



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held virtually, 9 June 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
Jonathan Spruce (JS)
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 introduced MD as the LA Governor nomination. MD had already undertaken an application process with the LA and references had been obtained. MD had additionally had introductory discussions about the role with PH, MA and KB. MD set out his skills and experience to governors which included particular experience in Organisational Change, Human Resources and Finance. MD had additionally undertaken inspectorate responsibilities within the Police Force in a role similar to those undertaken by Ofsted.</p> <p>Governors unanimously approved the appointment with immediate effect for a period of four years.</p> <p>PH then introduced SB and RW as the two new additional governors. KB informed governors that as part of the LA Statement of Action there was a need to strengthen the Governing Body. Two additional governors had therefore been recruited via the Local Authority.</p> <p>SB set out her skills and experience which include significant experience as a policy advisor within DEFRA.</p> <p>RW set out his skills and experience. RW is currently a Deputy Head at a school in Bradford which forms part of the Priestley Academy. In addition to significant educational experience accrued over 20 years RW has also been both a staff and parent governor for many years.</p> <p>All present introduced themselves to the new governors who were welcomed to the Governing Body.</p>	
2	Apologies	None	
3	Identification of confidential items	A staff matter to be discussed at the end of the meeting.	

4	Identification of urgent other business	Correspondence had been received since the agenda had been circulated and would be addressed at Item 9.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	Governors were reminded of the need to declare any interests. MA, RW, JM declared that they were currently employed by the Priestley Academy which had been identified as one of the potential sponsors for Academization.	
6	To approve the minutes of the meeting on 19 May 2020.	Governors approved the minutes from 19 May 2020 which were signed as an accurate record by the Chair subject to the following amendments: <ul style="list-style-type: none"> - LD to be removed as in attendance and apologies to be noted. - Item 8: to make it more explicit that the LA Statement of Action did not include any budgetary information - Item 8: that only 1 amendment to the governor context section was required. The approval was proposed by BT and seconded by PH.	
7	Matters arising	PH had updated the governor information on the school website. Governors were invited to check their profiles and to send uptodate information if required together with a photograph. MA/JM had drafted a letter to parents setting out the proposed new class structures. Governors agreed that this would be the best way to inform parents of the changes. All other items had been completed or were covered elsewhere on the agenda.	ALL
		Part 'C' – School Improvement	
8	Headteacher's Report	Governors welcomed the positive articles about the school in a number of the local newspapers, the Harrogate Advertiser and Ripon Gazette.	

Governors had been sent the Headteacher's Report in advance of the meeting. JM and MA talked through each section of the report and invited questions.

Key points included:

- The School had now re-opened in line with local and national guidance. Full risk assessments had been undertaken.
- A training day was held on the 1st June to induct all staff into the building, safeguarding training was also held for all staff given the long absence.
- Children in Nursery, Reception and Year 1 were welcomed back on the 2nd June and Y6 will return on the 8th June.
- All families have been contacted and accounted for and support has been offered where appropriate.
- The Parental Support Worker continues to make weekly contact with vulnerable families, which will continue as will the regular contact with children who are not attending school.
- Strategies for managing the re-opening include staggered starts, 1-way systems and the use of 'bubbles'.
- Early indications are that the measures are working well and have been well-received by the children, parents and staff.
- The take up has been good.
- There have been some issues with the standard of cleaning which have been addressed with the provider and will be closely monitored.
- The systems in place would be routinely monitored and any learning applied.
- For those children who are attending school the focus is on mental health and well-being, establishing routines and procedures in school and creating a happy and safe atmosphere.
- Teachers will gradually build in more specific curriculum time as appropriate. This will be based on revisiting work from earlier in the year to ensure a sound understanding rather than new learning or 'catching up'. This is due to the possibility of further changes to how schools operate and a number of pupils are missing from year groups.
- Where appropriate teachers will upload resources or lessons used for the week onto their class pages as home learning for all children to access. All teachers are planning and teaching in class full time so there will be less content for Home Learners.

- Recruitment to staff vacancies was ongoing with the aim of having a clear staffing complement by September.
- Due to the efforts on managing the Covid Epidemic some of the focus had moved away from School Improvement. Work was ongoing to set out the progress that had been made against each of the priorities in the School Action Plan.
- Work was also ongoing to develop a structured CPD plan. This work was being led by MB.

Governors thanked MA/JM/MB and all staff for all their hard work in enabling the school to re-open and in providing as safe an environment as possible for all.

Governor Questions

Q: Have you been able to undertake the recruitment in line with normal practice or have you had to adapt in response to covid related restrictions?

A: The Fulltime Class Teacher vacancy has been filled on a 1 Year Fixed Term Contract by an experienced supply teacher. Our aim has been to try and fill the vacancy with someone of the right calibre and experience. This is not easy to achieve in the current climate and recruitment via virtual technology is not the most effective way to recruit the kind of person that we need. We have taken advice on the process and sought the views of the joint-chairs and SEA (KB) prior to appointment.

Q: When will governors be assigned responsibilities linking the School Action Plan?

A: PH informed governors that all link responsibilities were being reviewed and that confirmation would be undertaken at the July meeting.

MA agreed to meet with JT to discuss her current link responsibilities (SEND & Attendance).

Q: What are the plans for the wider opening of the school?

A: In the short-term we still have some capacity left which has been set aside for the children of keyworkers and vulnerable children. Apart from that there is no additional capacity left to accept any more children before September under the current guidelines.

		<p>Q: What progress have you been able to make in terms of pupil assessment and data tracking? A: We are in the process of discussing what our approach will be. Comprehensive testing was undertaken before Easter in English and Maths and it is possible that we will use that as the baseline in September. We will continue to use FFT to support target setting and with helping to close gaps. No formal assessment is required at this time.</p> <p>KB reported that the LA used a system called Nexus which might provide a useful benchmarking tool. It was freely available on the CYPs website. FFT data was now live too.</p> <p>Q: Have you checked what level of internet access the children have had? A: Teachers phone the families of every child every week. Internet access and home school learning form part of those discussions. Support is provided where any difficulties have been identified.</p>	
9	Correspondence	<p>The following correspondence had been shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> - Academy Order letter from DfE dated 4 June 2020 - Academy Order from Regional Schools Commissioner, 4 June 2020 - Letter from Stuart Carlton, Corporate Director NYCC, 4 June 2020 - Letter from Howard Emmett, Assistant Director NYCC, 4 June 2020 <p>PH informed governors that:</p> <ul style="list-style-type: none"> - Annex B, of the first letter listed, had been completed. This would be circulated with the next set of minutes. - Three Academies had been identified as possible sponsors: Priestley Academy Northern Star Red Kite - A final decision would be made by 8 July 2020. The decision would be made by the Regional School Commissioner and a panel of experts. 	PH/Clerk

		<p><u>Governor questions</u></p> <p>Q: Was there any way the Woodfield Governing Body could have input to the decision?</p> <p>A: KB agreed to clarify the exact nature of the process and whether there would be an opportunity for the Governing Body to provide input.</p> <p>Q: Could one of the proposed sponsors accept and then pull out and if so, where would this leave Woodfield?</p> <p>A: The DfE have advised that if such an unlikely situation arose, they would work with the LA to do whatever is in the best interests of the school.</p> <p>Q: What happens if no sponsor is identified?</p> <p>A: If this was to happen there is a possibility the Academy Order could be revoked and the closure of the school potentially considered. It is unlikely that this will happen for many reasons, not least the current Covid Crisis and the sizeable catchment area for the school.</p> <p>Q: What are the timescales?</p> <p>A: It is possible that the process will be completed by December 2020.</p> <p><u>Additional Financial Control Letter from Howard Emmett</u></p> <p>KB confirmed that it was a standard letter from the LA which needed to ensure it fulfilled its statutory obligations with regard to financial probity during the academisation process.</p> <p>Governors were concerned that there had been no forewarning of the letter or any discussion about its content in advance. KB advised that this was not normal practice and that support was given by the LA. It was likely that the Covid restrictions had impacted on the normal communication protocols.</p> <p>PH informed governors that a working group would be set up to undertake the monthly requirements of the letter.</p> <p>BT agreed to buy a present / flowers and a card on behalf of the Governing Body to present to Amanda Simmons, who was retiring from the school after 32 years.</p>	<p>KB</p>
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		<p><u>Governor questions</u></p> <p>Q: Have you been able to do any advertising for nursery places for September 2020?</p> <p>A: I've been in touch with those parents who have applied for reception but our main focus has been on the re-opening of the school.</p> <p>JM/MA agreed to explore options for the advertising of nursery places to include the consideration of a leaflet campaign and newspaper leads.</p>	JM/MA
10	AOB	<p>MB left the meeting at 19.27pm as governors needed to discuss a confidential staffing item. A separate note has been prepared.</p> <p>PH informed governors that a number of new committees would be set up by September 2020. Details would be circulated after the meeting and confirmed at the next meeting.</p> <p>PH to circulate the skills audit to the 3 new governors for completion.</p> <p>PH to circulate the list of governor responsibilities including those set out in the Action Plan. Governors to consider their preferences and confirm at the next meeting.</p> <p>The meeting closed at 7.55pm</p>	<p>PH</p> <p>PH</p> <p>PH</p>

Signed:

Position:

Date: