



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 22 September 2020, 6.00pm**

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)
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	<p>PH welcomed everyone to the meeting.</p> <p>Election of Chair/ Vice-Chair Prior to the election process, PH made the following proposal to the Governing Body on behalf of BT and himself.</p> <ul style="list-style-type: none"> - The academisation process was moving swiftly and a decision was now expected by October half-term. If the decision was to proceed, as hoped, it was expected that the process would have been completed by December 31st 2020. A new Governing Body would more than likely be put in place. Therefore, a Chair would probably be required for one term only. - PH suggested that, when voting, governors consider an option for PH and BT to remain as Joint Chairs. <p>The clerk asked governors to consider two options; to consider the option proposed by PH and BT. If this option was not selected then to open up the process to nominations. Governors were content for BT/PH to remain in the meeting whilst consideration was given to option 1 in the first instance.</p> <p>Following discussion, a vote was taken on option 1. The overwhelming majority of governors voted in favour of option 1. It was agreed that the term of office should remain at 1 year, in line with the Standing Orders, and to ensure continuity should the process of academisation be delayed.</p> <p>BT and PH thanked governors for their support.</p> <p>Confidentiality PH reminded governors of the need for confidentiality.</p> <p>Gifts and Hospitality The Clerk reminded governors of the need to register any gifts or hospitality received as a result of being a governor at Woodfield.</p>	

		<p>Register of Business Interests</p> <p>Governors had been asked to complete the register of business interest in advance of the meeting and email to the clerk, or would collate the forms and send to the school administrator. Action: Any outstanding forms to be emailed to the clerk as soon as possible; to include nil returns.</p>	ALL
2	Apologies	Apologies had been received from JS and were consented to. Karen Butler had sent her apologies and VL joined the meeting at 6.11pm.	
3	Identification of confidential items	None	
4	Identification of urgent other business	None	
5	To adopt the Standing Orders, Code of Conduct for 2020-21	<p>Governors approved the Standing Orders for 2020-21 which remained the same as for 2020-2019.</p> <p>Governors adopted the NGA Code of Conduct</p> <p>All Governors confirmed that they had read the 2020 version of Keeping Children Safe in Education.</p>	
6	To approve the minutes of the meeting on 7 July 2020.	Governors approved the minutes from 7 July 2020 which were signed as an accurate record by the Chair. The minutes to be filed once it was possible to return to school.	
7	Matters arising	All items had been completed or were covered elsewhere on the agenda.	
		Part 'C' – School Improvement	

