

**WOODTHORPE PRIMARY SCHOOL  
FULL GOVERNING BODY**



**Minutes of the meeting held on Wednesday 15<sup>th</sup> September 2021 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson Jess Bagnall	Helen Elsworth Rachel Shearer Debbie Carr Emma Quinn
<b>In Attendance:</b>	Charlotte Taylor (Deputy Headteacher), Joanne Jones (SBM), Adam Cooper (Trust Principal), 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>Governors recorded their thanks to Anna Morris who had resigned from the staff governor role.</p> <p><b>Action:</b> Headteacher to start a staff governor election process.</p>	<b>HT</b>
2.	<p><b>Election of Chair and Vice Chair</b> <b>Resolution:</b> Amanda Atkins was elected as Chair of Governors.</p> <p>The Chair made governors aware that this would be her last year as Chair and asked governors to consider succession planning.</p> <p><b>Resolution:</b> Emma Quinn was elected as Vice Chair.</p> <p>The Vice Chair made governors aware that this would be her last year as Vice Chair.</p>	
3.	<p><b>Business Interest Forms</b> Governors were asked to complete business interest forms when they are circulated.</p>	
4.	<p><b>Minutes of the meetings held on 7<sup>th</sup> July 2021 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p>	
5.	<p><b>Action Plan and matters arising not covered by the agenda</b> The Headteacher confirmed that the Health and Safety Responsibility Chart is on the website.</p>	
6.	<p><b>Finance Update</b> The SBM reported that pupil numbers remain strong with 396 on roll (4 more than originally planned for). There has been a significant increase in wrap around care enquiries and Nursery is 4% up on 2019 and 8% up on last year.</p> <p><b>Challenge:</b> A governor asked if there was capacity to manage an increase in wrap around care. The Headteacher noted that there were 45 children at After School Club last night (14 Sep) and there is a need to look at additional space and staffing to accommodate larger numbers.</p> <p>There has been positive feedback on Dolce the new catering provider and an increase in Free School Meal (FSM) and Universal Infant Free School Meal (UIFSM) uptake.</p> <p>The risk to budget is recruitment timings following resignations which may impact supply costs.</p> <p>Cleaning and IT services are up for tender and will be tendered with the Trust following the successful joint catering tender process.</p>	
7.	<p><b>Building and Health and Safety</b> The SBM reported that Fire and Health and Safety risk assessments have been undertaken and recommendations made for consideration when funds available. Evacuation procedures were good but one of the recommendations was compartmentation (new fire doors) across school to reduce the risk to the building. The cost per fire door is circa £700 and a prioritised programme of work is acceptable. Other recommendations included emergency lighting and an automatic shutter on the kitchen.</p> <p>Electrical testing and a report for rewiring is being undertaken.</p> <p>Test evacuation and lockdown procedures are scheduled.</p> <p>All risk assessments have been reviewed and updated where necessary.</p> <p><b>Challenge:</b> A governor asked if there are any grants that can be accessed to support fire safety works. The</p>	



	<p>SBM confirmed that when costings have been obtained this will be investigated.</p> <p><b>Challenge:</b> In response to a governor the SBM confirmed that the priority rating of the works is low.</p> <p><b>Challenge:</b> A governor asked if CCTV is in place. The Headteacher confirmed two CCTV cameras have been purchased and are waiting to be installed. The Trust Principal noted the need to ensure correct signage and policy is in place for CCTV.</p> <p><b>Action:</b> SBM to provide costings for fire safety works for governors to consider a works plan.</p>	<b>SBM</b>
8.	<p><b>Governor Reflection, Self-Review and Forward Planning</b> (previously circulated) The Chair asked governors to reflect over the last 18 month Covid period.</p> <p><u>2019-20 / 2020-21</u> Governors felt the main objective was to support SLT through an incredibly hard year.</p> <p>Governors felt that school priorities of online learning platform, wellbeing, reading and an agile approach to online learning for bubble closures were achieved. The Deputy Headteacher noted that feedback from student / parent samples was very positive.</p> <p>The continuation of governor meetings online worked well enough but governors felt detached from school. The Headteacher noted that staff felt a similar way when not working in school or when working in bubbles.</p> <p>Governors acknowledged that the lack of human connection was hard and that communication and recognition of a job well done is vital.</p> <p><u>2021-22</u> Going forward governors agreed the need to increase contact with staff, for a renewed focus on link governor roles and to re-establish the data working party.</p> <p>The Chair noted that the focus of the data working party is to develop a robust understanding of vulnerable children, the progress they are making and different year groups.</p> <p>It was agreed to invite staff presentations at governor meetings to update governors on areas linked to the School Development Plan.</p> <p>Governors agreed that there should be a focus on Ofsted readiness.</p> <p><b>Challenge:</b> Governors asked the Trust Principal to consider if there was potential for Trust wide governor Ofsted training.</p>	
9.	<p><b>Primary Standards Appendix 1</b> (previously circulated) The Chair will complete the return based on discussion from the July and September meeting and it will be discussed at the Trust Education and Standards Committee and circulated for governor information.</p>	
10.	<p><b>2021-22 School Development Plan</b> (previously circulated) The Headteacher talked governors through the School Development Plan which also includes the SEF (Self Evaluation) and explained that it follows the Ofsted model of intent, implementation and impact.</p> <p>The Headteacher felt that the quality of education in school is good and that Woodthorpe is a 'good' school.</p> <p>Attendance and Persistent Absence were focus areas from the last inspection and are reporting improvements. Exclusions have also reduced over the last couple of years.</p> <p>Personal development is a strength in school (evidenced through safe and cared for responses in the parent survey feedback).</p> <p>Leadership and management focus is linked to everyone knowing the school priorities and working together to address. i.e. the Year 6 cohort focus as they moved through school.</p> <p>Early Years Curriculum is aligned to the rest of school through a spiral curriculum approach starting in Nursery / Reception.</p> <p>Science was highlighted on the IDSR dashboard so is likely to be a focus of Ofsted.</p> <p><b>2021-22 priorities</b></p> <ul style="list-style-type: none"> <li>• Writing – particularly boys</li> <li>• Phonics – scores and teaching are strong but included due to the change of scheme as a result of government decision and the Trust now has a common scheme.</li> <li>• Early Years – the curriculum has changed with assessment reduced and framework streamlined.</li> </ul>	



	<ul style="list-style-type: none"> <li>Vulnerable Pupils – these pupils overall are a significant group of circa 35%. There will be regular check ins (book band, TT Rockstars, classroom resources) and tracking in much greater detail. The Education Endowment Fund research will be utilised.</li> </ul> <p><b>Challenge:</b> Governors acknowledged that all the priorities are important but requested that the vulnerable pupil priority be in the plan as the first priority.</p> <p>The Headteacher explained that previous priorities such as CPD are embedded and being maintained.</p>	
<p>11.</p>	<p><b>Headteacher Report</b> (previously circulated)</p> <p><b>Data:</b> (previously circulated)</p> <p>The Headteacher talked governors through the 2020-21 CYC predicted outcomes summary booklet data noting that:</p> <ul style="list-style-type: none"> <li>Early Years Good Level of Development performed well.</li> <li>Phonics performed strongly and strong results are expected from this year's Year 2.</li> <li>Key Stage 1 outcomes – Reading was strong, Writing was strong, and Maths was particularly strong. The Headteacher explained that this cohort were most significantly impacted by time out of school. The Trust Principal noted that the outcomes were in line with a normal year national average.</li> <li>Key Stage 2 outcomes – Year 6 data was impacted by five children who were not coming to school near the end of their time in Year 6 and have significant social worker concern around their families. Reading was above national but below local, Writing and Maths were below national and local. Pupil specific data reports some strong and some low performers. The Headteacher noted that the decision was taken to take a less intensive approach to the tests compared to the formal SATS and other schools may have taken a different approach.</li> <li>Key Stage 2 Progress - Reading was average, Writing had a wider gap and Maths a significant gap compared to national and local.</li> <li>Writing Benchmark Assessment - Year 1 Writing was slightly ahead of the national picture and Year 4 Writing slightly below the national picture.</li> </ul> <p>The Trust Principal explained that this year the data is internal and will not be used by Ofsted.</p> <p><b>Challenge:</b> A governor asked how the data compares with pre Covid years. The Headteacher explained that in general 80% expected and 30% greater depth would be the approach for good outcomes. This internal data provides an indication of the school position and the biggest gaps against national highlight areas for SIP focus.</p> <p><b>Challenge:</b> A governor asked how the progress data compared to a normal year. The Headteacher explained that previously it would be average across the board. The Trust Principal informed governors that the progress measures compare well across the MAT and it is difficult to compare with national and local data as they may not be like for like comparisons with schools preparing differently. The Trust Principal felt that it was morally the right approach not to push assessment preparation.</p> <p>A governor noted that given the size of the Year 6 cohort the five children would have had a greater weighting than in a larger cohort. The Deputy Headteacher noted that there was also a significant pastoral need in this cohort.</p> <p>The Headteacher talked governors through the school contextual data.</p>	
<p>12.</p>	<p><b>MAT Business</b></p> <p>The Trust Principal confirmed that no decision has been taken yet and there will be a formal consultation at the end of September. A consultant has been engaged to manage the process and if it were to progress it would be for September 2022. A key impact would be to the Scheme of Delegation and this will be transparent as part of the consultation.</p> <p><b>Challenge:</b> A governor asked about the cost of the due diligence process. The Trust Principal explained that there are costs and the Trust will be looking externally for grants.</p>	
<p>13.</p>	<p><b>Policies</b></p> <p>There were no policies for approval.</p>	
<p>14.</p>	<p><b>Governor Business</b></p> <p><b>Link Governor Reports</b></p>	



	There were no link governor reports for discussion but governors were encouraged to make link visits.	
15.	<b>Correspondence</b> There were no items of correspondence.	
16.	<b>Any Other Business</b> There were no items for discussion under AOB.	
17.	<b>Dates of next meetings</b> 17 <sup>th</sup> November 2021	

The meeting closed at 8.30pm

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Mrs Amanda Atkins  
Chair

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Date

**WOODTHORPE FULL GOVERNING BODY – 15<sup>th</sup> September 2021  
ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	1	Start a staff governor election process.	Headteacher	Nov 2021
2.	7	Provide costings for fire safety works for governors to consider a works plan.	SBM	Nov 2021

**November Meeting:**

Data working party update / notes  
SDP Area Presentation