

SCARCROFT SCHOOL & WOODTHORPE PRIMARY SCHOOL
JOINT GOVERNING BOARD

Minutes of the meeting held on Wednesday 24th September 2025 at 6pm

Present: Jenny Parker (Vice Chair) Peter Crane
Charlotte Grason-Taylor (Woodthorpe Head of School) Lindsey Hodgson
Jennifer Mitchell (Scarcroft Head of School) Gareth Mines
Helen Elsworth (Vice Principal) Alex Mills
Matt Oxley (Vice Principal) Peter Sivey

In attendance: James McGann (Executive Principal)
Sophie Triffitt (Governance Advisor)

		Action
1.	Welcome, Apologies for Absence, Declarations of Interest In the absence of the Chair the Vice Chair chaired the meeting. The Vice Chair welcomed everyone to the meeting and introductions were made. The Woodthorpe Head of School joined the meeting virtually. Apologies were received and accepted for Sheriden Hutchinson-Jones. There were no declarations of interest to note. Governors were reminded to complete their Business Interest Form for 2025/26.	
2.	Minutes of Previous Meeting held on 9th July 2025 (<i>previously circulated</i>) Resolution: Governors agreed the 9th July 2025 minutes as a true and accurate record of the meeting and they were approved. Matters Arising and Action Plan Challenge: A governor noted that the Scheme of Delegation and Governor Code of Conduct referred to financial oversight and suggested the need for the documents to be updated or for governors to have appropriate information to enable them to have effective oversight. Action 1: The severely absentee data was reported in the Head of School Reports. Action 2: Governors that had not yet completed their Skills Audit to complete the form and send it to the Governance Advisor. Action 3: The Governance Advisor reported that there was no recommended framework for a joint LGB self-assessment and recommended assessing against the Scheme of Delegation. Agenda: Governors requested that the January 2026 agenda included the opportunity for governors to take a decision on whether to recommend the continuation of a joint board to trustees or propose plans to separate.	Agenda
3.	Woodthorpe Primary School Head of School Report (<i>previously circulated</i>) The Woodthorpe Head of School reported a good start to the year including the establishment of a positive working relationship between them and the Vice Principal with regular handover discussions including assessment of leadership workloads and workloads across the school.	

There had been an effective CPD (Continuing Professional Development) programme which supported the induction of new staff and the new leadership structure. There had been a focus on the Writing curriculum and SPaG (Spelling, Punctuation and Grammar) and how that could enhance English teaching. There were four Early Career Teachers in school with a robust support offer through a new mentor and there would be a focus on monitoring that offer. The Woodthorpe Head of School referred to the severely absentee data and explained that it was mainly linked to children with additional levels of need. Attendance overall remained a significant priority with the Vice Principal leading on attendance including a focus on positive reinforcement and the Vice Principal had met with the Trust Attendance Partner. There was a focus on those at 95% attendance in addition to the persistent and severely absent categories. The Woodthorpe Head of School noted that nationally attendance had been low at the start of the academic year. The Woodthorpe Head of School informed governors that they were in the process of appointing Associate Senior Leaders to be aligned with the Deep areas to make strong contributions to aspects of school and drive forward the School Development Plan. Project focus would be: - Supporting the community wider than the school gates including hidden poverty. - The 'make school unmissable' strategy and defining what makes each year group unique. - SPaG. The Woodthorpe Head of School informed governors that the admin team capacity would be increased with the appointment of a new team member due to start in November 2025. The Woodthorpe Head of School explained that there had been a focus on explicit teaching and instruction with high levels of modelling including modelled thought process. Pulse Update (<i>previously circulated</i>) The Woodthorpe Head of School informed governors that the BRAG process was underway. The Woodthorpe Head of School highlighted the overall attendance of 96.3%. The Executive Principal explained that the number of children who had been in school for 95% attendance was declining hence the focus on the attendance strategy. Some children were not seen in school for a significant period of time which then becomes a safeguarding concern. Challenge: A governor questioned the accuracy of the attendance data of those with an Education and Health Care Plan. Action: Woodthorpe Head of School to confirm the EHCP attendance data. The Executive Principal provided governors with Woodthorpe and national average context including: - Woodthorpe Pupil Premium level was at 20% compared to 25% national average. - Woodthorpe SEND level was slightly below the 19% national average. - English as Additional Language nationally was circa 21% for primaries but increased to 30% for nurseries. Trust nursery colleagues had asked for training around EAL given the increasing trend. School Development Plan (<i>previously circulated</i>) The Woodthorpe Head of School presented the SDP. A governor noted feedback from parents that children had shared they like the little voice messages. Challenge: A governor asked how the 50 things at Woodthorpe pledge would align with new strategies. The Woodthorpe Head of School confirmed that it would form part of the work of the Associate Leader for Experience.	HoS
--	------------

	French Language Delivery Challenge: A governor recorded thanks for the French language delivery report in response to a question raised prior to the meeting. Safeguarding & Reportable Items The Woodthorpe Head of School reported an increase of racial incidents to two and one incident of harmful sexual behaviour. All incidents were not categorised as severe but given the high expectations around behaviour and attitudes they had taken a firm line. Challenge: A governor asked if the Early Help numbers had increased significantly. The Vice Principal confirmed that the numbers reported were numbers of children and Early Help cases were active for five families. Challenge: In reference to the racial incidents a governor asked if there was a consequence of social messages outside of school. The Executive Principal explained that impact was different across the different schools in the Trust. There had been incidents of racial graffiti reported in Foxwood which is local to Woodthorpe and local councillors had been in contact with schools and there was a strong personal development offer across the schools which addressed a range of issues including racism. The trust had delivered training and circulated guidance papers to staff to support them addressing questions from students. The Executive Principal explained the Deeps Leadership Model and that the SDP would follow those headings with leadership in schools having clearly identified roles.	
4.	Scarcroft Primary School Head of School Report / Pulse Update <i>(previously circulated)</i> The Scarcroft Head of School reported a calm and settled start to the year with good behaviour and the Nest provision was running well. New teachers had made a great start to their time at Scarcroft and three members of staff, from six applicants, had been appointed to the three Associate Leader roles for Deep projects focused on - EAL project (the school has 20% EAL). - Library Lead. - Nest Project including EHCP evidencing targets. Seven candidates had been shortlisted for a Teaching Assistant role in Early Years to support the high levels of need in Early Years and Year 1 children who still need access to Early Years provision. A new SPaG Policy had been implemented to address the need highlighted as part of writing moderation and would include one discrete SPaG lesson per week and two skill focuses per week. The Scarcroft Head of School reported that the library tree had been installed and looks amazing and was funded by a gift in a will. Governors recorded appreciation to Kate Vaughn who created the amazing tree. The Scarcroft Head of School reported that planning was in progress for residentials for Year 4, 5 and 6. Teach Me AI training was delivered for all staff which would hopefully reduce workload. Challenge: A governor asked what AI was being used for. The Scarcroft Head of School explained that it was a useful tool to translate text and work for EAL students and alter text depending on the child's levels and need to make them more accessible for those with additional needs. The Vice Principal informed governors that the Nest provision had increased the rigour of the offer with a three part carousel including an art project which encouraged independence and engagement. The children do the	

learning of their class in a more condensed way with a block approach for history and geography. The offer will support wellbeing, confidence and engagement with learning. It would also support Teaching Assistant capacity. The Scarcroft Head of School added that Mr Bastow was undertaking Deputy Designated Safeguarding Lead training and was being supported by Mrs Scrowston at Woodthorpe to run the Early Help process. The Head of School summarised the areas of development including: - Deep experience Lead to be advertised. - The school building. - Eco laundry. - Early Years provision for those with complex needs. Challenge: A governor asked if the Reception teaching team had capacity to succeed given the level of need. The Head of School confirmed there was a strong teaching team led by Ms McDonald but they were reviewing Teaching Assistant staffing support given the level of need. Challenge: A governor asked if families were making a proactive choice to attend Scarcroft for the SEND provision. The Head of School felt that was the case noting that there were eight children from out of the area but they did not necessarily have a SEND need. Challenge: A governor asked how the school was able to support an increasing level of need in Early Years and if these children had access to the Nest. The Scarcroft Head of School explained that the Nest was not resourced for Early Years. There were currently Teaching Assistants on supply for two children and a General Class Teaching Assistant working as a one-to-one support. One child was on a reduced timetable and there were additional toilet needs in the cohort to support. Challenge: A governor asked if there was an accurate assessment and awareness of the level of need coming into Reception. The Vice Principal explained that there was a general understanding informed by provision visits and information from nursery settings but once in setting there was a clearer understanding of need. One child already had an Education Health Care Plan (EHCP) and a detailed package of need. EHCPs had since been submitted for two children and the school was in discussion with the Local Authority around the level of need. The Scarcroft Head of School reported that the SEND Register had been reviewed to provide an accurate overview of need in school. Challenge: A governor asked if there was adequate access to Educational Psychologists. The Vice Principal explained that the Local Authority had outsourced the offer but the quality and timeliness of response had so far been good but the hours allocated were low. The Vice Principal explained that there was real benefit from the support of the Trust Director of SEND and Safeguarding who was very responsive and would visit school to observe and support applications. The Scarcroft Head of School presented the 2025/26 targets which were slightly higher than the previous year: - Reading: 85% Expected / 55% Greater Depth. - Writing: 80% Expected / 25% Greater Depth. - Maths: 90% Expected / 40% Greater Depth. - Combined: 80% Expected / 20% Greater Depth. - Early Years Good Level of Development: 80%. - Phonics: 90%. The Scarcroft Head of School noted that it was aspirational but had great success with Phonics last year and the Phonics external review was very positive. The Scarcroft Head of School reported that attendance was good but had been impacted through illness that week (WC 22/09/25). Four children were identified as Severely Absent. Two had since moved school, one had relocated but had not yet been allocated a place at a new setting but school was in regular contact with the	
---	--

family and one child had medical needs and school was working with the family to be flexible and support them accessing school. The Scarcroft Head of School reported that one child in Early Years was on a reduced timetable due to the complexity of need. The Scarcroft Head of School confirmed that the school was following trust procedures on attendance. The Scarcroft Head of School reported that Provision Map plans were being shared with parents and children were being made aware of their targets. The Scarcroft Head of School informed governors of a flag project to celebrate the diversity of the school community. The Scarcroft Head of School explained that the aim of the 'Unmissable Project' was to drive engagement in children wanting to be in school and would include collating the Scarcroft uniqueness, year group offer and the club offer to define the Scarcroft offer and identify any gaps. Challenge: A governor suggested including parent engagement in defining and developing the school offer. Challenge: A governor noted that breaking down barriers with the parent community was a priority and suggested finding opportunities to engage families with school. School Development Plan <i>(previously circulated)</i> The Scarcroft Head of School presented the SDP highlighting the focus on Greater Depth across the school. Challenge: A governor suggested sharing feedback from the English Hub visit with parents to highlight the great work on Phonics. Challenge: A governor suggested sharing with parents how the school was addressing Phonics teaching in the year group split class. Challenge: A governor asked if a School Council would be included in the Deep Experience Leader remit. The Scarcroft Head of School explained that the plan was to establish Pupil Action Groups to engage more children and the Leader for Deep experience would lead on that. Safeguarding & Reportable Items The Scarcroft Head of School reported: - 1 racial incident. - 1 Child Protection. - 1 Early Help Assessment. - 1 suspension. School Meals Challenge: A governor explained that families need to be able to trust in the school meal offer and suggested inviting families in. The Scarcroft Head of School reported that there had been another meeting with Aspens that day (24.09.2025) and they had committed to writing to parents to detail actions including recruitment of a new Chef and Operations Manager. The Development Chef would be based at Scarcroft for a month while they recruit a Chef and the Scarcroft Head of School would be involved in the recruitment process. Actions that Aspens had committed to included inviting parents in to eat with the school and conducting a menu vote for census day meal with Aspens paying for the whole school to have a free school dinner on census day.	
---	--

	The Scarcroft Head of School reported that the school dinner that day (24.09.2025) looked lovely and the kitchen team had been calm and organised. Overall, the impact had been that school dinner take up was down by 100 meals per day. Governors recorded thanks to the Scarcroft Head of School for dealing with the situation and recognised there had been some difficult messages from parents. Challenge: A governor asked if the Scarcroft Head of School was satisfied with the portion sizes particularly for those children on Free School Meals. The Scarcroft Head of School confirmed she was. A governor suggested including some photos of the school dinners in the newsletter to share the quality and portion size with parents.	
5.	Data There was no update to report in addition to the Pulse reports.	
6.	Governance Chair of Governors Resolution: Governors unanimously agreed to recommend Sheriden Hutchinson-Jones as Chair of Governors for another year's term for trustee approval. Joint Vice Chairs Resolution: Governors unanimously agreed to recommend Jenny Parker and Alex Mills as Joint Vice Chairs for a year's term for trustee approval. Governor Code of Conduct (previously circulated) Provided for information. Link Governor Roles (previously circulated) Resolution: Governors agreed the link governor allocations. Chairs Update There was no update to report. Governor Training (previously circulated) Governors were reminded to complete required training on Flick Learning. Review of Joint LGB & Meeting / Governor Visit Structure It had been agreed for governors to take a decision on the joint board structure recommendation at the January 2026 meeting. Skills Audit Governors were reminded to send their skills audit submission to the Governance Advisor. Proposed new governor There was no governor proposal. It was noted there was currently one governor vacancy. KCSiE Confirmation Form (previously circulated) Governors were reminded to read Keeping Children Safe in Education and complete the confirmation form.	

7.	Governor Feedback: Deep Learning Quality of Education (SHJ) Curriculum (LH) There was no update to report.	
8.	Governor Feedback: Deep Experience Personal Development, including vision and values (PC) There was no update to report.	
9.	Governor Feedback: Deep Support Child Protection & Safeguarding (JP) SEND (GM / AM) Attendance & Behaviour (SHJ) There was no update to report. Pupil Premium & Disadvantaged (PS) Link Governor Report (previously circulated) The link governor had reviewed the Year 6 SATs outcomes and presented the data against national average and the Pupil Premium to non Pupil Premium gaps. The report also detailed next steps. Challenge: A governor noted that the qualification for Pupil Premium was very low and asked how the barriers for those that don't quite qualify were addressed. The Executive Principal agreed that social poverty was a concern and more families were experiencing deprivation on the cusp of Pupil Premium qualification. The Scarcroft Head of School explained that the demographic of Scarcroft had real extremes with families from affluent areas, areas of deprivation and Stay City. The Executive Principal explained that the Trust was doing lots of work to poverty proof the schools and noted that 20% of children living in the city were in poverty.	
10.	SBM Report The Executive Principal explained that there was no report due to the timing of the meeting to end of year reporting. The Executive Principal explained that there were budget pressures and the level of SEND need coming through was increasing.	
11.	School Policies There were no policies for review.	
12.	Any Other Business A governor referred governors to a School Streets article in the Focus newsletter for Woodthorpe area residents. Challenge: A governor asked if there had been a near miss incident regarding safe parking. The Woodthorpe Vice Principal explained that someone had parked on the zigzags and a child could not see to cross the road. A governor recommended referring the incident to the Local Authority for Enforcement Officer support. In response to a governor the Executive Principal explained that Woodthorpe do have a number of families that travel from out of the immediate area so a lot of families do drive. The Scarcroft Vice Principal left the meeting at 8pm.	

13.	Future Meeting Dates: 14th January 2026 6pm @ Woodthorpe 25th March 2026 6pm @ Scarcroft 1st July 2026 6pm @ Woodthorpe - date to be changed from 24th June	
-----	---	--

The meeting closed at 8.04pm

Approved by governors at the LGB on 14th January 2026

Approval

**SCARCROFT AND WOODTHORPE LGB – 24th SEPTEMBER 2025
ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	7 (09.07.25)	LGB to undertake a skills audit.	Clerk / Governors	Sep 2025
2.	3	Woodthorpe Head of School to confirm the EHCP attendance data.	WT HofS	Oct 2025

January 2026

SEND Update

Joint LGB Recommendation