

**WOODTHORPE PRIMARY SCHOOL
LOCAL GOVERNING BOARD**



Minutes of the meeting held on Wednesday 25th January 2023 at 6.30pm

Present:	James McGann (Headteacher) Amanda Atkins (Chair of Governors) Jenny Parker Sue Hodgson Debbie Carr	Helen Elsworth Gareth Mines Peter Crane Charlotte Taylor (DHT)
In Attendance:	Sophie Triffitt (Clerk)	

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting.</p> <p>There were no apologies or declarations of interest.</p>	
2.	<p>Minutes of the meetings held on 16th November 2022 (previously circulated) The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p>Action Plan and matters arising not covered by the agenda</p> <p>Action 1: The Chair had raised the LGB concerns of Teaching Assistant contract changes with the Trust and whilst it did not impact the decision, they did recognise that communication could have been managed better. In response to a governor the Headteacher confirmed that he was not aware of any staff taking tribunal action. One member of staff had an extended consultation due to circumstances and concerns raised for one role resulted in an amend to contracted hours. In response to a governor the Headteacher confirmed that he was not aware of any other potential contract changes.</p> <p>Action 2: The SBM confirmed that the high-risk health and safety items had been addressed, three doors still require finger guards which will be installed in the next few weeks.</p> <p>Action 3: The SBM confirmed that Pupil Premium attendance was included in the SBM Report.</p> <p>Action 4: The skills audit was circulated, and a summary included on the agenda.</p> <p>Action 5: The LGB training summary was included on the agenda.</p> <p><u>Twitter</u></p> <p>Challenge: A governor questioned the number of pupil images used on the school twitter feed, asked for assurance that informed consent was in place and that there were effective procedures in place to remove information when consent is withdrawn / when children leave.</p> <p>The Deputy Headteacher explained that Ofsted will look at what a school is sharing and celebrating on social media and the model used for twitter is used in a number of schools including MAT schools and is predominantly a curriculum celebration. The Deputy Headteacher agreed that more examples of work could be used but felt it was important to see the children's engagement in the work.</p> <p>Challenge: A governor suggested that curriculum could be celebrated through sharing examples of work without a huge volume of pictures of children.</p> <p>The SBM confirmed that permission slips are in place and there are processes for withdrawal of consent including removing historic content.</p> <p>Challenge: A governor asked if images of pupils are removed as they leave school. The SBM confirmed that under GDPR this does not need to happen. A governor questioned the business need for retaining these images on twitter and if it was in the child's best interest to keep them on.</p> <p>The SBM confirmed there was a MAT policy on the use of social media.</p> <p>Challenge: A governor asked if there was oversight when teachers are posting. The SBM confirmed that she reviews posts and checks to ensure comments are turned off.</p> <p>The Headteacher explained that the development of twitter was in part an action following parent questionnaire feedback of parents wanting to know more about what their child is doing in school.</p> <p>Challenge: A governor asked if twitter is clearly noted on the informed consent. The SBM explained that social media is included on informed consent forms and when twitter was started a communication went to parents stating that it was covered within the social media consent and informing them they could withdraw consent.</p> <p>Challenge: A governor suggested minimising risk by using the smallest possible amount of information to</p>	



	<p>meet the aim of marketing and communicating with parents.</p> <p>Challenge: A governor asked if the children are aware that images may be published on twitter. The Deputy Headteacher confirmed that the children, particularly the older children, will know the image is going on twitter and sometimes classes will look through the school twitter to see what is happening across school.</p>	
3.	<p>SBM Report (<i>previously circulated</i>)</p> <p>The SBM reported that the percentage of children in receipt of Pupil Premium will increase as some children were not picked up through the management information system. There will be communication to encourage parents to review eligibility but the threshold for receiving Free School Meals has not changed despite the economic picture.</p> <p>The SBM clarified that the SEND number was 58 not 43.</p> <p>The teacher vacancy for maternity cover was not recruited to and the post has been readvertised to run until August 2024.</p> <p>Strike Action</p> <p>Challenge: A governor asked for an update on the impact of strike action. The Headteacher explained that in line with guidance he asked staff if they planned to strike but they do not have to confirm either way. The Headteacher explained the balance between supporting the right to strike and the safeguarding duty towards children and shared the communication that went to parents detailing which classes would definitely be closed to children with the exception of Pupil Premium, SEND and Child Protection who would be supervised by Teaching Assistants.</p> <p>Challenge: A governor asked if there would be a reallocation of staff to counter any unfairness that one class in a year group would not be in school and another would have a day of learning with their teacher. The Headteacher explained the need to respect the right to strike and that school shouldn't undermine strike action.</p> <p>Challenge: A governor questioned if the inequality in providing comparable outcomes and education for children in different classes could be balanced by redeploying staff on future strike days. The Headteacher confirmed that the DfE guidance is clear that this should not be done.</p> <p>Challenge: A governor asked if the strike days would impact attendance figures. The Headteacher confirmed that attendance data would likely be impacted. If a class teacher is in and the child doesn't attend, then they would be marked as absent. If the class is closed for strike action there is an absence code for 'not required to attend for exceptional circumstance'.</p> <p>The Headteacher informed governors that he expected a picket line at the end of the school drive.</p> <p>Finance</p> <p>Challenge: A governor questioned why the Trust does not use accrual accounting for more effective monitoring.</p> <p>The SBM reported that the budget is forecasting a healthy 8.1% reserve noting that the utilities had not been impacted as greatly as expected. The revised budget will be reviewed by the end of half term.</p>	
4.	<p>Building and Health and Safety</p> <p>Governors reviewed the Health and Safety actions. The SBM noted that the premises inspection works would predominantly form part of the Trust plans for the building.</p> <p>The SBM reported that the Fire Risk Assessment identified no significant items of work.</p>	
5.	<p>School Improvement Plan (<i>previously circulated</i>)</p> <p>The Headteacher highlighted attendance as a significant area of focus, the target set was a pre covid benchmark and is currently tracking in line with the Fischer Family Trust live national data.</p> <p>Challenge: A governor asked what the greatest impact to attendance was. The Headteacher explained that some year groups have one or two children with particularly low (50/60%) attendance through health issues including significant mental health / wellbeing post covid and emotional school-based avoidance. The Educational Psychologist has been engaged and class teachers are focused on supporting these children. Interventions are in place with regular discussion and sharing of good practice.</p> <p>The Headteacher reported that other areas of the SIP are on track.</p> <p>The Reading focus is going well and has been mapped to strands of learning and exposure of styles / authors.</p> <p>Early Years follows the national curriculum and provides a foundation to the whole school curriculum.</p>	



	<p>Support is in place where needed in Early Years.</p> <p>Challenge: A governor asked if the additional training for support staff on dysregulated children was progressing. The Headteacher confirmed it had including debugging, zones of regulation, restorative practice, school behaviour policy and expectations. The Headteacher reported that behaviour in school was very good and on a DfE visit this afternoon they commented that behaviour and attitudes were exemplary, and they saw no children off task.</p>	
6.	<p><u>Governor Business</u></p> <p><u>Link Governor Reports</u></p> <p><u>SEND</u> (previously circulated) The link governor used CYC resources to structure the conversation and reported that despite there being a large number of children the SENCO could provide a deep understanding of the children and their context.</p> <p>The link governor noted that some paperwork including policies was outdated and MAT material was not consistent with latest guidance (i.e., terminology) and this will be referred to the Director of SEND and Safeguarding.</p> <p><u>Terms of Office</u> Ms Hodgson informed governors that she would not be standing for re-appointment when her term of office ends on 4th February 2023. Governors recorded thanks to Ms Hodgson for her commitment and support to the school.</p> <p>The Chair informed governors of her intention to resign when a replacement Chair of Governors is identified. Staff thanked the Chair for her support and governors recorded their thanks for the hard work and commitment of the Chair.</p> <p><u>Skills Audit</u> (previously circulated) The Chair noted that the skills audit would be useful in supporting future recruitment.</p> <p><u>Governor Training</u> (previously circulated) A governor noted the need for local authority training to be aligned to how MATs work and the role of governors in MATs.</p>	
7.	<p><u>Headteacher Report / Weekly Pulse</u> (previously circulated)</p> <p><u>Maths</u> The Headteacher explained the expectations on Maths knowledge across different stages of school. Ms Elsworth presented a Maths curriculum update to governors and shared the MAT Maths Intent and how that is implemented at Woodthorpe through White Rose Maths Hub and daily one-hour lessons. Staff voice had been positive on White Rose Maths and the clear progression and building of knowledge. Ms Elsworth shared some examples of Maths books from across the year groups and explained the lesson structure of introducing new learning for the day, teacher modelling and then group and independent work.</p> <p>The Headteacher noted that CPD this half term has been focused on pedagogy and Ms Elsworth has brought that into the Maths lesson structure.</p> <p>Ms Elsworth explained that White Rose moves onto problem solving quickly but Woodthorpe children need more time and practice in becoming fluent in basic skills, so school invested in Number Sense for additional daily sessions for EYFS to Year 2 to support the children in having a secure understanding of number and number facts.</p> <p>The Headteacher explained that current research has identified that children have a cognitive load giving the example of Year 1 Writing being stripped back to a smaller piece of quality work using Phonics all the time and the level and quality is gradually increasing. Research from Rosen Shine suggests that children who have a slower and better foundation will do better in later life.</p> <p>Ms Elsworth confirmed that Number Sense and White Rose Maths complement each other. Times Tables Rockstars is also used in Year 2 to Year 6.</p> <p>Challenge: A governor asked if there was any impact of access to online resources at home. Ms Elsworth explained that staff are aware of the children who don't have access at home and time is built into the day for them to access TT Rockstars and teachers can track minutes and progress for each child.</p> <p>It was noted that Year 6 Maths SATs last year was in line with national, Year 2 Maths was in line with the local area and close to national, and the Year 4 Times Table Check had 40% of the children achieve full marks and a 20.9 out of 25 average for the cohort.</p>	



	<p>Challenge: A governor asked if there was a trend in which times tables the children got wrong. Ms Elsworth explained that the only information provided is the final score, but TT Rockstars provides trend data and children can do an activity that mirrors the Times Table Check.</p> <p>Challenge: A governor noted appreciation at the tailored work in books and asked if it would be more time efficient for children to have a workbook. The Headteacher explained the aim of all children accessing the same learning but the need for some differentiation in fluency questions</p>	
8.	<p>Ofsted Readiness Dashboard There was no update to report.</p>	
9.	<p>Risk Record There was no update to report.</p>	
10.	<p>MAT Business There was no update to report.</p>	
11.	<p>School Policies Risk Assessment Policy First Aid Policy Resolution: Governors approved the policies noting that if the policies needed amending following a governor's feedback these would be recirculated.</p>	
12.	<p>Correspondence There was no correspondence for governors.</p>	
13.	<p>Any Other Business Inclusion Quality Mark The Headteacher informed governors of the plan to work towards an Inclusion Quality Mark for recognition of work around SEND. An audit will take place and an action plan will be developed from Easter. Challenge: A governor suggested action around supporting parents to access information. The Headteacher confirmed that there will be a module on supporting the wider community. Spiritual, Moral, Social and Cultural (SMSC) Quality Mark The Headteacher informed governors of investigation into an SMSC Quality Mark.</p>	
14.	<p>Dates of next meetings Wednesday 8th March Wednesday 10th May Wednesday 12th July</p>	

The meeting closed at 8.30pm

Approval _____

WOODTHORPE FULL GOVERNING BOARD – 25th January 2023 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	-	-	-	-

March Meeting

Chair appointment

May Meeting

CEO to attend (first part of agenda)
Inclusion Quality Mark Audit and Action Plan