



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 15 June 2021, 6.00pm**

Present: Mathew Atkinson (MA) – Acting Executive Head Teacher
Jo Marwood (JM) – Acting Head of School
Bridget Tayan (BT) - Joint Chair
Paul Haslam (PH) – Joint Chair
Jan Tringham (JT)
Victoria Lack (VL)
Matthew Boyle (MB)
Martin Deacon (MD)
Saskia Boardman (SB)
Sarah Watson (SaW)
Stacy Watson (SW)

Apologies: Jonathan Spruce (JS)

In attendance: Karen Butler (KB) – Senior Education Advisor
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
1	Welcome	<p>PH welcomed everyone to the meeting.</p> <p>MB had notified the Chair that he would have to leave the meeting early and therefore his presentation (Item 9) was moved to the start of the meeting.</p>	
2	School RESPECT values	<p>MB had provided governors with a number of documents in advance of the meeting which provided additional information on a range of related areas including curriculum intent, medium term planning and curriculum sequencing.</p> <p>MB talked through each area in greater detail during his presentation. MB explained that the subject rationales were a new aspect to the planning process which had been tailored to meet the needs of the pupils at Woodfield. Questions were invited.</p> <p>Q: What are the main differences in the new approach? (MD) A: There are many benefits to the new approach for example in helping staff to plan, which is especially important in a school where staff numbers are low. We are able to ensure effective sequencing and the unit overviews have proved to be more practical than the old medium plans. It has also streamlined the workload for staff. Finally, it provides greater focus on the aspects of learning which Ofsted will be scrutinising – namely the acquisition and retention of knowledge – ‘knowing more, remembering more’.</p> <p>JM – this approach is also better at enabling the building of knowledge with a greater emphasis on the mastery of knowledge. Staff have undertaken a range of training, including that provided by the Hart Alliance, which has supported the development of the new plans.</p>	

		<p>PH confirmed that it was helpful to hear that the new approach had been trialled and tested and plans tweaked as a result of any lessons learned. MB confirmed that the approach had had a positive impact in most subject areas though plans had had to be adjusted for subjects such as PHSE which were more complex in terms of planning requirements.</p> <p>Q: Had the plans impacted on the workload for staff? A: Yes. The unit overviews were quicker to complete than the medium-term plans and provided information in a more accessible way for parents too. (Plans were published on the website)</p> <p>Governors thanked MB for his presentation. MB left the meeting at 6.25pm</p> <p>Governors additionally thanked MB for all his work both as a teacher and governor at the school and wished him well for the future.</p>	
3	Introductions and Apologies	<p>PH introduced the two new parent governors, Stacy Watson and Sarah Watson. Both provided a summary of their experience and how they aimed to support the governing body. All present introduced themselves.</p> <p>JS had sent apologies in advance of the meeting which were consented to.</p> <p>At this point, PH reminded governors of the priorities for the governing body and the school for 2021-22:</p> <ul style="list-style-type: none"> - To prepare for Ofsted with a view to improving the judgement - To complete the updated curriculum - To increase pupil numbers. 	
4	Identification of confidential items	<p>One item for discussion in the AOB section had been identified as confidential and a separate confidential minute would be prepared for that item.</p>	
5	Identification of urgent other business (AOB)	<p>The Chair had been notified of a number of additional items for discussion by governors. (VL, MD, SB)</p> <ul style="list-style-type: none"> • Governance review – MD • Budget – MD/VL • Teaching Structure - VL 	

		<ul style="list-style-type: none"> • Academisation - SB <p>The Chair informed governors that:</p> <ul style="list-style-type: none"> - There would be a discussion on the teaching structure as requested by VL. - That the Start Budget had now been approved and there were more pressing urgent items to discuss at this meeting. Further scrutiny of the budget would be undertaken at the first meeting of the Resources Committee in September. This item would therefore be deferred until that meeting. This item had been requested by MD. - There would be a confidential update on academisation as requested by SB. - No explanation was given as to why the governance review would not be discussed <p>All would be discussed as AOB at item 15.</p>	
6	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	MA/JM declared an interest in any discussions which related to the Priestley Academy Trust as employees of that organisation.	
7	To approve the minutes of the meeting on 11 May 2021	<p>MD had previously submitted significant amendments in relation to the draft minutes of the full governors meeting held on 11 May 2021 as he was concerned that significant issues were discussed and voted upon, and which it is important that the minutes accurately reflect the discussions.</p> <p>The clerk explained the process of the creation of the minutes as follows:</p> <ul style="list-style-type: none"> - The clerk would draft the minutes as a true and accurate reflection of the discussions - The draft to be shared with the joint-chairs, Headteacher and Executive Headteacher to check for accuracy. Any amendments would then be made to the original draft. - This draft would then be the approved for circulation draft (afc) and circulated to governors as soon as possible after the meeting. - Governors have previously been invited to submit comments on this draft in advance of the next meeting. - At the meeting, governors to consider the draft including the suggested amendments and to approve a final version. 	

		<ul style="list-style-type: none"> - The clerk to make any necessary amendments and to ensure that this final draft was placed on file and on the school website. <p>In discussion:</p> <ul style="list-style-type: none"> - Governors agreed that there could be benefits for the meeting to be recorded, not least to ensure that discussions were recorded accurately. <p>Actions:</p> <ul style="list-style-type: none"> - Clerk to clarify the protocols concerning the recording of meetings. - Governors agreed that comments and questions from individual governors should be made identifiable in the minutes. - JT stated that she was unable to specifically confirm the accuracy of the 11 May minutes as she had not recorded detailed notes during the course of the meeting. <p>Action: Governors agreed that an extra meeting should be convened to approve the minutes of the 11 May meeting. The new governors would not need to attend this meeting as they had not attended the meeting on 11 May.</p>	<p>Clerk Clerk</p> <p>PH</p>
8	Matters arising	All items had been completed or were covered elsewhere on the agenda.	
		Part 'C' – School Improvement	
9	Headteacher's Report	<p>Headteacher's Report</p> <p>The Headteacher's Report had been circulated to governors in advance of the meeting. Governors had been invited to submit any questions they might have on the report in advance of the meeting to help JM/MA provide as detailed a response as possible. Governors were also invited to ask questions at the meeting itself.</p> <p>JM talked through the key points in the report and addressed each of the questions, raised by JT in advance of the meeting, in turn, as follows:</p> <p>Q. The sickness absence for support staff appears high. Has it been analysed and followed up where required? (JT)</p>	

	<p>A: Yes. We have analysed the 7 absences identified in the report. The absences relate to 3 staff and no patterns or trends were identified. These were isolated incidents. Return to work interviews were undertaken and support provided where required.</p> <p>MA joined the meeting at 6.30pm</p> <p>Q. Term time leave: 2 periods were identified, could you confirm if these were authorised or unauthorised? (JT)</p> <p>A: Both unauthorised. Parents were informed of the procedures and asked to explain the absences. It was decided that fines were not required.</p> <p>Q. Covid 19: The data indicated that 92% of staff are undertaking the lateral flow tests. Does this mean that some staff have not? (JT)</p> <p>A: We have provided staff with all the necessary training, guidance and advice with regard to the LFTs. We have also provided Q&A sessions for staff. It is for individual members of staff to decide whether they wish to take the tests or not. If they choose not to take a test they are not required to share their reasons for doing so.</p> <p>Q: (JT) The national advice is for all adults to take the LFT test twice a week. Have staff been reminded of this?</p> <p>A: Yes. We have informed all staff of the national guidelines.</p> <p>Staffing</p> <p>JM informed governors that a vacancy for a KS2 had arisen. An application to the Financial Control Panel (FCP)(LA) had been made to appoint a permanent class teacher with a TLR. The FCP approved a fixed term appointment for 2 terms. JM/MA and KB believed that this would not attract candidates of the right calibre to apply for the position and therefore appealed the decision. The FCP would review the appeal on 17 June. Whilst the appeal had not yet been heard an advert had been circulated to recruit to a one-year position in order to try and recruit the right calibre of candidate to be able to start as soon as possible in the autumn term.</p> <p>BT had agreed to join the interview panel on 28 June.</p> <p>VL agreed to support the shortlisting process.</p> <p>If the vacancy could not be filled support would be sought from the LA.</p> <p>Q: Could a new teacher only start in October? (VL)</p>	
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	<p>A: It would depend on the date of their resignation but if they were currently teaching it would be in October.</p> <p>Q: Why have the LA only given approval for a 2-term appointment and not a permanent appointment? (VL) A: The over-riding consideration of the FCP is the financial position of the school. We have appealed to the FPC as we believe that the proposal is not reasonable and have provided them with as much evidence as possible to support the appeal. (KB)</p> <p>Q: Will the candidate be made aware of the new staffing structure? (VL) A: Yes.</p> <p>Q: Does the FPC provide a rationale for its decisions? (MD) A: Their decisions are finance based. We have provided them with as much evidence as we can in support of the context to help inform their decision. We are not able to speak to the panel directly. (KB)</p> <p>Actions: PH agreed to write to Amanda Newbold to seek support for the appeal. The interview panel to consist of MA/JM/BT. If a further governor wished to join the panel they should contact JM directly.</p> <p>Q: Why is the Executive Headteacher reducing their hours from September? (JT) A: Much of the key work has now progressed and the school is in a much better position than it was 18 months ago. There is now no requirement for the current level of support from the Executive Headteacher. KB will continue to provide support.</p> <p>Q: Will MA continue to be paid by the LA? (SB) A: Yes</p> <p>Q: Are his hours changing? (SB) A: Yes to 0.2 FT hours.</p>	<p>PH</p>
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	<p>Health and Safety The Health and Safety Paperwork Monitoring Visit took place on 7 June 2021. Six actions were identified and prioritised. To date 2 out of the 3 high priority actions had been completed and 1 out of the 3-medium priority.</p> <p>Actions: MD (as link governor) to arrange to discuss further with MA/JM Final report to be shared at either the next FGB meeting or the first meeting of the Resources Committee.</p> <p>JM informed governors that the grant secured from North Yorkshire Sport to support encouraging pupils to become more active had increased from £4500 to £8300.</p> <p>Reading Q: Could you set out some of the actions you have taken to improve reading? (BT) A: The English lead has completed reading monitoring. One area for improvement identified was pupil enjoyment of reading and supporting reading at home. Phonic workshops for parents have been run and all parents invited so far have attended. Reading Stars, run by Harrogate Town FC will commence this half term. Individual pupils from Year 5 are targeted for a 6-week intervention to further develop their love of reading. The impact of this will be monitored through pupil questionnaire. The English lead organised an extreme reading competition and is planning to improve the library areas for use in September</p> <p>Q: Do you use any published tests and what tracking systems do you use? (JT) A: We use PIRA and PUMA. We cannot use them this year however as pupils have missed too much of the curriculum. We will therefore be using a range of data sources to inform our assessments including teacher assessments, work in the children’s books, and checks in phonics and maths. We use the Scholarpack tracking system.</p> <p>Q: What are the key areas that are preventing you from achieving a good judgement from Ofsted? (JT) A: The consistency of teaching and learning and pupil attitudes need to be consistently good. We also need to see the impact of the new curriculum.</p> <p>Actions: SEF to be discussed at the next meeting. JT, on behalf of the governors, asked that thanks be passed onto the office staff for their 100% attendance.</p>	<p>MD/JM JM</p> <p>JM JM</p>
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		<p>PH also asked that all the staff should be thanked for all their continued hard work in support of the school. JM agreed to pass on all the positive comments. JM to circulate the schedule of staff meetings in order that governors can attend as and when they are able. Governors invited to attend the leavers day on 22 July and to notify JM/MA if they intend to attend.</p> <p>Q: Is the score of 3 better than a 4 in the Ofsted cycle table? (VL) A: Yes.</p>	<p>JM</p> <p>JM</p>
10	Governing Body Business	<p>Governor Meeting Schedule for 2021-22 PH confirmed that:</p> <ul style="list-style-type: none"> - the dates for the committees in the summer term should read: Resources - May 10 School Improvement – June 14 - the Marketing Working Group would continue to meet and would continue to involve staff. It was not a formal committee but would provide updates to the full Governing Body. VL and SaW agreed to be members of the Group in addition to PH. <p>Membership of the two committees was agreed as:</p> <p>School Improvement BT SW JT SB</p> <p>Resources PH MD JS</p> <p>Governors discussed the timing of the meetings mindful of both the workload demands of staff members but also the challenges for governors themselves. There was also a discussion about whether to undertake future meetings face to</p>	

	<p>face, virtually or a combination of both (blended). It would be important to ensure that the technology was in place to make a blended approach effective.</p> <p>Governors agreed to hold the first meeting in September at 6pm and face to face. A further decision on future meetings would be taken at this meeting. Subject to their availability governors were invited to attend the school in advance of the meeting to undertake a tour of the school.</p> <p>Annual Schedule of Business</p> <p>JT had provided an updated Annual Schedule of Business which had been circulated to governors in advance of the meeting. JT went through each outstanding action to clarify the current status. PH notified JT that he had provided an update, via email, confirming that all actions attributed to him had now been completed.</p> <p>Therefore Actions 6,7,8,9 had now been completed. – Action: PH to circulate the Terms of Reference for the FGB after the meeting.</p> <p>MA confirmed that Action 10 had been completed and that the schedule included all statutory policies.</p> <p>Action 11 completed at the May meeting. JS agreed to become Whistleblowing link governor.</p> <p>BT confirmed that Action 12 had been completed (DBS/Section 128 checks)</p> <p>Actions 22/23: JM confirmed that the Pupil Premium Strategy had been published on the website. The impact would be assessed by the end of the academic year. JM reported that there was no impact data from the previous year but that she would be able to talk this through with Ofsted if required.</p> <p>Action 42: Teacher Appraisal Process – ongoing. JM agreed to report back to governors once the process had been completed (by end of October).</p> <p>Spring Term</p> <p>Action 1: PE and Sports Premium Statements will be completed by the end of July and published.</p> <p>Summer Term</p> <p>Action 10: SEND Policy currently being worked on for completion by the end of July 2021.</p> <p>Action 11: Child Protection Policy already approved. Action: MA to clarify which set of minutes contained the approval.</p> <p>PH outlined Link Governors the role of the link governors and asked for volunteers for a number of additional roles:</p> <ul style="list-style-type: none"> - Website Audit -PH 	<p>PH</p>
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		<p>PH suggested that after every future meeting a summary of the key points discussed should be communicated to parents via the newsletter. This was part of a wider initiative to increase communication from the governing body to key stakeholders.</p> <p>Governors discussed what would be the best way to communicate the work of the governing body to staff and to parents. Whilst it was important to highlight the positives it was also felt that it was important to be open about the more challenging issues discussed and being faced by the school.</p> <p>Action: Governors agreed to discuss communication in more detail at a future meeting.</p> <p>Training A number of governors attended the recent GSIM Training – BT, VL, MW, SW, SB BT has also arranged to undertake additional safeguarding training for governors.</p> <p>Monitoring BT had undertaken a monitoring visit to assess the impact of the marking policy and had arranged a further monitoring visit in July with MB. BT had also undertaken some informal lesson observations.</p> <p>MD sought clarification as to the purpose of this committee. PH confirmed that the Appeals Committee would consider any appeals received from staff following the current restructure process. The Committee had to be comprised of governors who had no prior knowledge of the process and would therefore comprise of: MD, VL, SB; should it be required.</p>	PH/BT
11	Marketing Update	No updates at this meeting. Further updates to be provided following the first meeting of the Marketing Working Group in September.	
12	Correspondence	None	
13	AOB	Item 5 refers.	

Teaching Structure Feedback – VL

VL had provided notification of this item in advance of the meeting and had asked for it to be included as a separate item on the main agenda. VL informed governors that she had met with JM and MB as both a parent and a governor to discuss the new class/ teaching structures and to understand what the impact would be for pupils. VL had asked a number of questions, particularly with regard to those pupils in KS2 in the afternoon. VL was concerned at the impact of having so many year groups in one class and how this might affect the learning and development of the younger pupils in the class. Whilst JM/MB were able to provide answers to VL's concerns, VL still had a number of concerns.

Specifically:

- How viable was the structure?
- The challenge of teaching to such a wide age range of children for the teacher and how would this impact on potential applicants.
- Lack of clarity around TA support.
- How would this structure attract the much-needed additional pupils and would it in fact cause current pupils to be moved to other schools?

VL's preference was to retain the 3-class structure with a teaching Head in the afternoons.

In addition, VL was concerned that there needed to be much more communication to staff and parents about the ongoing changes and challenges at the school. Parents should be made aware of the changes to class structures so that are able to make an informed choice about where they would like to send their children. This is especially important as we get closer to the end of term.

In discussion, JT confirmed that the proposed structure was a well-established model that had been successful elsewhere and that an appointment to the vacant position would only be made if the candidate was able to fulfil the role successfully.

PH apologised for including this item as AOB rather than in the main body of the meeting. This had only been done due to the pressures of other urgent items which needed to be discussed.

JM reported that this year there had been a mixed class of Y2/3/4 children and that it had been very successful. JM also informed governors that it would be easier for a teacher to teach a class within the same Key Stage as opposed to a class with mixed key stages. The proposed model did cover only one key stage.

	<p>MD was also concerned that the structure would not only impact on attracting new pupils to the school but on those currently in school.</p> <p>SW agreed that it was important for parents to be kept informed of these changes as soon as possible to ensure that they could make informed decisions.</p> <p>Governors agreed communication with parents and staff was essential. PH and KB confirmed that this was an operational matter and therefore the decision on timing was for the SLT. MA and KB believed that it would be better to communicate with parents once the appointment of the new teacher had been completed on 28th June. SB was concerned at this as parent governors had indicated that they believed that an earlier communication would be preferable. SB then asked MA if his reason for reducing his hours at the school was connected to MB's resignation. MA confirmed that the decision had been made some time before and was unrelated to MB's departure.</p> <p>At this point there was a confidential discussion which has been recorded separately in a confidential minute.</p> <p>KB agreed to circulate the Governance Review Report for discussion in the autumn. KB thanked all governors who had taken part in the Review.</p> <p>Action: PH to arrange an additional meeting to consider and approve the minutes.</p> <p>The meeting closed at 8.51pm</p>	<p>KB</p> <p>PH</p>
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Signed:

Position:

Date: