



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 23 March 2021, 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)
Matthew Boyle (MB)
Martin Deacon (MD)
Saskia Boardman (SB)
Jonathan Spruce (JS)

In attendance: Karen Butler (KB) – Senior Education Advisor
Karen Taylor - Bursar
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>Date options for the summer term meetings had been circulated to governors in advance of the meeting. These were confirmed at the meeting as:</p> <p>11 May 15 June</p> <p>To take place, virtually, at 6.00pm</p>	
2	Apologies	No apologies- all present. JS would need to leave the meeting early.	
3	Identification of confidential items	To be considered as the meeting progressed.	
4	Identification of urgent other business (AOB)	None	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	MA/JM declared an interest in any discussions which related to the Priestley Academy Trust as employees of that organisation.	
6	To approve the minutes of the meeting on 15 December 2020 and 19 January 2021	The minutes were approved as an accurate record to be signed by one of the Chairs once able to do so.	

7	Matters arising	All items had been completed or were covered elsewhere on the agenda.	
		Part 'C' – School Improvement	
8	Finance	<p>Governors had been provided with the February monitoring reports in advance of the meeting. KT provided a summary of the key points which included:</p> <ul style="list-style-type: none"> - An improvement of £8k in the balance c/f to £18545 (from £10,474). This was largely as a result of £4.5 income from the Oak Beck House utility charges and £2k from nursery income. Full details of the variances were set out in the report. - Benchmarking data had been reviewed at the December meeting and there had been no material changes to that information. - Financial Controls – all procedures followed the School Finance Manual. KT to go through the checklist with the School Admin to ensure that the correct procedures were in place. KT reported that internal audits would only be undertaken at the request of a school or where a red flag had been identified. To note, that all costs over £1k required LA approval. <p>Governors thanked KT for her presentation. KT left the meeting at 6.17pm</p> <ul style="list-style-type: none"> - School Financial Value Standard (SFVS) 2020-21 – had been circulated to governors in advance of the meeting. As Finance Link Governor, JS had worked with KT and the school to complete the report. No specific concerns had been identified. Clear explanations were provided for those areas that had been RAG rated as red, particularly those areas identified as being completed 'in part'. - In discussion, there was agreement that Q16 should be discussed in more detail at a future meeting: 'Does the school benchmark it's the size of its senior leadership team annually against that of similar schools.' <p>Governors approved the SFVS for 2020-21 and thanked JS for undertaking the work on behalf of the governing body.</p>	

9	Governance	<p>An Annual Schedule of Governing Board Business had been circulated to governors in advance of the meeting. JT informed governors that she had since updated the Schedule to identify those actions completed and those that needed to be completed, with a particular focus on any statutory requirements. Governors agreed to check on the items as follows:</p> <p><u>Autumn Term Items</u> PH – Items 7/8/9 MA – Item 10 BT – Item 12 Item 11 to be discussed at the next meeting. BT/JT – Item 42</p> <p><u>Spring Term Items</u></p> <ul style="list-style-type: none"> - Statement on Pupil Premium/ Sports Funding already on website. Being reviewed by the school on 24th March 2021. Action: To be considered by the Governing Body at the May meeting. (JM/MA) - Action: Need for a monitoring schedule for link governors (JM/MA). BT confirmed that the Governor Monitoring Policy was in the process of being updated. Once complete the monitoring schedule would be drafted. - Action: JT to identify list of outstanding non-statutory items for discussion at next meeting. - Action: JT to keep the action list updated and ensure that key actions, particularly those requiring approval, were included as agenda items at the appropriate meeting. - Action: JT to circulate the updated Calendar to governors. <p>Governance Review The Governance Review had been postponed as a result of the visit from Ofsted. Action: To be re-arranged. KB to identify a date before the end of June and after the first summer meeting of the governing body.</p>	<p>JM/MA JM/MA</p> <p>JT</p> <p>JT</p> <p>JT</p> <p>KB</p>
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		<p>Governance Healthcheck The Governance Healthcheck had taken place on 3 February 2021. The LA had met with BT, MA and the Clerk to discuss governance arrangements in detail. A Report had been provided and circulated to governors in advance of the meeting. This Report would be used to support the Governance Review process.</p> <p>Safeguarding Audit The Safeguarding Audit had been completed and circulated to governors in advance of the meeting. The report identified no issues of concern and underlined the school's commitment to safeguarding. Governors were re-assured by the Report and thanked BT for all her work in supporting its completion.</p> <p>The Safeguarding Audit for 2020-21 was approved.</p>	
10	Headteacher Report	<p>Governors had received the Leadership Report in advance of the meeting. The format had been changed and governors were invited to let JM/MA know if there was anything else they would like included in future reports. Questions were invited:</p> <p>Governor questions Q: How many SEN/ Pupil Premium children are EAL (English as an Additional Language)? A: JM agreed to check for this information.</p> <p>Q: Are teachers received all the CPD they need and getting the time they need to undertake the training? A: Yes. Lots of CPD has been undertaken by staff. Training is largely taken online and can therefore be taken at any time – often after school. But it is also be scheduled into the school day. MB confirmed that training time was available for staff to undertake CPD and had enabled staff to undertake a significant amount of training. This was in addition to the three training days pre-set at the beginning of the year.</p> <p>The Relationships Education Policy (RSE) had been circulated to governors. Consultation with parents and staff had been completed and the curriculum was being delivered in the summer term. BT informed governors that she had undertaken a monitoring visit on RSE on 9 March. The detailed visit</p>	

	<p>report had been circulated to governors in advance of the meeting. BT explained that some aspects of RSE had been difficult to monitor as they included cross cutting themes such as British Values. JM confirmed that the planning process aimed to make the monitoring process easier. Governors approved the RSE policy.</p> <p>Governor questions</p> <p>Q: Is the term time leave referred to on page 6 of the Report authorised leave? A: No.</p> <p>Q: How do you manage unauthorised leave? A: We follow the procedures set out in the appropriate policies. This includes meeting with the parents to discuss the situation. A decision is usually made after we have discussed the issue with the parents. We would consider the imposition of a fine, in line with the policy. This would only be considered for an unauthorised absence of 20 days or more.</p> <p>Q: Is the absence identified in the report ongoing? A: Yes. We are in discussions with the parents. A fixed fine would not be appropriate in this instance due to the nature of the absence.</p> <p>Action: JM/MA to include data on persistent absenteeism in future HT Reports, which would help to support the identification of any trends.</p> <p>Q: In the SDP there was an action to have completed a Marking Policy by January 2021? A: We have updated the policy. It was discussed with staff at the January training event. We have not been able to put it into action yet due to lockdown. There will be more training for on the policy with TAs. We have been using the policy in the last few weeks as pupils return to school. We will review the policy and then bring to the governing body for consideration and approval by governors.</p> <p>Q: How will you be able to undertake participatory sporting events this year? A: This is something we have given a lot of thought to. We have been working with Harrogate High School to look at how we might be able to undertake team sports. We will be planning days, including enrichment activities once we are able to do so safely. This will include considering what activities we</p>	<p>JM/MA</p>
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		<p>might be able to provide for the Year 6 pupils who will be leaving the school. We are also awaiting confirmation as to when we will be able to start swimming lessons again.</p> <p>Data Review Governors had been provided with a Data Headlines Report in advance of the meeting. JM talked through the key points;</p> <ul style="list-style-type: none"> - Overall the picture was positive. The vast majority of pupils were making expected progress with some making above expected progress. - To note that the percentage figures could give a false picture as cohort numbers were low. - Learning gaps were still significant in some year groups. Curriculum planning and targeted support were being put in place to address the gaps. - Writing had been identified as a key challenge and would be focus in the summer term. - The next data point would be 27 April and further analysis and comparisons would be undertaken then and shared with governors. <p>Governor question Q: Have you introduced B Squared for the SEND data (a software package that would enable progress to be measured more easily) A: We are in the process of obtaining the cost and assessing how it could be introduced most effectively.</p> <p>Ofsted had undertaken a Section 8 visit to the school and the follow up Report had been shared with governors in advance of the meeting. The report provided a lot of positive feedback and highlighted the progress the school had made. Action: Governors thanked JM and MA for all their hard work and asked that their thanks be passed onto the whole staff team.</p>	JM/MA
11	Review of Post Ofsted Plan and Statement of Action.	<p>KB reported that the LA Support Plan had not changed since it was last discussed in January. A review had been scheduled for March 2021. The KPIs would not be changing until July.</p> <p>Action: KB agreed to check to see what training would be available from the Hart Alliance in the summer term. Two days would be available if required.</p>	KB

		<p>Action: Governors to consider what training they needed and to email KB directly.</p> <p>Action: KB to update the Partnership Plan by early July 2021. Document to be RAG rated and circulated to governors once ready.</p> <p>Governors agreed to organise an additional meeting in July to undertake a number of administrative functions. Depending on timing, the revised Partnership Plan to also be an agenda item. The date to be confirmed at a later stage.</p> <p>School Development Plan (SDP) Had been redrafted to align with the LA Partnership Plan. Further tweaking to be undertaken to reflect the outcomes of the recent Ofsted visit and recent training. Action: The updated version to be shared with governors at the next meeting.</p>	<p>ALL</p> <p>KB</p>
12	Academisation Update	<p>PH confirmed that there had been no developments since the last meeting.</p> <p>Governor question Q: Are you getting many questions from parents? A: Yes, we are getting questions about the leadership arrangements at the school. Parents have generally reacted positively since we informed them of the situation. They just want some stability in the leadership at the school.</p> <p>Q: What about staff? A: The staff have been reassured by the continuity.</p> <p>JS left the meeting at 19.15pm</p>	
13	Governor	<p>Training The following staff had undertaken monitoring training from KB in advance of this meeting - BT, PH, MD, JM and SB. MD had undertaken the Complaints Training and Introduction to Governance training. Date training for all governors had been arranged for 27th April.</p>	

		<p>Vacancies There had been no applications for the two vacant parent governor positions. On advice from the LA, interest had been expanded to parents of ex-pupils and grandparents of pupils. This had still not elicited any applications. Governors agreed to consider anyone suitable they might know with appropriate connections to the school.</p> <p>Monitoring BT had undertaken a visit to monitor RSE provision and data. JT had undertaken a visit to monitor SEND provision.</p> <p>All reports had been shared with governors in advance of the meeting.</p>	ALL
14	Marketing Update	PH informed governors that he was continuing to undertake a range of activities to market the school. Further activities were planned.	
15	Correspondence	None	
16	AOB	<p>Attendance Policy Further to a previous discussion, governors discussed whether the policy needed to be amended to be more explicit about when parents should be contacted when a pupil had not registered in class in the morning. Governors were particularly concerned from a safeguarding perspective for those possible instances where a pupil had left home on time but the parent was not aware that they had not arrived at school. It was noted that the school already had a list of all those pupils who walked into school.</p> <p>Action. Governors agreed that the wording should be amended to address those children who were known to walk into school and had not arrived for registration. Contact with the parent or guardian would be made in the normal way, but if this had not been possible a welfare visit would be arranged on the same day. (JM/MA)</p>	JM/MA

		MB left the meeting at 19.47pm Governors approved the confidential minutes from the meetings on 11 February, 25 February, 11 March 2021. The meeting finished at 19.52pm	
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Signed:

Position:

Date: