

**WOODTHORPE PRIMARY SCHOOL
LOCAL GOVERNING BOARD**



Minutes of the meeting held on Wednesday 17th November 2021 at 6.30pm

Present:	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson	Helen Elsworth Rachel Shearer Debbie Carr Emma Quinn
In Attendance:	Charlotte Taylor (Deputy Headteacher), Joanne Jones (SBM), Sophie Triffitt (Clerk),	

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting and introduced the new staff governor. Apologies were received and accepted from Jess Bagnall.</p> <p>Amanda Atkins Re-appointment Resolution: Amanda Atkins was re-elected as a governor.</p>	
2.	<p>Minutes of the meetings held on 15th September 2021 (previously circulated) The minutes were agreed as a true and accurate record of the meeting and approved.</p>	
3.	<p>Action Plan and matters arising not covered by the agenda Action 1: Sophie Dent had been elected as the new staff governor. Action 2: The SBM reported that one quote for three essential doors and fire shutter has been provided and a second quote is being sought, The cost would be circa £7.5k for the first level of works. The SBM confirmed that the works were a recommendation from the NY H&S Advisor and it was recognised that it needed to be managed within the budget and confirmed that there is no risk to life.</p> <p>Resolution: Governors agreed to review the fire doors/shutter work in July.</p> <p>Action: SBM to confirm if the recommended works would reduce the building insurance premium.</p>	SBM
4.	<p>SBM Report (previously circulated) Governors thanked the SBM for the new report format.</p> <p>Challenge: A governor asked if there is a minimum pupil number to maintain the budget. The Headteacher explained that the numbers and funding are managed in the budget year on year and if numbers reduced there would need to be a review of the structure in school (i.e. mixed year groups).</p> <p>Challenge: A governor noted that there are lower numbers of Pupil Premium students in the early years. The SBM explained that the Universal Infant Free School Meals can have an impact on identifying those eligible so a letter has been drafted to try and capture all eligible families.</p> <p>Challenge: A governor asked if the SEN children with unfunded support whilst the EHCP process is completed would have funding back dated. The SBM confirmed not. The Headteacher explained the school is allocated a set number of Educational Psychologist hours per year and Covid has delayed some of the assessment process. These children need support to access mainstream education but it does come at a cost to the school. Woodthorpe has a reputation as an inclusive school but there is finite funding to meet the requirements of the high needs children.</p> <p>The SBM reported that there was a loss of circa £40k revenue due to Covid and additional Covid related spending of circa £47k including supply staff costs and supplies.</p> <p>Challenge: In response to a governor the SBM confirmed that the other schools in the MAT have a similar financial picture.</p> <p>Challenge: In response to a governor the SBM confirmed there is £22k of catch up funding due this year.</p> <p>The Headteacher noted that the budget implications would impact roles in school and school improvement strategy which in turn would impact standards. This is not unique to Woodthorpe and is mirrored nationally.</p> <p>Challenge: A governor asked about the MAT reserve. The SBM confirmed that all schools are asked to maintain a 4% reserve for circumstances like this but reserves are being depleted by the impact of Covid.</p> <p>The SBM reported that the cleaning tender is due and will be done with the MAT to maximise economies of scale but given the current climate the cost is likely to rise.</p> <p>Challenge: A governor asked if staff absence increased over Covid and if so was it Covid related or for different reasons. The SBM explained that staff absence increased as a direct result of Covid / isolating,</p>	



	there has been an increase in the impact to mental health but not significant.	
5.	Building and Health and Safety Discussed as part of the actions update.	
6.	Risk Record (previously circulated) The Headteacher highlighted that the greatest risk is financial due to the cost of Covid and managing staffing absence of none Covid illness. This is mirrored across the city and supply staff are in short supply. Challenge: A governor asked if the wiring has been assessed. The SBM reported that the five year fixed electrical testing that started over the summer holidays needs to be completed.	
7.	School Development Plan The Headteacher reported that <ul style="list-style-type: none"> - Phonics is embedded and looking at a new assessment tool. Everyone has had training and monitoring is in place. - A Reading Deep Dive Report is included in the agenda pack. - The Early Years curriculum is progressing and York University students have been in to support communication and language. - Writing is being monitored and there is Year 3 no more marking data - The Educational Recovery Plan steps to address lost learning are underway. 	
8.	Headteacher Report (previously circulated) <u>Staffing</u> <ul style="list-style-type: none"> - An experienced teacher with a passion for SEND has been recruited for a January start to the Year 4 vacancy. - Teaching Assistant vacancies were appointed to and started this week. - An experienced Nursery full time Teaching Assistant has been appointed. - The After School Club position has been filled. <u>Safeguarding</u> The link governor made a school visit with a focus on the termly safeguarding review. Challenge: A governor raised concerns about the safety and wellbeing of staff due to the physical behaviour of an SEN child. The Headteacher explained that the child's behaviour goes through cycles and they can become violent and there has been a need to allocate two teaching assistants to the child. The school are managing the child but is not able, as a mainstream school, to meet their needs and have them make educational and social progress. The EHCP review has been brought forward which will inform decisions of how the child's needs would be best met. A governor suggested that the funding bandings could be reviewed if there is evidence the child requires a higher level of support. <u>Autumn Data</u> The Headteacher referenced the MAT benchmark data noting that Maths is an area of focus but is on a par with Carr Junior who have had strong results in Maths. Reading is on a par with Knavesmire who are an outstanding school with a history of strong outcomes. Challenge: A governor asked what Knavesmire do on Reading to get strong results. The Headteacher explained that catchment plays a significant factor, Knavesmire and Scarcroft have the lowest percentage of Pupil Premium students and Woodthorpe the highest. <u>Year 3 No More Marking</u> The Headteacher explained that the electronic package supports a best fit model of assessing Writing and gives a benchmark against a national cohort and reports that Year 3 are on track to achieve national. Year 5 are also completing the process. The Headteacher noted the need to be mindful of boy's performance as they tend to underperform against national whereas girls outperform national. Challenge: A governor asked if there are more disadvantaged boys than girls. The Headteacher agreed this would be useful to understand as part of the data. The Headteacher noted that the difference between Magpies and Woodpeckers classes is a cohort factor due to an attainment gap at the start of the year. <u>Deep Dive</u> The Headteacher provided a summary of the Reading deep dive which is on track to achieve a positive result with Ofsted.	



	<p>The Headteacher added the Maths deep dive report to the agenda pack.</p> <p>The Writing and Science deep dives will be done by the end of term.</p> <p><u>Pupil Premium</u></p> <p>The Deputy Headteacher reported that tracking and monitoring is in place noting that:</p> <ul style="list-style-type: none">- Year 3 PP children are slightly outperforming non PP in arithmetic and TT Rockstars.- Year 6 PP children are scoring better than the non PP in reading quizzes.- Year 5 are using data to ensure provision is in place to support PP children with a high percentage in this cohort being lower ability. <p><u>Education Recovery Plan</u></p> <p>The Headteacher summarised the plan in priority order.</p> <ol style="list-style-type: none">1. Year 6 - to support Year 6 to be ready to succeed at secondary school2. Reading - particularly the national priority of children's early reading3. Core curriculum areas of Maths, Language and Phonics – have found freedom in the curriculum to address needs / gaps in the summer term.4. Wider curriculum – there is a need to be tight in skill progression through school and the Deputy Headteacher has done a lot of work around this to be able to identify gaps as the children move up through school.	
9.	<p>Policies</p> <p>Supporting Children with Medical Conditions (<i>previously circulated</i>)</p> <p>Resolution: Governors approved the Supporting Children with Medical Conditions Policy.</p>	
10.	<p>Governor Business</p> <p>Data Working Party Report</p> <p>The Vice Chair reported that the working party met for a full afternoon to review data including:</p> <ul style="list-style-type: none">- GL data for KS2- Maths, English, Science scaled scores- Maths and the Year 6 cohort were identified as areas of focus- The working party saw a clear structure of assessments and the use of the GL assessment tool for national benchmarking.- The mental health assessment provided useful insight and will be repeated at the end of the year. <p>The working party will meet again on 17th January 2021 at 1.30pm.</p> <p>Link Governor Reports</p> <p>The Chair thanked governors for their visits to school and the reports.</p> <p>Pupil Premium (<i>previously circulated</i>)</p> <p>SEND (<i>previously circulated</i>)</p> <p>The link governor reported very positive visits, great to see the environment and spaces the school has, the pupils are being well supported but there are some real challenges.</p> <p>Wider Curriculum (<i>previously circulated</i>)</p> <p>Safeguarding (<i>previously circulated</i>)</p> <p>Early Years (<i>previously circulated</i>)</p> <p>Mrs Hodgson met with Ms Elsworth to look at Reading and Phonics. A report will be circulated.</p> <p>Mrs Quinn met with Ms Dent to look at White Rose Maths and did pupil voice with the children communicating that they really enjoy maths and enjoy the challenge. A report will be circulated.</p> <p>Mrs Atkins met with the SBM and talked about the schools exposure to energy costs and recently entered a new fixed deal. There had been no school dinner supply issues which had been flagged in the media.</p> <p>The Headteacher thanked governors for the link visits and reports.</p> <p>Governor Code of Conduct (<i>previously circulated</i>)</p> <p>Resolution: Governors adopted, and in doing so agreed to abide by, the Code of Conduct.</p> <p>Governor Training (<i>previously circulated</i>)</p> <p>Governors were reminded to complete the required training and access any training useful to individual roles.</p>	



	Rachel Shearer reported completing Child Protection training on 31 st October 2021. Jenny Parker reported completing Prevent training on 3 rd October 2021.	
11.	MAT Business It was noted that the Trust Admissions Policy is published as part of the CYC consultancy process.	
12.	Correspondence There were no items of correspondence.	
13.	Any Other Business There were no items for AOB.	
14.	Dates of next meetings 26th January 2022 9th March 2022 11th May 2022 6th July 2022	

The meeting closed at 8.18pm

Mrs Amanda Atkins
Chair

Date

WOODTHORPE FULL GOVERNING BOARD – 17th November 2021 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	3	Confirm if the recommended fire safety works (doors / shutter) would reduce the building insurance premium.	SBM	Jan 2022

January Meeting:

July Meeting

Fire safety work recommendations – doors / shutter