

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 16<sup>th</sup> November 2022 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson	Helen Elsworth Gareth Mines Peter Crane Charlotte Taylor (DHT)
<b>In Attendance:</b>	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 Jess Bagnall and Debbie Carr. The SBM had also provided apologies.</p>	
2.	<p><b>Minutes of the meetings held on 14<sup>th</sup> September 2022 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p><b>Action Plan and matters arising not covered by the agenda</b> <b>Action 1:</b> The CEO had been invited to attend the 25<sup>th</sup> January 2023 meeting. <b>Action 2:</b> The Governor Annual Statement / Impact Assessment was included in the agenda pack.</p>	
3.	<p><b>SBM Report (previously circulated)</b> The Headteacher reported that the first monitoring period had slightly higher spend due to the front loading of resources in classrooms, he had met with the CFO and there were no items of major note.</p> <p><b>Challenge:</b> A governor noted that the drop in attendance for Year 5 and Year 6 was more than the national average and asked for an update. The Headteacher explained that there are a small number of challenging cases (four across Years 5 and 6) with children that are not actively engaged in education and / or have an Education Health Care Plan. Support is in place through an Educational Psychologist where appropriate, but the significant need has increased post Covid particularly for those with autism and anxiety.</p> <p>The Headteacher reported that attendance is tracking around national average, all staff across school have attendance included in their performance management targets and the office will start completing case studies and governors will be able to see action taken.</p> <p><b>Challenge:</b> A governor questioned if only a small number of children are significantly impacting attendance if it was right to have attendance as a target across all staff. The Headteacher explained that there are a small number of children who significantly impact the data but there is a need to raise attendance across the board to reach 96%. Fines will be issued for holidays in line with CYC guidance as attendance failed to recover after Covid.</p> <p><b>Challenge:</b> A governor questioned the decision to fine for holidays as previous discussion had been that the school approach was not to impose fines due to financial inequality and maintaining relationships with parents. The Headteacher explained that it was a city-wide initiative from September 2022 and the Local Authority monitor and issue the fines. Where there were exceptional circumstances (i.e. Child Protection) the school have requested a fine to be removed.</p> <p>The Headteacher reported that the previous year finances were impacted by supply costs due to a long-term absence and half of staff absences were Covid related. Overall, the budget is tracking well.</p> <p><b>Challenged:</b> A governor noted that the assumptions on pay awards and funding aren't detailed which makes it difficult to have confidence in the future year projections.</p> <p>Governors discussed the consultation to align Teaching Assistant contracts across the MAT for term time only working. The Headteacher explained that the government awarded a significant pay increase without funding, education is in a difficult position and the Trust needed to take this decision.</p> <p><b>Challenge:</b> A governor noted that in some cases there would be a third drop in gross pay and asked how this would be implemented. The Headteacher explained that contracts would reduce in number of weeks to 39 and there was also a reduction in the hours worked per week.</p> <p><b>Challenge:</b> A governor noted that there is a significant impact on a small group of the lowest paid people that are valuable to the school and there has been no evidence of an impact assessment to a particular group.</p>	



	<p><b>Challenge:</b> A governor noted that the consultation follows a period of huge recruitment of expensive high-level Trust staff and asked why these roles were not challenged based on financial impact.</p> <p><b>Challenge:</b> A governor noted that there is a significant personal impact to staff at Woodthorpe that does not deliver a material impact to the school budget at a time when the school is struggling to recruit to these roles. The Headteacher reported that there would be a £15k saving to the Woodthorpe budget but some schools are significantly impacted.</p> <p><b>Challenge:</b> A governor noted that the Scheme of Delegation delegates the formulation and determination of expenditure within the school's budget to the Headteacher and LGB.</p> <p>The Headteacher explained that the MAT have a significant deficit budget so need to take action to operate financially effectively with 5% reserve, the staff impacted have been consulted and met with.</p> <p>The Headteacher confirmed that five staff are impacted.</p> <p><b>Challenge:</b> Governors were in agreement that they did not support the proposal.</p> <p><b>Action:</b> Chair to raise concerns of the Teaching Assistant hours consultation with the Chair of Trustees.</p>	<p><b>Chair</b></p>
<p>4.</p>	<p><b><u>Building and Health and Safety</u></b></p> <p><b>Challenge:</b> A governor asked for an update on the outstanding high-risk item that was ongoing beyond the completion period for high-risk items. The link governor had spoken with the SBM, and this related to finger guards on doors that are not used by the children (office doors). A governor requested that as it is a high-risk item the work is completed or agreed with the H&amp;S service to reclassify the risk level.</p> <p><b>Action:</b> SBM to address the works of the outstanding high-risk item or agree reclassification of the risk level with the H&amp;S service.</p>	<p><b>SBM</b></p>
<p>5.</p>	<p><b><u>School Improvement Plan</u></b> (previously circulated) The Headteacher confirmed that the plan would be updated in response to the data benchmarking.</p>	
<p>6.</p>	<p><b><u>Governor Business</u></b></p> <p><b><u>Vice Chair</u></b> <b>Resolution:</b> Gareth Mines was elected as Vice Chair.</p> <p><b><u>Staff Governor</u></b> The Chair reported that the staff governor vacancy was advertised but there were no nominations, Charlotte Taylor was approached and agreed to be appointed as staff governor.</p> <p><b><u>Link Governor Reports</u></b> Governors shared a summary of their link visits.</p> <p><b><u>Curriculum</u></b> (previously circulated) The link governor reported that the next visit will focus on memory of history learning and sticky knowledge from the first block.</p> <p>The Headteacher highlighted that there is still a need to work on the music block due to how it fits with the other curriculum blocks.</p> <p><b><u>H&amp;S</u></b> (previously circulated) <b><u>Phonics</u></b> (previously circulated) <b><u>Writing</u></b> (previously circulated) <b><u>Reading</u></b> (previously circulated) <b><u>History</u></b> (previously circulated) <b><u>Safeguarding</u></b> (previously circulated)</p> <p><b><u>Governors Annual Statement / Impact Assessment</u></b> (previously circulated) <b>Resolution:</b> Governors agreed the report for submission to the Trust.</p>	
<p>7.</p>	<p><b><u>Headteacher Report</u></b> (previously circulated)</p> <p><b><u>Pupil Premium and Sport Premium Reports</u></b></p> <p><b>Challenge:</b> A governor noted that the website refers to Pupil Premium as deprived and suggested updating that to disadvantaged and including that forms can be collected from the school office. The Headteacher noted that families have the forms issued annually with reports.</p> <p><b>Challenge:</b> A governor requested that Pupil Premium attendance is included in the SBM Report.</p> <p><b>Action:</b> SBM to include Pupil Premium attendance in the SBM Report.</p>	<p><b>SBM</b></p>



	<p><b>Challenge:</b> A governor questioned the cost attributed to the walk-through work and the Deputy Headteacher explained that this is not all direct cost and factors in time for the Early Career Teacher programme / framework and class cover.</p> <p><b><u>Behaviour</u></b> The Headteacher informed governors that there is a child on a managed move from another primary school who has support through a sport mentor as they won't engage with the school pastoral support.</p> <p>The Headteacher explained the CYC Fair Access Panel process.</p> <p><b>Challenge:</b> A governor noted the reported incident by a Year 1 child against a Teaching Assistant and asked if the risk assessment had been amended. The Headteacher explained that the risk had been reviewed and was assured it was an isolated incident with no intent to hurt. The Headteacher had met with the parent and the child is in the process of getting assessments.</p> <p><b><u>Safeguarding</u></b> There was no update to report.</p> <p><b><u>Attendance</u></b> The Headteacher highlighted that there was a coding issue with the first week of phased start for Reception which should correct the gap in that week once updated.</p> <p><b><u>Data (previously circulated)</u></b> The Headteacher highlighted that the IDSR reports a significant strength in the Phonics result, giving credit to the members of staff who delivered this, and a significant area for development as attendance.</p> <p>The Headteacher reported that disadvantaged results were broadly in line with national average.</p> <p>The Headteacher informed governors that the national benchmarking for the Year 4 Times Table check will be published on 24<sup>th</sup> November 2022.</p> <p><b><u>On Track Autumn Data</u></b> <b>Challenge:</b> A governor asked how the data compares to the same point last year. The Deputy Headteacher confirmed they were broadly in line.</p> <p>The Deputy Headteacher reported on work with the Year 6 teachers to ensure maths work is directed to the needs of the cohort.</p> <p><b>Challenge:</b> A governor requested that bold or underline font is used with the red text so it can be identified by those that cannot differentiate between black and red.</p> <p><b><u>Writing assessment</u></b> The Headteacher explained that the programme provides an indicator of where the cohort sit against schools nationally.</p> <p>Year 3 are reporting an average writing age of 8 years and 4 months against a national average of 7 years and 7 months and reported more than twice as high on the grade frequencies for greater depth.</p> <p>Tracked against the previous year the gap against national has increased.</p> <p>Pupil Premium are tracking ahead of national by one year on average.</p>	
8.	<p><b><u>School Pulse</u></b> The Headteacher shared the most recent school pulse document.</p> <p>The Headteacher explained the BRAG process noting the difficulty with capacity to deliver interventions.</p>	
9.	<p><b><u>Ofsted Readiness Dashboard</u></b> The Headteacher shared the Ofsted dashboard.</p> <p><b>Action:</b> Clerk to circulate the skills audit for governors to complete.</p> <p><b>Action:</b> Clerk to include LGB training on the January agenda.</p>	<p><b>Clerk</b> <b>Clerk</b></p>
10.	<p><b><u>Risk Record</u></b> There were no updates to report.</p>	
11.	<p><b><u>MAT Business</u></b> There was no MAT business to discuss.</p>	
12.	<p><b><u>School Policies</u></b> There were no polices for review.</p>	



13.	<b>Correspondence</b> There was no correspondence for governors.	
14.	<b>Any Other Business</b> Governors were invited to support the Christmas Fair or Dementia Choir visit on 1 <sup>st</sup> December 2022. A governor suggested looking at ways to invite nonparent family members into school (i.e. grandparents) A governor suggested investigating opportunities for grants. The Headteacher encouraged governors to inform the SBM of any grant application opportunities. In response to a governor the Deputy Headteacher confirmed there were pupils who qualify for a free school meal but don't take it up and confirmed that the meal can't be reallocated.	
15.	<b>Dates of next meetings</b> 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 7.30pm

\_\_\_\_\_  
Mrs Amanda Atkins  
Chair

\_\_\_\_\_  
Date

### WOODTHORPE FULL GOVERNING BOARD – 16<sup>th</sup> November 2022 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	3	Chair to raise concerns of the TA hours consultation with the Trust.	Chair	November 2022
2.	4	SBM to address the works of the outstanding high-risk H&S item or agree reclassification of the risk level with the H&S service.	SBM	December 2022
3.	7	Include Pupil Premium attendance in the SBM Report.	SBM	January 2023
4.	9	Circulate the skills audit for governors to complete.	Clerk	November 2022
5.	9	Include LGB training on the January agenda.	Clerk	January 2023

#### January Meeting

CEO to attend (first part of agenda)  
Governor training