



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 19 January 2021, 6.00pm**

Present: Mathew Atkinson (MA) – Acting Executive Head Teacher
Jo Marwood (JM) – Acting Head of School
Bridget Tayan (BT) - Joint Chair
Jan Tringham (JT)
Victoria Lack (VL)
Matthew Boyle (MB)
Martin Deacon (MD)
Saskia Boardman (SB)
Jonathan Spruce (JS)

In attendance: Tracy Swinburne (TS) – Principal Education Advisor
Karen Butler (KB) – Senior Education Advisor
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	<p>BT welcomed everyone to the meeting and introduced the new Principal Education Advisor (TS) to the governing body. All present introduced themselves. TS had agreed to share the role of Chairing the meeting with BT.</p> <p>Governors began the meeting by thanking MA/JM and the whole staff team for all their hard work and dedication in support of the school during these challenging times.</p> <p>VL joined the meeting at 6.08pm</p> <p>Review of the Code of Conduct TS reminded governors that they had adopted the NGA Code of Conduct at their September meeting. TS talked through each section highlighting governor responsibilities both within the meeting itself and when outside. It was essential to follow the guidelines set out in the code to ensure an effective and united governing body.</p>	
2	Apologies & Declarations of Interest	<p>PH had sent his apologies in advance of the meeting, which were consented to.</p> <p>MA/JM declared an interest in any discussions which related to the Priestley Academy Trust as employees of that organisation.</p>	
3	Identification of confidential items	<p>Item 10 and one item of AOB would be confidential discussions to be minuted separately.</p>	
4	Identification of urgent other business (AOB)	<p>One confidential item to be discussed at the end of the meeting.</p>	
5	To approve the minutes of the meeting on 15 December 2020	<p>Governors agreed to defer the approval of the December minutes to the next meeting to give time to consider a number of suggested amendments from governors.</p> <p>It was agreed that acronyms would be removed from the December minutes and not used in any future minutes.</p>	

6	Matters arising	<p>JM reported that:</p> <ul style="list-style-type: none"> - data analysis had been impacted by Covid and staff absence. Predictions and targets would be available at the next meeting in March. - The Marking Policy had been reviewed by staff at the training day and was in the process of completion. <p>All items had been completed or were covered elsewhere on the agenda.</p>	
		Part 'C' – School Improvement	
7	Headteacher Report	<p>Governors had received the Leadership Report in advance of the meeting. JM and MA talked through the key points, which included:</p> <ul style="list-style-type: none"> - Details of the systems put in place following the lockdown in January. The school had reopened to vulnerable pupils and those of Key Worker children on Wednesday 6th January. - Remote learning was in place for Wednesday 6th January. BT had undertaken governor monitoring of remote learning. - There had been a number of issues relating to secondary age siblings accessing live learning on the devices at home which was limiting our children's access to remote learning. As a result, there has been a significant increase in the number of pupils needing physical packs. - Teachers have reported a high take up to remote learning and any work not completed is being followed up by Teachers and the Parent Support Worker. - Monitoring of the quality of home learning will be completed shortly and feedback given to staff. - Children are studying the full curriculum and as close to possible are following the long-term plans for their year group. - All free school meal (FSM) children have been issued with a voucher and children in school can still have lunches from the kitchen. - the Parent Support Worker is in contact with any families who we would have concerns about but who are not in school at present. - The school have issued data sims to the families who need these to ensure they have internet access. The school have applied to the government for 4g routers and extensions to parent's data 	

allowances, where relevant. The school is entitled to 4 devices from the government but the portal for Woodfield has not opened yet.

Governor questions

Q: 8 vulnerable pupils are attending currently. Are there any other vulnerable pupils not currently attending school?

A: Yes, 6. We are in daily communication with these families to provide what ever support we can give in addition to remote learning. To note, that these numbers are based on our own interpretation of vulnerable.

Q: Are you aware of the requirement to complete the document reviewing home learning?

A: Yes, this is being completed tomorrow.

Q: What monitoring is in place to assess those pupils who are not in school, including being able to identify how engaged they are?

A: The teachers can quickly see which children have logged on and which are submitting work. The teacher will call the families if they see a lack of activity. For those families that use the packs and are not on devices we track the speed of the work coming back. If we only receive a pack once a week for example the Parent Social Worker will contact the family to offer support. This can include home visits. We have offered a place in school to a child as a result of a home visit.

Q: What are you doing to ensure the health and well-being of staff?

A: Ensuring the health and well-being of staff is a key priority. It is a standing agenda item at all staff meetings. We operate an 'open door' policy so that staff feel comfortable to talk to us about any concerns that they might have. In addition, there are weekly catch-up meetings to discuss workloads and the impact of the remote learning on staff. We are constantly looking at ways to improve the way we work to reduce workloads and improve the well-being of staff.

Governors were concerned about the well-being of the senior leadership team (SLT). JM reported that she felt supported by MA, by KB and through her links with the Priestley Academy Trust.

		<p>Action: Governors agreed to add the health and well-being of staff and the SLT as a standing item at future meetings.</p> <p>MA reported that all staff would be provided with home testing kits from next week.</p> <p>Question from TS: Q: Are governors content with the safeguarding arrangements in the school? A: Yes. I have worked closely with the school, as the link governor and as Joint-Chair, to monitor the systems in place. I am assured that the school is doing everything it can to support safeguarding. (BT)</p> <p>Governors noted that a lot of work had been done to ensure that effective safeguarding arrangements were in place during the first lockdown. This experience had helped to support the arrangements put in place for the second lockdown.</p>	
8	<p>Review of Post Ofsted Plan and Statement of Action.</p>	<p>Post Ofsted Action Plan</p> <p>Governors had been provided with three documents in advance of the meeting:</p> <ul style="list-style-type: none"> - An executive summary of the Post Ofsted Action Plan - An Autumn Term to do list. - An Autumn Term carry over list. <p>MA reported that the lockdown would impact on the actions set out in the carry over list and that he was currently reviewing what might be possible to undertake in the current situation.</p> <p>In discussion, governors agreed that:</p> <ul style="list-style-type: none"> - it would be helpful if the Post Ofsted Action Plan could be Red Amber Green (RAG) rated and that an additional column is inserted to assess impact. - The Attendance Policy needed reviewing. - Not all items from the Post Ofsted Action Plan had been included in the Executive Summary (e.g SEND). It was important to ensure that these areas were picked up. - JT agreed to support the review of the documents. 	<p>JM/MA</p> <p>JT/JM</p> <p>JT/JM</p> <p>JT</p>

	<p>Statement of Action</p> <p>KB provided a verbal update on the Statement of Action highlighting:</p> <ul style="list-style-type: none"> - It covered the 7 priority areas which reflected the findings of the most recent Ofsted inspection. - KB had undertaken a visit in the autumn term and seen good progress towards the milestones. - However, there was still a significant amount of School Improvement which needed to be undertaken. The impact of Covid provided a significant challenge in both delivery and in obtaining evidence. - The original deadline was 31 December 2020. KB had sought advice from the Department for Education (DfE) and from senior colleagues within the Local Authority (LA). There was an option to effectively end the Statement and then roll any outstanding actions into a Local Authority School Improvement Partnership Plan (LASIPP). KB had arranged to meet with MA/JM to discuss this further on 26 January 2021, to identify which items would need to be included and focused on. <p>Governors agreed that governance also needed to be considered as a matter of urgency and agreed to undertake a governance review as soon as possible. Action :This would be arranged by TS and undertaken by the governance team from the LA. This would lead to an Action Plan to support the governing body in becoming more effective.</p> <p><u>Governor question</u></p> <p>Q: Will the LASIPP include sections for governor monitoring?</p> <p>A: Yes, this will be a key part of the process.</p> <p>MA confirmed that the following number of applications had been received from parents for September:</p> <ul style="list-style-type: none"> 3 as first choice 4 as second choice 3 as third choice 2 as fifth choice <p>Two of the children currently in nursery had not put the school down as first choice.</p>	<p>TS</p>
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9	Governor	<p>Training JT confirmed that she would be undertaking SEND training on 19 January and further training on attendance had also been booked.</p> <p>MD had arranged to undertake safeguarding training and was checking the availability of other relevant courses.</p> <p>Vacancies Governors agreed to defer the election to fill the two vacant parent governor vacancies until there had been clarification of the academisation process and an ease in the current lockdown. Once able to do so, governors agreed that it was important to ensure a fair and accessible election process mindful that not all parents have access to electronic devices.</p> <p>TS agreed to ask the LA governance team to provide advice to the governing body to clarify the best way forward.</p> <p>Monitoring BT had undertaken a visit to the school to monitor remote and in-school learning. A report had been circulated to governors in advance of the meeting.</p>	TS
10	Marketing	This item was deferred to the next meeting as PH was unable to attend. Governors noted that several banners had been put up in the community to promote the school.	
11	Correspondence	None	
12	AOB	<p>A separate confidential minute has been prepared for this item.</p> <p>MA/JM/MB left the meeting at 7.07pm as the confidential discussion involved staffing related issues.</p> <p>TS asked that her thanks be passed on to all staff for their continued hard work and for welcoming her to this meeting.</p>	

Signed:

Position:

Date: