

MINUTES OF A MEETING OF THE WOODSIDE PRIMARY SCHOOL LOCAL GOVERNING BODY HELD ON WEDNESDAY 18 MAY 2022 FROM 8.30 A.M. AT THE SCHOOL (FOREST SITE) AND VIRTUALLY

Present: Ms Sarah Rees (Chair)-Trust Appointment (SR)
 Mr Shane Tewes-Head Teacher (ST)
 Mr Joshua Jordan-Staff Governor (JJ)
 Ms Enitan Akinde-Co-opted Governor (EA)
 Ms Yasmin Kiani-Other (YK)
 Ms Lucy Wylde-Staff Governor (LW)

Clerk to the Governors: Ms Caroline Russell

Also in Attendance: Miss Justine Heath, Head of School (JH)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Absence of Parent Governor: ST to make contact to discuss continued commitment to the School and Board.	ST	As soon as possible
3.2	Governor Skills Audit: All asked to complete	All	Ongoing
3.2.1.	Governor Safeguarding Training: All asked to undertake.	All	As soon as possible
6.2.2.	Persistent Absence: School to summarise impact for next meeting including use of individual case studies.	HT	Next meeting
8.2	Revised School Timetable and Enrichment Provision: ST to present to teachers.	HT	As soon as possible
9.2	Single Central Record: EA to check as soon as possible		
10..	Financial Monitoring: (i) Finance governor to be invited to a zoom monitoring meeting. (ii) Chair to raise with Trust Board re cost of living crisis affecting school budgets.	HT SR	Ongoing Ongoing
12.3	Governor Training: SR to arrange governor induction training for RA.	SR	As soon as possible
13	Escalation: Chair (SR) to REAch2 Cluster Board re budget adequacy	SR	Ongoing
15	Date and Time of Next Meeting: To be confirmed (HT/COG). Agenda items per	HT/SR/GS	Ongoing

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1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Miss Natalie Gordon and Mr Thomas Wayling.

1.3 Quorum

The meeting was quorate with 5 governors present.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

3. LOCAL GOVERNING BODY MEMBERSHIP, SKILLS AND EFFECTIVENESS

3.1. Parent Governor Absence

ACTION: This was noted with ST to make contact to discuss continued commitment to the School and Board.

3.2. Governor Skills Audit

ACTION: All asked to complete for review of skills gaps when planning recruitment and succession.

4. MINUTES

4.1. Minutes of the Last Meeting Held on 23 March 2022

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4.2. Matters Arising

4.2.1. Safeguarding Training

ACTION: All asked to undertake this.

4.2.2. Enrichment Activities

This is a current agenda item.

4.2.3. Parental Voluntary Contributions

This was noted as an ongoing contextual issue for the school given escalating costs of day to day essentials e.g. food and fuel.

4.2.4. Financial Monitoring

This is a current agenda item.

5. HEAD TEACHER'S REPORT-E-CIRCULATED

5.1. Ongoing Concerns Linked to COVID 19

The effects of this are still being felt necessitating staffing restructure.

5.2. Staff Well-Being

There have been more issues/concerns with significant impact on staff. REAch2 have supported including by provision of counselling advice. 1 member of staff is being supported on formal capability procedure and 1 is absent with work related stress. The school is currently fully staffed re teachers but there are also a number of maternity leaves current or pending so affordability is a challenge. Re planning, preparation and assessment time it is proposed to appoint specialists if possible but specialist tutors if not. Ads are also out for other support staff.

5.3. REAch2 Intranet

This supports the school with various applications including for pupil premium funding, attendance, safeguarding, school improvement and policies.

5.4. Year 6 SATS

These have happened. Results will not be published but children, parents and OFSTED (if they visit) will be able to see them. **Q.** So no league tables or 3 year trend analysis this year? **A.** No. The 3 year trend analysis compensates for individual year cohort variations and non-publication reflects the likely disruptive effect of 2 years of COVID related disruption.

5.5. Governor Questions

5.5.1. **Q.** What is in place to support the teacher subject to formal capability procedure?

A. Weekly coaching with a member of the senior leadership team, response to bespoke requests, extra timetabling, regular meetings and support by other SLT members.

5.5.2. **Q.** Support for the employee absent due to stress-related reasons? **A.** Referral to the employee assistance programme and well-being calls.

Q. Are any patterns emerging? **A.** Cases tend to reflect pre-existing problems which have been exacerbated by COVID.

5.5.3. **Q.** Re the employment of non-qualified teachers how do you assure yourselves of quality? **A.** We support re that and also for PGCE trained and Early Career teachers including mentoring.

5.5.4. **Q.** Are you able to cover the multiple maternity leaves? **A.** Are currently fully staffed and will make additional appointments if there are further resignations e.g. relocations out of London.

6. SCHOOL DEVELOPMENT PLAN—E-CIRCULATED AND NOTED

6.1. It was noted that a key element has been maintenance of the quality of education provided given that 35% of teachers have less than 2 years' classroom experience. This was reviewed recently with 29 teachers observed but just 1 of concern which is a testament to the quality of systems established.

6.2. Behaviour and Attendance

6.2.1. The latter is a risk factor for the School. There is no national benchmark for attendance but the DFE reports national data fortnightly. (The School is at or above average compared to this data). For children with Education and Health Care plans attendance is comparable to national averages.

6.2.2. Persistent absence below 90% is also reviewed reflecting mainly COVID factors but also infectious diseases. There is a programme to support children who have been

persistently absent over the last 2-3 years with children/families allocated a named member of staff (7 children are currently supported). Children are supported to get to school, encouraged to attend and there is a 1st day absence call. The attendance of the majority of children has improved with a number no longer of concern. Support is extended to the parents but with potential penalties if attendance does not improve. **Q.** Will the programme of support continue? **A.** Yes, continue to monitor and encourage and educate about the likely adverse impact of absence. SLT may make home visits and improved attendance is celebrated by various means.

ACTION: School to summarise impact for the next meeting including by use of individual case studies.

6.3. Personal Development

6.3.1. Pupil Parliament: HT meets with this on the last Monday of each ½ term with questions seeking pupil feedback for answer by the Friday of that week. A concern has been the reduction in the length of lunchtimes to 40 minutes so for next year this will be increased back to 1 hour and the timings of the school day have also been changed.

6.3.2. Lost Property

The School is trying to reduce the number of items.

6.3.3. Pupil Comments/Targets on Reports

This is ongoing with pupils commenting re their achievements this year and setting targets for the next ½ year to come. **Q.** Is the report writing guided? **A.** Yes, it helps the teachers as well.

6.3.4. Educational Experience

Provision for enrichment activities is to be revised next year in order to justify the funding spent on this.

7. EDUCATION AND CURRICULUM-PRESENTATION SCREEN SHARED RE CURRICULUM IN DEPTH MAY 2022

7.1. ST reported that, following REAch2 review the decision was taken to replicate the OFSTED inspection process in order to check the quality of education being provided. A 10 person review was conducted over 2 days with cover provided by cover supervisors. 26 teachers were seen and 9 subjects reviewed.

7.2. Findings were noted following classroom visits, talking to children and review of pupil books by leaders in detail. For Reception year evidence was looked for in children's books where teaching may not be explicitly subject related. A review of early reading remains to be completed. Next ½ term provision for art, design and technology, English and computing will be considered.

7.3. The review provided useful CPD for subject leaders as they were able to see their subject area being taught throughout the school. Progression was not always evidenced in books but children could articulate progress made and all subjects are taught throughout the school.

7.4. Next steps are:

- Teach children the difference between knowledge and skills.
- Lessons need to show recap of prior knowledge, skills acquisition and use of

subject specific vocabulary. However, evidence/documentation of this will be considered in order to manage staff workload and well being.

Q. How do you do foundation assessments and track progress? **A.** By use of an assessment tool which set multiple choice quizzes at the start of each ½ term with a report generated then repeated after the unit has been taught.

8. EXTENDED PROVISION-DOCUMENT SCREENSHARED RE NEXT YEARS' TEACHING TIMETABLE

- 8.1. ST reported that current arrangements have been reviewed to:
-Extend the school day to 32.5 hours direct contact time by 2023.
-Introduce a new timetable of 31¼ hours direct contact time weekly with effect from September 2022.
-School day extended with PPA time now Monday to Thursday.
-Each teacher completes 10 times 2.5 hours enrichment block per annum.
-28 well-being Fridays can be taken off site from approximately 12:50 for Forest site and 1:10 for Bridge site.
- 8.2. The benefits and changes were noted with teachers appreciative of the proposals.
ACTION: ST to present to teachers.
- 8.3. Specialist subjects have a scheme of work to follow e.g. Spanish, music. Next year these will be taught by specialists.
- 8.4. A range of enrichment activities have been offered by staff to be taught to different year groups. It is hope that the change will be positive with longer on site days achieved and additional direct daily teaching time of 5 minutes.
- 8.5. **Q.** Re the current and proposed timetables show does the DFE 32.5 hours include breaks and lunchtimes? **A.** There is no DFE guidance re that but next year the timetable will be changed again to comply with DFE directions.
Q. 32.5 hours? **A.** Yes, in two years time but to clarify that annual directed time allocations re the Teachers' Pay and Conditions of Service document at 1265 hours per annum. There is some respite for teachers with the well-being Fridays. The directed time allocation includes staff meetings and parents' evenings. Hopefully the proposal will be acceptable to children, staff and parents.
- 9. SAFEGUARDING-REPORT E-CIRCULATED**
- 9.1. JH noted that the school's designated safeguarding lead is a social worker who has completed school induction processes. The school has established child protection systems.
Q. Are staff clear about contextual safeguarding risks in this area? **A.** Yes. These include gang related activity, grooming, domestic violence and the activities of extended family members with whom children may have contact. Attendance monitoring is likely to pick up on some issues and there is use of the CPOMS online system to support communication and handover to other services.
- 9.2. The Schools' Single Central Register is up to date.
ACTION: EA to check as soon as possible.

10. FINANCIAL MONITORING-ST

10.1. Budget Outturn Report April 2022-Screenshared

10.1.1. Significant income and expenditure variances were highlighted including re an increase in predicted early years income from £632,000 to £665,000 supported by the nursery manager. Nursery income (private) reflects that the baby room has only just opened with delays to reporting and receipt of income received.

10.1.2. The variance reported on midday staff salaries reflects a coding error (to teaching staff salaries which has been corrected. Overall, expenditure on salaries will be significantly under-budget.

ACTION: Finance governor to be invited to a zoom meeting to discuss.

10.1.3. Catering costs are over budget (£110,000 to £200,000) with budgeted costs to be increased by 100% for next years' budget. Gas and electricity costs are also likely to increase significantly as well.

ACTION: Chair to raise with Trust board re cost of living crisis noting that many schools have very limited carry forwards.

The predicted carry forward surplus at year end was noted at £274,048 supported by unspent window replacement budget.

11. **RISK MANAGEMENT**

This will be considered at the next meeting.

12. **GOVERNOR ACTIVITIES**

12.1. Governor Visits to School

These happened following the last LGB meeting (23 March 2022) and to follow the current meeting (18 May 2022). The chair has liaised with the school's curriculum lead.

12.2. Training Attended

Sarah Rees, Chair of Governors: Safer recruitment, Prevent duty and Safeguarding refresher.

12.3. Training Requirements

Ryan Allan: Governor induction training (SR to arrange).

13. **ESCALATIONS**

ACTION: Chair to Cluster Board re budget adequacy.

14. **ANY OTHER BUSINESS**

14.1. Future of Autistic Spectrum Provision

ST noted that this provision is loss making with funding received not covering costs and not financially sustainable or equitable for the school to maintain.

ACTION: ST to present business case for closure to next meeting.

15. **DATE AND TIME OF NEXT MEETING**

To be confirmed. Agenda items to include:

-ASP Provision

-Educational visits and experiences

The meeting closed at 10.45 a.m.