



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 5 March 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)

In attendance: Matt Blyton (MB) – Lead Improvement Advisor NYCC

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	JS welcomed everyone to the meeting. JS confirmed that Damien Smith had had to step down as an Additional Governor due to the pressure of other commitments. Governors wanted to pass on their thanks to Damien for his support and contribution to the Governing Body and School.	
2	Apologies	None	
3	Identification of confidential items	Items 13 and 14 were confidential and would not be included in the public minutes. A separate note would be prepared. Other discussions to be considered as the meeting progressed.	
4	Identification of urgent other business	One confidential item to be discussed. A separate note has been prepared.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	JS declared that he was a governor at Willow Tree Primary School.	
6	To approve the minutes of the meeting on 5 February 2019	Governors approved the minutes and confidential minutes from the 5 February meeting which were signed as an accurate record.	
7	Matters arising	<ul style="list-style-type: none"> - JS was awaiting confirmation of his password details, from DfE, to enable access to the ASP data. - Governor Action Plan to be discussed at the April meeting, as agreed. Clerk to add to the April agenda. - JS had informed Slimming World of the revised offer, as agreed at the February meeting. No response had yet been received. - MB informed governors that Karen Butler (KB) had replaced Simon Ashby as the Improvement Advisor for the School. MB would discuss with KB, how best to arrange the data training that was to be led by Simon Ashby. 	<p>Clerk</p> <p>MB</p>

		<ul style="list-style-type: none"> - Governors agreed to discuss the Attraction Strategy at the April meeting. Clerk to add to the agenda. - MB was unable to attend the April Governing Body meeting and KB would attend in his place. <p>All other actions had been completed or were addressed elsewhere on the agenda.</p>	Clerk
		Part 'B' – School Improvement	
8	Headteacher's Report	<p>RC informed governors that he would provide a verbal update. It had not been possible to provide a written report due to the close proximity of the half-term break and the volume of work currently being addressed. RC reported that:</p> <ul style="list-style-type: none"> - A lot of policies still needed to be updated but this was being addressed; this would include the adoption of the Complaints Policy, recently revised by the DfE. - The Pupil Premium Strategy had been updated; RH was updating the Sports Funding document; once updated these would be circulated to governors for comment and then formally approved at the next meeting prior to publication on the website. 	RH/RC
9	Feedback from the Parents Forum Meetings	<p>JS thanked governors for their support at the meetings. There were a number of positives:</p> <ul style="list-style-type: none"> - Whilst attendance had been lower than hoped the meetings had been well-received by the parents who attended. There were 9 attendees in the afternoon and 5 in the evening. - One parent expressed an interest to become a parent governor. - There were two attendees from outside the catchment area. - Was a positive step in building networks and relationships with the local community - Three themes emerged from both meetings: <ul style="list-style-type: none"> (i) Stability in leadership was required (ii) Communication needed to improve (iii) The future of the school needed to be established (iv) <p>RC informed governors that:</p> <ul style="list-style-type: none"> - he had received 31 responses out of 76 questionnaires. This was a positive response and overall the replies indicated that significant progress had been made to address the concerns of a number of the parents. Only 3 negative responses identified. 	

- The forms for the parent elections had been sent out on 5 March.
- There had been a good turn out to the parent consultation evening.
- Stray FM were coming to the school on 7 March as part of World Book Day.

In discussion, Governors agreed that it was essential that the school formed an integral part of the local community and should take all steps possible to foster these relationships.

PH outlined a number of upcoming community events and actions that might support this process. These included:

- Litter pick
- Pannal Football Association were looking for facilities
- 13th July - Community event at the Library
- Bilton Carnival - first week in May.

RC agreed to consider how best to engage with these events.

RH informed governors that lots of sporting activities and actions were ongoing, including links to Harrogate Town FC, the use of playground buddies and support from the local women's cricket team; all of which had been well received by the pupils and parents. The condemned EYFS equipment had now been removed.

Governors agreed:

- Another questionnaire should be organised in 6 months' time and a comparison could then be made on progress. **Action RC**
- To consider setting up a working party to begin work on the over arching attraction strategy; this might include a representative from the staff/parent/ governor/TA and PAWS.

Governors had agreed to hold one Parent Forum Meeting per term. Governors agreed that the summer term meeting should not be arranged until the appointment of the new Headteacher had been completed.

10	School Vision	<p>The vision and strapline had been discussed at the Parent Forum Meetings and with staff. Governors discussed the vision and the revised strapline agreed by the staff which was 'loving, learning, together'. Governors agreed that the word 'all' needed to be inserted into the vision to ensure that it reflected the school's aim to address the needs of all pupils.</p> <p>Governors considered the strapline and two options were considered: 'inspiring, learning, together' or 'caring, learning, together'. A vote was taken and governors agreed that the strapline should be: 'inspiring, learning, together'.</p> <p>JS agreed to notify the LA of the decision. RC agreed to update the school website to ensure it reflected the agreed vision and strapline.</p>	JS/RC
11	SFVS	<p>CB agreed to work with RC to update the SFVS. This would be circulated to governors for comment and approval in principle. The final document would be approved at the meeting in April.</p>	CB/RC
12	School Website	<p>PH provided governors with a report setting out the work required to update the school website to make it compliant, user-friendly and attractive. The report included links to other websites which could be used as a comparison and costings.</p> <p>Governors thanked PH for the comprehensive report and noted the amount of work that needed to be done.</p> <p>Governors agreed:</p> <ul style="list-style-type: none"> - in the short-term PH and RC should identify and fill any gaps that they could now to address compliance in the first instance - PAWS should be contacted to consider helping to fund the work that was required - To send a pen portrait and photo to PH; and to look at the other websites - RC to contact Phil Bennington to arrange a compliance audit - To add to the April agenda for further discussion - Any discussion about a change of name for the school would need consideration at a future meeting. - To explore whether the website developed last year could be utilised as a stop gap, especially as it was multi-devised compatible. 	<p>PH/RC</p> <p>RC</p> <p>ALL</p> <p>RC</p> <p>Clerk</p> <p>PH</p>

13	Headteacher Recruitment	A separate confidential note covers this item.	
14	Staffing	A separate confidential note covers this item.	
15	AOB	RC agreed to develop a schedule for governor visits to ensure that governors were able to fulfil their responsibilities at a time that best fit with the school timetable.	RC
16	Correspondence	RC agreed to circulate the LA Reports from Simon Ashby – which would form part of the discussion at future meetings.	RC

Signed:

Position:

Date: