



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 9 April 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)
Victoria Lack (VL)
Claire Tunney (CT)

In attendance: Karen Butler (KB) – Primary 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 and introduced CT and VL as the new Parent Governors. All attendees introduced themselves.	
2	Apologies	None	
3	Identification of confidential items	Items 19 and 20 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	None	
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 March 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	Feedback from NYCC Progress Meeting	<p>Governors had been provided with a copy of the latest report from Matt Blyton following a visit on 29 March 2019. KB provided a verbal summary of the key points; progress had been good against the key actions with clear visible leadership; tangible improvements had been observed in behaviour and the classrooms and corridors had been improved to create an enhanced learning environment. Learning walks had evidenced improvements in Teaching and Learning and the pupils had demonstrated and articulated an appetite for learning. Systems were in place to address any concerns with regard to absence.</p> <p>RC confirmed that there remained a number of challenges and that improvement for some would require further time. However, actions had been put in place to address these outstanding issues.</p> <p>Governors agreed that it was important to ensure the Safeguarding Audit process was completed as robustly as possible. The process would involve staff and governors as and when required.</p> <p>KB had suggested that it would be helpful if RC could prepare a one-side data sheet, with an accompanying narrative for Governing Body meetings. RC had agreed to action.</p> <p>The next visit would focus on progress.</p> <p>RC confirmed that Heidi Hunter was still in post and continued to be very supportive in addressing concerns around attendance.</p> <p><u>Governor Questions</u></p> <p>Q: Have you looked at ways to incentivise the pupils, perhaps through the use of non-uniform days?</p> <p>A: Lots of work has been undertaken to analyse the need of the different groups of pupils; to compare data from last years to this and to identify any gaps. Next steps will then be put in place.</p> <p>Those governors (JS/BT/PH/GW) who had also undertaken the learning walk agreed with the points raised by KB and had been impressed with the visible improvements at the school, both in terms of the environment and also the focus of the pupils.</p>	
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9	Headteacher's Report	<p>RC had provided governors with a Report in advance of the meeting and talked through the key points:</p> <ul style="list-style-type: none"> - The school would fall into the Ofsted inspection window after May 2019. - Progress against the 5 priorities (as agreed with the LA) would be RAG rated - The use of more robust data systems had provided more accurate figures which could look disappointing to staff at first glance. RC was working with staff to explain the context and re-assure those staff who were working hard to deliver the improvements. The data at the end of April (Data point 5) should be able to better highlight the progress that had been achieved. - The Behaviour Policy had had a positive impact on behaviour, including learning behaviour. - Staff have raised expectations in the classroom and more purposeful and supervised play had improved play and lunchtimes. - The approach to exclusions had been well-received by parents and was having a positive impact across the school. <p>Governors welcomed the new format for the data sheet – a one side summary.</p> <p><u>Governor questions</u></p> <p>Q: Has the FFT been re-based? A: Yes, on advice from the LA we have moved from FFT20 to FFT50. This will still ensure we set aspirational targets for the pupils.</p> <p>Q: Had there been any phonic testing? A: Yes. 3 screening checks had been undertaken. Support was being provided where required as not all pupils (3) were on track. KB confirmed that there had been progress from 27% to 41% pupils on track.</p> <p>Q: Can we remove the sheds? A: We are in discussions about how best to deal with the sheds.</p> <p>RC explained the 2 figures in red on the sheet – the Year 6 % predictions for ARE at the end of the year. The first figure represented the teacher assessment; the second the score from the SATs. Governors needed to be aware of the worst-case scenario. RC reported that support and targeted interventions had been put in place where required. Whilst the results of the SATs would largely determine the focus</p>	
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		<p>of any future visit from Ofsted, governors needed to be mindful that there was a new framework in place with a greater emphasis on curriculum and less so on data.</p> <p>Governors agreed to undertake the data training from KB after the next Governing Body meeting on 16 May. The meeting would start at 5.30 with 1 hour of GB business and 1 hour of training.</p>	
10	Governor's Action Plan	<p>Governors had been provided with the updated Governor Action Plan in advance of the meeting. JS provided an update on the background for all new governors. There were two outstanding issues to address, the SFVS and website compliance which had been addressed elsewhere on the agenda.</p> <p>CB agreed to share the slides on the governor induction training with CT and VL.</p>	CB
11	Skills Audit	<p>Governors had agreed to undertake a skills audit as part of the Action Plan. Clerk to circulate the NGA model and JS to circulate the Willow Tree model. A decision on which to use to be taken at the next meeting with a full review to be undertaken at the July meeting.</p>	Clerk/ JS
12	Attraction Strategy	<p>Governors agreed to carry this item forward to the next suitable meeting.</p>	Clerk
13	SFVS	<p>Governors approved the SFVS and thanked CB for her hard work in supporting the school to complete the process.</p>	
14	Website	<p>Governors agreed to carry this item forward to the next suitable meeting.</p>	Clerk
15	AOB	<p>GW had undertaken the termly Health and Safety Inspection; no significant concerns to report. A number of small issues had been addressed.</p>	
16	Correspondence	<p>An item of correspondence had been received and has been covered in the confidential note.</p>	
17.	Future Meetings	<p>The Summer term meetings of the Governing Body were agreed as:</p> <p>16th May - 5.30pm including one-hour data training</p> <p>11 June</p> <p>9th July</p>	

18	Staffing Update	A separate confidential note has been prepared for this item.	
19	Headteacher Recruitment	A separate confidential note has been prepared for this item.	

Signed:

Position:

Date: