



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 17 July 2019, 6.15pm**

Present: Richard Cook - Headteacher
Jonathan Spruce (JS)
Bridget Tayan (BT)
Ruth Howlett (RH)
Geoff Webber (GW)
Claire Tunney (CT)
Victoria Lack (VL)

Apologies: Paul Haslam (PH)
Clare Downend (CD)

In attendance: Karen Butler, School 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	Welcome and Introductions	JS welcomed everyone to the meeting.	
2	Apologies	Apologies had been received from PH and LD and were consented to.	
3	Identification of confidential items	None	
4	Identification of urgent other business	None	
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 9th April	Governors approved the minutes and confidential minutes from the 11 June meeting which were signed as an accurate record.	
7	Matters arising	<p>Governors discussed whether any further action should be taken to try and secure a 20mph speed limit outside the school and whether it was feasible to monitor driver responsiveness to the zebra crossing. Governors agreed to discuss further at the September meeting.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	

		Part 'C' – School Improvement	
8	Staffing Update	<p>RC informed governors that:</p> <ul style="list-style-type: none"> - all staff vacancies had now been filled bar one ATA position. This would be re-advertised in the autumn term. - There was sufficient staffing to be able to provide the Breakfast and After School Club - CT had been appointed as the new school administrator on a part-time basis. - Parents had been sent a letter informing them of the new appointments, of the data highlights and thanking them for their continuing support and commitment to the school. <p>Governors thanked RC and KB for all their hard work in getting the vacancies filled and in ensuring that the new appointees were of a high calibre.</p>	
9	Headteacher's Report	<p>RC tabled a Headteacher's Report which would be circulated to governors after the meeting and invited questions.</p> <p>Governors approved the Sports Funding document; RH to upload to the website</p>	RC
10	Data Update	<p>The latest data had been circulated to governors. RC talked through the key points which included (for Year 6):</p> <ul style="list-style-type: none"> - Positive progress in the combined Reading, Writing and Maths outcomes; which were now at a level which had not been achieved since 2014 - Progress since January had been excellent - The Greater Depth outcomes in writing and maths were disappointing. - Greater Depth in SPAG had been excellent (4 pupils) - Whilst there were a lot of positives to draw out from the results RC recognised that there was a challenge ahead to deliver the desired attainment levels. - RC thanked all staff for their hard work in supporting pupils to achieve these outcomes. <p>Governors were mindful that Ofsted would base a future inspection on these results and agreed to investigate further at the September meeting. Governors thanked RC and staff and were particularly pleased that there was evidence of impact in a short space of time and that progress was moving in the right direction.</p>	Clerk/RC To note

11	LA Review Update	<p>KB informed governors that she and Simon Ashby had undertaken a review based on the performance indicators. KB wanted to pass on her thanks to staff who had been very supportive and informed governors that she welcomed the excellent behaviour of the pupils throughout the review. All classrooms had been visited and KB had spoken to pupils in all year groups. Middle leaders had been interviewed and BT as a governor. A written report of the outcomes would be shared with the school and with governors once completed. The KPIs had been RAG rated. In summary, KB informed governors that:</p> <ul style="list-style-type: none"> - Leadership and Systems had been assessed at amber; significant progress had been observed for example in terms of strategic direction and the improvement of pupil behaviour but the new systems had not yet had time to embed. - Teaching and Learning in KS2 had been assessed at amber; whilst progress had been identified and there was evidence of the impact of the new strategies, the data did not support an assessment higher than amber. - Systems had been assessed at amber; lots of positives such as a well-balanced curriculum, assessment systems, identification of strong and weak teaching. A number of lessons at upper KS2 were not always pitched at the right level. The systems were now in place to be able to deliver effective progress. - Next steps included the need to engage middle leaders to ensure that they drove the curriculum forward and evidenced their impact; underperformance needed to be challenged; and high expectations needed to be established for all pupils. - Staff needed to be made aware of the impact of the new Ofsted Framework and in particular their responsibilities with regard to curriculum intent. - KB confirmed that there would be a further review in the autumn term and that the school would continue as at Priority 4. <p>In discussion governors noted that there were a lot of positives and that no areas had been assessed at red. Time was needed to enable the new systems and practices to effectively embed.</p>	KB
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13	Website Update	The new website was in the process of being developed with a view of being ready by the start of the autumn term in September. Photographs of the school site had been commissioned which would be used on the website and as well as to populate the school leaflet. A number would be selected to be framed and placed around the school. No copyright cost was involved.	
14	Skills Audit	<p>JS had completed a table based on the completed skills audit forms which would be circulated to all governors. The areas with the least amount of skills on the GB were identified as:</p> <ul style="list-style-type: none"> - Charity - Governance - Risk management - Property management <p>Inspection and oversight in the school sector had a low score but there was still significant experience on the governing body in these areas which would increase as a result of the forthcoming Ofsted Inspection.</p> <p>Overall there was a good spread of experience across the governing body.</p> <p>Governors agreed to review on an annual basis.</p>	JS
15	Governors Action Plan	The updated draft had been circulated to governors in advance of the meeting. Most actions had now been completed and the governing body was well-placed for the next review in September.	
16	Governing Body Vacancies	<p>RH informed governors that she had resigned as staff governor with immediate effect. Governors thanked RH for all her support and hard work as a governor.</p> <p>RC agreed to undertake a staff election to fill the vacancy in the autumn term.</p> <p>GW asked to be considered for the vacant LA governor role if this might make it easier to fill his current co-opted position. Clerk to clarify what steps GW would need to undertake to complete this move.</p>	RC Clerk

17.	Link Governor Roles	<p>Governors agreed the following Link Governor Responsibilities</p> <p>EYFS – LD KS1 – VL KS2 – CT KS2 Upper – BT</p> <p>SEND – LD SAFEGUARDING – BT HEALTH AND SAFETY – GW FINANCE – JS MARKETING – PH ATTENDANCE – GW SPORT – CT CURRICULUM DEVELOPMENT – BT PUPIL PREMIUM - VL</p>	
18	Governance Review	<p>The Governance Review would be undertaken in the autumn term, ideally around a GB Meeting. Governors were asked to make themselves available if possible.</p>	
19	2019-20 Meetings	<p>Governors agreed to hold meetings at 6.00pm, on Tuesdays at the school. The dates were for 2019-2020 were agreed as:</p> <p>17 September 15 October 12 November 10 December 21 January 25 February 24 March 28 April 9 June 7 July</p>	

20	Health and Safety/ Safeguarding	<p>BT confirmed that she had undertaken the safeguarding review.</p> <p>RC informed governors that KS1 pupils were no longer able to use either end of the activity trail following an accident which resulted in a fractured elbow.</p> <p>Overall, RC informed governors that systems had been tightened up resulting in fewer number of H&S incidents. This include excellent supervision.</p>	
21	Policies	<p>Governors agreed to examine any statutory policies which needed approval at the September meeting.</p>	
22	Correspondence	<p>Governors wanted to pass on their thanks to all those pupils in Year 6 who had written to them. The letters had been well-received by governors.</p> <p>JS confirmed that the end of term letter had been drafted. Governors were invited to forward any comments or observations to JS and RC.</p>	
23	AOB	<p>CT agreed to sort out the management of the school barrier to ensure governors could gain access as and when required.</p> <p>RC to ensure that CT and VL were added to the governors' email group.</p>	

Signed:

Position:

Date: