

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 11<sup>th</sup> May 2022 at 6.30pm**

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

		<b>Action</b>
1.	<b>Welcome, Apologies for Absence and Declarations of Interest</b> The Chair welcomed everyone to the meeting and introductions were made for the new parent governors. Apologies were received and accepted for Emma Quinn.	
2.	<b>Minutes of the meetings held on 9<sup>th</sup> March 2022 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.	
3.	<b>Action Plan and matters arising not covered by the agenda</b> <b>Action 1:</b> It was confirmed that a letter was circulated with the publishing of the Ofsted Report.	
4.	<b>SBM Report (previously circulated)</b> The SBM reported that pupil numbers remain strong at 402, Free School Meal eligibility increased by 0.2%, Nursery pupil numbers on roll is high at 74 and projected pupil numbers for 22/23 remain strong.  The SBM reported that the March monitoring reported positively at 2.6% year end reserves which is higher than the revised budget projection of 1.5%. There has been a 76% increase in Nursery pupil numbers delivering an additional circa £10k over the revised budget (the SBM caveated that Nursery numbers tend to be higher in the summer term). Wrap around care is doing well with after school club delivering an additional £4k over revised budget.  The ongoing expenditure with the reliance on supply staff is mitigated in part by outstanding vacancies.  The 2022/23 budget planning process is underway and will include an increased GAG funding but also increasing utility costs.  Three new contracts have been tendered with the Trust including a change in cleaning contractor from 1 <sup>st</sup> August 2022.  The SBM informed governors that the MAT Levy payment is set to increase from 3.05% to 5.6% and the new CEO has advertised for three senior vacancies for HR, Personal Development and SEN / Safeguarding to work across the Trust. In response to a governor the Headteacher confirmed that staff would not be displaced from schools and explained that the trust is in a transition period to align with the vision and structure of the MAT under a new CEO.  <b>Challenge:</b> A governor asked if any action is being taken as part of the recruitment process to address the staffing gender imbalance. The Headteacher explained that recruiting male teachers is an industry wide problem as 95% of primary teachers are female and a male has never applied for a Teaching Assistant vacancy. The MAT have delivered training to support work to address imbalance and bias. The SBM explained that vacancies are advertised in TES and CYC and the wording for the roles is standardised.  The SBM requested that all governors complete their cyber security training.  <b>Action:</b> All governor to complete Cyber Security Training.	<b>Govs</b>
5.	<b>Building and Health and Safety (previously circulated)</b> The SBM updated governors on the Fire Risk Assessment and Health and Safety action plans and reported that the Premises Audit is scheduled for Wednesday 25 <sup>th</sup> May 2022.	
6.	<b>Ofsted Update (previously circulated)</b> The Headteacher explained that as the intent element of the complaint was met it is unclear if the key points for improvement detailed in the report are in fact the correct areas for focus. The response to the second complaint will be due by the end of May 2022.	
7.	<b>School Development Plan (previously circulated)</b> The Headteacher reported that the SDP had been revised for the summer term in response to Ofsted.	



	<p>Early Years: the biggest change is around vocabulary and unifying the Early Years curriculum with the whole school curriculum, there is blocked curriculum for History, Science and Geography with plotted progression from Nursery to Year 6.</p> <p>Precise / Key Knowledge: knowledge maps are in place and schemes purchased to supplement subject areas that match the school aims and values.</p> <p><b>Challenge:</b> A governor asked if there is any funding from the MAT to address school improvement areas identified from the Ofsted report. The Headteacher confirmed there is no funding but there has been no financial challenge on additional spending for the schemes and the use of a maternity returner to support additional learning walks.</p> <p>The Deputy Headteacher reviewed History and Science curriculums and explained that each block of work builds on previous knowledge and key pieces of information with assessment to check learning and understanding.</p> <p><b>Challenge:</b> A governor asked if there is time in the curriculum to address if children don't have the five key points on assessment. The Deputy Headteacher explained that there is ongoing assessment at the end of every lesson for immediate intervention but can't guarantee 100% of children will understand or retain the information. The assessment information will be used when the subject is revisited next time or fed up to the next teacher.</p> <p>Fundamental British Values / PSHE: includes an element of assessment and the RE syllabus used is the agreed one for York developed by the Diocese.</p> <p>The Headteacher recognised the increased level of assessment which is not what school wanted but addresses the points raised by Ofsted.</p> <p><b>Challenge:</b> A governor asked how staff responded to the expectation to offer clubs. The Headteacher explained that there is directed time which covers the school day, parent's evenings and team meetings. The clubs offer is reinstating the pre Covid arrangement to use some staff meeting time to support staff in delivering clubs. Staff choose a half term to deliver a club of their choice. The Headteacher explained that he took a strategic decision to pull back on clubs through the high level of Covid absence.</p>	
8.	<p><b><i>Pupil Premium / Recovery Premium</i></b></p> <p>The Deputy Headteacher explained that strategy in school is driven by the Educational Endowment Foundation Research (money against outcome) which highlights key strategies including reading comprehension intervention, experiences of clubs, outdoor education and residential etc.</p> <p>The Year 6 scaled scores gap between Pupil Premium and non-Pupil Premium is closing, there has been significant investment for this high need cohort and the data is reflecting a positive impact.</p> <p><b>Challenge:</b> A governor asked what the gap is predicted to be by the end of year. The Headteacher presented the attainment by group data.</p> <p>The Deputy Headteacher explained that Covid has widened the national gap and there is a varied picture further down school.</p> <p><b>Challenge:</b> A governor noted that the Year 5 disadvantaged Reading and Writing data stood out and seems to have widened from Year 4. The Headteacher explained that the disadvantaged attainment is an issue and this is reviewed at the half termly progress meetings and action plans updated. The Headteacher presented the Writing benchmarked data highlighting that there is 26% Pupil Premium in Year 5 with an average writing age in line with national but agreed this was an area for improvement.</p> <p>The Deputy Headteacher explained that there are regular meetings with Phase Leaders before pupil progress meetings and strategies for the Pupil Premium children are reviewed in light of the data.</p>	
9.	<p><b><i>Governor Business</i></b></p> <p><b><i>Link Governor Reports</i></b> <b><i>Reading</i></b> (previously circulated) <b><i>Wider Curriculum</i></b> (previously circulated) <b><i>EYFS</i></b> (previously circulated) <b><i>Pupil Premium</i></b> (previously circulated) There were no questions on the circulated reports.</p> <p><b><i>Training</i></b> (previously circulated) Governors were encouraged to engage with training.</p>	



10.	<p><b>Headteacher Report</b> (previously circulated)</p> <p><b>Attainment / Data</b> (previously circulated) <b>Challenge:</b> A governor questioned the Year 2 Greater Depth data. The Deputy Headteacher explained that by year end there will be a greater number of children at Greater Depth but teachers need to ensure there is the evidence to secure that teacher judgement. The Deputy Headteacher explained that the move from Year 1 to Year 2 is a big jump with the move from reading mechanics to comprehension.</p> <p>The Headteacher highlighted the progress Year 5 made from the start of the year in reading, noted that Writing was the most effected subject through Covid and that the Covid recovery has been quicker higher up school, and summarised the circulated data. The Easter data has gone to class teacher to direct focus for improvements.</p> <p><b>Writing</b> (previously circulated) <b>Challenge:</b> A governor asked if the Jane Considine programme is leading to better outcomes. Staff governors reported that the level of writing on a day to day basis is significantly improved, the children are exposed to more vocabulary and have become more confident writers. The programme includes revisiting and children are using the skills in independent writing and writing in other subjects. The programme also gives SEN children confidence through the scaffolding and resources.</p> <p>The Headteacher shared Writing Assessment Grids and explained the plan to identify assessment points that will have greatest impact as non-negotiables to become engrained within school.</p> <p>The Headteacher informed governors that the top writer in school is working at a writing age of 14 years old.</p> <p><b>Challenge:</b> A governor asked if the focus on grammar and punctuation takes away from the creative element of writing. The Deputy Headteacher agreed that it can but the creative flare can be the difference between Expected and Greater Depth. The Jane Considine programme does support teaching elements within a creative way.</p> <p><b>Attendance</b> (previously circulated) The Headteacher tabled a Fischer Family Trust attendance data report noting that attendance tracking below national. Free School Meal attendance is low and has been impacted significantly by a small group of children (boys). There has been a focus on attendance through assemblies and families of concern are invited to attendance panel reviews but often don't attend.</p> <p><b>Challenge:</b> A governor asked if families are being more cautious in the living with Covid period. The Headteacher explained that there are a range of approaches and attitude but there are some very cautious families.</p> <p><b>Challenge:</b> A governor noted the need to consider the circumstances of each child.</p> <p>It has been hard to get some children back to school following the lock down period and moving forward into 2022/23 there is a need to address the approach to attendance to deliver improvements.</p>	
11.	<p><b>MAT Business</b> The Headteacher reported that the new CEO has started and offered support.</p>	
12.	<p><b>Correspondence</b> (previously circulated) Governors reflected on and appreciated the feedback from parents on the Ofsted Report.</p>	
13.	<p><b>Any Other Business</b></p> <p><b>Car Parking</b> A governor raised significant safety risk concerns with cars parking on double yellow and zig zag lines at school drop off and pick up times. The Headteacher explained that there has been some activity to try and address and some improvements seen but the situation quickly reverts. It was agreed to take action to try to resolve including:</p> <ul style="list-style-type: none"><li>- Engage local councillor.</li><li>- Engage local community police.</li><li>- Invite Christine Packer, CYC Travel Advisor, to a governor meeting.</li><li>- Undertake risk assessment / audit tool of the current situation.</li><li>- Investigate deterrents such as CCTV, fines and encourage park and stride.</li></ul> <p><b>SATs</b> Governors recorded thanks to staff for coming in early to cook breakfast for the Year 6 through SATs.</p>	



14.	<b>Dates of next meetings</b> 6th July 2022 - <b>Moved to Wednesday 13<sup>th</sup> July</b>	
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The meeting closed at 8.37pm

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Mrs Amanda Atkins  
Chair

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Date

**WOODTHORPE FULL GOVERNING BOARD – 11<sup>th</sup> May 2022**  
**ACTION PLAN**

	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1.	4	All governor to complete Cyber Security Training.	Governors	July 2022

**July Meeting**

Fire safety work recommendations – doors / shutter  
Nursery charges  
SATs  
Risk Record

**September Meeting**

LGB Ofsted actions

DRAFT