

**WOODTHORPE PRIMARY SCHOOL
LOCAL GOVERNING BOARD**



Minutes of the meeting held on Wednesday 8th March 2023 at 6.30pm

Present:	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Helen Elsworth	Gareth Mines Peter Crane Charlotte Taylor (DHT)
In Attendance:	Joanne Jones (SBM), Jen Britland (EYFS Phase Leader), Sophie Triffitt (Clerk)	

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting. Debbie Carr was not present at the meeting. There were no declarations of interest.</p>	
2.	<p>Chair Appointment Resolution: Jenny Parker was agreed as interim Chair of Governors to the end of the academic year.</p>	
3.	<p>Minutes of the meetings held on 25th January 2023 (previously circulated) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Action Plan and matters arising not covered by the agenda There were no actions to update and no matters arising.</p>	
	<p>Curriculum Update - Character Education / Personal Development (previously circulated) The Early Years Foundation Stage Phase Leader presented a PSHE update. The school use Jigsaw programme for PSHE and whilst the CEO wants each school to retain their individual nature there are areas of best practice to be in every school across the MAT. The Director of Personal Development undertook an audit in the autumn term and a follow up audit is planned for WC 13th March 2023.</p> <p>The EYFS Phase Leader shared the school values, and the character key words that sit within those values, with governors explaining that the Woodthorpe Character had been reviewed with SLT and then with staff through CPD sessions.</p> <p>Challenge: A governor suggested looking at the UN Rights Respecting Schools Award which gives structure and accreditation. The Headteacher agreed that having a quality mark structure to work towards can be useful.</p> <p>The EYFS Phase Leader informed governors that in line with a MAT initiative a 'Woodthorpe 50' of things that Woodthorpe children would experience / achieve through their school journey at Woodthorpe. The list was developed with the input of the school council, pupil voice through circle time questions and staff.</p> <p>Challenge: A governor asked if the Woodthorpe 50 is mapped out over the year groups and if there will be tracking to measure and evidence, they have happened. The EYFS Phase Leader explained that certain items are annual, some happen in set years such as swimming in Year 4 but agreed that some mechanism to track would be helpful.</p> <p>The EYFS Phase Leader introduced governors to South Bank Thinks. A governor suggested that it would be more beneficial to have different discussion questions for primary and secondary to maximise the potential for engaged discussion. In response to a governor questioning the blunt use of a yes or no answer to nuanced questions the EYFS Phase Leader explained that the process of discussion with challenge, giving children a voice, understanding of different opinions and process of democracy were the key benefits.</p> <p>The EYFS Phase Leader explained the Random Acts of Kindness at Woodthorpe to acknowledge the acts of kindness that are already done in the school on a daily basis.</p> <p>Forest School is working towards accreditation with the Woodland Trust.</p> <p>Governors reflected on the positives of the tree planting and recorded thanks to the Forest School leader for her hard work and network of contacts to benefit the school.</p> <p>Governors recorded thanks to Good Gym York for their work in preparing the ground for tree planting.</p>	
4.	<p>SBM Report (previously circulated) The SBM summarised the report.</p> <p>Challenge: A governor asked for an update on the Assistant Headteacher role. The SBM explained that the</p>	



	<p>budget could not accommodate an additional Assistant Headteacher role to increase leadership capacity.</p> <p>Challenge: A governor asked if a fixed term AHT contract for one year for a specific remit would be possible. The SBM explained that it was not affordable, and it was difficult to appoint to leadership posts for short term contracts.</p> <p>The SBM highlighted the uncertainty around pay awards for future years budget planning and noted that Nursery numbers remain strong.</p> <p>Challenge: A governor asked if there had been any feedback on the change in prices to wrap around and Nursery provision. The SBM confirmed that breakfast and after school numbers are strong, no concerns were raised, and the school still offer good value for money.</p> <p>The SBM reported that two of the three Health and Safety audits have been done (paperwork / fire risk assessment). Quotes have been requested for the four outstanding actions related to fire doors and the medium-term items of the fire exit signs is planned for the next routine fire door maintenance visit.</p>	
<p>5.</p>	<p>Headteacher Report / Weekly Pulse (previously circulated) A governor noted that the commentary / context of the previous report was useful.</p> <p>The Headteacher highlighted that the recent Maths learning walk was positive.</p> <p>In response to a governor the Headteacher confirmed that the religion allocation in RE is in line with North Yorkshire local weighting.</p> <p>The Headteacher reported that the IDSR highlighted attendance as an area of concern. Current attendance reports at 94.6% which is slightly above the national average for primary of 94.3% but there is a need to get back to, or above, pre-covid levels of 96%.</p> <p>The IDSR also highlighted Phonics outcomes as a strength.</p> <p>Challenge: A governor asked if there were targeted interventions for children not in school due to anxiety. The Headteacher confirmed there was phased intervention / engagement and where appropriate external agencies are supporting. Guidance was published in February for support of mental health related absences. There is an advert out for an attendance and welfare lead who would offer one day per week support for Woodthorpe and this would support the Headteacher in maintaining positive relationships with school families.</p> <p>The Headteacher noted the need for investment in the Early Year's outside area. There is also support in place from an Early Years specialist and the Director of School Improvement to ensure there is inspirational and high-quality learning in Reception. The EYFS Phase Leader is meeting weekly with the EYFS team and an Early Years specialist is in class on a Friday to model practice, offer advice and develop learning areas. The Headteacher had met with the Director of Estates to agree work to update the Early Years outside area over the Easter holidays.</p> <p>The Headteacher talked governors through the learning cycle of 'connecting, I do, we do, you do'.</p> <p>Challenge: A governor asked about block learning for curriculum areas such as History and if there was evidence that children were remembering their learning. The Headteacher explained that every child will be taught every subject / topic area each term and every lesson starts with a 'connect' element. Teachers felt that children were retaining knowledge and making links quickly. The block approach also made it easier for subject leaders planning and monitoring to evidence progress. A governor noted that they had seen evidence of the approach building enthusiasm in history. A governor suggested revisiting to assess if children retain knowledge.</p> <p>Action: Governors to check on retained knowledge from curriculum block learning (i.e. History / Geography / Music).</p> <p>The Headteacher shared an example of the Year 5 BRAG document.</p>	<p>Govs</p>
<p>6.</p>	<p>Curriculum Update Item taken earlier in the agenda.</p>	
<p>7.</p>	<p>School Improvement Plan Item discussed earlier in the agenda.</p>	
<p>8.</p>	<p>Governor Business Link Governor Reports There were no link reports submitted.</p>	



	<p>Governor Training There was no update to report.</p> <p>Recruitment The clerk highlighted the five general governor vacancies.</p>	
9.	<p>Risk Record There was no update to report.</p>	
10.	<p>MAT Business There was no update to report.</p>	
11.	<p>School Policies There were no policies for review.</p>	
12.	<p>Correspondence There was no correspondence for governors.</p>	
13.	<p>Any Other Business</p> <p>Neuro Diverse Adults Group: A governor was meeting with a neuro diverse adults group who may provide some insight that will support parent communication. The Headteacher explained that there are processes in place to support children on the SEND register including visits to school on training days and social stories but agreed that there may be ways to better support parents in accessing school messages and visits. The SBM noted that the Trust is launching an Accessibility Plan.</p> <p>Parking: A governor noted that parking continued to be a concern and the local authority were being engaged.</p> <p>Amanda Atkins: The Headteacher thanked Amanda Atkins for the support offered to the school in her role as governor and Chair. Mrs Atkins had helped to shape leadership, supported the school community and offered challenge, friendship and support to the Headteacher whilst always putting the children at the forefront and she would be a huge loss to the school.</p> <p>Amanda Atkins confirmed that it had been a real pleasure and honour to be part of the school community.</p>	
14.	<p>Dates of next meetings Wednesday 10th May Wednesday 12th July</p>	

The meeting closed at 8.30pm

Approval

WOODTHORPE FULL GOVERNING BOARD – 8th March 2023 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	5	Governors to check on retained knowledge from curriculum block learning (i.e. History / Geography / Music).	Link Governors	July 2023

May Meeting

CEO to attend (first part of agenda)
Inclusion Quality Mark Audit and Action Plan