with Willow Tree</li> <li>- Lots of additional work had been undertaken with Y5/6 to identify and provide appropriate support as and where required. Impact had already been demonstrated with 2 more children progressing to ARE, and up to 78.9% for writing.</li> <li>- RC had been working with BT to complete the safeguarding audit. (Safeguarding was now a standing item on future GB agendas) The audit would be completed by the next GB meeting.</li> </ul> <p>RC agreed to include attendance data in the next report.</p>	
10	<b>Data Update</b>	Item 9 refers	

11	Attraction Strategy	<p>PH had provided governors with a detailed paper in advance of the meeting. The document contains the following 5 sections:</p> <ul style="list-style-type: none"> <li>- What parents what to know (top tips in applying for a primary school)</li> <li>- What we offer as a school</li> <li>- Our assets</li> <li>- What else could we offer</li> <li>- Communicating the message</li> </ul> <p>PH talked through the paper and invited questions. In discussion, governors agreed:</p> <ul style="list-style-type: none"> <li>- That it would be helpful to continue to develop links with the library</li> <li>- To develop a school leaflet promoting the school to prospective parents and including key information. The leaflet to be made available in the reception at the school and on the new website once up and running.</li> <li>- To consider how best to open the route to the Greenway. This would help to broaden the catchment area for the school. Safeguarding would need to be considered with regard to the use of a lockable gate.</li> <li>- It would be helpful to have further information, from the LA, in terms of pupil numbers in the surrounding catchment areas, which schools they were currently going to and forecasts of future pupil numbers. PH to contact Julia Temple or Andrew Dixon at the LA to action.</li> <li>- To explore forging links with Harrogate High School.</li> <li>- That further work would need to be done to assess the impact on structures/ teachers/costs if the PAN was increased.</li> <li>- To await the outcome of the current reorganisation of the provision of SEND in the county before attempting to develop as part of an attraction strategy.</li> <li>- PH to liaise with the Harrogate Advertiser to help support the marketing of the school; to include the sharing of the school newsletter.</li> <li>- That the new website had to be accessible via all devices</li> <li>- Communication was key and more a pro-active engagement with the local community should be developed. The development of a banner should be considered.</li> <li>- Governors agreed to consider forward any further thoughts or ideas to PH. PH to synthesize all the points raised to be considered further at the July meeting.</li> </ul> <p>Governors thanked PH for all his hard work in developing the attraction strategy.</p>	<p>PH</p> <p>PH</p> <p>ALL/PH</p>
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12	School Website	<p>PH updated governors on the development of the school website:</p> <ul style="list-style-type: none"> <li>- Work was ongoing to ensure that it would be fully compliant by the end of the Summer Term</li> <li>- PH meeting RC on 26 June to check on progress.</li> <li>- Options for a new website had been sought. RC had received a quote of £1295 plus an annual fee of £245 from Easable. This would provide multi-platform accessibility as well as on-going support.</li> </ul> <p>Governor Question  Q: What happened to the new site that was previously developed?  A: It appears to have been taken down.</p> <p>Governors agreed that RC should meet with Easable to clarify the costs and specifications of the service. It was essential that a new website was up and running by September 2019.</p> <p>MB highlighted 3 stands that had emerged from the discussions on the attraction strategy and the school website:</p> <ul style="list-style-type: none"> <li>(i) The school developing itself as its own shop window in the short/medium and long term. Work needed to be done in the short term to improve the entrance hall to make it more welcoming.</li> <li>(ii) Website: must be compliant. Is a key gateway to the school and a fresh start is a sensible approach. The HT will take responsibility for its management but governors should consider what information should be included and how it should be laid out.</li> <li>(iii) Publicity of the school in the wider area; RC to create the leaflet and governors to email any suggestions. Draft leaflet to be shared with parents at 2 July Forum. Options to be discussed with staff and SLT and bring back to July meeting. To allocate a section of the strategy to a governor to help spread the workload. July meeting should focus on and identify short/medium/long term aims.</li> </ul> <p>Governors agreed that it would be helpful to see the proposed new website in Beta form as soon as possible. PH to continue to provide the lead on website related matters but to share progress and developments with the rest of the GB as and when required.</p> <p>Clerk to add attraction strategy/website to the July agenda.</p>	Clerk
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<b>13</b>	<b>Health and Safety/ Safeguarding</b>	Nothing to report	
<b>14</b>	<b>Correspondence</b>	None	
<b>15</b>	<b>AOB</b>	<p>MB informed governors that both himself and Karen Butler (KB) would be meeting with RC on 5 July to undertake the LA Review. There would be 2 elements:</p> <ul style="list-style-type: none"> <li>- To assess the effectiveness and impact of the KPIs</li> <li>- To undertake a number of activities as if it was an Ofsted Inspection. Governor attendance was invited. BT agreed to attend.</li> </ul> <p>An LA Support Plan would most likely be still in place in September 2019. There would be a further Governance Review in the autumn term. A governance healthcheck had been arranged for the summer term. MB to talk to Stuart Boothman to consider whether both could take place at the same time in autumn.</p> <p>Governors agreed that the Team Around the School had been helpful but in view of all the current urgent challenges agreed that a further go should not be undertaken until the Autumn term.</p> <p>JS informed governors that CB had resigned as the LA Governor with immediate effect due to the pressure of other work commitments. Governors thanked CB for all her hard work and support. Clerk to liaise with the LA to initiate the replacement procedures.</p>	<b>Clerk</b>
<b>16</b>	<b>Future Meetings</b>	17th July	

**Signed:**

**Position:**

**Date:**