

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY OF WOODSIDE
PRIMARY ACADEMY HELD ON WEDNESDAY 23-11-2022 AT THE SCHOOL (BRIDGE
SITE) AND VIRTUALLY**

Present: Mr Ryan Allan (Chair)-Parent Governor

Attendees:

Mr Joshua Jordon-Staff Governor
Ms Lucy Wylde-Staff Governor
Ms Natalie Gordon-Parent Governor (**attended for beginning however IT failed
part way through**)
Ms Yasmin Kiani-Co-opted Governor
Mr Shane Tewes-Head Teacher

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Justine Heath, Head of School
Ms Ndid Evans, Head of School

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.5.	Induction Training: Ryan to attend.	RA	Ongoing
9.9.4.	Action re Unauthorised Absence: Info to next meeting	HT	Next meeting
18.	Date and Time of Next Meeting: To be confirmed.	HT/GS	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Tom Wayling
Shane Conneely.

1.3 Quorum

The meeting was quorate with 6 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. ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY FOR THE CURRENT ACADEMIC YEAR

3.1. Election of Chair: Mr Ryan Allan was elected unanimously. (Proposed by Yasmin Kiani and seconded by Shane Tewes).

3.2. Election of Vice Chair: Ms Yasmin Kiani was elected unanimously. (Proposed by Ryan Allan and seconded by Lucy Wylde).

4. MEMBERSHIP

4.1. It was noted that Yasmin is now a co-opted governor. There are no outstanding vacancies or terms of office ending shortly.

5. ALLOCATION OF GOVERNOR RESPONSIBILITIES

These were **AGREED** as follows:

Special Educational Needs and Disability and Inclusion: Yasmin Kiani.

Safeguarding:

Curriculum: Sarah Rees and Ryan Allan.

Finance:

Health and Safety: Joshua Jordon

Early Years' Foundation Stage: Lucy Wylde

Attendance: Natalie Gordon

Educational Experience: Shane Conneeley.

6. MINUTES

6.1. Minutes of the Meeting Held on 18-05-2022

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

6.2. Matter Arising

6.2.1. Governor Safeguarding Training

This is needed with all governors asked to read the DFE's Keeping Children Safe in Education Part A and to complete the declaration on GovernorHub.

6.2.2. Absence of Parent Governor

This has been actioned.

6.2.3. Single Central Record

This is checked on an ongoing basis.

6.2.4. Financial Monitoring

This is ongoing

6.2.5. Governor Training

ACTION: Ryan to attend induction training.

6.2.6. Escalations

Sarah Rees has conveyed concerns to the REAch Trust Board.

7. CHAIR'S ACTION

There was none reported.

8. SCHOOL DEVELOPMENT PLAN-ST

Major targets were noted as:

8.1. Quality of Education

8.1.1. The School currently has 10 Early Career Teachers and 4 2nd year Early Career Teachers so the teaching team is very inexperienced.

Q. That seems to be a very inexperienced team. How are they being supported so children make progress?

This has been mitigated by a robust programme of continuing professional development including weekly team teaching sessions, 20 minute Friday CPD subject based sessions which have included the teaching of guided reading and unannounced learning walks.

The latter found that the approach in every year group is considered to be 'good' with a positive effect on children and teachers' well-being.

Assembly times are used for teachers to discuss a topic lesson for the next day including subjects like science, art and design and technology etc. These have included a pedagogical discussion which supports implementation so that children receive a good quality broad and balanced curriculum.

8.1.2. Teachers have 3 hours of planning, preparation and assessment time weekly with senior leaders reviewing books selected at random for quality of marking and feedback, general presentation and pupil feedback. This quality assures ensures consistency of approach and is a basis for independent assessment of pupil progress.

8.1.3. These systems for CPD have consistently improved Quality of Education in all ECTs classrooms as corroborated by external REACh2 review in November 2022.

Q. What if a ECT is not making satisfactory progress?

The ECT program is bespoke for all teachers with individualised parents. This includes level of support. If a teacher needs more support through extra team teaching, marking support – they will receive this additional time

8.2. Behaviour and Attitudes

8.2.1. Positive behaviour is supported by use of online class dojos supporting positive and constructive habits, lifestyles and values. The behaviour system is green, orange, red rated.

Q. How have you ensured all teachers are following this system consistently?

To ensure all teachers use these systems consistently its use is monitored regularly. Any concerns identified then have support put in place to ensure consistency is achieved. All stakeholders are included and children are able to share outcomes with their parents.

The emphasis is on a positive and fair approach and treatment of children to support their skills' acquisition and maintain well being and mental health.

8.3. Performance Management

Teaching staff
32/32 teachers went up one point
7 members of staff are at the top of their scales

8.5. REAch2 Trust Vision

Support from REAch2 was noted re overarching principles including the promotion of social justice, all enshrined in a 5 year plan.
4 priorities were shared

Social Justice, Digital Transformation, Sustainability and Great schools

This will be looked at in detail as an agenda item in Spring 2.

Sustainability at Woodside

Action has been taken to increase meat free days from 1 to 2 and to minimise the use of non-recyclable food packaging. Pupil presentations have encouraged the use of reusable bottles with further ideas to be generated.

Social Justice at Woodside

The school has taken the view that due to the current financial climate that we would fund all school trips and experiences for this academic year. This would ensure all pupils have access to all experiences this academic year.

9.1. Staffing

This was noted re early career teachers with staff training planned.
3 teachers are leaving reasons including maternity, cost of day care and relocation.
New staff:
Art therapist – funded through PP funding
Learning mentors x 1 with an additional colleague appointed in Spring 2023
PPA team appointed – 2 x PE specialist, 1 Spanish, 1 Computing & 1 music teacher,
2 days a week dance teacher

9.2. Accidents

1 staff incident has been referred to legal and is currently being settled.

9.3. Attendance 2021/2022

9.3.1. It was reported that no national average data has been reported for the last 3 years but REAch2 figures show that attendance at the School is in line with that of other clusters.

9.3.2. There is a very focussed approach towards persistent pupil absence (defined as attendance under 90%). This is high at the school but below the REAch2 average. There is a statutory attendance policy and maintenance of good attendance is a School Development Plan priority. A positive approach to this is adopted via monitoring and class and whole school awards for good attendance. School based education welfare officer are involved to good effect and there is fortnightly DFE 'snapshot' with attendance at the school in line or above the average on the majority of occasions. The LA are involved with statutory Part 3 meetings.

9.3.3. Senior leaders are allocated named children whose attendance is of concern with referral for home visits if needed. An incentive programme includes the use of sticker charts, free tickets to a school event and families chosen for inclusion in a persistent absence programme reminding of them their responsibilities regarding the education of their children.

9.3.4. Attendance in the summer term was affected by holidays.

Q. Why is unauthorised attendance so high?

There is a breakdown of these figures with reasons why absences occur. Generally it is holidays.

Q. Could we have a breakdown of what they are and the process taken to eliminate them.

ACTION: Unauthorised absence to be presented to the next LGB meeting.

9.4. Complaints

There have been none.

9.5. LIM Breakfasts

This was attended by 648 parents, a very impressive take up. It was supported by an assembly about positive behaviour management with parents having an opportunity to look at children's book. Very positive feedback was received from parents and children regarding the broad and balanced curriculum provided by the school.

10. **WOODSIDE EDUCATION**

10.1. The Curriculum

There will be a presentation to the next meeting.

10.2. The Curriculum in Depth

There is a termly subject review with observation by senior and curriculum leaders to review prior learning and the children's learning journey. A full broad and balanced curriculum is provided showing progression which the children are able to articulate. Work has been done to cover gaps in learning due to COVID e.g. work about the Great Fire of London and significant people such as Henry VIII. Children's long term retrieval, memory and progress is assessed building on progression and prior learning.

Q. Were there any subjects that we weaker than others?

The Art review showed significant CPD is needed on how to use sketch books appropriately. CPD session are planned for Spring 1 to address this need.

10.3. Educational Experiences

A document was circulated referring to enrichment experiences offered by the School including educational visits and gifted and talented club. The provision made is free to parents.

q. How is this funded?

PP funding will make up 50%, 40% from curriculum areas and 10% crowd funded by the Woodside community.

11. END OF KEY STAGE RESULTS

11.1. It was noted that these were not published in 2022 noting the impact of the pandemic so not to be compared with pre 2019 trends. However, the School's results were in line with national expectations re reading and maths and above in writing. Combined scores in reading, writing and maths were consistent with national age related expectations.

Governors received all key stage results for the academic year.

12. REACh2 REVIEW OF SPECIAL EDUCATIONAL NEEDS PROVISION

12.1. It was reported that REACh2 are running development days to review areas of school provision including SEND. A recent review considered that the school special educational needs coordinators are very knowledgeable. The whole school approach adopted was commended with a solution based methodology used.

12.2. All leaders lead re SEND provision with the work and values of support staff and the provision of a stimulating and interesting learning environment also commended. Follow up actions include the use of assessment for learning techniques.

12.3. New staff have received support for SEND on induction days including the giving of feedback to children re writing. There has also been INSET re emotional difficulties and resources ordered to support monitoring and invigilation.

12.4 USE OF PUPIL PREMIUM FUNDING

12.4.1 This is explained on a statement on the School's website including results and assessment of the impact of the funding.

IMPACT

60% of DA pupils passed combined English and Maths compared to 53% Nationally
Gap between DA and NON DA passing combined
Woodside 7% - National 16%

Q. How was this achieved?
Catch up funding was robustly targeted at Year 6 DA pupils in 2021/2022.

Q. What is Catch up funding?
Funding given to all schools to catch pupils up after the pandemic. It must be used in 1-1 tuition or upto groups of 6. You can use DFE approved companies or through school led tutoring. It should be used for DA pupils but can also include non DA pupils.

12.5. The attendance of pupil premium funded children has increased to 93% with a commensurate reduction in persistent and other absence.

13. BUDGET MONITORING

13.1. It was reported that the target surplus for the budget is £40,000 which the School is currently expecting to achieve. Early Years expected income has been 95% received but we budgeted for 85% capacity.

Q. Why is there such a difference in predicted to actual income?

LA set Nursery income around 80-85%. However due to new Nursery manager's expertise he has managed to increase our capacity to 95%.

13.2. Re cost of living pay increases these are to be paid next month for both teaching and support staff as agreed with the trade unions.

Q. Clarification re teachers' pay. How has the school budgeted for this?

Teachers and support staff have been backdated to (teachers September 2022) & (support staff April 2022) with budget provision as advised by REAch2 for these increments.

Incremental pay increases will be paid for eligible staff.

Q. Repairs and maintenance has already been overspent. Why is that?

£107,000 has been spent already of the £125,000 provision made. Expenditure on new boilers is to be reimbursed from insurance and capital funded. It was noted that the site services officer is to pay rent of £350 (market rent assessed at £1900).

14. HEALTH AND SAFETY AND WELL BEING

ACTION: Agenda item for next meeting.

15. SAFEGUARDING AND BEHAVIOUR-JH

15.1. A report was received from JH noting that this area was audited by REAch2 in June 2022 and again this term. Meetings are held re pupils considered to be vulnerable with medical and peer on peer audit ongoing.

15.2. There is currently social services involvement with 3 children. There has been some increase in reports of abuse and domestic violence affecting children with training given to staff. Links to relevant external agencies were noted.

15.3. Compared to the national data, the suspension rate at Woodside was significantly lower in 2020/2021.

16. RISK MANAGEMENT

16.1. A risk management register was received with some increase in risk recorded re windows not being able to access during the recent summer heat wave. Contractor estimates have been sought with a view to keeping children in school should there be further very hot weather in summer 2023.

Q. What happens if the windows are not fixed by Summer 2023?

The school will look to purchase portable air conditioning units for classes.

Q. Won't this cost a significant amount?
We have £50k in contingency for this type of reason.

17. ANY OTHER BUSINESS

There was none.

18. DATE AND TIME OF NEXT MEETING

Date to be confirmed.

-Agenda item for next meeting to include health and safety and well being.

The meeting closed at 10.45 a.m.