



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held at the school, 16<sup>th</sup> May 2019, 5.30pm**

**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)  
Victoria Lack (VL)  
Claire Tunney (CT)

**In attendance:** Sarah Johnson - Bursar NYCC  
Peter Mckenzie - Interim 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' - Confidential	Action
1	Staffing Update	A separate confidential note has been prepared for this item	
		Part 'B' - Procedural	
2	Welcome and Introductions	JS welcomed everyone to the meeting and introduced Peter McKenzie the interim Clerk for this evening's meeting. All attendees introduced themselves.	
3	Apologies	None	
4	Identification of confidential items	Item 1 had already been identified as being confidential and would not be included in the public minutes. A separate note would be prepared. Other discussions to be considered would be discussed as the meeting progressed.	
5	Identification of urgent other business	None	
6	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.	
7	To approve the minutes of the meeting on 9 <sup>th</sup> April	Governors approved the minutes and confidential minutes from the 9 <sup>th</sup> April meeting which were signed as an accurate record.	
8	Matters arising	Item 10: It was agreed by all that this item should roll over to the next meeting's Agenda Item 11: It was agreed that the Skills Audit decision would also be deferred to the next meeting. Item 12: The Attraction Strategy would be also be deferred to the next suitable meeting in June. Item 14: The Website was still on going and the Head and Paul Haslam would report back to the July meeting.	CB Clerk/JS Clerk PH

		Item 17: Future meetings - it was confirmed that the proposed 9 <sup>th</sup> July meeting would be brought back to the 2 <sup>nd</sup> . July.	
		<b>Part 'C' – School Improvement</b>	
9	<b>Headteacher's Report</b>	News confirming the Headteacher's permanent appointment was circulated to parents last Friday the 10 <sup>th</sup> May, and the immediate feedback was that everyone was very happy with the news. The SATS preparations have been progressing well and the children are taking things in their stride. PH and CT came in to school and checked on the protocols that are required and were both very impressed.	
10	<b>Data Update</b>	<p>A Targets and predicted end of year attainment - based on current actual assessments (Summer term 1<sup>st</sup> May 2019) document had been circulated to Governors earlier.</p> <p>RC stated that Year 6 had low scores for Reading, Writing and Maths and the teachers are working very hard to improve on these, particularly Writing which will be teacher assessed at the end of June. The overall combined scores are particularly low at 37%. Individually there are very few pupils on track to attain good marks in all three subjects of Reading, Writing and Maths. Following guidance the school has reset FFT targets at FFT50.</p> <p>Below Year 6, the school targets are close to the FFT targets. The Head said that his main concern was how best to staff interventions without this impacting on quality first teaching of English and Maths. He has arranged for Local Authority Subject Advisers to come into school in July to do an audit with English and Maths subject leaders and return again in September to provide bespoke training for staff which will target gaps to be identified by question level analysis of the 2019 SATs papers. RC stated that 2 pupils in Reception had left the school and as the total pupil numbers are low for that cohort, the overall scores had dipped further, particularly for those pupils working above ARE.</p> <p>The Chair said that the danger with small pupil numbers is that the data can easily be skewed. RC said that the improvement at Y6 in Reading and Writing since Christmas had been excellent; indeed, two of the boys had really improved. There was a great disparity between boys and girls in Y5. All the girls are doing well. There are only 14 pupils in this cohort but it is an early warning for next year. Those pupils in Years 3 and 4 requiring support have been identified and a colleague from Rossett school has provided advice. It was felt that the school had made good progress with Writing in Spring Term and that further work needed to be done with Maths and Spelling.</p>	

11	Charging Policy	<p>Governors had been circulated with an email about the Charging Policy in advance of the meeting.</p> <p><b>School meals:</b> The school had been notified that school meals would increase from £2.70 to £2.76 for KS2 pupils and remain at £1.70 for nursery pupils. It was noted that the school was already subsidising KS2 pupils by 10 pence (currently £2.60). Governor question Q: Are the charges higher in other schools? A: Yes RC said that we need a Policy to encourage healthier eating and wondered how this could be encouraged. JS questioned whether the School meals should be increased to £2.80? All agreed that both cohorts should be increased to £2.80.</p> <p><b>Breakfast club:</b> Eight pupils currently attend the Breakfast Club and following discussion amongst Governors it was agreed that the price should be left at £3.00.</p> <p><b>After School Club:</b> The Charges are currently £1.50 per session - and the school relies on current HLTA hours and teachers volunteering as a goodwill gesture. RC's last school didn't charge at all and relied on teachers volunteering. This is something we need to clarify for September. Governors' question: Q: Is there a possibility of providing a discounted charge for siblings? A: No there is no logic in this charges should be the same for each pupil. The club runs every evening including Fridays. After much discussion it was agreed that the fees should be left at £1.50 per pupil.</p> <p><b>Nursery:</b> The current fee is £9 per session (3 hours, morning or afternoon). There was much discussion by Governors stating that it seemed a very cheap rate and it was thought that the rate should be higher. One Governor indicated that some nurseries are charging £6 per hour. CT said that she would research Nursery fees and report back as the school is providing an 'in house' service so the prices we currently charge are very fair.</p>	<p>CB</p> <p>CT</p>
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		<p><b>Letting of the hall:</b> The current fee is £65 per session and it was agreed by Governors that this should remain the same.</p>	
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14	<b>Governor Data Training</b>	The formal meeting closed at 6.30pm and the Data Training commenced.	
14	<b>Future Meetings</b>	11 June 2nd July	

**Signed:**

**Position:**

**Date:**