

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Tuesday 15<sup>th</sup> February 2022 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson Sophie Dent	Helen Elsworth Rachel Shearer Debbie Carr Emma Quinn
<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. There were no declarations of interest. Jess Bagnall was not present at the meeting.</p>	
2.	<p><b>Minutes of the meetings held on 17<sup>th</sup> November 2021 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p>	
3.	<p><b>Action Plan and matters arising not covered by the agenda</b> <b>Action 1:</b> The SBM confirmed that the insurance premium is not reduced by the completion of Health and Safety actions as it is a DfE scheme with premiums based on pupil numbers.</p>	
4.	<p><b>SBM Report (previously circulated)</b> The SBM summarised the report and noted that there were 401 pupils on roll. An average class size and teacher costs benchmark exercise was completed and a piece of work on staffing will be undertaken as part of the revised budget process. There are five teachers whose contracts are due to end at the end of the year but there will be some vacancies to fill going into next year. An appointment was made to the after school club vacancy and await acceptance for the PE TA offer.</p> <p>The December monitoring reported lower due to the timing of funding being received including Nursery income which has almost doubled and CYC SEND payments. Supply costs are at circa £24k year to date against a full year budget of £13k due to Covid impact and the need for long term supply TA posts. Covid costs are running at circa £3k for the year with additional first aid kits and increased use of disposables and cleaning materials. The school meal provider changed mid budget and operates a different payment mechanism which is reflected in the monitoring report. The SBM reported that the £33.7k reserves projection is reduced to £7.5k but will likely end the year at circa £15k when all income is reflected. The year-end reserve is expected to be 1.5%.</p> <p><b>Challenge:</b> A governor asked if the financial concerns discussed at the previous meeting remain. The SBM confirmed they do and the budget will be monitored closely with a cautious approach and there may not be as many vacancies to recruit to for next year.</p> <p>The SBM noted that two staff members on temporary contracts are eligible for redundancy payments if not successful in getting a permanent post.</p> <p><b>Challenge:</b> A governor questioned the redundancy eligibility for a fixed term contract and received support to investigate. The SBM explained that this is an item for discussion at the Trust SBM meeting.</p> <p><b>Challenge:</b> A governor asked what the Trust expectations is to get back to the 4% reserve target. The Headteacher explained that there is no pressure from the CFO who understands the situation and is being realistic on the recovery plan.</p> <p><b>Challenge:</b> A governor noted the potential financial impact of the Ofsted report on pupil number projections.</p> <p><b>Challenge:</b> A governor asked if the Nursery capacity is linked to staff or space. The Headteacher confirmed that the capacity is linked to the space and that he has discussed the options to increase capacity.</p>	
5.	<p><b>Ofsted</b> Governors were provided with the draft report. The Headteacher informed governors that it was a difficult and unsupportive experience. The Headteacher provided examples of the curriculum plans that governor's had previously reviewed. The Headteacher noted that the report feedback includes; that the children love coming to school, there is no issue of bullying, children feel supported, develop relationships, they enjoy reading and are taught well,</p>	



Maths is taught really well and consistently but the school is not rated as good as the wider curriculum didn't have the level of objectives they expected. The Headteacher had started taking actions but also wanted to take time to reflect, the inspectors did not like the curriculum and the items to fix could be completed in a couple of weeks but will have to wait two years for another visit.

The Headteacher noted that other reports from schools inspected in the same fortnight have made similar curriculum comments but applied transitional arrangements and given good.

**Challenge:** A governor asked how long the inspectors spent in classrooms. The staff confirmed that they spent very little time in the classroom with 15 minutes being the greatest amount of time one class had inspectors in for.

**Challenge:** A governor noted that the opportunities for children were challenged but clubs, visits and visitors have been impacted by Covid.

**Challenge:** A governor noted that no areas of concern were raised in the governor meeting.

**Challenge:** A governor asked if the Covid situation and impact to embedding the curriculum was acknowledged. The Headteacher confirmed not despite sending a report with analysis.

**Challenge:** A governor questioned how the points made equate to a move from good and that the report includes sweeping statements that are unsubstantiated i.e. what is the Early Years children don't achieve as well as they could statement based on.

**Challenge:** A governor noted that the Ofsted training emphasised the importance for governors to know their school data yet in feedback they wouldn't discuss or look at the internal data.

The Headteacher made governors aware of feedback from two parents complaining about the approach of the inspector towards their child.

**Challenge:** A governor noted that the report includes contradictions and the outcome seems to be inconsistent with other inspection reports and asked if there is a process for appeal / complaint. The Headteacher confirmed that an appeal can be made on the grounds of factual accuracy or a complaint can be submitted against the inspectors.

The Deputy Headteacher informed governors that the Computing meeting went very well but their view changed after a ten minute lesson visit. On day one the inspectors raised Reading as a systemic failing and noted that it would be a focus on day two but it wasn't revisited and was reported as a strength.

**Action:** Governors were in agreement that they wanted to submit a complaint.

**Challenge:** A governor asked how staff feel. The staff present confirmed that staff feel flat. A governor recognised the emotional impact on staff and felt that the process could be more supportive when staff had put their health at risk to teach children through the pandemic.

The Headteacher reported that curriculum area progression maps were starting to be developed before the inspection. There are some quick fixes such as buying in curriculum plans and handbooks which ask for assessment twice weekly but Headteachers have been advised not to ask for too much assessment and if doing assessments there needs to be capacity and time to take action.

The Headteacher informed governors that he will be working with Carr Junior to support another trust school being ready for an Ofsted process.

**Challenge:** A governor asked if there is resource and advice available in the MAT or local authority of how best to respond. The Headteacher reported that as the first school in the MAT to be inspected under the new framework he has shared his experience with the South Bank Headteacher Group and the Trust CEO recruitment advert includes experience / knowledge of Ofsted as the Trust is aware it is an area of need.

**Challenge:** A governor referenced the feedback that the LGB don't have an accurate view of the school's strengths and weaknesses and asked what actions the LGB need to take. A governor challenged the feedback as governors have the data working party, come into school regularly, are connected to the school and on reviewing the Ofsted descriptors before the inspection felt confident the school was good. A governor suggested reinstating the Raising Attainment and Quality Standards Committee to focus on the SIP, Education Recovery Plan and Data allowing time at LGB to focus on core areas and wider curriculum. Governors agreed to take time to reflect, research what LGBs that have got good look like, await the appointment of the new CEO and the review of the Scheme of Delegation and discuss in September.

**Challenge:** A governor asked if the school should buy off the shelf packages for all curriculum areas or build and develop the Woodthorpe curriculum. The Deputy Headteacher explained that it is likely that an

HT



	<p>accredited scheme will be bought in for History and Geography but there may be scope to enhance the current curriculum for Art, DT and Music.</p> <p><b>Challenge:</b> Governors wanted to ensure that the school retain its ethos and vision.</p> <p><b>Challenge:</b> A governor noted that if children leave primary school with strengths in core areas of reading and maths, enjoy coming to school, enjoy learning and feel happy and safe then that is a positive.</p> <p><b>Action:</b> Governors recorded thanks to staff and agreed to write a letter of support, appreciation and encouragement to the staff team from governors.</p> <p><b>Challenge:</b> A governor asked if the grading will impact recruitment and pupil numbers. The Headteacher noted that it will have some impact. A governor felt confident that the current parents who know the school won't be impacted but new parents may be.</p> <p><b>Action:</b> Governors agreed to publish a governor commentary alongside the report to highlight the positives and explain the areas for developing and actions being taken.</p> <p>Governors returned the draft Ofsted reports to the Headteacher.</p> <p>Emma Quinn left the meeting at 8pm.</p>	<p>Chair</p> <p>Chair / HT</p>
Previous Agenda Items from Postponed Meeting:		
6.	<p><b>Building and Health and Safety</b> There was no update to report.</p>	
7.	<p><b>School Development Plan</b> (previously circulated) There were no questions.</p>	
8.	<p><b>Pupil Premium / Education Recovery Plan</b> There was no update to report.</p>	
9.	<p><b>Headteacher Report</b> (previously circulated) There were no questions.</p>	
10.	<p><b>Safeguarding</b> There was no update to report.</p>	
11.	<p><b>Policies</b> <b>EYFS</b> (previously circulated) <b>Resolution:</b> Governors approved the EYFS Policy.</p> <p><b>Designated Teacher for LAC</b> (previously circulated) <b>Resolution:</b> Governors approved the Designated Teacher for LAC Policy.</p> <p><b>Children with Health Needs who cannot Attend School</b> (previously circulated) <b>Resolution:</b> Governors approved Children with Health Needs who cannot Attend School Policy.</p>	
12.	<p><b>Governor Business</b> <b>Link Governor Reports</b> <b>Reading</b> (previously circulated) There were no questions on the circulated report.</p> <p><b>Data Working Party</b> There was no update to report.</p> <p><b>Emma Quinn Re-appointment</b> <b>Resolution:</b> Emma Quinn was appointed as a co-opted governor.</p> <p><b>Action:</b> Parent governor election process to be run.</p>	<p>SBM</p>
13.	<p><b>MAT Business</b> There was no update to report.</p>	
14.	<p><b>Correspondence</b> There were no items of correspondence.</p>	
15.	<p><b>Any Other Business</b> There were no items for AOB.</p>	
16.	<p><b>Dates of next meetings</b> 9th March 2022</p>	



11th May 2022  
6th July 2022

The meeting closed at 8.20pm

Mrs Amanda Atkins  
Chair

Date

**WOODTHORPE FULL GOVERNING BOARD – 15<sup>th</sup> February 2022  
ACTION PLAN**

	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1.	5	Submit an Ofsted complaint.	Headteacher	Feb 2022
2.	5	Write a letter of support, appreciation and encouragement to the staff team from governors.	Chair	Feb 2022
3.	5	Publish a governor commentary alongside the Ofsted report to highlight the positives and explain the areas for developing and actions being taken.	Chair / Headteacher	Feb 2022
4.	12	Parent governor election process to be run.	SBM	Feb 2022

**March Meeting:**

PSHE Policy

**July Meeting**

Fire safety work recommendations – doors / shutter

**September Meeting**

LGB Ofsted actions