



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 19 September 2018, 6pm**

Present: Helen Davey (HD) – Headteacher, Willow Tree
Caroline Bates (CB)
Louise Downend (LD)
Helen Hirst (HH)
Bridget Tayan (BT)

In attendance: Stuart Boothman (SB) - NYCC
Karen Daggett (KD) - Deputy Head, Willow Tree
Thomas Finch – (TF) Deputy Head, Woodfield
James Hughes (JH) - Deputy Head, Willow Tree
Jonathan Spruce (JS) – Chair of Governors, Willow Tree
Marion Bristow (MB) - 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>Stuart Boothman acted as Chair for this meeting as none of the Woodfield Governors present wished to chair the meeting.</p> <p>Governors signed the Register of Business Interests. No Hospitality Interests were declared.</p> <p>SB welcomed everyone to the meeting and everyone introduced themselves.</p> <p>Thomas Finch was welcomed as the new Deputy Head for Woodfield and to his first full governing body meeting.</p> <p>Helen Davey confirmed that Neil Rider was back working at Willow Tree this term.</p> <p>HD informed Governors that she had spent most of September at Woodfield, working almost full time, with Karen Daggett and James Hughes taking her place when HD was not there.</p> <p>HD confirmed that this arrangement would continue, and that leadership and school improvement advice would be provided by HD, KD and JH instead of the HART Alliance, as this arrangement was felt to be more straightforward.</p>	
2	Apologies	One apology for lateness was consented to – Caroline Bates was delayed in traffic.	
3	Identification of confidential items	Item 5 – Governance.	
4	Identification of urgent other business	None identified.	
5	Governance	Covered in confidential minutes.	Clerk
6	Introductions	<p><i>Caroline Bates joined the meeting at 6.20pm</i></p> <p>Covered in Item 1.</p>	

7	<p>To adopt the Standing Orders and Code of Conduct 2018-2019, Terms of Reference</p>	<p>SB informed Governors he had updated the Standing Orders, Code of Conduct and Terms of Reference.</p> <p>Standing Orders</p> <p>SB advised that Governors needed to decide how many Full Governing Body meetings should take place every year. Governors agreed to 8 meetings per year.</p> <ul style="list-style-type: none"> • Governors agreed the terms of office for Chair/Vice Chair should be 1 year with an annual re-election. SB advised that the procedures for the election of the Chair and Vice Chair would continue to be the responsibility of the Clerk. • SB informed Governors that if a future meeting failed to elect a chair, the meeting would be adjourned by the Clerk and re-convened within 28 days. <p>The following additional key points in the Standing Orders were highlighted by SB.</p> <ul style="list-style-type: none"> • The Clerk would send written notice of the meeting date at least seven days in advance of a meeting and provide a copy of the agenda for the meeting and copies of any papers to be considered. • With the agreement of the chair, any member of the governing body could add agenda items at least 14 days prior to the meeting. • The quorum for a meeting of the Woodfield governing body was not less than 50% of the number of governors in post. This figure was currently 2 out of the 4 governors in post, although this could change. • Only governors present at the meeting were entitled to vote and no proxy votes were allowed. The one exception to this was when voting to change the name of the school where proxy votes were allowed as all governors were required to vote. • The chair had the casting vote in the event of a tied vote. • Voting could take place by a show of hands, or at the discretion of the chair, by consensus. • The Clerk would issue an action list within 7 days of the meeting, with the minutes approved for circulation being sent out when the next agenda was circulated. 	
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7	<p>To adopt the Standing Orders and Code of Conduct 2018-2019, Terms of Reference</p>	<ul style="list-style-type: none"> • Copies of minutes would be filed in the school office. • A record of governors’ attendance would be required for each meeting. • All apologies and reasons would need to be consented to. • The Clerk was not responsible for DBS applications – the school was responsible for this. <p>Governors agreed to adopt all 24 items in the Standing Orders.</p> <p>Code of Conduct SB advised he had added one bullet point to the Code of Conduct which related to General Data Protection Regulation (GDPR).</p> <p>SB highlighted the 3 strategic functions of the governing board contained in the Code of Conduct and summarised the key responsibilities of governors set out within the document. SB noted that confidentiality was critical for governors and that no details of voting could be revealed by them.</p> <p>SB informed governors that the Register of Business Interests would be published on the school website.</p> <p>Governors agreed to accept the Code of Conduct.</p> <p>Action for Clerk – CW to print out Code of Conduct and attach a front sheet for all governors to sign and place in file.</p> <p>Terms of Reference SB drew governors’ attention to the procedural items in the Terms of Reference document. Governors agreed to accept the Terms of Reference.</p> <p>Action for Clerk – CW to edit Terms of Reference document by inserting today’s date and removing the name of the current Chair. Clerk to bring edited copy to next meeting for signing.</p> <p><i>Jonathan Spruce, Chair of Governors at Willow Tree, arrived at 6.40pm.</i></p>	<p>Clerk</p> <p>Clerk</p>
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8	To review the roles and responsibilities of Link Governors	<p>Link Governor responsibilities were reviewed, and governors agreed the following roles and responsibilities.</p> <ul style="list-style-type: none"> • Bridget Tayan – Safeguarding and Pupil Premium • Caroline Bates – Finance • Helen Hirst – Reading • Louise Downend – SEND <p>SB suggested that the School Improvement link governor role be put on hold and this was agreed by governors.</p> <p><i>Six governors from Willow Tree arrived at 6.55pm. The governors introduced themselves and the meeting was temporarily suspended to give time for the governors to be given a tour of the school.</i></p>	
		Part 'B' – School Improvement	
9	Headteacher Report	<p>HD highlighted the following 3 items of importance.</p> <p>1. Teaching and Learning</p> <p>A new assessment tool had been put in place which was very easy to use and had been well received by staff. This consisted of highlighting work against a statement showing evidence of achievement. A list of what had to be taught, and how to evidence this was contained in the Planning and Assessment Document (PAD) which was now being used.</p> <p>The first data point would be tomorrow, 20.09.18, which would provide a baseline for every child in the school. This would allow decisions about next steps to be made for each child in Foundation Stage, in KS1 for reading, writing and mathematics and in KS2 for reading, writing, mathematics and grammar.</p>	

9	Headteacher Report	<p>A data analysis meeting would be taking place in a fortnight which would provide a plan for monitoring and guidance.</p> <p>There would be a second data drop in 6 weeks and this would be circulated to Governors and every 6 weeks thereafter.</p> <p>2. New weekly maths planning document This was a work in progress and would follow on from the intensive work on maths which took place last term. The planning document would address the issue of mixed age classes.</p> <p>3. Behaviour policy James Hughes welcomed the policy and reported it was easy to use, with a positive approach using ticks and stickers. The child with the most ticks in each class received a special reward and each class was given a different reward.</p> <p>Governor challenge Q: Have you finished using rockets? A: Yes Q: Will information on the new behaviour policy be going out to parents? A: Yes, it will be going out to parents in the next newsletter. Q: Is there anything in the policy to tackle poor behaviour? A: There is a script for teachers to follow which sets clear boundaries and consequences of poor behaviour. No ticks or stickers are issued.</p> <p>Governors agreed that they should be provided with data, presented in a consistent format, at every meeting. HD agreed to provide the data required.</p> <p>SB suggested that some training might be useful. HD agreed to arrange this. HD confirmed the data would be provided in the same format as for Willow Tree, so both schools would have a common format for data.</p>	<p>HD</p> <p>HD</p> <p>HD</p> <p>HD</p>
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10	Year End Data	<p>HD reported the following.</p> <ul style="list-style-type: none"> • In Foundation Stage, 72% of children had achieved a Good Level of Development (GLD) which was good news. This figure would be classed as the baseline - reading, writing and mathematics should not drop below 72%. • At KS1, 68% was achieved in reading and writing which was not far from the average. • KS2 actual scores and progress data was better than last year but still in the bottom 5% nationally which was not good. The good news was that results were better than last year. <p>HD noted that as so many tracking systems had been used last year, the data currently provided was just a snapshot.</p> <p>Governor Challenge Q: How many SEND children are also Pupil Premium? A: We do not have that data yet, however the ratio of boys and girls for Year 6 is 12 boys to 2 girls.</p>	
11	LA Support Plan	<p>SB confirmed that the LA support plan had been abandoned and a new plan was coming. The current agreement was that all support would come from Willow Tree. Simon Ashby from NYCC would be working closely with the school and would be visiting once a fortnight on a monitoring day.</p> <p>SB confirmed that the first set of monitoring for quality of teaching and raising standards had taken place yesterday with Simon Ashby and HD in attendance.</p> <p>Simon had reported he was pleased to see good writing in KS2 and was able to see the behaviour policy in operation which was all very positive.</p> <p>The plan was for Simon to set the targets, which were to be agreed, and governor monitoring would take place against these targets.</p> <p>Governor Challenge Q: How do you monitor? A: By looking at evidence in books and objectives in planning, by watching teaching assistants, talking to children, looking at the structure of the lesson and by observing.</p>	

11	LA Support Plan	<p>Q: We need reassurance that staff are being performance managed. A: A performance management system is in place. We are starting from scratch – all staff are being treated as new staff this year for performance management purposes.</p> <p>Q: Will the system be linked to the School Development Plan A: Yes</p> <p>SB confirmed that a paper was coming out which would provide guidance for governing bodies on how to monitor performance and the management of staff. Also, the North Yorkshire Education Service (NYES) newsletter, which was being circulated soon, included an article on performance management so there was plenty of support and guidance about to be made available.</p> <p><i>The Willow Tree governors left at 7.45pm.</i></p>	
		Part 'C' – Other Business	
12	Correspondence	There was no correspondence.	
13	AOB	<p>SB informed governors of the need to agree a calendar of monthly meetings to include July 2019. After discussion, the next meeting was agreed as Tuesday 9 October at 6.30pm.</p> <p>SB agreed he would be available to attend on 9 October to do handover and would circulate a proposed list of areas to discuss prior to the meeting.</p> <p>SB asked everyone to bring their own availability to the meeting on 9 October so that meeting dates for the rest of the year could be set at that meeting.</p> <p>Governors received a safeguarding update, including a report from BT.</p>	<p>SB</p> <p>HD, CB, LD, HH, BT, KD, TF, JH, JS, Clerk</p>

14	Close	The meeting concluded at 8.16pm Date and time of next meeting: Tuesday 9 October 2018 at 6.30pm	

Signed:

Position:

Date: