

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 10<sup>th</sup> May 2023 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Jenny Parker (Chair of Governors) Helen Elsworth Debbie Carr	Gareth Mines Peter Crane Charlotte Grason-Taylor (DHT)
<b>In Attendance:</b>	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 apologies or declarations of interest to note.</p>	
2.	<p><b>Minutes of the meetings held on 8<sup>th</sup> March 2023 (previously circulated)</b> The minutes were agreed as a true and accurate record of the meeting and approved.</p> <p><b>Action Plan and matters arising not covered by the agenda</b> Action 1: The action was due for completion by July 2023. The Headteacher suggested that this would form part of the governor proposal and link roles.</p> <p><b>Challenge:</b> A governor asked if the follow up Personal Development Audit had taken place. The Headteacher confirmed that the Director of Personal Development had been in school, the report and actions had not yet been received. Ms Britland reported that no concerns were raised.</p> <p><b>Challenge:</b> A governor asked if the Attendance Lead vacancy had been appointed to. The Headteacher confirmed that three candidates were short listed, but no appointment was made. The MAT have not yet readvertised the post.</p> <p><b>Challenge:</b> A governor asked if the Trust wide Accessibility Plan had been developed. The SBM confirmed that the Director of SEND and Safeguarding was leading on the Accessibility Plan.</p>	
3.	<p><b>School Leadership Update (previously circulated)</b></p> <p><b>Staffing</b> The Headteacher highlighted the resignation from the SENCO who will move to a fulltime role at Carr Junior as SENCO and to lead an enhanced provision. An Assistant Headteacher post to lead on SENCO and Inclusion has been advertised internally.</p> <p><b>Challenge:</b> A governor asked if it would be a difficult role to recruit to. The Headteacher assured governors that there were staff who would be able to step up to this role.</p> <p>The Upper KS2 Phase Leader recruitment resulted in no applicants being shortlisted. Two applicants were being observed for the Reception Phase Leader role before formal interview.</p> <p><b>Challenge:</b> A governor asked if other schools have the same issue of low numbers of applicants. The Headteacher confirmed that is the case and that nationally both primary and secondary teaching course places are not at capacity.</p> <p>There had been a higher level of interest for the maternity cover vacancy but mainly from Early Career Teachers and there was a risk of having too many ECTs at one time.</p> <p><b>Budget</b> The SBM reported on the period 7 monitoring report noting that income and expenditure was in line with the revised budget. Supply costs were balanced against staff underspend due to delayed recruitment but there was a financial risk if supply was needed longer term due to not being able to secure permanent staff. The SBM and Headteacher met with the CFO and CEO to discuss the 2023/24 budget and staffing plans and no concerns were raised. The SBM was producing the first draft of the 2023/24 budget to be submitted to the CFO by the end of May 2023.</p> <p>The SBM highlighted the capital works requests with the KS1 roof works being a priority.</p> <p><b>Challenge:</b> In response to a governor the Headteacher confirmed that the work to develop the Early Years outside area has started and was already accounted for in the budget.</p>	



	<p><b>Attendance</b> The Headteacher reported that weekly averages were tracking above national but was still not back to pre-Covid levels. Two children were not attending fulltime timetables in school and have not attended for SATs due to Social Emotional Mental Health, but one is being supported in sitting one of the tests at parent request.</p> <p>Reception attendance was tracking lower than expected and three children have been identified as particularly impacting the data.</p> <p>Disadvantaged attendance at 22.71% persistent absence was an area of concern.</p> <p><b>Safeguarding (including reportable events)</b> The Headteacher highlighted the report of a racial incident detailed in the Governors Report and assured governors it had been fully investigated and concluded it was not a racial incident and that all pupils would be addressed about slide tackles in football. A report was sent to parents who made comment on the report but had not taken the matter further at this stage.</p> <p><b>Pulse Updates</b> There was no update to report.</p>	
<p>4.</p>	<p><b>Governor Proposal (previously circulated)</b> Governors discussed the plan for governance in 2023/24.</p> <p>The Headteacher shared a Google Drive folder with governor resources.</p> <p><b>Resolution:</b> Governors agreed to develop a governor plan based on four meetings per academic year with governors linked with the below areas:</p> <ul style="list-style-type: none"> <li>- Safeguarding</li> <li>- Quality of Education</li> <li>- Behaviour and Attitudes</li> <li>- Personal Development</li> <li>- SEN / Lowest 20%</li> <li>- EYFS</li> </ul> <p><b>Challenge:</b> A governor suggested the need to give consideration to inclusivity when recruiting new governors and having representation and insight from the community the school serves. Governors discussed the role of stakeholder voice and a possible community engagement role within the LGB.</p> <p><b>Challenge:</b> A governor noted that the quality of education / curriculum was a huge area, and that role may need to be split with more than one governor. A governor noted that the LGB curriculum presentations had been helpful.</p> <p><b>Challenge:</b> A governor noted the need for clarification from the Trust of the overall purpose / remit of the LGB informed by the Scheme of Delegation.</p> <p><b>Challenge:</b> A governor noted the time needed for active preparation for purposeful link governor meetings.</p>	
<p>5.</p>	<p><b>School Improvement Plan</b> There was no update to report.</p>	
<p>6.</p>	<p><b>Governor Business</b></p> <p><b>Link Governor Reports (previously circulated)</b> The Chair had provided a Coronation link visit report.</p> <p>The Chair had been in school as an independent observer to the SATs administration and confirmed that the administration of SATs was in line with the Test Administration Guidance.</p> <p>The SEN link governor will share the report once it was agreed.</p> <p><b>Challenge:</b> A governor noted that they still had concerns regarding the Trust Safeguarding and Child Protection Policy and was raising this directly with the Director of SEND and Safeguarding.</p> <p><b>Governor Training</b> <b>Action:</b> The Chair had received the updated training tracker and the clerk was asked to confirm what training gaps there were across the LGB.</p> <p><b>Term of Office</b> <b>Resolution:</b> Jenny Parker was reappointed as a governor subject to trust board ratification.</p>	<p><b>Clerk</b></p>



7.	<p><b>School Policies</b></p> <p><b>School Uniform Policy</b> (previously circulated)  <b>Resolution:</b> Governors approved the School Uniform Policy subject to clarification of PE kit and the removal of the rules around appropriate socks.</p>	
8.	<p><b>Correspondence</b> (previously circulated)  A letter on school uniform statutory guidance from the local authority was included and the policy had been updated to reflect the new guidance.</p>	
9.	<p><b>Any Other Business</b></p> <p><b>Use of the school as a polling station</b>  <b>Challenge:</b> A governor raised concern at the use of the school as a council polling station which resulted in the need for the school to be closed to children. The Headteacher explained that he had managed to open the school for Year 6 and maintain appropriate safeguarding provision / supervision.</p> <p>The Chair informed governors that she had contacted Councillor Fenton who investigated and reported back that the local authority had confirmed that the school was the only suitable location for a polling station in this district with the volume of voters. The Electoral Services Manager had also provided detail on the statutory polling stations which are determined every five years and confirmed that there was no other alternative polling station site within the district.</p> <p><b>Challenge:</b> A governor challenged what information that decision was based on and suggested challenging. The SBM informed governors that she had challenged the decision in December and had the same response and assured governors that all options were investigated to open the school and maintain safeguarding measures.</p> <p><b>Challenge:</b> A governor noted that the school can charge for costs incurred if there was a need to have wardens to keep the school open.</p> <p><b>Challenge:</b> A governor noted that the school can't refuse to provide the site for a polling station if it is demanded but electoral services need to take reasonable steps to not demand it and need to reimburse costs.</p> <p><b>Resolution:</b> Governors agreed for a governor to submit a FOI request related to the decision and data to use Woodthorpe Primary School as a polling station.</p> <p><b>Values</b>  A governor informed the Headteacher of a volunteer contact to teach sign language for the school values and British values.</p>	
10.	<p><b>Dates of next meetings</b>  Wednesday 12<sup>th</sup> July</p>	

The meeting closed at 8.36pm

**Approved at LGB on 12<sup>th</sup> July 2023**

Approval

### WOODTHORPE FULL GOVERNING BOARD – 10<sup>th</sup> May 2023 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	5 (8.3.23)	Governors to check on retained knowledge from curriculum block learning (i.e. History / Geography / Music).	Link Governors	July 2023
2.	6	Confirm what training gaps there were across the LGB.	Clerk	May 2023

#### July Meeting

Inclusion Quality Mark Audit and Action Plan  
Results Data