

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 9th March 2022 at 6.30pm**

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

		<b>Action</b>
<b>1.</b>	<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 Emma Quinn and Rachel Shearer. The SBM had also provided apologies.</p>	
<b>2.</b>	<p><b>Minutes of the meetings held on 15<sup>th</sup> February 2022 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p>	
<b>3.</b>	<p><b>Action Plan and matters arising not covered by the agenda</b>  <b>Action 1:</b> An Ofsted update is included as part of the agenda.  <b>Action 2:</b> A message of support was issued to staff and governors thanked Ms Shearer for visiting school to show support.  <b>Action 3:</b> The Ofsted report had not yet been issued to parents so the action was carried over.  <b>Action 4:</b> The parent governor election process closes on 9<sup>th</sup> March 2022.</p>	
<b>4.</b>	<p><b>SBM Report (previously circulated)</b></p> <p><u>Revised Budget</u> The Headteacher reported that the budget remains a concern but is reporting more positively than projected at start budget. The year-end reserve stands at 16% with projections for the next two years being 3% and 4%.</p> <p><u>Staffing</u> The impact of Covid has reduced but there has been a recent spike in Reception. Temporary contracts are being reviewed as discussed at the last meeting.</p> <p><u>Finance Review Form</u> The Chair and Headteacher will be attending the Trust Finance Committee to discuss the Finance Review Form.</p>	
<b>5.</b>	<p><b>Building and Health and Safety (previously circulated)</b> It was confirmed that actions are either completed or underway.</p>	
<b>6.</b>	<p><b>Ofsted Update and Action Plan (previously circulated)</b> The Headteacher had RAG rated the complaint comments against the new updated report which reflects some changes i.e. a comment around computing removed as it was contradictory. Ofsted have 30 days to respond to the complaint. Governors agreed that the complaint reflected the concerns and quoted other recent Ofsted reports that record similar comments but a different outcome.</p> <p><b>Governors agreed that irrespective of the outcome of the complaint they felt a moral obligation to flag the concerns.</b></p> <p>The Headteacher reported that the school had started looking at curriculum areas to make an adequate response to the inspection whilst being mindful of school aims and values.</p> <p><b>A governor questioned how on day one Reading was raised as an area for further focus but then not part of the focus of day two.</b></p> <p><b>A governor asked what the cost would be for the school to ask Ofsted for another visit.</b> The Headteacher reported that it would be circa £5k. Ofsted will re-inspect in 24 to 30 months.</p>	
<b>7.</b>	<p><b>School Development Plan</b> The Headteacher reported that SLT had been reflecting on the SDP and Ofsted feedback. Staff are keen to implement changes ready for September and work being done is already highlighting areas for focus for 2022/23. The immediate focus is curriculum and Ofsted response.</p>	



	<p>The Deputy Headteacher added that the statutory assessments will be an indicator of areas of focus.</p> <p><b>A governor asked what work was being done in Early Years.</b> The Headteacher explained that Ofsted wanted to know how the children were 'next stage' ready and wanted subject strands through the whole school. There is work being done to look at how the children are taught (child play, adult supported play, adult led session) and what they are taught. The national body Early Excellence is being used to develop what the curriculum would look like to support the whole school learning journey whilst maintaining the beliefs of what the Early Years team believe the education should be.</p>	
8.	<p><b>Pupil Premium / Recovery Premium</b> It was agreed to hold a data working group session.</p> <p>The link governor had a meeting scheduled with the Deputy Headteacher before Easter.</p>	
9.	<p><b>Headteacher Report</b> (previously circulated) There were no questions on the Headteacher Report that had been circulated with the previous agenda pack.</p>	
10.	<p><b>MAT Business</b> The Chair, Ms Parker and the Headteacher attended a CEO recruitment carousel exercise which provided useful discussion on Ofsted.</p>	
11.	<p><b>Policies</b> <b>PSHE Policy</b> (previously circulated) The Headteacher confirmed that the PSHE Policy was from a model policy and explained that the school had previously worked with an outstanding school in a challenging area of Leeds and the PSHE Association.</p> <p>Staff present reported that the programme is scaffolded, the staff and children are really engaged and it provides a reflective time together and opportunity for discussion.</p> <p><b>A governor asked if parents had been consulted in the development of the policy.</b> The Headteacher confirmed that letters were sent out to parents on RSE and PSHE Policy and there was no parent feedback / comment.</p> <p><b>A governor noted that parents must be consulted on policy development.</b> It was noted that parents are on the LGB and a parent governor could be engaged in the development of policies.</p> <p><b>Resolution:</b> Governors approved the PSHE Policy.</p>	
12.	<p><b>Risk Record</b> The Headteacher reported that the risk of reducing pupil numbers has been downgraded as initial numbers have a full cohort for the September intake.</p> <p>Finance, Covid and staffing risks are still reflected in the record.</p> <p><b>A governor asked what percentage of school staff have had a confirmed case of Covid.</b> The Headteacher reported that circa 80% of staff are known to have had Covid.</p>	
13.	<p><b>Governor Business</b> <b>Link Governor Reports</b> The Chair had scheduled a meeting with the SBM to discuss finance.</p> <p>Mrs Hodgson has a meeting scheduled with Mrs Elsworth for a learning walk.</p> <p><b>Training</b> (previously circulated) Governors reviewed the training record and the Chair encouraged governors to access training.</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> 11th May 2022 6th July 2022</p>	

The meeting closed at 7.10pm

Mrs Amanda Atkins  
Chair

Date

**WOODTHORPE FULL GOVERNING BOARD – 9<sup>th</sup> March 2022  
ACTION PLAN**

	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1.	5 (15.02.22)	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

**May Meeting:**

**July Meeting**

Fire safety work recommendations – doors / shutter

**September Meeting**

LGB Ofsted actions

DRAFT