

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 12th July 2023 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Jenny Parker (Chair of Governors) Helen Elsworth	Gareth Mines Peter Crane Debbie Carr
<b>In Attendance:</b>	Joanne Jones (SBM), 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 the Deputy Headteacher. There were no declarations of interest to note.</p>	
<b>2.</b>	<p><b>Minutes of the meetings held on 10<sup>th</sup> May 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> <b>Action 1:</b> The Headteacher presented a topic book monitoring update that was undertaken with the Director of School Improvement for Geography and History books across school (excluding Early Years) and pupil voice, with a really positive response through school.</p> <p>Areas for development that were identified included:</p> <ul style="list-style-type: none"> <li>- Knowledge Mats for some subject schemes could better support retention of knowledge.</li> <li>- Year 6 had not yet completed all curriculum blocks due to timing of SATs but this work was being addressed after SATs.</li> <li>- Misconceptions in book work not being addressed by class teachers.</li> </ul> <p><b>Challenge: A governor noted that reinforcement was important and asked if there was evidence for block teaching that knowledge was retained after a period of time.</b> The Headteacher explained that when reviewing subjects there was evidence of children using prior knowledge. This was demonstrated best in Years 1 and 2 where the children had really grasped the learning and tier vocabulary. Discussion with children reflected back on past learning and books and Knowledge Mats were used to assess this.</p> <p>The Headteacher noted feedback within Years 3 and 5 with some children wanting more challenge as they had an interest in that area and had already researched that topic.</p> <p>The Staff Governor noted that Kapow, used for wider curriculum subjects, was well planned and designed and each topic builds on the last block and links back.</p> <p>The Headteacher informed governors that plans from September was to develop Disciplinary Writing to provide opportunities for children to use and evidence disciplinary knowledge in their writing. Plans also include revisiting learning to ensure children are retaining key learning elements.</p> <p>The Headteacher shared the Writing Curriculum which was based in Rosenshine research and principles.</p> <p><b>Challenge: A governor asked how children who are researching a topic or have more knowledge in that area are supported and stretched to ensure they remain engaged.</b> The Headteacher explained teacher strategies are used to ensure children are engaged and have opportunities to share their knowledge.</p> <p><b>Action 2:</b> The Clerk had circulated the training update and highlighted any gaps.</p>	
<b>3.</b>	<p><b>SBM Report</b> The SBM reported no items of concern.</p> <p><b>School Fund Proposal (previously circulated)</b> The SBM proposed closing the school fund account in order to simplify processes, remove the requirement for a separate audit and reduce the workload.</p> <p><b>Challenge: A governor asked if the proposal was consistent with the funds being used as intended if sat within the school account.</b> The SBM explained that funds would sit in a separate school fund nominal code within the school budget for clear monitoring and accountability.</p> <p><b>Resolution:</b> Governors agreed the proposal to close the school fund and transfer of the balance into the school budget. Once the process was complete the final accounts would be presented to governors.</p>	



4. **Results** (previously circulated)

**Parent Survey**

The Headteacher shared the parental questionnaires analysis, noting that the responses were overwhelmingly positive which reflected the positive view of the school in the community. The Headteacher had reflected on feedback from the questionnaires including priority access to clubs and Nursery clubs.

**Results**

The Headteacher tabled a national data overview noting that national data for expected standards was not yet back to pre-covid levels.

The Headteacher also shared the MAT data.

**The Headteacher reported on the KS2 SATs 2023 results:**

**67% expected in RWM**, against a 59% national, which was an increase of 10% on the previous year. The Higher Standard at 17% was the strongest in the MAT and significantly above the 2022 national of 7%.

**69% expected in Reading** was below the 73% national, as tracked through school, but the more able children succeeded well at Higher Standard (34%).

**69% expected in Writing** was close to the 71% national and at 17% Woodthorpe had the highest percentage of Higher Standard writers in the MAT.

**74% expected in Maths** was above the 73% national and Higher Standard was strong at 33% which evidenced good challenge in Maths.

**69% expected in SPAG** was below the 72% national.

**Challenge: A governor asked what conclusions the Headteacher had on the SEND data.** The Headteacher explained that SEND and Pupil Premium outcomes fluctuate dependent on the individual need and the SEND cohort had a number of children identified with cognition and learning need through school noting celebration of an SEND child passing their Phonics in Year 4. The staff governor added that there was a range of individual need in the Year 6 cohort.

The Headteacher shared analysis of the first data capture for the MAT for Year 6 which reported those on track for expected and higher standard close to actual outcomes. This data will be available in the autumn term for the 2023/24 Year 6 cohort and should provide a good indication of outcomes.

**Challenge: A governor noted that other MAT schools were closer in their projections for Reading Higher Standard.** The Headteacher agreed this was something to review and could be linked to the text content.

**Challenge: A governor asked if the children struggled with reading stamina and if the delivery of mocks prepared them accurately.** The Headteacher explained that research suggested that children get better at comprehension by building fluency to get through the text and having the skills of retaining that information.

**Challenge: A governor questioned if the children's ability to relate to the context of the text / cultural capital impacted outcomes.**

**Challenge: A governor suggested that it would be interesting to see benchmarked data against comparable schools when that data was available.**

**Early Years outcomes:**

The Headteacher explained that there was no national data but presented MAT comparison data.

**73% of children met the Good Level of Development** and the Headteacher noted that boys outperformed girls.

**Phonics:**

The Headteacher reported that 88% of children passed their Phonics screening which reported strongly against the 2022 national of 75% and the deep dive with the CEO was really positive.

The Headteacher explained that even those who got Phonics in Year 1 may need support and intervention as the screening is a snapshot. Children are identified in Year 2 for intervention and support until they are at the expected standard across the strands for reading. Three children were identified for specific support and



included on the SEN Register.

**Year 2:**

The Headteacher reported that the combined data was reporting ok within the MAT, but no national benchmark had been released.

Maths was reporting above the 2022 national but there was work to do on higher standards.

**Challenge: A governor asked if there would be local authority average data.** The Headteacher confirmed data for the city would be released.

**Year 4 Times Table Check:**

The Headteacher reported that the Maths Lead had done an excellent job in bringing the team together.

**56% achieved full marks, 73% achieved 23+ and the average score was 22.7.**

**Challenge: A governor noted that the Pupil Premium data was exceptionally high.** The Headteacher confirmed there were 12 PP children in Year 4 (22% of cohort). **Governors recognised the strong outcomes for children in receipt of Pupil Premium.**

**Challenge: A governor asked if the process allowed for any adjustments for SEND children.** The Headteacher explained that the only adjustment that can be applied for was a pause option between questions.

The Headteacher summarised that outcomes were still impacted by Covid nationally but school are doing better than the national average data available and the KS2 combined outcome was significantly up year on year and combined Higher Standard was the strongest within the MAT.

**Governors recorded congratulations to the children and staff for the 2023 results.**

5. **Headteacher Report / Weekly Pulse** (previously circulated)

**Challenge: A governor requested an update on the Year 6 common room being changed to a classroom to accommodate SEND need.** The Headteacher explained that there were two children with significant need who were not able to access the mainstream curriculum. One child poses a significant Health and Safety risk having worked out how to exit the conservatory area into the carpark and a new lock needed to be installed at a cost of £1k. As these children move into their next year group there is significant risk as to where they are based so the common room will be developed into a classroom. Year 6 will be moved downstairs to an area with more space and a classroom at the back of the school, with a secure outside area, will be used as a secure space with appropriate levels of safety and staffing to support these children who are not accessing the same learning as their peers and pose a flight risk.

The Headteacher explained that SEN provision across school is being reviewed and school will need to be clear if the needs of the child can't be met at Woodthorpe and give consideration to the financial implications given the budget position.

**Challenge: A Governor suggested that the child should be in the provision that best suits their needs in order to help them thrive and reach their individual learning potential.**

The Headteacher emphasised that the health and safety of children was the priority, then they need to be able to access the curriculum and not just be based in a classroom with children of the same age.

**Challenge: A governor asked if the timetable for the two children would have time with their peers built in.** The Headteacher confirmed there will be appropriate times when these children spend time with their class such as story time.

**Attendance** (previously circulated)

The Headteacher reported that attendance was tracking above the Fischer Family Trust national data and noted that some year groups had some children with significant need around attendance.

Reception was reporting as a cohort of concern.

One child had a letter from their Child Psychologist that it was not in their interest to attend regularly and one child with emotional school-based avoidance currently attends part time.

The Headteacher assured governors that there was a lot of support pastorally and one child was supplied with a one-to-one TA to support them coming back into school.



	<p><b>Challenge: A governor asked if the MAT had been able to provide support for attendance.</b> The Headteacher explained that the School Improvement Partner leads strategically for the MAT. The Trust Attendance Officer vacancy was advertised but not appointed to and was not currently being actively advertised.</p> <p>The Headteacher highlighted that the Persistent Absence data at 15.6% was an improved position for the school but was above the target to be below 10%.</p> <p><b>Behaviour</b> The Headteacher confirmed there had been no reportable events.</p> <p><b>Safeguarding</b> The Headteacher confirmed there had been no reportable events.</p>	
6.	<p><b>Inclusion Quality Mark Audit and Action Plan</b> The Headteacher reported that the focus had been on SENDCO handover but the work that had been started would pick up again in the autumn term</p>	
7.	<p><b>School Improvement Plan</b> The Headteacher noted that there had been no areas of risk identified from the data. The Headteacher would be reviewing the 22/23 SIP and the 23/24 SIP would include:</p> <ul style="list-style-type: none"> <li>- Embedding the curriculum</li> <li>- Making changes to the Science curriculum</li> <li>- Reviewing the Writing curriculum</li> </ul>	
8.	<p><b>Governor Business</b></p> <p><b>Link Governor Reports</b></p> <p><b>2 x SEND Reports (previously circulated)</b> The link governor reported that there had as yet been no resolution on their question around policy and noted that the SEND Report was published on the school website as a Trust document.</p> <p>Governors suggested that it would be reasonable for governors to be informed / notified of policies being approved.</p> <p><b>A governor asked which policies sit at MAT level and which at school / governor level.</b> The SBM explained that the aim was to centralise policies as they come up for review.</p> <p><b>Governor Training (previously circulated)</b> Governors noted the training update.</p> <p><b>Chair Plans</b> The Chair informed governors that she would be happy to continue as Chair into next year with formal appointment in the autumn term.</p> <p>Governors discussed governor recruitment and the Headteacher reported that he had identified a potential governor.</p> <p><b>A governor asked about preparation for Ofsted.</b> The Headteacher explained that staff are being supported through deep dive reviews with the CEO and Headteacher who are modelling answers and directing areas to become more secure in.</p> <p>The Headteacher shared the Reading in Woodthorpe Plan folders and explained that they are in place for all subjects.</p>	
9.	<p><b>Risk Record</b> There was no update to report.</p>	
10.	<p><b>MAT Business</b> The Chair and Mr Mines had attended the Trust Governance Evening.</p>	
11.	<p><b>School Policies</b> There were no policies for review.</p>	
12.	<p><b>Correspondence</b> The Headteacher informed governors that the class lists were circulated and there had been a small number of class change requests that will be reviewed.</p>	



13.	<p><b>Any Other Business</b></p> <p><b>A governor asked how children were selected for the South Banks events.</b> The staff governor explained that children who enjoy singing and dancing in KS2 auditioned / volunteered / opted in for the Arts Festival. Every child across all classes worked together to create artwork to be displayed at the event.</p> <p>The Headteacher added that teachers selected children from Years 2, 4 and 6 who enjoy sports and would be happy to do a full day of sports for the sports event.</p> <p><b>A governor recommended cyber safety books aimed at KS1 children as a way to make parent and child aware of cyber safety.</b> In response to the Headteacher the governor agreed to send the link to the Headteacher.</p>	
14.	<p><b>Dates of next meetings</b></p> <p>The Clerk to draft dates for LGB and circulate.</p> <p>The Chair recorded thanks to governors for their time and commitment to the school and thanked the Headteacher, staff and pupils for delivering the good results.</p>	Clerk

The meeting closed at 8.25pm

**Approved at LGB on 27<sup>th</sup> September 2023**

Approval

**WOODTHORPE FULL GOVERNING BOARD – 12<sup>th</sup> July 2023**  
**ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	14	Draft dates for LGB and circulate.	Clerk	July 2023