



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held at the school, 5 February 2019, 6.00pm**

**Present:** Richard Cook - Headteacher  
Jonathan Spruce (JS)  
Caroline Bates (CB)  
Louise Downend (LD)  
Bridget Tayan (BT)  
Ruth Howlett (RH)  
Geoff Webber (GW)  
Paul Haslam (PH)  
Damien Smith (DS)

**In attendance:** Matt Blyton (MB) – Lead Improvement Advisor NYCC  
Helen Davey (HD) – Headteacher, Willow Tree Primary School  
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	<b>Welcome and Introductions</b>	JS welcomed everyone to the meeting.	
2	<b>Apologies</b>	None	
3	<b>Identification of confidential items</b>	Item 12 would have a separate confidential note. Other discussions to be considered as the meeting progressed.	
4	<b>Identification of urgent other business</b>	Having considered the skills and experience of PH, governors unanimously voted for PH to become a co-opted governor, with immediate effect, for a period of four years.	
5	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b>	JS and DH declared that they were both governors at Willow Tree Primary School.	
6	<b>To approve the minutes of the meeting on 16 January 2019</b>	Governors approved the minutes and confidential minutes from the 16 January meeting which were signed as an accurate record; subject to one amendment – to remove HH as an attendee.	
7	<b>Matters arising</b>	RC agreed to continue to try and obtain passwords that would enable governors to access the ASP data.  All other actions had been completed or were addressed elsewhere on the agenda.	<b>RC</b>
		<b>Part 'B' – School Improvement</b>	
8	<b>Governors' Action Plan</b>	JS informed governors that he had drafted an Action Plan to respond to the outcomes set out in the Governance Review. Governors had been sent the draft and were asked to forward any actions that they	<b>ALL/JS</b>

		<p>had already undertaken, to JS, which could be used to help populate the Plan. Governors agreed to review the Action Plan every two months. Clerk to add to the appropriate agenda.</p> <p>In discussion, MB suggested that;</p> <ul style="list-style-type: none"> <li>- staff should also be involved in recommendation 1 (on page 1); and that the agreed actions should also include website publication.</li> <li>- The LA could provide bespoke training for the governing body as a whole. This would be both more economic and timely. Governors agreed that the second part of the data training, to be led by Simon Ashby, should take place before the end of March. The LA would look to arrange the bespoke training on monitoring, and holding leaders to account once the governing body was at full strength.</li> <li>- The training plan (Page 3) should be completed by April 2019 and not September.</li> </ul> <p>Governors agreed to these suggestions and JS agreed to update the plan accordingly.</p>	<p><b>Clerk</b></p> <p><b>JS</b></p>
<p><b>9</b></p>	<p><b>Headteacher's Report</b></p>	<p>The Headteacher's Report was tabled at the meeting. RC talked through the key points and questions were invited. RC confirmed that he would update the current Pupil Premium and Sports Funding Plans and publish on the school website to ensure compliance.</p> <p>RC confirmed that all due processes had been undertaken with regard to the 2 one day fixed external exclusions and that it was important to reinforce the message of zero tolerance to unacceptable forms of behaviour.</p> <p><u>Governor Question</u>  Q: When will the condemned EYFS equipment be removed?  A: RC has requested that it is moved as a matter of urgency.</p> <p><u>Team Around the School (TAS) Meeting</u>  MB, RC, GW and PH had attended the TAS meeting on 5 February. MB summarised the key points as follows:</p> <ul style="list-style-type: none"> <li>- The LA was looking at a new approach to support schools with complex issues.</li> <li>- Teams of experts would be brought together to share intelligence and identify the best options and solutions</li> <li>- Outcomes would be provided to the key Directors who could commission additional support as and where required.</li> </ul>	

		<ul style="list-style-type: none"> <li>- 3 desired outcomes were identified for Woodfield: <ul style="list-style-type: none"> <li>(i) A long-term future for the school</li> <li>(ii) Greater stability in the leadership (including middle management and governance)</li> <li>(iii) Resolve the ongoing situation with regard to the educational provision for pupil X.</li> </ul> </li> <li>- Whilst the financial position was not good it was better than expected and was on track to be approved by the LA in May 2019.</li> <li>- Pupil numbers was still an area of concern, though the impact of any reduction now would be felt in the 2020-2021 figures.</li> <li>- 380 pupils live in the catchment area; only 80 of these go to the school. Work needs to be done to market the school, improve its reputation and encourage parents to send their children to the school; in order to increase numbers, as a matter of urgency.</li> <li>- The Teaching and Learning outcomes of pupils need to improve; if Ofsted was to inspect the school now the professional opinion is that it would receive a judgement of 'inadequate'. Woodfield would fall into the inspection 'window' from May 2019 onwards.</li> <li>- A number of 'quick wins' were identified; updating and refreshing the school website was key. This was always the first window through which an inspector could see a school. The school website would also be crucial in helping to attract future candidates to apply for the Headteacher vacancy.</li> <li>- MB agreed to work with colleagues to try and delay any future inspections to allow a new Headteacher some room in which to achieve impact and progress. It was noted that this approach had already been used once when HD took over the role as Headteacher.</li> <li>- There was a sense that a significant number of parents in the local community did not accept any responsibility for the behaviour of their children.</li> <li>- There was currently sufficient spare capacity within Harrogate to absorb 140 pupils. In other words, there would be no problem finding a school for pupils should Woodfield be forced to close.</li> </ul> <p><u>Governor Questions</u></p> <p>Q: Would the school have to be offered for academisation if it failed its Ofsted Inspection?</p> <p>A: Yes. The school would be offered to local academies. However, they are not compelled to academize the school which could leave it in a vulnerable and essentially unknown position.</p>	
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<b>10</b>	<b>Behaviour Policy</b>	<p>RC had updated the Behaviour Policy and circulated to governors. A number of small amendments were suggested, including changing the reference to 'preferred name' as opposed to 'given name' in the general principles, and consideration of whether to change the reference to 'be careful' in the school rules.</p> <p>Governors agreed that RC should continue to apply the policy which would be reviewed and agreed by governors at a future meeting.</p>	
<b>11</b>	<b>Revised School Vision</b>	<p>MB led an activity to help governors create a new vision for the school. Governors were arranged into pairs and were given the vision statements from 'outstanding' schools to use as the basis for their discussion. Governors identified 6 key statements which would form the basis of the overall vision statement and agreed to give further thought to a one to two-line strapline which would encapsulate the vision. JS captured the agreed statement via a photograph to be shared after the meeting. Governors agreed to send their views direct to JS, copied to everyone, within 7 days.</p> <p>Once governors had agreed the provisional vision and strapline it would be shared with parents and staff.</p>	<b>ALL</b>

<b>12</b>	<b>Budget/ Headteacher Recruitment</b>	This discussion was confidential and a separate minute has been prepared.	
<b>13</b>	<b>Correspondence</b>	JS had received correspondence from Slimming World who were concerned that the charge for the use of the school had risen from £30 to £90 per week. Governors agreed that it was important that the school should be seen to provide a wider service to the community and that it was important not to lose any goodwill at this stage; governors therefore <b>agreed</b> that a fair rate should be £65 and that JS should inform them accordingly.	JS
<b>14</b>	<b>Date of next meeting</b>	Tuesday 5 March 2019 at 6.00pm	

**Signed:**

**Position:**

**Date:**