

Minutes of the meeting held on Wednesday 6th December 2023 at 6.30pm

Present:	James McGann (Headteacher) Sheriden Hutchinson-Jones (Chair of Governors) Jenny Parker Charlotte Grason-Taylor Helen Elsworth	Gareth Mines Peter Crane Debbie Carr Victoria Wood
In Attendance:	Jennifer Mitchell (Director of Personal Development), Sophie Triffitt (Clerk)	

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest Everyone was welcomed to the meeting and introductions were made.</p> <p>There were no governor apologies.</p> <p>There were no declarations of interest to note.</p>	
2.	<p>Chair / Vice Chair Appointment Ms Hutchinson-Jones was nominated as Chair of Governors. Ms Hutchinson-Jones provided a summary of her background including a professional background in education and a strong local connection to York.</p> <p>Resolution: Sheriden Hutchinson-Jones was unanimously agreed to be recommended as Chair of Governors for Trust Board approval.</p> <p>Resolution: Jenny Parker was unanimously agreed to be recommended as Vice Chair for Trust Board approval.</p> <p>It was agreed to have a joint Vice Chair structure with another Vice Chair linked to Scarcroft Primary School.</p> <p>The clerk confirmed that a Scarcroft parent governor had been approved at Trust Board subject to completed safeguarding checks.</p> <p>The Director of Personal Development informed the LGB that there was another potential Scarcroft governor. The clerk noted that there was currently no space within the LGB structure for another General governor but a request to increase the size of the LGB could be proposed for Trust Board approval. Governors were in agreement that they would welcome further representation from the Scarcroft community.</p>	
3.	<p>Minutes of the previous meetings (previously circulated)</p> <p>Resolution: Governors agreed the 27th September 2023 Woodthorpe LGB minutes as a true and accurate record of the meeting and approved.</p> <p>Resolution: Governors approved the 17th July 2023 Scarcroft LGB minutes. The clerk confirmed that the draft minutes had been reviewed by the Headteacher and Chair of Governors at the end of last academic year.</p> <p>Scarcroft Action Plan</p> <p>Action 1: A governor asked if the KS2 SATs comparison data had been provided. The Headteacher confirmed that the Scarcroft IDSR was provided as part of the agenda.</p> <p>Challenge: A governor asked for the reason behind the Greater Depth Reading and Writing disparity. The Director of Personal Development reported that the outcomes have been analysed and intervention programmes implemented to address the disparity in data. The Headteacher added that there has been work within the MAT around Writing and a mock deep dive which will generate a report and actions. The Headteacher and Director of Personal Development have undertaken learning walks and looked at core books for English and Maths and actions have been identified to increase the level of work to the expected standard. The Marking and Feedback Policy is being reviewed and expectations within books has been built into teacher performance management for a collective team approach to raising standards. The approach to marking and feedback will replicate practice across the two schools to provide some commonality in approach. The Scarcroft Headteacher had reported that progress has started to be seen around Writing standards.</p> <p>Challenge: A governor asked what actions were being taken to address the instances of inappropriate sexualised language. The Director of Personal Development reported that she had supported the school and provided resources to address use of sexualised language and harmful sexual</p>	

	<p>behaviour. There seems to be an ongoing issue around incidents of racism / racist language and a plan is being developed for assemblies, re-education for perpetrators and pastoral support for victims. The Director of Personal Development had met with the parent of a recent victim, and this will be a behaviour priority from January 2024.</p> <p>The Director of Personal Development informed the panel that the Director of School Improvement will be undertaking a Maths review on 12th December 2023. Reports for Maths and Writing reviews will be included in the agenda pack for the next meeting.</p> <p>Action 2: A parent governor process had been completed. Staff governor process to be started in the new year when the Head of School is in post.</p> <p>Action 3: The link governor actions were superseded by the joint LGB.</p> <p>Action 4: The link governor actions were superseded by the joint LGB.</p> <p>Matters Arising Governors met on the 18th October 2023 at 4pm to discuss the decision to form a joint LGB for Woodthorpe and Scarcroft Primary Schools. Discussion and decision from the meeting were as follows:</p> <p><i>Attendees: Peter Crane, Jenny Parker, James McGann, Helen Elsworth, Charlotte Grason-Taylor, Gareth Mines.</i></p> <p><i>Apologies were received from Debbie Carr.</i></p> <ul style="list-style-type: none"> - Acknowledge that this is the decision of the LGB; acknowledge that there is currently no Scarcroft LGB - Previous discussion with chair of trustees, chief exec, headteacher - James summarised previous discussions - Draft SoD would not materially increase the size of the combined LGB but would introduce parent governors from Scarcroft - Identified that the immediate priority for Woodthorpe is Ofsted (plan to be ready for Christmas) - Query on the benefits to Woodthorpe - Benefits discussed of having a governance structure that mirrors the executive structure - Recommended further engagement with CEO and COT - Propose to combine for remainder of this school year and one full school year, then review. <p>LGB Structure (previously circulated) Resolution: Governors agreed the attached LGB structure to take effect from 8th January 2024. It was agreed for Peter Crane to move to the General governor category.</p> <p>It was agreed that the LGB focus over the coming term should be on Scarcroft as there is a lot of existing knowledge for Woodthorpe on the LGB.</p> <p>A governor made a suggestion that the Trust LGB infographic should only read 'the role of the school as an ambassador for the trust'.</p>	Agenda
4.	<p>SBM Report The Headteacher had met with the SBMs from both schools and asked what information governors want from SBMs to feed into the meetings.</p> <p>It was noted that the Risk Register provides an overview of Health & Safety priorities and there is central oversight of finance from the CFO.</p> <p>The Chair suggested reviewing the Pulse Report and other documents on the agenda to inform what further information governors would want to see.</p>	
5.	<p>Headteacher Report / Weekly Pulse (previously circulated) The Headteacher presented the Pulse Reports for Woodthorpe and explained the school context data: 23.6% Disadvantaged (in line with national) 2.03% EHCP (below national) 12.2% SEN (in line with national) 2% EAL</p> <p>The Headteacher reported that there had been positive staff engagement with the CPD programme across the MAT and was proud of new staff who had actively engaged with professional discussions.</p> <p>Attendance was reporting well at 95.11% (National Average is circa 95%) but Persistent Absence is an area</p>	

of focus. There has been great support from the School Improvement Partner around attendance systems and procedures. There are some children categorised as Severely Absent (below 50%) and support is being put in place and other services engaged.

Challenge: A governor suggested including the Severely Absent data in the Pulse report.

Challenge: A governor asked what strategies are being employed to ensure improvements in the PA / SA categories and avoid other pupils dropping into those categories. The Headteacher suggested providing an update on attendance strategies and impact at the next meeting.

The Headteacher reported an improving trend from the same period last year for both overall attendance (2023 - 95.1% / 2022 - 94.85%) and PA (2023 - 14% / 2022 - 17%).

The Headteacher reported the use of a half day suspension for a Year 4 child with an EHCP who in general has been more settled this year and was receiving less suspensions than the previous year.

The Headteacher noted that Woodthorpe are in the highest 20% of schools for pupil stability.

There are four support staff vacancies, mainly one to one Teaching Assistant posts. There is also a desire to add capacity in the NEST provision, but recruitment of appropriate appointments has proven difficult. Another advert will go out and will offer flexibility within school to try and have a staffing team to address the gaps. The Headteacher noted that difficulty to appoint to support staff is a trend across the city and the Director of HR is being engaged to support with recruitment strategies.

Challenge: A governor felt that it was positive that the school had not hired out of desperation and retained high expectations and a focus on finding the right fit for the culture of the school.

Mrs Elsworth and the Deputy Headteacher had undertaken Maths monitoring, some small areas to address were identified and follow up monitoring evidenced that staff had acted on the feedback and advice.

The Headteacher reported that there had been a deep dive on RE which was reporting as a strength in school. The school follow the North Yorkshire RE Curriculum with a focus on enrichment. There are strong links with the Christian faith locally but there has been a need to look further at the curriculum for other faiths to ensure enough enrichment was allocated. Enrichment for curriculum strand for Islam has been put in place for the spring term.

The Headteacher informed governors that TLR posts have been appointed to strengthen curriculum leadership capacity in school to support the Head of School from January 2024.

In response to a governor, the Headteacher confirmed the KS2 outcomes needed updating in the report when the end of term assessments were completed.

Challenge: A governor suggested that it would be helpful to have a half term summary of the weekly comments to provide a longer-term strategic snapshot. The Headteacher agreed to include that for the next meeting.

Challenge: A governor suggested that governors issue personal thanks to staff members put forward by the leadership team to celebrate staff.

Challenge: A governor asked for an update on staffing vacancies and local recruitment trends at the next meeting.

Challenge: A governor requested an update on the NEST provision development at the next meeting.

The Headteacher presented the Pulse Reports for Scarcroft and highlighted the school context data: 18% EAL (compared to 2% at Woodthorpe) 2% EHCP. The Director of Personal Development noted that this is likely to increase as risk assessments are undertaken.

The Director of Personal Development noted the high mobility with 100 pupils starting in year last year and the consultation to reduce to 1.5 form entry intake to take effect in 2025/26.

Overall attendance was reporting high at 96.48%

Challenge: A governor suggested that given EAL, at 18%, is a significant group attendance could be reported for the EAL cohort.

The Director of Personal Development reported that there had been some suspensions and behaviour was

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	<p>a key focus area. In reference to the incidents of Harmful Sexual Behaviour, this related to a small group of very young children and there will be some education to address this. The racial element will be a real focus from January 2023. It was agreed for the Director of Personal Development to update governors on actions to address incidents of racism and impact.</p> <p>The Director of Personal Development reported that plans were in place around pastoral support and will mirror the Woodthorpe model as there is experience and evidence of that being effective. Phase meetings will take place fortnightly to give the opportunity to discuss pastoral / SEN concerns and have them documented and a pastoral team will be in place to address the needs. The NEST provision at Scarcroft will be developed to run as a nurture provision. Children receiving repeated suspensions will have access to the nurture provision to support them in being able to regulate and access mainstream effectively, the aim is to support the child to access their learning and minimise the detrimental impact to others learning.</p> <p>Challenge: A governor asked for context of the complaint. The Director of Personal Development explained that a parent had concerns that the Behaviour Policy was punitive and that it described behaviours that could be associated with an additional need. The Director of Personal Development met with the parent and will be consulting SEND parents on the policy to inform a review in January 2024.</p> <p>The Headteacher noted that when there is work to address behaviour a spike in suspensions is usually seen while the expectations are embedded.</p> <p>The Director of Personal Development informed governors that the Deputy Headteacher had done a significant amount of work on the Behaviour Policy, addressing low level disruption and developing a culture of behaviour being everyone's responsibility.</p> <p>Challenge: A governor noted that the 6th November 2023 Pulse references the Director of SEND and Safeguarding supporting with three particularly challenging pupils and asked for an update. The Director of Personal Development reported that she and the Director of SEND and Safeguarding had consulted with the Deputy Headteacher on support for the three pupils with particularly challenging behaviour and work is ongoing to address.</p> <p>The Director of Personal Development had completed staff performance management with the current Headteacher. The Headteacher reviewed targets and the Director of Personal Development set the new targets to focus on the school improvement priorities and it was useful to understand the career aspirations of staff, what can be done to support them and set clear expectations.</p>	<p>Agenda</p>
<p>6.</p>	<p>School Improvement Plan (previously circulated)</p> <p>The Headteacher shared the Ofsted IDSR for both schools, MAT Summer 2 data and Autumn 1 on track data for comparison.</p> <p>The Headteacher highlighted the staffing profile at Scarcroft being in the highest 20% of expense and TA expenditure in the lowest 20%.</p> <p>The Headteacher noted the Woodthorpe staff mobility.</p> <p>The Woodthorpe checkpoint data was comparable to previous data governors had seen.</p> <p>The Scarcroft checkpoint data identified Maths arithmetic as an area of investigation. This is an area for the Director of School Improvement to focus on within an upcoming review.</p> <p>Challenge: A governor asked if the Scarcroft Maths data could be linked to mobility. The Director of Personal Development explained that the same children were reporting well in Reading and spikes in data indicate that the school is better at teaching in one area over another and suggests an area for investigation. A governor suggested that EAL groups would tend to perform better in Maths than Reading.</p> <p>Challenge: A governor suggested that it would be useful to have Scarcroft data split between 'home grown' children and those joining in year.</p> <p>It was noted that the Director of Personal Development and the Scarcroft Deputy Headteacher are Year 6 specialists and will be delivering interventions to uplift data.</p> <p>The Headteacher noted that the Year 5 comparison across the MAT report that all areas are on a parr for expected standard with Knavesmire being particularly strong.</p> <p>Challenge: A governor noted the Carr Junior data. The Director of School Improvement noted that Carr Junior has a much higher proportion of Pupil Premium so have done very well with their data. Given the demographic of Scarcroft the data should be on a parr with Knavesmire.</p> <p>The Headteacher shared the SIP and SEF documents for both schools.</p>	

	<p>Woodthorpe (<i>previously circulated</i>) Previously reviewed by governors, included for information.</p> <p>Challenge: A governor questioned if elements such as Behaviour and Attitudes of the Woodthorpe SEF should be rated as outstanding. The Headteacher explained that this is part of the discussion with the Deputy Headteacher and the CEO has suggested that the school should be going for outstanding in Behaviour and Attitudes and Personal Development.</p> <p>Scarcroft (<i>previously circulated</i>) The Headteacher noted that some actions may change into the spring term.</p> <p>Work had already started around the Writing Curriculum and the Director of Personal Development would be visiting another school with some key colleagues with a view to implementing a new Literacy package to ensure the writing curriculum is of the highest standard. Focus on each strand of the curriculum will take place within the spring and summer terms to ensure they are also of the highest standard.</p> <p>Challenge: A governor suggested that it would be useful for governors to identify key actions and impacts of an area of the School Improvement strands and for the Heads of School to refer to / make links to the SIP and SEF in the Pulse report commentary.</p>	
7.	<p><i>Publishing Images of Children on Social Media</i> (<i>previously circulated</i>) Challenge: A governor proposed a change to social media policy, so the school no longer publish identifiable images of children. The governor suggested that promotion of the happiness and great work of the school could be communicated in other ways by using photos of work and images without children's faces.</p> <p>A governor suggested that it would be difficult to argue that publishing images of children was in their long-term interest and that there was a risk for potential misuse.</p> <p>A governor noted that consent is obtained so it ultimately was a parental decision.</p> <p>A governor suggested that there was a level of responsibility as a school and an organisation and questioned if the school should take a stance given there was a reasonable expectation that some of the information shared could be abused.</p> <p>A governor noted that the MAT policy was to remove data when the child leaves but questioned how realistic that approach was.</p> <p>A majority of non-staff governors supported the proposal and it was agreed to escalate the issue to the Trust Board.</p> <p>Action: Clerk to send to Chair of Trustees for consideration to be tabled as a Trust Board agenda item.</p>	Clerk
8.	<p><i>Governor Business</i></p> <p><u>Link Governor Roles</u> (<i>previously circulated</i>) Governors agreed to have link governors who operate across both schools.</p> <p>Resolution: Link governors were agreed as: Child Protection & Safeguarding – Jenny Parker SEND – Gareth Mines Personal Development – Debbie Carr Pupil Premium / Disadvantaged – Victoria Wood Attendance and Behaviour - Sheriden Hutchinson Jones / Peter Crane Quality of Education / School Improvement - Sheriden Hutchinson Jones / Peter Crane Community / Stakeholder Engagement – potentially new Scarcroft Parent Governor</p> <p>Action: Headteacher to share the governor Google Drive link which includes Ofsted information and link visit question prompts and Chair to include a governor visit record document.</p> <p>The Chair suggested governors read the NGA Ofsted Governance document, refer to the SIP and SEF and identify a couple of lines of enquiry to inform governor visits.</p> <p>As Woodthorpe was in an 'Ofsted window', governors agreed that Woodthorpe was the priority for link visits but agreed that governors should have visibility at Scarcroft and asked for a list of informal visit opportunities including events.</p> <p>Priority areas for governors were identified as behaviour and standards at Scarcroft and the role of SENCO at Woodthorpe (due to new SENCO being in post).</p>	HT

	<p>Action: Governors asked the Headteacher to ask the CEO to run a dummy Ofsted discussion for governors.</p> <p>A governor noted that it was important for governors to understand the contextual safeguarding information. The Deputy Headteacher updated governors on the termly safeguarding overview for staff.</p> <p>A governor suggested including hyperlinks on the Pulse document for any documents / information referred to.</p> <p><u>Link Governor Reports</u> Woodthorpe History (previously circulated) There were no questions on the circulated report.</p> <p>Scarcroft Asylum / Refugee (previously circulated) There were no questions on the circulated report.</p> <p><u>LGB Diversity of Thought</u> Challenge: A governor suggested considering diversity of thought and background for the LGB so that it is representative of all of the community the school serves. Governors agreed to consider diversity of thought / background for recruitment to future vacancies and discussed ways the LGB could use parent / pupil focus groups to inform governor knowledge. It was agreed to discuss options at the next meeting.</p> <p><u>Governor Training</u> Governors noted the CYC training offer and discussed the training requirements.</p> <p>The Chair recommended governors attend the 23rd January 2023 Being Ofsted Ready training. (CYC Zoom)</p> <p>Action: Clerk to circulate the training list e mail to governors.</p>	<p>HT</p> <p>Agenda</p> <p>Action</p>
9.	<p><i>Risk Record (Tabled)</i> The Headteacher reported that the estate priority at Woodthorpe was rewiring in KS1.</p> <p>Scarcroft as an old historic building and has lots of estate needs. The Director of Estates is involved within its upkeep and ongoing maintenance is being funded in large part by the central MAT capital budget.</p>	
10.	<p><i>MAT Business / Items to Report to the MAT</i> Governor concern on use of images was to be proposed to Trust Board for consideration.</p>	
11.	<p><i>School Policies</i> There were no policies for review.</p>	
12.	<p><i>Correspondence</i> There was no correspondence for consideration.</p>	
13.	<p><i>Any Other Business</i> It was agreed to hold the next meeting at Scarcroft.</p>	
14.	<p><i>Dates of next meetings</i> Spring: Wednesday 13th March 2024 6.30pm – Scarcroft Summer: Wednesday 10th July 2024 6.30pm – Woodthorpe</p>	

The meeting closed at 8.50pm

Approved at LGB on 13th March 2024.

Approval

**WOODTHORPE & SCARCROFT LGB – 6th December 2023
ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	7	Send the publishing images of children on social media document to the Chair of Trustees for consideration to be tabled as a Trust Board agenda item.	Clerk	Complete.
2.	8	Share the governor Google Drive link and Chair to include a governor visit record document.	Headteacher / Chair	Dec 2023
3.	8	Ask the CEO to run a dummy Ofsted discussion for governors.	Headteacher	Dec 2023
4.	8	Circulate the training list e mail to governors.	Clerk	Complete

March Meeting

Vice Chair – Scarcroft

Scarcroft Maths and Writing Review Reports

Attendance strategies and impact

Half term / term summary of weekly Pulse commentary

Staffing vacancies and local recruitment trends

Recommendations of staff for governor thanks & celebration

WT NEST Update

Scarcroft update on actions to address incidents of racism and impact

Ways to inform governor knowledge on diversity of thought / background / experience.

APPROVED