



**Minutes of a Meeting of the Full Governing Body of Woodfield Community Primary School
Held at the school, 12 November 2018, 6.00pm**

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
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.	
2	Apologies	None	
3	Identification of confidential items	Item 8 and to consider other items as the agenda progressed.	
4	Identification of urgent other business	HD informed governors that a news item had been published in the Harrogate Informer about the school further to a Freedom of Information (FOI) request. A statement had been prepared by the LA in response to the item. Governors were aware that the article had already provoked a response on social media and that their names had been included in the article.	
5	To remind governors of the need to declare interests, pecuniary or non-pecuniary.	JS and DS confirmed that they were also governors at Willow Tree Primary School.	
6	To approve the minutes of the meeting on 9 October 2018	Governors agreed that: <ul style="list-style-type: none"> - The minutes of 19th September should be amended to remove HH as the reading link governor. Subject to this amendment the minutes were approved. - The minutes of the 9th October and the confidential minutes of 9th October were approved as an accurate record and signed by the Chair. 	
7	Matters arising	Governors agreed to consider the Before and After School at the next meeting and in the light of the confidential discussion (Item 8). HD agreed to circulate the 3 quotes for the new ICT server once received. HD to circulate the LA Support Plan. HD to provide the ASP data once she had been able to access it herself; delays had been caused through the DfE security protocols. All other actions had been completed or were addressed elsewhere on the agenda.	HD HD HD

		Part 'B' – School Improvement	
8	Confidential Discussion	A separate confidential minute has been prepared for this item. RH left the room at this point.	
9	Headteachers Report	<p>Governors had been provided with a copy of the Headteacher’s Report in advance of the meeting and were invited to ask questions.</p> <p><u>Governor questions:</u> Q: How can we evidence that performance management has taken place for all teachers? A: We could provide governors with anonymised documentation if required. I can reassure governors that the process has been undertaken and that targets have been agreed with all teachers; governors are welcome to review the targets. The targets are linked to the SDP and we will be monitoring progress against these targets. RH confirmed, as Staff Governor, that her performance management targets had been set and that the process was clear.</p> <p>Q: How many children currently on roll? A: 99 but will confirm.</p> <p>Governors had been provided with a copy of the Strategic School Plan (SSP) for 2018-19 in advance of the meeting. HD informed governors that the SSP was based on the priorities set out in the LA Support Plan and had not yet been shared with staff, pending governor approval. Once approved HD agreed to provide governors with a RAG rated update on progress at future meetings. The actions in priority 5 had been based on the actions set out in the LA Review of Governance and would need to be considered closely by governors over the next 12 months. Governors were invited to ask questions.</p> <p>Governor questions Q: Do we have one data tracking system or do we use multiple systems? A: There is a single system. (HD agreed to amend the wording at Priority 3 to ‘developing an effective system..’)</p>	

		<p>Q: Could you clarify what triangulation means? A: JH explained the process which involved examining specific pieces of work in children’s books and linking them to the planning assessments used by teachers and the data on the PAD sheet. This methodology would enable challenges in a specific piece of work to be more easily identified and addressed.</p> <p>Governors approved the SSP for 2018-19 Governors agreed to ensure their visits would include a link to the targets set out in the SSP</p> <p>Governors had been provided with a copy of the FFT, which had been discussed at the previous meeting. HD informed governors that she would provide them with the ASP data when she had been allowed to access the data herself by the DfE.</p>	
10	Policies	No policies to review	
11	Governor Visits	CB had visited the school to discuss the confidential matter to be tabled at item 8 BT to attend the next Governor SIN Meeting	
12	Future Meeting Dates	4 th December 2018	
13	Correspondence	None other than the AOB item referred to at item 4	
14	AOB	Governors to consider the vacant position of Vice-Chair at the next meeting.	
14	Close	The meeting concluded at 7.00pm	

Signed:

Position:

Date: