



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 4 December 2018, 6.30pm**

Present: Helen Davey (HD) – Headteacher, Willow Tree
Jonathan Spruce (JS)
Damien Smith (DS)
Caroline Bates (CB)
Louise Downend (LD)
Helen Hirst (HH)
Bridget Tayan (BT)
Ruth Howlett (RH)
Geoff Webber (GW)

In attendance: Simon Ashby (SA) - NYCC
Richard Cook (RC) - Observer
Cllr Paul Haslam (PH) - Observer
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>JC introduced GW to the meeting. GW explained his reasons for wanting to join the Governing Body as a co-opted governor – which essentially centred around his aim to support the school in the best way he could.</p> <p>SA introduced RC to the governors; who then introduced themselves to both RC and GW.</p> <p>Additional Information</p> <p>Following the joint-meeting of governors on 12 November there had been a meeting of the Governing Body of Willow Tree Primary School. The Governing Body had voted against a proposal to federate with Woodfield School. The LA had therefore been supporting the School to source the best solution to find a new Headteacher as soon as possible.</p> <p>A separate confidential note has been provided for the discussion at this point.</p> <p>Governors discussed the appointment of GW as a co-opted Governor. GW was unanimously elected.</p> <p>Governors also thanked PH for his kind offer to support the school.</p>	
2	Apologies	None	
3	Identification of confidential items	Items 1 and 8 and to consider other items as the agenda progressed.	
4	Identification of urgent other business	None	
5	To remind governors of the need to declare	JS and DS confirmed that they were also governors at Willow Tree Primary School.	

	interests, pecuniary or non-pecuniary.		
6	To approve the minutes of the meeting on 12 November 2018	Governors approved the minutes and confidential minutes from the 12 th November meeting and joint-meeting; which were signed as an accurate record.	
7	Matters arising	All actions had been completed or were addressed elsewhere on the agenda.	
		Part 'B' – School Improvement	
8	Confidential Discussion	A separate confidential minute has been prepared for this item. RH/PH left the room at this point.	
9	Headteachers Report	<p><u>Finance</u> Governors had been provided with the revised budget figures in advance of the meeting and a confidential finance update from HD setting out the key assumptions. Governors were invited to ask questions.</p> <p>Q: When will we receive the new server? A: 4th January; it will be installed over the weekend.</p> <p>Q: Has it been paid out of capital? A: Yes; but we are still able to capitalise some revenue funding if required.</p> <p>Q: How much was the PAWs donation? A: Around 3k which has been used to purchase 12 Chromebooks with the appropriate software installed.</p> <p>HD informed governors that the current Before and After School Club (BASC) was currently not self-funding; whilst there was sufficient funding to cover it for two terms this was not taking into account the financial impact of a staff restructure. A term's notice would need to be provided to parents. The most number of pupils using the Club was 9 and the lowest 1; 2 staff had to be paid for at all times.</p>	

	<p>Q: What do competitors do? A: Charge a lot more. Our service has risen from £1 to £3 per session. Other providers charge from £5 to £10+.</p> <p>Q: What are the breakeven figures? A: This would require further analysis; overall, we would need to achieve £30 to £40 per session.</p> <p>Governors agreed that it was essential that the School provided a Before and After School Club; both as a service for existing parents but also to attract future parents.</p> <p>Governors agreed that it would be helpful to see a more detailed analysis of the options and to make a decision at the next meeting. In the interim, the SLT should rigorously investigate potential solutions from within the school.</p> <p>PH offered to provide up to £5k from his locality budget to support the BASC. PH offered to support a governor in undertaking an analysis of the options based on the level of services provided by competitors.</p> <p>HD set out the background to £1700 of historic debt accrued by parents unable to make timely contributions as required. Recovery would be an expensive and potentially unsuccessful option; plus governors agreed that by writing-off the debt it would send a clear message to the community of making a fresh start. Governors therefore agreed to write-off the debt on the proviso that the school ensured systems were put in place to prevent the accrual of significant debt by parents.</p> <p>Governors approved the revised budget.</p> <p><u>School Improvement</u> Governors had been provided with a copy of the LA Support Plan in advance of the meeting. SA provided governors with an update on progress; he reported that whilst there had been significant progress the school would still struggle if inspected by Ofsted at this time. The school now needed time to embed the strategies and systems that had been put in place by HD and her team. The support of HD and her team would be invaluable to any newly appointed Headteacher in the short term.</p>	<p>HD/PH</p>
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		<p>It was important for Governors to consider how to communicate the appointment of a new Headteacher to parents. All information up to this point had been confidential.</p> <p><u>Data</u> Governors had been provided with the latest data (from 12th November) in advance of the meeting. HD confirmed that pupil progress meetings with staff had been undertaken and the data was as expected for this time of the year. The next data point was 7 January when much more of the curriculum will have been covered and the consequent impact on the data should be evident.</p> <p>RH and PH left the meeting at this point due to the confidential nature of the discussion. A separate note has been prepared.</p>	
10	Policies	<p>The Health and Safety Policy was approved. GW agreed to be the link governor for Health and Safety.</p>	
11	Governor Business	<p>No visits to report. GW elected as co-opted governor. Appointment of Vice-Chair to be discussed at the next meeting.</p>	Clerk
12	Future Meeting Dates	<p>The following dates were agreed: 8 January 2019 5 February 2019 5 March 2019 9 April 2019</p> <p>All meetings to start at 6pm.</p>	
13	Correspondence	None	
14	AOB	HH's term of office had expired and the Governing Body thanked her for all her hard work and contribution to the School.	

14	Close	The meeting concluded at 7.00pm	
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Signed:

Position:

Date: