



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held at the school, 16 January 2019, 6.30pm**

**Present:** Helen Davey (HD) – Headteacher, Willow Tree  
Richard Cook - Headteacher  
Jonathan Spruce (JS)  
Caroline Bates (CB)  
Louise Downend (LD)  
Bridget Tayan (BT)  
Ruth Howlett (RH)  
Geoff Webber (GW)

**Apologies:** Damien Smith (DS)

**In attendance:** Simon Ashby (SA) - NYCC  
Cllr Paul Haslam (PH) - Observer  
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	<b>Welcome and Introductions</b>	<p>JC welcomed RC to his first Governing Body meeting as Headteacher.</p> <p>Governors thanked HD and her team for all their hard work and support at Woodfield.</p>	
2	<b>Appointment of Vice Chair</b>	BT was the only nomination for the position of Vice-Chair and was elected unanimously.	
3	<b>Apologies</b>	Apologies had been received from DS and were consented to.	
4	<b>Identification of confidential items</b>	Item 12 would have a separate confidential note. Other discussions to be considered as the meeting progressed.	
5	<b>Identification of urgent other business</b>	None	
6	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b>	JS reported that he was also a governor at Willow Tree Primary School.	
7	<b>To approve the minutes of the meeting on 12 November 2018</b>	Governors approved the minutes and confidential minutes from the 4 <sup>th</sup> December meeting which were signed as an accurate record.	
8	<b>Matters arising</b>	RC confirmed that the Breakfast Club provision would continue as it is; after-school provision would now be more activity based. Parents had been informed and the cost reduced to £1.50. RC would continue to monitor the take-up and keep governors informed.	

		<p>Governors additionally noted the positive feedback that had arisen following RC's appointment and his accessibility to both parents and pupils. Governors thanked RC for the excellent newsletter and his work in developing and improving communication with the community.</p> <p><u>Governor Question</u>  Q: What had the response been so far to the changes?  A: There had been positive feedback and a lot of interest shown in the new arrangements; in particular the activity-based clubs, such as that for board games.</p> <p>Governors noted the support to the School from the Director of Public Health who recognised its pivotal contribution not only to the education and well-being of its pupils but also to the local community. PH offered to provide a link should any communication be required.</p> <p>All actions had been completed or were addressed elsewhere on the agenda.</p>	
		<b>Part 'B' – School Improvement</b>	
<b>9</b>	<b>Headteachers Report</b>	<p>Governors had been provided with a copy of the Headteacher's Report and the latest data in advance of the meeting.</p> <p><u>Behaviour Policy</u>  RC agreed to provide governors with an updated draft in advance of the next meeting with a view to formal consideration and approval at the March meeting.</p> <p><u>Data</u>  HD talked through the key points summarised as follows:</p> <ul style="list-style-type: none"> <li>- A big improvement on last year and generally on track.</li> <li>- The combined score of 44% (in Year 6) was still an area of concern.</li> <li>- Foundation Stage progress very good.</li> </ul> <p>RC had already put processes in place to identify what support was required and to provide targeted interventions as and where needed.</p>	<b>RC</b>

		<p><u>Governor Questions</u></p> <p>Q: Do you have sufficient readers to support in the SPaG tests? A: We will ensure that sufficient resource is provided.</p> <p>Q: Can we direct more support to the current Y5s once the Y6s have finished their SATs? A: The data for the current Y4 and Y5 requires further analysis. Once undertaken we will consider what additional support should and could be provided to this cohort.</p>	
10	Policies	<p>Behaviour Policy – Item 9 refers. RC informed governors that subject leaders had now been identified and was confident that this would have a positive impact on teaching and learning in the School.</p>	
11	Governance Review	<p>Governors had been provided with a copy of the Governance Review in advance of the meeting.</p> <p>Governors agreed that there were two key priorities: to create a vision and to create a plan to address the actions set out in the Review.</p> <p>JS agreed to draft an action plan to be discussed at the next meeting.</p> <p>In discussion, governors agreed:</p> <ul style="list-style-type: none"> <li>- RC to send out a questionnaire in the next newsletter to parents seeking their views on any issues they might have;</li> <li>- The newsletter would inform parents that the Parents Forum was being set up and inviting them to the first meeting.</li> <li>- The first meeting would address the issues set out in response to the questionnaire and also seek views on the vision for the school. Governors agreed that two meetings should be arranged to support those families where both parents were working; the agreed date was:</li> </ul> <p><b>18 February: 2.30pm and 6.00pm. A balance of governors agreed to attend each meeting.</b></p>	<p>JS</p> <p>RC</p>

		<ul style="list-style-type: none"> <li>- Governors would discuss the vision at the February governing body meeting. SA agreed to facilitate the discussion. The outcome of this discussion would be used as the basis for the discussion at the Parent Forum meeting.</li> <li>- The views of staff and pupils should also be fed into the development process. RC also agreed to liaise with the local library.</li> </ul> <p><u>Governor question</u>  Q: Was the school-building used as a resource by the local community?  A: At the moment it was only used on a Wednesday evening by Slimming World. There was clearly more scope to develop the school as a hub for the local community and ways to support this were currently being considered.</p> <p><u>Governor Training</u>  A number of governors had undertaken training on data.</p> <p><u>Governor Vacancies</u>  Currently 2 parent governor vacancies: to be raised at the Parent Forum  BT informed governors that she new someone interested in becoming a governor; governors welcomed the interest and offered to support any future application.</p> <p>HD/RC agreed to continue to try and obtain the passwords for governor access to ASP.</p>	<p><b>SA</b></p> <p><b>RC</b></p> <p><b>BT</b></p> <p><b>HD/RC</b></p>
<b>12</b>	<b>Correspondence</b>	None	
<b>13</b>	<b>Date of next meeting</b>	The next meeting to take place on Tuesday 5 February at 6.00pm	

**Signed:**

**Position:**

**Date:**