



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 15 October 2019, 6.00pm**

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

In attendance: 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 and Introductions	JS welcomed everyone to the meeting.	

2	Apologies	There were no apologies.	
3	Identification of confidential items	None – but to consider as the meeting progressed.	
4	Identification of urgent other business	PH had raised an item to be considered at the end of the meeting.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	JS declared that he was a governor at Willow Tree Primary School.	
6	To approve the minutes of the meeting on 17 September	Governors approved the minutes and confidential minutes from the 17 September meeting which were signed as an accurate record.	
7	Matters arising	<p>Governors agreed that the school should continue with the full package for the Bursar service as this provided the level of provision required and represented VFM.</p> <p>PH reported that he was in the process of investigating the cost of improving the road surface outside the school; subject to the final amount it might be possible to meet the cost through his council budget.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	
		Part 'C' – School Improvement	
8	Governance Review Action Plan	The Governance Review Action Plan had not yet been received from the LA. The Governance Healthcheck was talking place at the school on 17 October. Governors agreed to consider both at the next meeting.	Clerk

9	Governing Body Meetings Forward Plan	<p>Governors had been provided with a draft Forward Plan setting out a proposed focus for each of the meetings in the academic year. The purpose was to align the meetings with the key points in data, finance and teaching and learning. This would help to ensure statutory deadlines were addressed, the latest data was considered and key strategic issues covered. It would also enable RC to focus the content of his Reports.</p> <p><u>Governor question</u> Q: Will Governor visits be linked into the meeting plan? Q: Yes – governors should look to arrange their visits based on their responsibilities and where they sat within the forward plan.</p> <p>Governors agreed to adopt the Forward Plan and to postpone the first item set for the October meeting as all the governance information had not yet been completed.</p> <p>Governors agreed to hold a meeting on 7 November to consider the School Development Plan and Governance Action Plan. Governors agreed that this meeting would not be clerked. The December meeting would focus on data. The budget monitoring reports to be circulated to governors in November for consideration. The clerk asked that any challenges be noted at the extra meeting and that all key items would need to be formally considered and approved at the next Full Governing Body meeting.</p> <p>Governors agreed that safeguarding would be included as a standing agenda item at all future meetings.</p>	Clerk
10	Governing Body Vacancies	<p>CT had been the only applicant for the position of Staff Governor and had therefore moved from being a parent governor to becoming the staff governor. RC to undertake an election for the vacant parent governor position.</p> <p>Governors aimed to fill the existing vacancies by the end of the year.</p>	RC
11	Governor Visits	<p>BT had undertaken a visit to look at the curriculum. BT had completed a report which had been circulated to governors. BT had also undertaken the safeguarding training course and agreed to draft a safeguarding plan.</p>	BT

12	Correspondence	None	
13	AOB	<p>Governors agreed that Child Protection should be included within the role of the Safeguarding Governor.</p> <p>Governors agreed;</p> <ul style="list-style-type: none"> - That it would be helpful to have more communication between staff and governors. - That communication should form part of the Governor’s Action Plan. - To attend a staff meeting on 13th November. - To try and attend the Xmas Fair on November 29th - To attend the Parents Forum on 27th November and Open Day on 26th November if possible. - The Parents Forum would focus on the Governors Action Plan and the SIP. It would also address road safety and the 20mph proposed limit. <p>RC reported that the nursery would start and finish at the same time as the rest of the school in 2020-2021.</p> <p>CT was developing a pack of information which would support parents in their applications for free school meals.</p>	
14	Headteachers Report	<p>RC provided a verbal report. The key points included:</p> <ul style="list-style-type: none"> - The school priorities would not be changing as all areas still required development. - Developing middle leadership, subject leadership and teaching and learning in KS2 were key priorities. - Once the School Improvement Plan (SIP) had been finalised it would be helpful to clarify governor links to the priorities. - RC agreed to draft a monitoring schedule for governors. This would include providing guidance for governors on potential areas to focus on during their visit. - Governors agreed to arrange 1 visit per term for each area of responsibility. Visits to be arranged with the school in advance. - Lesson observations had now been undertaken in all classes and the performance management of all staff was on track. - All staff had now been trained in paediatric first aid. 	RC

		<ul style="list-style-type: none"> - The Harvest Festival service had been well received and lots of positive feedback received. - The autumn term had been challenging overall: Losing key members of staff had had an impact, particularly on the current staff; the school had admitted 2 new pupils who were challenging; and there were staff pressures due to a number of key absences. - Governors were assured that RC was addressing all these issues. - RC thanked CT in her capacity as the new School Administrator. Her contribution to the school and also as support to RC had been excellent. <p>Staffing</p> <ul style="list-style-type: none"> - An HLTA had resigned; RC was in contact with a potential replacement. This would have an impact of the provision of the After-School Club. - Interviews for the Y5/6 position would be taking place on 22 October. PH agreed to attend and JS if available. - Looking to recruit to fill the other vacant GTA position. RC informed governors that there was interest in this position. - RC had notified the LA of the vacancy situation and its ongoing impact on teaching and learning and on the other staff. The LA was providing support. - A Teams Around the School audit was taking place on 18 October. <p>A separate confidential note has been provided on a staffing issue.</p>	
15	Policies	The Pay and Appraisal Policies were being drafted. JS agreed to send the model policies from Willow Tree to be used as a guide.	
16	Attraction Strategy	<p>PH had sent governors a link to the new school website. Some governors had problems accessing the site. PH aimed to have the site live by 7 November 2019.</p> <p>PH agreed to produce a draft school leaflet which would also be accessed by parents on the website. The leaflet would try to ensure a continuity with the website, for example by using some of the same photographic material. PAWs had agreed to help support the distribution of the leaflet.</p> <p>Governors agreed</p> <ul style="list-style-type: none"> - that this work needed to be completed as soon as possible in order to attract potential new parents in advance of January. 	

		- To use the services of Paul Driver at a cost of around £70	
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Signed:

Position:

Date: