



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 17 September 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
Matt Blyton (MB) – Lead Improvement Advisor NYCC
Stuart Boothman - Lead Governance Advisor NYCC

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	CW welcomed everyone to the meeting.	

		<p>MB confirmed that he would not be able to stay for the meeting and was at the school for another meeting. SB would provide governors with a short update on the governance review discussions before having to leave.</p> <p>JS was the sole nominee for the position of Chair and was elected unanimously. BT was the sole nominee for the position of Vice-Chair and was elected unanimously.</p> <p>JS reminded Governors about the rules about hospitality and to declare any items received on the Hospitality Register. All governors present completed and signed the Register of Business Interest.</p>	
2	Apologies	There were no apologies. JS informed the governors that GW had stepped down as a governor with immediate effect. Governors passed on their thanks to GW for all his hard work and support to the school.	
3	Identification of confidential items	None	
4	Identification of urgent other business	BT raised an additional urgent item which would be discussed at the end of the agenda.	
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 July	Governors approved the minutes and confidential minutes from the 17 July meeting which were signed as an accurate record.	

7	Matters arising	<p><u>Governance Review</u></p> <p>SB provided governors with a verbal update on the meeting that had taken place prior to the Governing Body to discuss progress against the Governance Review of 2018-19. A full report would be provided to governors and a governance healthcheck would be arranged. The key points highlighted included:</p> <ul style="list-style-type: none"> - A focus on the six areas set out in the competency framework - A need to ensure the vision was central to school improvement and embedded throughout the school; the development of the School Improvement Plan (SIP) was essential. - A need to develop short, medium- and longer-term targets and ensure governors held senior leaders to account - The need to appoint a Headteacher Performance Panel as a matter of urgency, not least to set objectives for RC and ensure any pay progression was actioned - Develop a monitoring schedule for governors - Consider the most appropriate way to fill the current vacancies on the Governing Body, mindful of the skills required following the recent skills audit. - Succession planning for the position of Chair would need consideration. - RC, JS and CW to develop a planned approach for each meeting with a more strategic focus ensuring the SIP was central to the discussion. The Headteacher’s Report should also focus on the area set out in the strategic plan. - Self-evaluation and a 360° appraisal of the Chair should be undertaken this year. <p><u>Governor question</u></p> <p>Q: What is the process for measuring how well the vision has been embedded with staff?</p> <p>A: The vision should be clearly evident in every lesson. When governors undertake their monitoring visits, they should be able to see the vision as they move around the school and also within lesson observation. This is something Ofsted will also monitor and will ask governors questions about. It is fundamental to the culture of the school. Ofsted will discuss the vision with staff and with pupils.</p> <p>Governors thanked SB for his update and looked forward to receiving the report in full once complete</p> <p>Governors agreed that the speed limit outside the school should be reduced to 20mph and that further actions should be considered. Governors agreed that it was essential to raise awareness amongst</p>	RC/JS/CW
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		<p>parents and the local community and to gather as much evidence as possible. PH had provided governors with a note setting out a response he had received from the Council.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> - RC to raise awareness and seek parent views via the newsletter. - To include as an item at the next Parent Forum. - CT agreed to set up a mailbox to which comments could be directed. - VL agreed to provide research-based evidence if required. - To organise a petition - To liaise with the library and children’s centre to coordinate a unified approach <p>RC was in the process of organising a staff election for the vacant position on the Governing Body.</p> <p>Governors were asked to consider anyone they might know with the appropriate skills to fill the other 2 current vacancies, the LA position and the Co-opted position.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	<p>RC</p> <p>CT</p> <p>VL</p> <p>ALL</p>
8	Standing Orders, Code of Conduct and Terms of Reference	<p>Governors adopted the Standing Orders for 2019-20 subject to the number of days to reconvene being amended to 14. The term of office for the Chair was agreed at 1 year. BT and PH offered to support JS as Chair should it be required.</p> <p>The NGA Code of Conduct was adopted.</p> <p>The Terms of Reference were adopted subject to a number of references to the sixth form which needed to be removed.</p>	
		Part ‘C’ – School Improvement	
9	Headteacher’s Report	<p>RC provided governors with a verbal update. The key points raised included:</p> <ul style="list-style-type: none"> - All new staff were now in post - All support staff had undertaken training with Compass Buzz - RC had been looking at the Maths Mastery teaching approach - The LA English and Maths advisors had been in school to provide key support 	

		<ul style="list-style-type: none"> - RC, MB and Karen Butler had agreed the new School Support Plan with the LA. - 83 pupils on roll; 6 in nursery and 10 in reception with interest from 2 other pupils. - The increasing number of pupils was a positive sign and demonstrated the improving standing of the school in the local community - The budget figures would need to be updated to reflect the impact of 83 pupils as the last set of figures had been based on 81. <p>Governors agreed that they needed to see what options were available from the Bursar service before deciding which to choose. RC to clarify the options with the LA.</p> <p>RC agreed to provide governors with a staff structure.</p>	RC RC
10	Policies	<p>RC agreed to update the statutory policies and circulate to governors for consideration in advance of the next meeting, where they would be considered for approval.</p> <p>PH reported that the new school website would be ready by the next meeting.</p>	RC
11	Health and Safety/ Safeguarding	<p>RC confirmed that the Safeguarding Audit had been completed and approved by the LA. An action plan will now be drafted and implemented.</p> <p>The updated Staff Handbook had been circulated to all staff.</p> <p>BT had arranged to undertake Safeguarding Training.</p>	
12	Correspondence	<p>JS had received a written complaint from a parent. RC had met with the parent and the complaint had now been resolved.</p> <p>The LA had confirmed that the school premises were safe and would confirm this in writing.</p>	
13	AOB	<p>The Headteacher's Performance Panel would comprise of BT/VL/PH.</p> <p>The clerk to clarify if the Chair was required to sit on this panel.</p> <p>At least one of these governors would need to undertake the appropriate training.</p> <p>Membership of this panel would support the process of succession planning for the new Chair.</p> <p>Governors agreed to clarify membership of the ad hoc committees at the next meeting.</p> <p>RC informed governors that the school would be closing early as a result of the road closures caused by the World Cycling Event. A number of governors were concerned that more notice could have been provided to parents who would be required to make alternative arrangements for their children at</p>	Clerk

		<p>short notice. RC agreed to ensure that as much notice was given to parents if any similar event arose in the future.</p> <p>PH agreed to try and arrange for the repair of the road surface outside the school.</p> <p>CT agreed to arrange a shared calendar which would show governors all the key events in the school throughout the year.</p> <p>RC confirmed there remained 2 teaching vacancies; an FTE Year 5/6 Teacher and a TA position. Discussions were ongoing with the teacher currently covering the Year 5/6 position with a view to encouraging a permanent application.</p> <p>RC was content that the current TA support was sufficient and to consider more creative ways to use the money freed up by the ongoing vacancy.</p>	<p>PH</p> <p>CT</p>
<p>14</p>	<p>Attraction Strategy</p>	<p>PH provided governors with a written update on the development of the Attraction Strategy and talked through the key points which included:</p> <ul style="list-style-type: none"> - A need to look at attracting children at nursery and pre-school age - October 2018 census reported that of the 352 pupils resident in the school's catchment area, 307 attended other schools. Only 45 pupils living in the catchment area attend the school. - The school should consider a leaflet drop to schools beyond the range of the current catchment area, most notably across the railway lines behind the school - There was a perception amongst some parents that the pre-school provision was excellent but less so in the main school. We need to ensure that this reputation is sustained throughout the school. Retention was key and identifying the barriers to it. - Timing was key in order to align marketing approaches to fit with the intake for September 2020. - The local competition was strong and the marketing/leaflet would need to clearly define the strengths of the school. - Local private nurseries and the local newspapers to be targeted - The four organisations on site should develop a more united approach to developing a unified lettering style on the outside of their buildings. 	

		<ul style="list-style-type: none"> - RC/PH to complete the website which would provide a welcoming and informative window to prospective parents - Could the after-school clubs run until 6pm? RC reported that only 1 pupil was using the current facility. Governors agreed that the pricing should also be examined further. - Parent views needed to be sought: could a questionnaire be sent to parents asking them what they would like to see in their ideal primary school. - Governors considered whether the name of the school should be changed. There were mixed views and this would need further consideration. - Governors agreed that an Open Day would be helpful as a first step; RC agreed to examine the most suitable date in the last two weeks in November. - PH invited governors to email any further ideas to him, which would be collated in advance of the next meeting. 	<p>RC</p> <p>ALL</p>
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Signed:

Position:

Date: