



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 20 October 2020, 6.15pm**

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

Apologies: Richard Walker (RW)

In attendance: 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	PH welcomed everyone to the meeting. Governors agreed to adopt the NGA virtual meeting protocol which would be included within the Standing Orders for 2020-21 by the Clerk.	
2	Apologies	Apologies had been received from RW and were consented to. VL would be joining the meeting after the start.	
3	Identification of confidential items	None	
4	Identification of urgent other business	An update from KB following her visit to the school.	
5	To approve the minutes of the meeting on 7 July 2020.	Governors approved the minutes from 22 September 2020 subject to two amendments raised by MD concerning the destruction of records and the parent governor status. Clerk to liaise with MD to clarify appropriate wording and amend the minutes accordingly.	
6	Matters arising	JM reported that the eligibility criteria for the centrally funded laptops had changed. A number of students now met the new criteria and funding had been sought. No response had been received to date. All other items had been completed or were covered elsewhere on the agenda.	
		Part 'C' – School Improvement	
7	Headteacher's Report to include: Health and Safety	JM and MA provided governors with a Leadership Report in advance of the meeting. The key points raised in discussion included:	

	<p>Safeguarding</p>	<ul style="list-style-type: none"> - The excellent attendance figures: whole school attendance was currently at 97.5%. Any pupils falling below target would continue to be monitored closely. Support provided to families where required. Improvement had been evidenced across all pupil groups. - Ofsted had visited the school on 1 October. HMI noted the strong progress Leaders talked about in relation to curriculum design, attendance and behaviour. A draft copy of the report will be shared once received. - There would be an update from the SENCo at the next FGB meeting. - The children in EYFS and Y1 have been baselined in relation to the EYFS framework. Children have been found to be on average 9 months behind and this is specifically the case in relation to communication, reading and maths. Staff are preparing for autumn term assessments of the core subjects. Foundation subject assessments will be left until core subject assessments are secure. Knowledge organisers have been used for pre and post topic work in order to capture children's gains in knowledge. <p><u>Governor questions</u></p> <p>Q: Is the fire alarm in working order and compliant? A: Yes. We were made aware of a number of ongoing issues that should be addressed and have been quoted £4-5k for this work. NSAT have been informed.</p> <p>Q: Will parents be informed that some students are 9 months behind in their learning? A: Yes. We are in the process of arranging some form of parent evening after half term. We will be providing a written report with the option of a follow-up call. We will be explicit in our communications.</p> <p>Q: How does the 9-month gap compare to other schools? A: We don't have such information but our sense is that this is in line with most other schools.</p> <p>Q: Was there any quality assurance of the deep dives? A: Yes, external QA was undertaken.</p> <p>Q: Should any of the pupils have EHCPs?</p>	<p>Clerk to note</p>
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		<p>A: There should be about 5 – there have been 5 applications which are all at different stages; including 2 which are being re-submitted.</p> <p>VL joined the meeting at 6.30pm</p> <p>JM agreed to identify attendance by year group in future reports.</p> <p>Health and Safety</p> <ul style="list-style-type: none"> - Actions following the fire risk assessment have been completed- installing a sign for an assembly point, filling in holes in the caretaker’s room with fire retardant foam and quotes obtained to upgrade the fire alarm. - Focus has turned to improvements to Health and Safety ready for Mike Brown’s visit on Monday 19th. A number of actions have been undertaken to bring about compliance including fixing blinds, finger guards, boxing in cables etc. <p>Governors thanked JM and MA and asked that their thanks be passed onto all staff for their continued hard work and professionalism during such unprecedented times.</p>	JM
8	Curriculum Update	<p>Matt Boyle provided a detailed presentation on the curriculum at the meeting. The presentation addressed a number of questions raised in advance by governors. Issues addressed included</p> <ul style="list-style-type: none"> - How was progression across year groups demonstrated. - How was PHSE integrated. - How were Maths and English integrated into the wider curriculum. <p>In addition to detailing the actions in place the presentation also provided next steps. Questions were then invited.</p> <p>Governor questions Q: Has the curriculum been customised for Woodfield? (ie to incorporate local history etc)</p>	

		<p>A: Yes. In geography for example pupils would normally visit sites in Knaresborough. Covid has impacted on much of what we would have liked to do. Nowpressplay is proving to be very helpful in engaging pupils.</p> <p>Governors thanked Matt for his detailed presentation which would be circulated after the meeting.</p>	
9	SEA visit to the school	<p>KB updated governors following her visit to the school on 19th October. KB was impressed with the environment within the school which provided excellent displays of the pupils' work. There was a positive and calm atmosphere within the school and only a very few incidents of low-level disturbance were observed. Independent working and active learning were clearly observed. The children were focused and engaged in lessons. The interaction with the teachers was excellent. Curriculum progress was very good and support for disadvantaged pupils clearly evident. Staff morale was good and they felt supported and engaged by leaders. The work in exercise books was of a high standard and evidenced lesson and curriculum planning. The breadth of the curriculum offer was impressive, for example the teaching of Spanish.</p> <p>The actions in the SDP and Statement of Action had been updated and would be shared with governors. A considerable number of actions had been completed by JM and MA despite the impact of Covid.</p>	MA/KB
10	Academisation Update	<p>Due diligence by NSAT had ended at the end of September and this has been submitted to the DFE. No further news has been received but a decision is expected shortly. If NSAT take the school forward further land surveys will be conducted. There will also be a significant amount of work to undertake in relation to the TUPE of staff from the LA to NSAT, in addition to working with the community to inform them of the changes.</p>	
11	Correspondence	<p>Governors had been circulated a copy of the Public Sector Decarbonisation Scheme. The Grant Scheme will be available for capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings including central government departments and arm's length bodies in England. Depending on the outcome of conversion this would be discussed further with NSAT.</p>	
12	AOB	<p>Item 9 refers.</p>	

Signed:

Position:

Date: