



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School  
Held virtually, 14 September 2021, 6.00pm**

**Present:** Jo Marwood (JM) – Acting Head of School  
Mathew Atkinson (MA) – Acting Executive Head Teacher  
Paul Haslam (PH) – Chair  
Jan Tringham (JT)  
Jonathan Spruce (JS)  
Sarah Watson (SW)  
Stacey Watson (St W)

**In attendance:** Lindsay Miller (LM) – Senior Education Advisor  
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	<b>Welcome and Introductions</b>	<p>PH welcomed everyone to the meeting.</p> <p>PH informed governors that no-one had come forward as Chair following the last meeting in July. The LA had informed him that it was essential that momentum was sustained and therefore it was important to hold this meeting near to the start of term.</p> <p>PH introduced LM to the meeting as the new Senior Education Advisor who was here to observe the meeting. LM introduced herself setting out her experience and role. LM informed governors that an application to fill the current Local Authority Governor position had been received and was being processed as quickly as possible.</p> <p>PH informed governors that the agenda had changed and he would explain as the meeting progressed. The focus for this meeting were the two key documents:</p> <ul style="list-style-type: none"> <li>- The School Development Plan (SDP) – which the LA required by the 17<sup>th</sup> September (and had already been sent)</li> <li>- The Governance Action Plan (GAP)</li> </ul> <p>Governors agreed to defer the election for the positions of Chair and Vice-Chair to the next meeting when it was hoped there would be more governors in post. Governors agreed that PH should remain as Chair until this time.</p>	
2	<b>Apologies</b>	None	
3	<b>Identification of confidential items</b>	To be considered as the meeting progressed.	

4	<b>Identification of urgent other business (AOB)</b>	None	
5	<b>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</b>	JM/MA declared an interest in any discussions which related to the Priestley Academy Trust as employees of that organisation. JS had recorded his role as a governor at Willow Tree on his register of business interest form.	
6	<b>To approve the minutes of the meeting on 22 July 2021.</b>	The minutes were approved as an accurate record to be signed by PH.	
7	<b>Matters arising from the minutes.</b>	A confidential item was discussed at this point which has been placed in a separate minute.  PH wanted his thanks to Bridget Tayan recorded -for all her support and hard work as the previous Joint-Chair. BT was still working at the school on a voluntary basis.  PH reported that he had received no further updates on academisation.	
		<b>BUSINESS OF THE MEETING</b>	
8	<b>Register of Business Interest Form, Hospitality Register, Disqualification Declaration.</b>	Governors had been asked to complete the Register of Business Interest Form in advance of the meeting. All those not completed to be provided to the clerk at the next meeting.  The clerk reminded governors to ensure that any gifts or hospitality were recorded on the Hospitality Register.  All new governors to ensure that they have completed the Disqualification Declaration form.	

9	<b>To adopt the Standing Orders and NGA Code of Conduct for 2021-22</b>	The Standing Orders for 2021-22 and NGA Code of Conduct had been circulated in advance of the meeting. Governors adopted both documents and agreed that the Chair's term of office would be 1 year and that the reconvening of a meeting would be 14 days.	
10	<b>Delegation Planner</b>	The Delegation Planner had been circulated in advance of the meeting and was adopted by governors.  Q: Should it be for the full governing body to dismiss a Headteacher rather than a committee? A: A committee process would ensure that not all governors were aware of the detail and could therefore sit on any subsequent Appeals Committee.	
11	<b>Appointment of Committees</b>	Governors agreed to retain the two standing committees. Membership was agreed as follows:  <b>Resources</b> JM/MA PH JS St W  <b>School Improvement</b> JM/MA PH JT SW  Governors agreed: <ul style="list-style-type: none"> <li>- New governors to be assigned roles on committees as they joined the full governing body.</li> <li>- All committees to ensure that at least 3 governors are present at any meeting.</li> <li>- Elections for committee Chairs and Terms of Reference to be agreed at the first meeting of these committees.</li> <li>- The Terms of Reference for the Full Governing Body</li> <li>- That all committee meetings would be clerked. CW to clerk.</li> </ul>	

		<p><b>Marketing Working Group</b> PH/SW + any staff wanting to attend. Updates to be provided to the full governing body.</p> <p><b>Headteacher’s Performance Panel</b> This is not required as the Executive Head is employed by the Priestley Academy Trust who carry out this function. The arrangement is monitored by the LA through regular reviews and reports are shared with Governors. This arrangement was discussed and agreed with the LA in the spring.</p> <p><b>Ad Hoc Committees</b> Membership of these committees would be determined by eligibility, availability and experience.</p>	
12	<b>Appointment of Link Governors</b>	Item 13 refers – the Governance Action Plan includes the agreed link governor responsibilities.	
<b>PART B – SCHOOL IMPROVEMENT</b>			
13	<b>Headteacher Report</b>	<p>The School Development Plan (2021-22) and SEF 2021-22 had been circulated to governors in advance of the meeting. JM talked through both documents and invited questions. Key points included:</p> <p><b>SEF</b></p> <ul style="list-style-type: none"> <li>- An evaluation of where the school is at this point in time.</li> <li>- Will be used by Ofsted to evaluate leaders and is aligned to the Ofsted categories.</li> <li>- Was developed in an inclusive and collaborative way</li> <li>- Looks at impact over last 12 months</li> <li>- The overarching aim is to improve outcomes for all pupils</li> <li>- Both strengths and areas for development are set out clearly</li> <li>- The areas for development are fed into the School Development Plan to set out the priorities.</li> <li>- It is a working, organic document.</li> <li>- Has been shared with the LA.</li> <li>- The score for each priority has been given a 3 – this is an honest and accurate reflection of where the school leaders currently see the school. This school equates to an ‘Requires Improvement’ judgement.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Need to ensure EYFS remains a focus mindful that it gets its own judgement and with a new framework in place.</li> </ul> <p>Governor questions</p> <p>Q: Do we need to change the wording in the Behaviour and Attitudes section which states that there has been no bullying for two years but that we need to monitor bullying?</p> <p>A: We do need to constantly be vigilant about the monitoring of bullying. It is a complex issue and just because no issues have been reported this does not necessarily mean there is no bullying taking place. Children are often reluctant to report bullying. We need to continue strive to develop a culture where pupils are not afraid to come forward.</p> <p>Q: Can governors support the development of wider community links?</p> <p>A: Yes that would be great – the SDP provides further details and there might be links in the Governance Action Plan too.</p> <p>Q: When would be an appropriate time for a Parent Survey?</p> <p>A: Earlier the better – the outcomes could be used to help inform the SDP and GAP</p> <p>Q: Have the outcomes from the most recent Ofsted Report been factored into these documents?</p> <p>A: We have used the areas for improvement from the original report. The outcomes from the recent report have been factored into the SDP.</p> <p>PH reminded governors that governance required urgent action.</p> <p><b>School Development Plan</b></p> <ul style="list-style-type: none"> <li>- The context to be amended to align with the SEF</li> <li>- Provides more detail on the priorities and identifies a staff lead for each priority and a link governor (to be agreed at this meeting).</li> <li>- The SDP is the key strategic document in the school and is used by subject leads to develop their plans.</li> <li>- Need to be mindful that the school has a number of Afghan refugee children and extra focus will be needed on EAL support.</li> </ul>	
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		<p>In discussion, governors agreed:</p> <ul style="list-style-type: none"><li>- to align link governors to the most urgent priorities first and then to consider filling any outstanding links with new governors once they had joined and based upon their skills and experience.</li><li>- That the SDP linked closely with the GAP and therefore it would be helpful to ensure a similar alignment of governor link responsibilities across both.</li><li>- PH confirmed that he would use some of his locality funding, as a councillor, to support the cost of the new playground equipment and Commando Jo.</li></ul> <p>The Areas for Improvement (AFI) Links were agreed as follows:</p> <p><u>Quality of Education</u></p> <ol style="list-style-type: none"><li>1. As a result of high quality senior and curriculum leadership, the school’s curriculum is ambitious for all; meticulously planned and evidence of leader’s impact is obtained. Continue to broaden and develop the school’s curriculum offer. <b>PH</b></li><li>2. Develop the provision for pupil groups (including PP/SEND/EAL) to ensure these pupils make the progress they are capable of and are achieving in line with their peers. <b>JT</b></li><li>3. Embed the teaching of early reading so it is consistent throughout the school and those pupils who are behind catch up. <b>St W</b></li><li>4. Develop the Early Years curriculum and assessment systems in line with the new EYFS framework <b>St W</b></li></ol> <p><u>Behaviour and Attitudes</u></p> <ol style="list-style-type: none"><li>5. Further develop the school RESPECT values and embed through the curriculum. <b>SW</b></li></ol> <p><u>Personal development</u></p> <ol style="list-style-type: none"><li>6. Further develop PSHE and SRE curriculum to provide more opportunities for pupils to experience and learn about the wider world including different faiths, cultures and protected characteristics <b>SW</b></li></ol>	
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		<p><u>Leadership and Management</u></p> <p>7. Those responsible for governance understand their roles and responsibilities and carry these out effectively. <b>JS</b></p> <p>8. Develop the capacity and capability of middle leadership. <b>JS</b></p> <p>LM left the meeting at 7.30pm</p>	
14	<b>Governance Action Plan</b>	<p>The latest draft (version 4) of the Governance Action Plan had been circulated to governors in advance of the meeting. JT talked through the key points to note since the last meeting, as follows:</p> <ul style="list-style-type: none"> <li>- On advice from the SEA (Karen Butler) it was now a 3 year plan and not a 5 year plan.</li> <li>- The yellow highlights had been suggested by KB.</li> <li>- Many similarities in structure / format to the SDP</li> <li>- Progress to be RAG rated as we progress through the year.</li> </ul> <p>Governors needed to consider and agree on 3 long term strategic priorities.</p> <p>The one year action plan would be the key focus for the next 12months. Each objective would be assigned a lead governor and a monitoring governor to ensure all actions had been completed effectively.</p> <p>Governors agreed the link governors for each objective as follows:</p> <p><b>Objective No. 1 Strategic Leadership – PH</b>  <b>Objective No. 2: Accountability for educational standards (ES) and financial performance (FP) – to be lead by the Chair of the School Improvement Committee and monitored by the Chair of Governors. (Governors agreed to leave the 1 financial target in this objective)</b>  <b>Objective No. 3 People – SW</b>  <b>Objective 4 – Governance Structures - JS</b>  <b>Objective No. 5: Statutory Compliance – PH</b>  <b>Objective No. 6: Evaluation – St W</b></p>	

