

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 14th September 2022 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson	Helen Elsworth Gareth Mines Jess Bagnall Debbie Carr
<b>In Attendance:</b>	Charlotte Taylor (Deputy Headteacher), Joanne Jones (SBM), Sophie Triffitt (Clerk)	

		<b>Action</b>
1.	<p><b>Welcome, Apologies for Absence and Declarations of Interest</b> The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted for Peter Crane.</p> <p><b>Business Interest Forms</b> Governors completed their business interest forms.</p>	
2.	<p><b>Nomination of Chair and Vice Chair</b> Amanda Atkins was elected as Chair for a term of one year.</p> <p>Governors were asked to consider taking on the role of Vice Chair.</p>	
3.	<p><b>Minutes of the meetings held on 13<sup>th</sup> July 2022 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p>	
4.	<p><b>Action Plan and matters arising not covered by the agenda</b></p> <p><b>Action 1:</b> The SBM confirmed all governors had completed the Cyber Security Training.</p> <p><b>Action 2:</b> The SBM confirmed the After School Club increase was 2.5% (20p).</p> <p><b>Action 3:</b> The SBM explained that the DfE provide general risk protection insurance cover with no specific caveats and there is no facility to make notifications.</p> <p>Windows: The Headteacher informed governors that as UK Aluminium (who installed latches and packers to counter the wrong handles being installed) had gone bankrupt so BBR instructed another company Crystal who confirmed the handles were fine and removed the packers but now the gasket doesn't pull tight so the complaint progresses to the next stage. Crystal have produced a report that has identified further areas of concern.</p> <p><b>Action 4:</b> The Headteacher would invite the CEO to the November meeting.</p> <p><b>Action 5:</b> Scheme of Delegation was included on the agenda.</p>	
5.	<p><b>SBM Report (previously circulated)</b> The SBM reported that pupil numbers and Nursery numbers remain strong and 20% of pupils are identified as Free School Meal</p> <p>The pupil teacher ratio has increased to 26.4 which is in line with the DfE benchmark.</p> <p><b>Challenge:</b> A governor asked for an update on Teaching Assistant vacancies. The Headteacher confirmed that there are vacancies, but recruitment is on hold due to the staff pay award impact on budgets.</p> <p><b>Challenge:</b> A governor asked if the vacancy for 1:1 TA support is having an adverse impact for that child. The Headteacher confirmed that the child will have a TA through supply.</p> <p><b>Challenge:</b> A governor asked if staffing this 1:1 role through supply is a concern for this child particularly around consistency. The Headteacher explained that it had proven difficult to appoint to this post before the hold on recruitment and the current supply arrangement had proven extremely positive for this child's need but noted that it may be a challenge when the member of supply staff returns to university.</p> <p>The SBM noted the significant impact on the budget of the proposed pay awards.</p>	
6.	<p><b>Building and Health and Safety (previously circulated)</b> Governors discussed the financial and eco benefits of reviewing the heating use / temperature without creating an uncomfortable environment for the children. The Deputy Headteacher noted that an Eco Club is being established and can include this in their focus.</p> <p>The SBM confirmed that some lights have sensors and 90% of the lights are LED and where not they will be replaced as they fail.</p> <p>Governors reviewed the Health and Safety actions.</p>	



	<p>The SBM informed governors that some works, including adult toilets, will be undertaken as part of the capital funding project for the Trust.</p> <p><u>Data Protection Report (from previous meeting)</u></p> <p><b>Challenge:</b> A governor asked for an update on the recommendations / actions. The SBM confirmed that:</p> <ul style="list-style-type: none"><li>- New posters have been displayed in the staff room.</li><li>- The report covered all schools and Woodthorpe had retention and destruction logs in place.</li><li>- The data protection factsheet is given to temporary staff.</li><li>- All evidence relating to consent and images is kept on file and in the MI system.</li></ul> <p><b>Challenge:</b> A governor asked if future reports could identify which school actions apply to.</p>	
7.	<p><b>School Development Plan (previously circulated)</b> Governors discussed what they felt the priorities should be:</p> <p><u>Lowest 20 / 30% of learners</u></p> <ul style="list-style-type: none"><li>- How this is monitored through school for those not making progress</li><li>- Intervention impact</li><li>- SEND support</li><li>- Covid impact</li></ul> <p><u>Pupil Personal Development</u></p> <ul style="list-style-type: none"><li>- Communication / emotions / life skills / experiences</li><li>- How this is monitored</li><li>- School wider community / family support / attracting people in / volunteers</li></ul> <p><u>Early Years</u></p> <ul style="list-style-type: none"><li>- Provide a strong foundation to build on</li></ul> <p><u>Attendance</u></p> <p>The Headteacher noted that the cost of trips had significantly increased so may need to think differently about enrichment activities. A governor suggested implementing a system to allow others to make a donation for a child, who otherwise wouldn't be able to go on a trip.</p> <p>In response to a governor the Deputy Headteacher confirmed that the Free School Meal eligibility is set nationally and is not regularly reviewed.</p> <p>The Headteacher confirmed that there is a school fund, and the summer fair raised a good amount of money which will subsidise costs.</p> <p>The Headteacher talked governors through the School Improvement Plan highlighting:</p> <ul style="list-style-type: none"><li>- Attendance</li><li>- Embedding the curriculum</li><li>- Reading in KS2</li><li>- Curriculum Leaders being ambassadors</li><li>- ECT Programme</li><li>- Review of the reading assessment package to move from online multiple choice to written papers</li><li>- Jigsaw PSHE Scheme.</li></ul> <p><b>Challenge:</b> A governor suggested utilising social media to celebrate the curriculum and activity in school to encourage attendance.</p> <p><b>Challenge:</b> A governor asked why the RE Curriculum is of concern. The Headteacher explained that the school use the York and North Yorkshire agreed curriculum which is Christian based to reflect the community and there is a mismatch between the plan content and effective sequenced delivery that Ofsted expected to see.</p> <p><b>Challenge:</b> A governor suggested that if other schools are having the same issues this needs communicating to the curriculum providers. The Headteacher confirmed that it has been reported to the Local Authority that it is an issue that needs to be addressed.</p> <p><b>Challenge:</b> A governor suggested subject leaders present their area to governors to support them developing their skills in becoming ambassadors. The Headteacher agreed that this would be helpful and suggested initially this is done through link visits.</p>	
8.	<p><b>Pupil Premium / Recovery Premium</b> There was no update to report.</p>	



9.	<p><b>Governor Business</b></p> <p><b><u>Governor Re-appointment</u></b>  <b>Resolution:</b> Helen Elsworth was re-appointed as a co-opted governor for a term of four years.</p> <p><b><u>Link Governor Reports</u></b>          There were no link governor reports.</p> <p><b><u>Link Governor Roles</u></b>          Link governor roles were confirmed in an e mail from the Chair.</p> <p><b><u>LGB Ofsted Actions</u></b>          Actions are incorporated as part of the School Improvement Plan and link governor roles.</p> <p><b><u>Scheme of Delegation</u></b>  <b>Challenge:</b> A governor felt that further clarification of the role of the LGB was needed.</p> <p><b><u>Governors Annual Statement / Impact Assessment</u></b> (previously circulated)  <b>Action:</b> Chair to draft and bring to the November meeting.</p>	Chair
10.	<p><b><u>Headteacher Report</u></b> (previously circulated)          The Headteacher talked governors through the Headteacher Report.</p> <p><b>Challenge:</b> A governor asked where the additional workload of the pastoral team will fall. The Headteacher confirmed that it would be with him and the Deputy Headteacher.</p> <p><b><u>Parent Questionnaire</u></b> (previously circulated)          The Headteacher noted that three items of feedback were:</p> <ul style="list-style-type: none"> <li>- A request for more spelling homework</li> <li>- Effort report not appropriate for Year 1</li> <li>- Opportunities in clubs</li> </ul> <p><b>Challenge:</b> A governor questioned the small number of responses and suggested a need to understand what the remaining 95% of parents think.</p> <p><b><u>Data</u></b> (previously circulated)          Article shared for information.</p> <p>The data report that was discussed at the July meeting was shared.</p> <p><b><u>SEF</u></b>          Governors had no comments or questions on the SEF.</p>	
11.	<p><b><u>Wellbeing Survey</u></b>          There was no update to report.</p>	
12.	<p><b><u>Ofsted Readiness Dashboard</u></b>          There was no update to report.</p>	
13.	<p><b><u>Risk Record</u></b>          There was no update to report.</p>	
14.	<p><b><u>MAT Business</u></b>          There was no update to report.</p>	
15.	<p><b><u>School Policies</u></b>          There were no polices for review.</p>	
16.	<p><b><u>Correspondence</u></b>          There was no correspondence for governors.</p>	
17.	<p><b><u>Any Other Business</u></b></p> <p><b><u>Car Parking</u></b>          A governor reported that the Local Councillor has been supportive and will work on a petition in order to engage the Council Enforcement Officers.</p> <p><b><u>Family Support</u></b>          A governor suggested making information leaflets available for families to help them access support (i.e. benefits guide). The SBM informed governors of the help section that is being developed for the Trust</p>	



	website that can also store this information.	
18.	<b>Dates of next meetings</b> Wednesday 16 <sup>th</sup> November Wednesday 25 <sup>th</sup> January Wednesday 8 <sup>th</sup> March Wednesday 10 <sup>th</sup> May Wednesday 12 <sup>th</sup> July	

The meeting closed at 8.30pm

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Mrs Amanda Atkins  
Chair

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Date

**WOODTHORPE FULL GOVERNING BOARD – 14<sup>th</sup> September 2022  
ACTION PLAN**

	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1.	13 (13.07.22)	Invite the CEO to the November governor meeting.	Chair / HT	Sep 2022
2.	9	Chair to draft Governor Annual Statement / Impact Assessment response and bring to the November meeting.	Chair	Nov 2022

**November Meeting**

Governors annual statement and impact assessment.