



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 9 July 2020, 6.00pm**

Present: Mathew Atkinson (MA) – Acting Executive Head Teacher
Jo Marwood (JM) – Acting Head of School
Bridget Tayan (BT) - Joint Chair
Paul Haslam (PH) – Joint Chair
Jan Tringham (JT)
Victoria Lack (VL)
Louise Downend (LD)
Matthew Boyle (MB)
Martin Deacon (MD)
Saskia Boardman (SB)
Richard Walker (RW)

In attendance: Karen Butler (KB) – School Education Advisor (SEA)
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>PH chaired the meeting and welcomed everyone.</p> <p>PH reported that he had been able to visit the school and was impressed with both how the school was managing the Covid crisis and also all the visible improvements that had been made to the school environment. Governors asked that their thanks be passed onto all staff for all their hard work and support during these difficult and unprecedented times.</p>	
2	Apologies	Apologies had been received from JS and were consented to.	
3	Identification of confidential items	A staff matter to be discussed at the end of the meeting.	
4	Identification of urgent other business	None	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	Governors were reminded of the need to declare any interests.	
6	To approve the minutes of the meeting on 9 June 2020.	Governors approved the minutes from 9 June 2020 which were signed as an accurate record by the Chair subject to a number of small amendments from MD.	
7	Matters arising	<p>Governors welcomed the progress on the website and thanked PH and MA for all their work in developing the website and ensuring its compliance. Governors were asked to check the website and report any issues direct to PH.</p> <p>All other items had been completed or were covered elsewhere on the agenda.</p>	ALL

		Part 'C' – School Improvement	
8	Headteacher's Report	<p>Governors had been provided with the Headteacher's Report in advance of the meeting. JM talked through the key points, which included:</p> <ul style="list-style-type: none"> - The children had settled back into routines really well. - Work in classes had continued to focus on mental wellbeing, the arts and basics in maths, English and phonics. In addition, Y6 have focused on transition tasks. - Transition activities have also been introduced for new starters, as well as home visits. - Long- and medium-term curriculum plans are in place for the autumn term - An SLT strategic day had been arranged for 10 July to plan for the autumn term - Significant amount of work has been undertaken to restructure the governing body structures - 3500 leaflets have been distributed to local homes by staff and governors and new banners put up around the school site to promote places. 2 responses had already been received from interested parents. - Priestly Academy have declined the opportunity to submit an expression of interest. Northern Star have visited the school and are considering whether to submit an expression of interest. No contact from Red Kite. A decision on the Academy sponsor will be made on 8 July. - Currently 37/70 children in school (52% capacity). The school is at capacity, with 1 space for an emergency key worker child if needed. - All families continue to be contacted on a regular basis and support provided where required. Home visits have been undertaken to all children who are not in school, these are logged on CPOMs. - New staff will be supported to ensure they hit the ground running in September. <p><u>Governor questions</u></p> <p>Q: Does the resignation of 1 TA provide any opportunities to change the current staffing structure? A: As pupil numbers have fallen, we are currently not looking to replace this post. We will be looking at where support is needed most at the SLT Strategic Day on Friday.</p> <p>Q: Have Red Kite been in contact with the LA? A: No contact as far as I am aware.</p>	