		<p>The GAP would be a standing agenda item and governors to be prepared to provide updates on their objectives at these meetings. JT agreed to provide advice and support wherever needed. Where monitoring responsibilities had not been assigned these would be picked up by a combination of new governors and volunteers from the current membership.</p> <p>Specific Link Responsibilities were agreed as follows:  Finance – JS  Sport – JS  Health and Safety – PH  Catch up Funding – JS  SEND – JT  Attendance – JT  Curriculum – PH  Induction Training – SW + PH  Marketing - SW  Safeguarding – SW + JT in support  Whistleblowing – PH  More able pupils – JT</p> <p><b>Actions:</b> JT and JM to update the SDP and GAP with the agreed names and recirculate to governors.</p> <p><b>Action:</b> JT to develop a monitoring schedule to enable the effective planning of governor monitoring visits. JM to circulate the imminent key dates to governors – e.g. staff meetings on curriculum, reading and pupil progress meetings.</p>	<p><b>JT/JM</b></p> <p><b>JM</b></p>
<b>15</b>	<b>Marketing Update</b>	A number of positive news stories about the school had been published in the Stray Ferret and also shared on local radio.	
<b>16</b>	<b>Policies</b>	<p>The Health and Safety and Complaints Policies were adopted subject to a number of small amendments.</p> <p>Governor question  Q: Has there been a health and safety visit this term?</p>	

		A: The next one is scheduled for the 12 <sup>th</sup> October.	
17	<b>Safeguarding / Health and Safety</b>	No incidents to report.  All governors confirmed that they had read the 2021 version of Keeping Children Safe in Education.	
18	<b>AOB</b>	PH asked governors if they wanted to fill the current vacancy for a parent governor and whether they felt that the governing body required two instead of three parent governors.  In discussion, governors agreed to seek to fill the current vacancy as the governing body needed to be at full capacity and ideally a governor with an EYFS focus would be helpful. If an election was not successful then governors would consider reconstituting the governing body to reduce the number of parent governors by one.  <b>Action:</b> PH to let JM/MA know where the skill gaps were in the latest in order to recruit someone with needed skills.	<b>PH</b>
19	<b>Communication</b>	Governors agreed to send a letter to staff and parents updating them on progress.  <b>Action:</b> PH to draft and share with governors.  PH thanked governors for their support at this meeting.  The meeting closed at 8.04pm	<b>PH</b>

**Signed:**

**Position:**

**Date:**