



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 25 February 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)

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.	
2	Apologies	Apologies had been received from RC and LD and were consented to.	

		PH informed governors that LD would not be seeking re-election once her term of office had expired.	
3	Identification of confidential items	Item 8 was moved to be the last agenda item and a separate confidential minute would be prepared for this item.	
4	Identification of urgent other business	Dependent on the outcome of the discussion of Item 8 governors might need to consider whether or not to arrange an extra meeting of the Full Governing Body.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	None	
6	To approve the minutes of the meeting on 21 January 2020.	Governors approved the minutes and confidential minutes from the 21 January 2020 meeting which were signed as an accurate record subject to 2 amendments in the main minutes; the clerk to add the arrival time of JT as 6.15pm and the departure time of JS as 7.15pm.	
7	Matters arising	All other items had been completed or were covered elsewhere on the agenda.	
		Part 'C' – School Improvement	
8	Headteacher's Report	Governors had been provided with a Headteacher's Report in advance of the meeting. JD talked through the key points and invited questions. Governors thanked JD for the detailed and clear Report and suggested that it might be helpful if the SDP could be RAG rated at future meetings to help governors identify progress. Governors were mindful of JDs existing workload and did not want to ask for additional tasks if it would impact on his well-being.	

		<p>Key points raised included:</p> <ul style="list-style-type: none"> - JD informed governors that the LA had cancelled the Safeguarding Inspection scheduled for 23 March 2020 as it was felt no longer necessary. BT had agreed to still visit the school to review safeguarding with JD. - 33 pupils currently required external support. This represented a high proportion of children within the school and highlighted the level of support being provided for these children. - The number of exclusions had fallen to 2 in the spring term from 5 in the autumn term. - Attendance continued to be a key focus and the work undertaken by Heidi Hunter was significant in reducing unauthorised attendances. JD talked through the actions that were in place to address poor and persistent attendance. Attendance had improved in the spring term and the percentage of unauthorised attendances fallen. - JD informed governors that the majority of the absences resulted from a small number of families. As the cohorts were small, just a few absences could have a significant impact on the overall percentages. Parents were consulted as part of the management process and JD undertook monthly meetings with staff to look at those pupils with attendance under 90% and under 80%. - The overall trend for attendance over the last three years showed a slow decline. - CPOMs was being used effectively and having impact. CPOMs could generate reports and a draft report was contained within the HT's Report. JD informed governors that once staff were experienced in understanding what to include and what not to include the data would change. Currently all incidents were recorded and the system automatically notified the DSL. The system was also useful in being able to store all related documentation in one location. <p><u>Governor questions</u></p> <p>Q: The figure of 44 for home issues stands out – what is the reason for this? A: This figure covered issues where children reported incidents at home such as shouting or drinking etc by a parent. There could be more than one incident per child.</p> <p>Q: What does the category 'cause for concern' cover? A: We are still working through how to interpret the definitions as there is some overlap. Further clarification will be undertaken as we become more familiar with the system.</p>	
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		<p>Governors agreed that;</p> <ul style="list-style-type: none"> - it would be helpful to identify a link governor for attendance who could work with JD to assess the impact of the measures in place and report back to the Governing Body. - to re-examine the data in the summer term, when there should be fewer absences due to ill health, and compare the figures. <p>In discussion, there was concern amongst some governors that the data did not accurately reflect the overall level of attendance; that if the data from the small number of families was set aside, the figures would be considerably higher.</p> <p>JD agreed to share the monthly attendance report with governors.</p> <p>JD informed governors that both Ofsted and the LA had re-assured him that they were confident that the school was doing everything it could to manage attendance. JD agreed to share the LA Record of Visit with governors. JD informed governors that the school had accepted the resignation of Mr Freeman who would leave the school on 30 April 2020.</p> <p>The Headteachers Report set out the progress notes against each of the priorities in the SDP. JD talked through each priority and invited questions.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> - it was important for them to monitor the impact of the new curriculum and ReflectED. <p><u>Governor questions</u> Q: Is the PHSE/ SRE curriculum up to date and in line with DfE requirements, in view of the fact that it is becoming statutory from September 2020? A: Yes. The DfE published a new scheme of work. Matt Boyle leads on this and the scheme is excellent.</p> <p>JD informed governors there was still work to do to develop and embed the new curriculums. Curriculum Overviews and Topic Webs had been introduced which would lead to a richer, broader and</p>	<p>JD</p> <p>JD</p>
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		<p>more holistic curriculum offer. New interactive boards had now been ordered for all classrooms and the hall.</p> <p>JD agreed to invited Judy Sturley, the school bursar, to the next meeting to support a discussion on finance.</p> <p>JD informed governors that the LA had agreed to fund the cost of the new perimeter fencing. The temporary fencing would remain in place until a provider had been found to install the new fencing.</p> <p>JD informed governors that he had spoken to North Yorkshire Children’s Social Care about the level of external provision at the school. Discussions revealed that the NYCC data was not the same as at the school and this was likely to increase the percentage of those known from 37% to around 45%. It was essential therefore to continue to develop the work on safeguarding at the school.</p> <p>Outcomes for pupils had been detailed in the report. Governors agreed that the outcomes had been discussed in detail at the previous meeting. JD agreed to provide governors with the latest predictions for pupils based on the FFT data.</p> <p><u>Governor question</u> Q: Why has Kanga finished? A: Staff feedback had indicated that they were disappointed with its impact, especially at the cost. Other options for PE were being explored.</p> <p>Governors were concerned that this meant that there were currently no after-school clubs for KS2 pupils and the anecdotal feedback from pupils was that they enjoyed Kanga.</p> <p>JD agreed that it was important to provide after-school clubs wherever possible but that this was dependent on the goodwill and time of teachers who were already committing substantial amounts of their own time.</p>	<p>JD</p>
<p>9</p>	<p>Financial</p>	<p>JS agreed to complete the checklist part of the SFVS. JD agreed to liaise with the bursar to complete the dashboard. The SFVS to be presented to governors at the next meeting for approval.</p>	<p>JS/JD</p>

10	Policies	<p>JD had circulated all the following policies for consideration by governors in advance of the meeting. Governors had provided comments and feedback by email which had been incorporated into the final versions. Governors were invited to provide any further comments at the meeting itself.</p> <p><u>Governor questions</u></p> <p>Q: The Child Protection Policy indicates that Mrs Simmonds is the only DSL, is this correct? A: Currently yes but I will be undertaking the training on 2 March after which I will also be a DSL</p> <p>Q: What is your lockdown signal? A: We need to establish a clear protocol/ signal for our lockdown policy.</p> <p>Q: Have you ever cancelled a trip if one pupil was unable to go? A: Not at this school, but it has happened at other schools.</p> <p>PH agreed to provide JD with the paperwork in support of the Richard Taylor Trust which helped to provide financial support to parents who had difficulty supporting their pupils to join school visits.</p> <p>JD informed governors that he had decided to make 9.30am the cut-off time for registration; arrival after this time would be recorded as unauthorised absence.</p> <p>Governors approved the following policies: Equality Plan Complaints Policy Management of Serial and Unreasonable Complaints Attendance Educational Visits, Outdoor Learning and Adventurous Activities Pupil Premium Charging and Remissions Code of Conduct Lockdown Procedure – subject to clarification of the protocol Child Protection Volunteer</p>	PH
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		Whistleblowing Medical Governors welcomed the Pupil Premium Strategy document.	
11	Updates	Marketing No further developments to report. A further update to be provided at the next meeting if required.	
12	Governor	<p>Currently 4 vacancies to fill: 2 parent governors, one staff and a local authority governor. Elections would be arranged for the first 3 vacancies. Matt Scott was not able to join as LA governor due to the pressure of other commitments. A second recommendation from the LA would be meeting with BT and PH to discuss the role.</p> <p>Link governor responsibilities were agreed as follows:</p> <p>EYFS: LD KS1: VL KS2 Lower: – new governor on appointment KS2 Upper: BT SEND: JT Safeguarding: BT Health and Safety: PH Finance: JS Marketing: PH Attendance: JT Sport: JS Curriculum Development: BT Pupil Premium: VL</p> <p>Three governors had undertaken safeguarding training. The next Governor Network (GSIN) Meeting was taking place on 24th May. Governors to contact Clare Tunney (School Admin) with any requests for training.</p>	

		<p>PH reported that he was continuing to pursue the introduction of a 20 mph limit outside the school and had liaised with the Highways Agency.</p> <p>PH informed governors that 10k had been provided via the Council and LA to address the puddle issue at the end of the Ironbridge that was preventing children from crossing.</p>	
13	Correspondence	None	
14	Ofsted	A separate confidential note has been provided for this discussion.	

Signed:

Position:

Date: