



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 9 October 2018, 6.30pm**

Present: Helen Davey (HD) – Headteacher, Willow Tree
Jonathan Spruce (JS)
Damien Smith (DS)
Caroline Bates (CB)
Louise Downend (LD)
Helen Hirst (HH)
Bridget Tayan (BT)
Ruth Howlett (RH)

In attendance: Matt Blyton (MB) - NYCC
Karen Daggett (KD) - Deputy Head, Willow Tree
Thomas Finch – (TF) Deputy Head, Woodfield
James Hughes (JH) - Deputy Head, Willow Tree
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	Governors were welcomed to the meeting. RH was welcomed as the newly elected staff governor. MB reported that he was attending on behalf of the LA instead of Stuart Boothman, as much of the focus of the agenda was on school improvement.	
2	Election of Chair and Vice Chair	JS was the only nomination for the position of Chair and was elected unanimously. There were no volunteers for the position of Vice-Chair. Governors agreed to consider and discuss again at a future meeting.	
3	Apologies	None	
4	Identification of confidential items	Item 13 and the staffing relating issues in Item 14 were confidential and a separate minute has been prepared.	
5	Identification of urgent other business	None identified.	
6	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	There were no interests to declare.	
7	Date of future meetings.	Item 13 refers.	

8	Link Governor roles.	In addition to the roles agreed at the previous meeting, JS agreed to be the Link Governor for School Improvement.	
9	To approve the minutes of the meeting on 19 September 2018	<p>Governors agreed that:</p> <ul style="list-style-type: none"> - the final paragraph on page 6 should be amended to reflect the governors' challenge to HD, that they would like to see data presented in a consistent format at every meeting. HD had agreed to provide the data as requested. - An additional governor challenge should be added to Item 11 on page 8 as follows: Q: Will the system be linked to the School Development Plan A: Yes. - On page 2 of the Confidential Minute the wording should be amended to reflect thanks from all the governors and not just HH. <p>Subject to these amendments Governors approved the minutes. The Clerk to amend the minutes and provide a revised copy for the Chair to sign at the next meeting.</p>	Clerk
10	Matters arising	All actions had been completed or were addressed elsewhere within the agenda. Governors signed the NGA Code of Conduct and the Terms of Reference were signed by the Chair as agreed at the previous meeting.	
11	Correspondence	None	
Part 'B' – School Improvement			
12	Governance Review Action Plan.	<p>Governors agreed that HD should complete the Plan once the outcomes of the confidential item (Item 13) had been agreed.</p> <p>HD confirmed that there was a section within the School Improvement Plan on governance and that all progress that had been made to date to address the actions set out in the Governance Review would be evidenced.</p>	

13	Confidential Item	A separate confidential minute has been prepared for this item.	
14	Budget	<p>HD had provided governors with a confidential finance report in advance of the meeting. HD highlighted the key points as follows:</p> <p>Pupil Numbers</p> <ul style="list-style-type: none"> - There were significantly fewer pupils than had been planned for based on the census. Largely due to parents moving their children to other schools as a result of the various issues ongoing at the school. Financial analysis of the impact indicated that there would be a potential shortfall of at least £100k than might have been expected. HD currently working with finance colleagues from the LA to try and address this challenge. (Expected 138 pupils, currently around 101) - HD reported that she had identified and made as many savings as possible. <p>Before and After School Club</p> <ul style="list-style-type: none"> - The numbers of pupils in the Before and After School Club had also dropped significantly and the service was therefore running at a loss. Governors agreed that HD and TF should look at ways to provide alternative provision and to report back to governors at the next FGB meeting. If Governors agreed to any new proposal a trial would be initiated next half-term for 6 weeks. - Governors agreed that the any future model should ensure it provides the same hours and that it should address the fact that not all parents, or pupils would be attracted by an ‘interest’ club. The focus would be on providing a service for KS1 and KS2 pupils. <p><u>Governor question</u> Q: Could external volunteers be considered? A: Yes, and in line with the various statutory requirements such as being accompanied by a member of staff.</p>	HD/TF

		<p><u>Governor questions</u></p> <p>Q: Are you clear what has been asked of the school by the LA and that we have the action plans in place to address the challenges?</p> <p>A: Yes. The SDP fully integrates the requirements set out by the LA in the Support Plan and we are currently detailing the action plans which will address these challenges.</p> <p>Q: At what point will the SDP be shared with staff?</p> <p>A: At the same as with governors. Staff would continue to be engaged as the SDP would be used as an organic, working document, flexible to change as and when required.</p> <p>Q: Why was the climbing wall in the hall removed?</p> <p>A: In addition to not being used there was a health and safety issue. There is now a lot more space available which can now be utilised for a variety of activities.</p>	
16	Data Update	<p>Governors had been provided with detailed data reports in advance of the meeting. HD confirmed that data would be presented in this format at all future meetings and asked governors if they had any questions concerning either the format or the data itself.</p> <p>MB explained the basis of the FFT targets to governors and HD confirmed that the FFT estimates were effectively being used as targets by the school.</p> <p>HD reported that all teachers had been required to provide up to date tracking data on all their pupils. This data had been used to provide the data in the reports. Data was updated every 6 weeks.</p> <p>HD highlighted the particular challenges in Year 6 where the FFT targets were especially high. The current aim was to get over the 'floor' targets. Governors noted that the targets were very unlikely to be achieved but welcomed their application in terms of raising expectations and delivering an aspirational impetus to pupils.</p> <p>HD highlighted the concerns in writing and JH outlined some of the measures that had been introduced, working alongside Simon Ashby, to address the challenges. Tracking was a key part of this process and could identify issues which could then be addressed.</p>	

		<p><u>Governor Questions</u></p> <p>Q: In Year 4, are the disadvantaged children included in the data for the 15 children? A: Yes. Furthermore, the software enables us to extract the data for a number of different aspects within a cohort not just for the disadvantaged pupils. For example, data can be extracted based on gender.</p> <p>Q: Should we use the FFT50 targets, which would still be challenging? A: There is a discussion to be had about whether to use FFT20 or FFT 50; there are merits to both. As the numbers of pupils are so small, there is very little difference currently. FFT20 does at least provide some aspirational motivation.</p> <p>Q: The floor target for maths is 65% and the current attainment is 55%; what are your plans to address this? A: As the cohort is small only a few pupils need to improve to raise the 55% to get over 65%. We are employing a range of strategies and interventions to deliver this improvement; for example, we have identified 5 pupils requiring the most support and are providing bespoke support to address their individual needs. If all 5 were to improve as expected the figure of 65% would be achieved.</p> <p>Q: Have the current Year 6 travelled together through their school journey? A: No. There are a number of pupils who joined at various stages. We are currently in the process of analysing this information and will provide an update to governors.</p> <p>Governors agreed that it would be easier to identify progress in future data reports when comparisons could be made with the previous report. Governors agreed that it would be helpful if HD could highlight those figures which had dropped from the previous report to enable governors to more easily identify those areas of greatest challenge. HD agreed to action. The next data point would be 5th November with the data ready by the end of November.</p> <p>Governors agreed that it would be helpful to continue to extract the data relating to disadvantaged pupils in the report to enable an easier assessment of any challenges.</p>	<p>HD</p> <p>HD</p>
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17	Policies	The Pay Policy and School Medical Policy had been updated and were approved by governors.	
18	Governor Visits	<p>BT had visited school and signed off the Single Central Record.</p> <p>JP had visited the school and introduced himself to staff.</p> <p>Governors were reminded to provide a written evaluation of visits which would be circulated and then filed.</p>	
		Part 'C' – Other Business	
13	AOB	MB reported a safeguarding issue to governors. Governors were re-assured that HD was undertaking all appropriate action in addressing the concern. Governors agreed that the matter should continue to be addressed with the utmost confidentiality. The LA thanked HD for the handling of such a difficult and complex issue and offered their continued support as and when it was required.	
14	Close	<p>The meeting concluded at 8.45pm</p> <p>Date and time of next meeting: Monday 12th November 2018 with the format as follows:</p> <p>6.00pm Woodfield FGB meeting 7.00pm Joint FGB meeting 8.00pm Willow Tree FGB meeting</p> <p>Next meeting: 4th December at 6.00pm: Agenda/format dependent on outcome of 12th November meeting.</p>	

Signed:

Position:

Date: