

**WOODTHORPE PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**



**Minutes of the meeting held on Wednesday 27<sup>th</sup> September 2023 at 6.30pm**

<b>Present:</b>	James McGann (Headteacher) Jenny Parker (Chair of Governors) Charlotte Taylor Helen Elsworth	Gareth Mines Peter Crane Debbie Carr
<b>In Attendance:</b>	Joanne Jones (SBM), Sophie Triffitt (Clerk)	

		Action
1.	<p><b>Welcome, Apologies for Absence and Declarations of Interest</b> The Chair welcomed everyone to the meeting.</p> <p>There were no apologies.</p> <p>Governors were provided with business interest forms to complete. There were no declarations of interest to note.</p>	
2.	<p><b>Chair / Vice Chair Appointment</b> Mrs Parker informed governors that the Trust had sourced a governor who would be in a position to take on the Chair of Governors role from December 2023.</p> <p><b>Resolution:</b> Governors agreed to recommend Sheriden Hutchinson-Jones for Trust Board approval as a governor at the 9<sup>th</sup> October 2023 meeting.</p> <p>A governor proposed an informal meeting with Ms Hutchinson-Jones prior to the December meeting.</p> <p><b>Resolution:</b> Governors agreed for Mrs Parker to be Chair on an interim basis.</p> <p><b>Resolution:</b> Governors reviewed a governor application for Victoria Wood and agreed to recommend her for Trust Board approval as a governor at the 9<sup>th</sup> October 2023 meeting.</p> <p><b>Governance</b> The Chair explained that following the Scarcroft governor resignations the Trust Board had requested Woodthorpe LGB to establish a joint LGB for both Woodthorpe and Scarcroft which, if agreed, would be reviewed after 18 months.</p> <p><b>Challenge: A governor supported the request and confirmed they would be open to the arrangement.</b></p> <p><b>Challenge: A governor raised reservations that this approach could put the LGB in a difficult position with the Scarcroft school community.</b></p> <p><b>Challenge: A governor suggested an alternative that the Trust Board request volunteers across the LGBs to form a temporary Scarcroft LGB.</b></p> <p><b>Challenge: A governor suggested that it would be helpful to understand the perspective of the Scarcroft Headteacher.</b></p> <p>Governors agreed for the Chair to speak to the Chair of Trustees to enable further discussion of the joint LGB proposal before making a decision.</p> <p><b>Challenge: A governor confirmed that they would support Scarcroft if governor representation was required for any panels.</b></p>	
3.	<p><b>Minutes of the meetings held on 12<sup>th</sup> July 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> LGB dates were agreed and circulated.</p> <p>A governor confirmed that the Cyber Safety Books had been delivered.</p> <p><b>Challenge: A governor asked for an Inclusion Quality Mark update.</b> The Headteacher confirmed that the planning process was started with SLT and the school continues to aspire to the quality mark in time but with the change of SENCO the priority was for them to focus on statutory training. The Headteacher noted that there was an SEN focus as part of the School Development Plan.</p> <p>The Headteacher reported that the Nest SEN room was in use and provided a provision with an outdoor</p>	



	area to allow safe free flow within a secure area.	
4.	<p><b>SBM Report</b></p> <p>The SBM reported that the close of last year financials report had been delivered and will be reviewed.</p> <p>The SBM reported that the first Health and Safety audit was scheduled for WC 27<sup>th</sup> November 2023 and there were no items outstanding from last year.</p> <p><b>Challenge: A governor asked for an update on the close of the school fund.</b> The SBM confirmed the fund was not being used and once the close down process was complete governors would be informed.</p>	
5.	<p><b>Headteacher Report / Weekly Pulse</b> (previously circulated)</p> <p>The Headteacher reported that the Deputy Headteacher completed work on curriculum plans across school and the first classroom monitoring was taking place WC 25<sup>th</sup> September 2023. The staged teaching approach had been embedded with modelling and scaffolding and work done on revisiting and building on previous knowledge.</p> <p>The Deputy Headteacher reported that the Early Career Teachers had made a good start.</p> <p>The Headteacher shared the Pupil Premium Report that was published on the website and invited governor feedback / comment. The Headteacher explained that a significant proportion of the pastoral team focus was on the disadvantaged cohort and documents would be updated with data when the validated data was published.</p> <p><b>Data</b> (previously circulated)</p> <p>The Headteacher reported that overall, the outcomes were largely in line with national and highlighted that:</p> <ul style="list-style-type: none"><li>- Reception Good Level of Development at 73% was above national (67%) and local average with the communication and language strand being significantly higher than national. Understanding the World was identified as a strand for focus.</li><li>- Phonics was strong at 87% and above the national of 79%.</li><li>- KS1 Greater Depth Reading was identified as a potential area of focus.</li><li>- KS2 RWM combined at 67% was above the national (59%) and local average.</li><li>- The progress measure was average.</li></ul> <p><b>Parent Survey Data</b> (previously circulated)</p> <p>The Headteacher highlighted the 100% positive response rate to the 'would you recommend the school' question.</p> <p><b>Attendance</b> (previously circulated)</p> <p>The Headteacher shared the attendance tracking data which was circa 1% up on national.</p> <p>Three children in Year 6 had been identified for support around young carer status, Emotional Based School Avoidance and anxiety.</p> <p><b>Challenge: A governor suggested that it would be useful to see long run figures on the Pulse Report to include year group benchmarking and national trends.</b> The Headteacher explained that the trend data would be available through FFT Aspire.</p> <p>The Headteacher informed governors that case studies had been collated on children rated red for attendance.</p> <p>The Headteacher confirmed that Woodthorpe did not offer part time timetables which impacted attendance particularly in the SEND cohort.</p> <p><b>Behaviour</b></p> <p>The Headteacher reported that the behaviour curriculum had been strengthened in school and explained the 'how we teach behaviour' plan with a focus around the child and their wellbeing.</p> <p>The Chair noted that when walking a prospective governor around school the Nursery environment was very calm.</p> <p>The Headteacher noted pupil voice feedback from a Year 4 child about concerns on the stairs so staggered leaving times had been implemented.</p> <p>The Headteacher reported that there had been no major behaviour incidents but two children in Reception had been identified as a potential area of concern and early intervention and strategies were being implemented to address the behaviour early.</p>	



	<p><b><u>Safeguarding</u></b> (previously circulated) The Headteacher reported that a KS1 child had been referred to social services for assessment.</p> <p>The Headteacher referenced the Keeping Children Safe in Education updates around attendance and children missing in education. A tiered attendance approach had been established including daily calls and getting sight of the child.</p> <p>The Headteacher shared an example online safety filtering report and explained the process for monitoring searched items.</p>	
6.	<p><b><u>School Improvement Plan</u></b> (previously circulated) The Headteacher explained that no significant headlines for focus were identified from the data.</p> <p>The curriculum work and Disciplinary Writing from last year needed embedding.</p> <p>SEN leadership was identified as a key area due to a new SENCO and the need for schools to undertake due diligence on any offsite alternative provision. The Headteacher explained that there had been alignment of SEN plans and what was happening in the classroom for that child. There had been whole school training and a tick list implemented to track and monitor provision for each of the children. The Headteacher explained that if inspected alignment of agreed strands and what was happening in classroom would be clear.</p> <p>The new Reception Leader was undertaking an accredited communication and language qualification.</p> <p>The Headteacher explained that the RE Curriculum was revamped last year with key knowledge, vocabulary and progression through school being good but there was a need to bring to life the Islam, Hindu and Sikh elements to make it a meaningful curriculum and offer enrichment. The Deputy Headteacher confirmed that the religions were selected based on the demographic of Yorkshire.</p> <p>Governors reviewed the 2022/23 SIP which the Headteacher had RAG rated against delivery / outcomes.</p>	
7.	<p><b><u>Governor Business</u></b></p> <p><b><u>Link Governor Roles</u></b> It was agreed to review link governor roles at the December meeting.</p> <p><b><u>Link Governor Reports</u></b> There were no reports for consideration.</p> <p><b><u>Governor Training</u></b> Governors noted the CYC training offer. The clerk confirmed that required governor training would be confirmed at Trust Board on the 9<sup>th</sup> October 2023 and an e mail would follow.</p> <p><b><u>Governor Recruitment</u></b> Addressed earlier in the agenda.</p>	
8.	<p><b><u>Risk Record</u></b> There was no update to report.</p>	
9.	<p><b><u>MAT Business / Items to Report to the MAT</u></b></p> <p><b><u>Scheme of Delegation</u></b> (previously circulated) Governors noted the Scheme of Delegation.</p>	
10.	<p><b><u>School Policies</u></b> There were no policies for review.</p>	
11.	<p><b><u>Correspondence</u></b> The Chair reported that there would be a Trust response to a letter addressed to all the LGB Chairs.</p>	
12.	<p><b><u>Any Other Business</u></b></p> <p><b><u>Twitter</u></b> <b>Challenge: A governor raised concern over the use of children's images being shared on school social media, citing a recent case in Spain, and challenged that it was not in the child's best interest and suggested instead to share work and events to demonstrate the wonderful things happening in school.</b></p> <p>It was agreed for the use of images on social media to be an agenda item at the December meeting.</p>	



13.	<b>Dates of next meetings</b> Autumn 2: Wednesday 13 <sup>th</sup> December 2023 6.30pm Spring: Wednesday 13 <sup>th</sup> March 2024 6.30pm Summer: Wednesday 10 <sup>th</sup> July 2024 6.30pm	
14.	<b>Nest Provision</b> After the meeting governors visited the Nest provision.	

The meeting closed at 8.15pm

**Approved at Woodthorpe & Scarcroft LGB on 6<sup>th</sup> December 2023.**

Approval

**WOODTHORPE FULL GOVERNING BOARD – 27<sup>th</sup> September 2023  
ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	-	-	-	-

**December Meeting**

Link governor roles  
Use of images on social media