8	<p>Headteacher's Report (Verbal) to include: School re-opening Health and Safety Safeguarding</p>	<p>JM and MA provided governors with a verbal report. The key highlights included:</p> <ul style="list-style-type: none"> - Excellent attendance figures since the re-opening of the school in September. The whole school attendance was currently at 97%. - 55 children on roll and all staff had returned following the summer break. No staff have required a Covid test. 1 pupil had been tested – it was negative. - The school would continue to work with the appropriate outside agencies to provide support to families where required. - The LA had completed its Fire Risk Assessment, a Fire Induction for all staff had taken place and a fire drill had been undertaken. - A number of health and safety improvements had been made such as signage added to the perimeter fencing and the chaining up of the bins. - A significant amount of staff training had been undertaken, covering areas such as SEND and curriculum development. - Music lessons had now begun for all classes and computing was now also happening in all classes. - Monitoring and a CPD calendar are in place for the term. - Induction had been completed for the new member of staff. - A new online interactive package called NowPressPlay had been introduced and had been well-received by staff and pupils. - Ofsted had begun to visit schools again this term and a visit to Woodfield was expected before Christmas. JM and MA were attending a webinar to bring them up to speed with what this might entail. - JM provided governors with a huge list of activities planned for the pupils during the autumn term. <p>Academisation Northern Star had begun the process of due diligence on 10 September. Meetings continued to take place with members of Northern Star and from the LA. The process was anticipated to end on 30 September 2020.</p> <p>Action: Governors were asked to confirm, by email to the school, that they had completed the online safeguarding training.</p>	<p>ALL</p>
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		<p><u>Governor questions</u></p> <p>Q: Was the fence checked? A: A check has been scheduled for 19 October.</p> <p>Q: Should the Chairs be involved in the academisation process? A: No – I wouldn't expect the Chairs to be contacted as part of this process.</p> <p>Governors agreed to continue with the current marketing plans for the school, although it was accepted that the current uncertainties about the future of the school made it more challenging. The position should be clearer after half-term.</p> <p>Q: Have you plans in place if there is another lockdown? A: The government requires schools to have plans in place should there be a further lockdown. We are meeting with all staff this week to talk through our plans which will build on the online learning packages and support we have provided to date. We will be ready and prepared should this scenario arise.</p> <p>Q: Did the school receive any laptops from the LA? A: No. The criteria were complex and did change. We did apply but have not received any equipment. If any children do not have access to devices, we will ensure they are provided with home learning packs.</p> <p>Action: PH agreed to discuss the detail of this issue further with JM in order to seek clarification from the LA as to why the school did not receive any tablets as were expected.</p> <p>Q: Have you thought about how you will manage parent evenings? A: Yes. It will depend on what the current national and local guidelines are at that time but we hope to offer a range of face-to-face meetings or online options.</p>	<p>PH</p>
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9	Academisation	Item 8 refers.	
10	Marketing Update	The Marketing group was meeting on 29 th September and would report back to the Full Governing Body at its next meeting. PH confirmed that support from additional members of staff would be welcome.	
11	Policies	<p>Governors had been sent the updated Safeguarding and Behaviour Policies in consider in advance of the meeting. In discussion, a number of points for clarification were raised:</p> <p><u>Safeguarding Policy</u></p> <ul style="list-style-type: none"> - The names of the designated leads for PHSE and Prevent needed to be included - Could the wording be tightened up in Section N with regard to the application of the Risk Assessment; one section refers to ‘may’; later it refers to ‘immediate’. <p><u>Behaviour Policy</u></p> <ul style="list-style-type: none"> - The policy, and any other policies that are relevant in this regard, need to set out that records relating to individual children should not be destroyed but be retained as per the requirements of NYCC and the Data Protection Act. - With regard to the Major Incidents section could the wording in the section about ‘homophobic comments’ be amended to include all minority groups; could ‘prejudicial behaviour’ be used instead? 	

		<p><u>Governor question</u></p> <p>Q: Was the reward for good behaviour scheme, set out in the policy, too complex and unlikely to be practical enough to be able to deliver every day?</p> <p>A: MB informed governors that the use of the class Dojo (online package) had been very easy to use on a daily basis and had been very well received by the pupils and staff. It encouraged positive links to respect and resilience and was having a positive impact.</p> <p>Q: Would it be possible to see how the Behaviour Policy has had impact?</p> <p>A: Yes – I will include updates in the Headteacher Report.</p> <p>Subject to the amendments outlined above governors were content to adopt the Behaviour Policy and the Safeguarding Policy.</p>	
12	Correspondence	PH informed governors that he had received a letter from a parent. The letter thanked JM and her team for their excellent support and for all the work that they were doing. PH would respond to the parent.	
13	AOB	<p>PH informed governors that Richard Cook had formally left the school on 31 August 2020. Governors agreed that it was not practical to fill the two parent governor vacancies until the academisation process had been clarified.</p> <p>Action: It was discussed that with the likely imminent academisation of the school that it was not appropriate to undertake elections for parent governors for what is likely to be for a period of several weeks only. It was suggested the most appropriate way forward is to extend the current parent governors' appointment until the situation was clarified. It was agreed that this was an appropriate course of action subject to it being compliant with the rules for governor appointments. The clerk undertook to clarify the position in respect of governance and report back.</p> <p>Governors thanked LD for all her hard work and support for the school and Governing Body.</p> <p>Action: Clerk to recirculate the meeting schedule to governors.</p> <p>The meeting closed at 7pm</p>	<p>Clerk</p> <p>Clerk</p>

Signed:

Position:

Date: