



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held virtually, 24 November 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)  
Jonathan Spruce (JS)

**In attendance:** Chris Walker (CW) – Clerk  
Karen Butler (KB) – Senior Education Advisor

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   | <b>Part 'A' – Procedural</b>   | <b>Action</b> |
|-----|---|--|---------------|
| 1   | <b>Welcome and Introductions</b>                                | PH welcomed everyone to the meeting. PH reported that KB would be joining the meeting late. The Clerk informed governors that he had received the resignation of Richard Walker as an additional governor due to the pressure of work commitments.   |               |
| 2   | <b>Apologies &amp; Declarations of Interest</b>                 | All present. No interests to declare.  |               |
| 3   | <b>Identification of confidential items</b>                     | Item 9   |               |
| 4   | <b>Identification of urgent other business</b>                  | None   |               |
| 5   | <b>To approve the minutes of the meeting on 20 October 2020</b> | Governors approved the minutes from 20 October 2020 subject to one amendment – to add JS as an attendee.   |               |
| 6   | <b>Matters arising</b>  | All items had been completed or were covered elsewhere on the agenda.  |               |
|     |   | <b>Part 'C' – School Improvement</b>   |               |
| 7   | <b>SEND Update</b>  | The SENCo, Ruth Howlett (RH), had provided with governors with a detailed SEND Report in advance of the meeting and talked through the key points. RH informed governors that the Report set out where the school was now in terms of SEND provision. A lot of work was being undertaken with the support of a number of external agencies as and when required. Currently 12 children were on the SEN Register. A |               |

|          |  |   |           |
|----------|--|---|-----------|
|          |  | <p>lot of support had been put in place and good progress was being made by the pupils. Questions were invited.</p> <p><u>Governor questions</u></p> <p>Q: How do you assess whether a child needs an EHCP?<br/>A: We use a range of evidence which includes assessments from the SEND Hub, teacher assessments and progression documents.</p> <p>Q: How often are you able to meet with the parents/carers of these children to discuss plans?<br/>A: We have meetings every half term but this can increase where agencies are involved. I am always available to discuss any concerns parents might have.</p> <p>Q: Are these pupils spread across all year groups?<br/>A: Yes.</p> <p>VL joined the meeting at 6.15pm</p> <p><b>Action:</b> RH agreed to check the data to see if there was any correlation between SEN pupils and those receiving Free School Meals.</p> <p>Governors thanked RH for her detailed Report and presentation for all her hard work in support of SEN provision at the school.</p> | <b>RH</b> |
| <b>8</b> | <b>Headteacher's Report to include: Health and Safety Safeguarding</b> | <p>JM and MA provided governors with a Leadership Report in advance of the meeting. The key points raised in discussion included:</p> <ul style="list-style-type: none"> <li>- Attendance continues to be excellent and reached 98.5% during 'attendance fortnight'. A school celebration of attendance will be arranged.</li> <li>- Mike Brown (LA) undertook a Health and Safety visit on 2 November. A draft report is awaited. 3 actions were identified at the time and have already been actioned.</li> <li>- A considerable amount of staff CPD continues to be undertaken.</li> <li>- A Maths Deep Dive has been completed identifying strengths and next steps.</li> </ul>   |           |

|    |                             |   |            |
|----|-----------------------------|---|------------|
|    |                             | <p>Governors approved the proposal to appoint the current Supply Teacher with a Fixed Term contract from January 2021 for two terms and for TA support until February half-term.</p> <p>PH informed governors that he had secured £20k funding to provide a 20mph speed limit outside the school. An additional £8.5k to be provided from PH's Council budget. Further details on how the money would be spent would be clarified at a future meeting.</p> <p>Governors thanked PH for all his hard work in securing this funding.</p> <p>KB joined the meeting at 6.32pm</p> |            |
| 9  | <b>Academisation Update</b> | KB updated governors on the academisation process. This discussion was confidential and a separate confidential minute has been prepared.   |            |
| 10 | <b>Marketing</b>            | PH informed governors that the Marketing Group would be re-formed to focus on attracting pupils for next September, which had a deadline of January 2021. Governors were invited to send any ideas to PH by email.  | <b>ALL</b> |
| 11 | <b>Correspondence</b>       | None  |            |
| 12 | <b>AOB</b>                  | None  |            |
|    |                             | The meeting closed at 7.25pm  |            |

**Signed:**

**Position:**

**Date:**