		<p>Q: Are the children who are not coming into school engaging fully in their work? A: This is something we always discuss with parents when we call them. Where there is evidence of a child struggling, we always provide advice and support. We will also continue to provide home learning packs where required. It is our view that all the children at home have been engaged in their work.</p> <p>Q: How often are children with no internet contacted? A: We contact all pupils on a weekly basis. Those that have no internet are provided the home learning packs every two weeks – the packs are based on lessons in school and therefore include progression.</p> <p>Q: Has there been any response to the new class structure? A: Almost none. We have had one enquiry from a parent asking about the size of the class for their child.</p> <p>Q: Have you received any of the IT support promised by the Government? A: KB – the LA are currently ensuring the correct software is installed on all the machines before sending to schools. The aim is to ensure distribution by the end of term.</p> <p>Q: Have you received any funding via the National Tutoring Program? A: We have not received any details on this yet.</p> <p>Q: Are the children being provided with sufficient work via the internet? A: Yes. All work is placed on the class learning pages and updated every week by the teachers. We use a variety of learning packages.</p> <p>In discussion, governors sought further clarification about what steps the school would be taking to address any gaps in learning in September. MA/JM informed governors that the process of identifying and then addressing any learning gaps was a key task as soon as school opened. Baseline assessments would be undertaken and then targeted support provided. It was essential to hit the ground running, for all pupils, as soon as possible.</p> <p>No health and safety or safeguarding incidents to report.</p>	
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9	Policies	<p>Attendance Policy</p> <p>Governors had been provided with a copy of the updated Attendance Policy in advance of the meeting. JT informed governors that she had examined the draft policy as part of her visit in her capacity as Link Governor for attendance.</p> <p><u>Governor questions:</u></p> <p>Q: Should there be more clarity about what time a parent should be called if their pupil had not arrived at school?</p> <p>A: Yes. We will amend the document to include a period of 30 mins after registration.</p> <p>Q: Could further clarification be provided over why parents are only contacted after 5 days absence?</p> <p>A: Parents are contacted on the first day of absence and following this, if no reason is given. This relates to the number of days absence over a period of time. We have robust absence monitoring systems in place and as part of the process we ensure frequent absences are followed up with parents. We will ensure this is made clear in the policy.</p> <p>Q: Is an attendance reward scheme appropriate? Would this disadvantage those pupils with medical conditions? Should not good attendance be something expected and not something to be rewarded?</p> <p>A: If a reward scheme was to be introduced appointments and absences for medical conditions would not be included. We are also aware that the responsibility for getting to school is not always the sole responsibility of the child. We have to ensure that we are proactively addressing attendance issues and previous schemes have been well received by the children and lead to improvements in outcomes. The details of the scheme would need to be clarified, for example whether to undertake by class.</p> <p>Governors agreed that the need to address attendance was essential and that there were a number of complexities attached to introducing a reward scheme. The ideal scenario would be to support families on an individual basis but this would be time and resource intensive and difficult to address with all the other issues the school was currently having to manage. It was also important to ensure that the policy was not overly prescriptive in its detail in case it provided a means to hold the school to account over deadlines which were not always possible. A degree of flexibility should be available as and when required.</p>	
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		<p>JT agreed to</p> <ul style="list-style-type: none"> - Find evidence as to whether a reward scheme was effective - Ensure the monitoring systems were reviewed as part of her regular visits and to examine what actions were being undertaken to support families, where support was required. <p>Governors were content that the school was addressing attendance and had set up robust and effective monitoring arrangements. The new curriculum would help to reduce poor attendance by stimulating learning. JT would monitor the systems on a regular basis and keep the FGB informed.</p> <p>Governors approved the Attendance Policy subject to the points of clarification raised in discussion. It was agreed to review the policy in February 2021</p> <p><u>Governor question</u> Q: Are all the school policies uptodate? A: The school website is compliant and therefore all policies on the site are uptodate. We do need to develop a more robust policy cycle. The new committee structures will support this process.</p>	JT
10	Governor	<p>Governors had been sent the Terms of Reference and proposed membership for the new committee structure in advance of the meeting. Membership agreed as follows:</p> <p>Finance and Resources Committee Jon Spruce (Chair) Paul Haslam Martin Deacon Saskia Boardman Mathew Atkinson - Executive Head Jo Marwood - Acting Head of School Judy Sturley – for the beginning on the meeting</p> <p>School Improvement Committee Matthew Atkinson</p>	

Jo Marwood
Matt Boyle
Bridget Tayan (Chair)
Richard walker
Jan Tringham

Marketing Working Party

Paul Haslam (Chair)
Saskia Boardman
Vicky Lack
Jo Marwood

Headteachers Performance Management Panel-

3 governors to sit plus Schools Liaison Advisor
Bridget Tayan
Jan Tringham
Martin Deacon

Governors approved the structure, the membership and the dates for 2020-21. Governors agreed to review the timings of the meetings at the first meetings of each committee.

Governors had also been sent a list of proposed link governor responsibilities. The agreed list is as follows:

Robins	LD
Jays	VL
Swallows	BT
SEND	JT
Safeguarding	BT
Health and Safety	MD
Finance	JS

		<p>Marketing PH Attendance JT Sport JS Curriculum BT Pupil Premium VL Governor Training SB</p> <p>Governors agreed to consider an additional FGB meeting in advance of the start of the autumn term should it be required, for example if the national situation impacts on the school.</p> <p>BT had circulated login details for all governors to access Educare. Governors agreed to explore and undertake any relevant courses. All governors were advised to undertake the safeguarding module which had recently been updated. Safer Recruitment and Prevent were additional course of use to governors. Governors had also been sent a link to the NYCC training page. BT also agreed to circulate the Modern Governor app to governors after the meeting.</p>	
11	Academization Update	<p>Item 8 refers</p> <p><u>Governor questions</u></p> <p>Q: What would happen if no school came forward? A: There has been interest from Northern Star. If there were any concerns, we would discuss these with the Sponsor Trust.</p> <p>Q: Can a Trust be ‘directed’ to take on a school? A: No.</p> <p>Q: Is there any contingency planning in place? A: This is a matter for the Regional Schools Commissioner.</p> <p>Q: What will happen if the Sponsor decides not to proceed after undertaking the Due Diligence process? A: The LA would work with the Trust to try to address any barriers or concerns.</p>	

		<p>Q: When will the process have been completed?</p> <p>A: We hope by the end of the calendar year.</p> <p>PH agreed to notify all governors of the decision as soon it was known. Governors were mindful that the process would involve a further change of leadership at the school and might cause further instability.</p>	
12	Marketing Update	<p>Governors agreed that it was important to continue with the marketing campaign, to promote the school and attract new parents and children to the school. The recent leafletting campaign had already had impact and the new website was another clear positive for the school.</p> <p>Governors agreed to undertake a further leaflet drop in September, and to continue the use of banners and the media. Support from PAWs to be explored.</p> <p>The school would continue to work closely with the library and PH had liaised with the local councillor to explore a regular update on the school in the local council quarterly publication.</p> <p>Governor question</p> <p>Q: Do we know numbers for September yet?</p> <p>A: At this stage we know there will be 5 in reception.</p> <p>MB left the meeting at 7.33pm</p>	

Signed:

Position:

Date: