



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 21 January 2020, 6.00pm**

Present: Jonny Davies (JD) - Headteacher
Bridget Tayan (BT) - Joint Chair
Paul Haslam (PH) – Joint Chair
Jonathan Spruce (JS)
Jan Tringham (JT)
Victoria Lack (VL)
Louise Downend (LD)

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 chaired the meeting and welcomed everyone. PH introduced JD as the new Interim Headteacher and all present introduced themselves.	

		<p>Governors considered the skills and experience of JT and unanimously voted for JT to join the Governing Body as a co-opted governor.</p> <p>PH informed governors that the LA had nominated a governor for the vacant Local Authority Governor position. PH set out the skills and experience that Matt Scott would be able to bring to the Governing Body. Matt was unable to attend this meeting due to prior commitments. Governors unanimously approved the appointment with effect from the next meeting. Clerk to notify the LA.</p> <p>PH informed governors that Claire Tully had resigned following the last meeting in December. Governors wanted to pass on their thanks for all the hard work and support from Claire.</p>	
2	Apologies	Apologies had been received from RC and were consented to.	
3	Identification of confidential items	None – but to consider as the meeting progressed.	
4	Identification of urgent other business	<p>JD informed governors that he had had to close the school for two days due to a number of safeguarding issues. The immediate concern were the gaps in the perimeter fencing. The decision had not been taken lightly and the Joint-Chairs and LA had been consulted in advance. The safety of the children was the overriding concern.</p> <p>The school does not currently pay into MASS and therefore no insurance arrangements were in place to fund the repair. Until a permanent solution had been found temporary fencing would be rented and put in place. This had been arranged and would be arriving the next day. Funding and planning permission would be required prior to sorting permanent fencing.</p> <p>Other urgent safeguarding concerns had also been addressed which included the repair of the double door handles. These issues had been flagged up in the LA Health and Safety Inspection in November 2019.</p> <p>JD had received a call from Ofsted informing the school of an inspection on 22 January 2020. JD informed Ofsted of the current situation regarding the closure of the school and how that decision had</p>	

		<p>been reached. Ofsted were content to defer the inspection which would be re-arranged at the earliest convenient moment.</p> <p><u>Governor Question</u> Q: If we join MASS now will they still be prepared to pay for the repair to the fencing? A: As far as I am aware yes.</p> <p>Governors agreed that the school should investigate the cost of joining MASS as a matter of urgency.</p> <p>In discussion, concern was expressed at the management of the closure process. There was concern at the communication of the decision; parents had been given little or no notification and many had difficulties making the necessary alternative arrangements for their children; it was also unclear in the communications the reasons as to how the decision to close the school had been reached.</p> <p>JD informed governors that the site inspection had only been completed late in the evening. He was then required to discuss the situation with the LA and also the Chairs of Governors. This delayed the decision process. Whilst it was unfortunate that this meant that there was some delay in being able to communicate the decision to parents, the paramount concern was to ensure the safety of the pupils. Furthermore, if he had not taken this decision and Ofsted had arrived the next day it was highly likely that the school would have been placed in special measures with immediate effect due to safeguarding concerns. The decision was not taken lightly and learning would be taken away from the process.</p> <p>PH confirmed that JD had discussed the situation with BT and himself the previous evening. Both Chairs expressed concern at the prospect of closing the school and the potential impact this might have in the community moving forward. However, both Chairs agreed that pupil safety had to be the paramount concern and agreed with the decision of the Headteacher. PH re-affirmed the need to learn from the experience to avoid any repeat.</p>	<p>JD</p>
<p>5</p>	<p>To remind governors of the need to declare interests,</p>	<p>None</p>	

	pecuniary or non-pecuniary.		
6	To approve the minutes of the meeting on 10 December 2019.	Governors approved the minutes and confidential minutes from the 10 December meeting which were signed as an accurate record.	
7	Matters arising	<p>PH informed governors that RC would not be returning to school for at least a further 12 weeks due to ill health. BT/JH and the SIA were in the process of discussing the extension of JD's position with the governing body at his host school.</p> <p>Governors agreed to keep in contact with RC, as much as he would like, not least to re-assure him that he should only consider a return to work once fit and ready to do so. Support would be provided and a phased-return if required.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	
		Part 'C' – School Improvement	
8	Headteacher's Report	<p>Governors had been provided with a Headteacher's Report in advance of the meeting. Governors had also been provided with a number of other key documents in advance of the meeting which included a draft SEF and SIP. JD talked through the key points in the HT Report as follows:</p> <ul style="list-style-type: none"> - JD had been able to identify the key priorities to drive school improvement - The school was currently 'inadequate' and three immediate priorities had been identified: <ul style="list-style-type: none"> (i) Safeguarding systems and building an effective safeguarding culture (ii) The Woodfield Curriculum (iii) Behaviour systems and promoting a positive behaviour for learning culture - A fourth priority would be to raise attainment and progress measures in Reading, Writing and Maths; once the first three priorities had been addressed. 	

		<ul style="list-style-type: none"> - Pupil, staff and parent voice surveys had been undertaken and the reports circulated. The findings indicated that a lot of work needed to be done to address key areas such as regaining the trust of the school community, improving communications, improving behaviours and developing a safeguarding culture. - The school would continue to use effectively the support being provided by the LA and the SIA as part of the Priority 4 'package'. - Changes had already been made and their impact across all four priority areas could be seen. Details had been set out in the SIP/SEF. - The two most significant changes have been the introduction of a new behaviour system and policy and the introduction of ReflectED metacognition into the curriculum. - The first two weeks in post had been very positive. - Safeguarding was the immediate concern and significant improvements had already been made <p>In discussion, there was some concern at the number of changes that JD had set out in the documents. There was some concern that the school might need a period of consolidation after having had so many changes, particularly at Headteacher level. Was the updated Behaviour Policy any different to previous versions and would it have the desired impact?</p> <p>JD explained that the new Behaviour Policy build upon previous versions by including new systems, behaviours and attitudes and by increasing links to the SIP. Improvements in behaviour had been seen even within the first two weeks of JD's arrival.</p> <p>JD explained that the level of change was required and required as a matter of urgency. The challenges were systemic and significant and had to be addressed immediately. This was particularly so in the context of an imminent visit from Ofsted.</p> <p>Governors agreed that the three key priorities set out by JD had to be addressed as a matter of urgency.</p> <p>Governors approved the Behaviour Policy and the School Improvement Plan.</p>	
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9	Updates	<p>Governors agreed that the Parents Forums should proceed; one to start at 2.30pm and the other at 5.30pm for an hour each. PH would finalise the agenda which would include an introduction to JD and the school closure.</p>	PH

10	Financial	<p>Governors agreed that the following represented VFM and were required within the school as soon as possible. The following items were therefore approved:</p> <ul style="list-style-type: none"> - purchase of new white boards - subscription to Educare; to provide online training to staff and governors - Perspectives – to support the monitoring of development. <p>Governors welcomed the £6k that had recently been spent on books for the children to support the new reading scheme.</p> <p>The Business Manager from Grove Road would be supporting the school for one day per week for an initial six-week period.</p> <p>JD had undertaken an ICT audit which would help to identify the best ways to use the existing IT equipment within the school, such as the Chromebooks.</p> <p><u>Governor question</u> Q: Is there a reading reward scheme? A: Once we have received all the books, we will be looking at how best to develop a whole-school approach to develop the love of reading in children.</p>	
11	Governor	<p>There were now two vacancies on the Governing Body – for a Staff Governor and a Parent Governor. LD’s term of office would be expiring at the end of June 2020 and consideration would need to be given as to when to recruit to fill that vacancy too.</p> <p>Following the departure of a number of governors and the arrival of a number of new governors it was agreed to review the current link responsibilities at the next meeting.</p> <p>Governors agreed that it would be helpful to have a monitoring schedule and to consider a template to be used which would then be circulated, by the clerk, as part of the papers for the next available meeting. These documents would form an evidence base for future inspections. JD confirmed that he had developed a monitoring schedule which would be reviewed at the next meeting.</p>	

12	Correspondence	None	
14	PAWs funding	Governors agreed that it would be helpful if any future fund raising by PAWs could support ICT provision within the school.	
15	Volunteers for learning walks	As discussed earlier, governors were invited to volunteer learning walks and to notify JD as soon as possible of their availability.	
16	Update on marketing	<p>PH informed governors that:</p> <ul style="list-style-type: none"> - There were lots of community days coming up over the next few months - Every effort would continue to be made to attract new pupils to the school - The leaflet had been posted into local community buildings but a technical issue had slowed down electronic publication <p>JD informed governors that 2 new pupils had started and 1 family had left the school. There were currently 5 first choices for reception in September 2020.</p>	

Signed:

Position:

Date: