

**MINUTES OF THE MEETING OF THE  
WOODSIDE PRIMARY ACADEMY LOCAL GOVERNING BODY  
HELD ON THURSDAY 7 DECEMBER 2017  
AT 6.30 P.M. AT THE BRIDGE SITE**

Present: Mrs Sue Herrington (Chair) Trust Governor

**Trust Governors**

Mrs Pat Stannard

Mr Richard Keating – Mr Keating arrived at 6.55 p.m.

**Co-Opted Governor**

Mr Neil Gerrard

**Head Teacher (voting)**

Mr Shane Tewes

**Staff Governors**

Ms Sasha Da Costa

Ms Denise Oliver

Clerk to the Governors: Julie Cornelius

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

**To note: All action points recorded in the minutes will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.**

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To write to Yasmin Kiani to confirm she has been elected as a Parent Governor.	Chair	9/12/2018
4.2 'Matters arising' Minute 2.1	To scan and forward to Governor Services, completed Declarations of Pecuniary and Personal Interest.	Chair	Not required
4.2 'Matters arising' Minute 5.2	To confirm with the Chair if the 'Key' forms part of the school's SLA with Governor Services.	Clerk	<b>Completed</b>
4.2 'Matters arising' Minute 5.2	To confirm with Siobhan Chester at REAch2 that all Governors are on the mailing list for circulation of Governor information.	Chair	Completed

Chair of Governors  
Initials:

4.2 'Matters arising' Minute 5.2	To circulate the Induction pack for new Governors.	Chair	When available
4.2 'Matters arising' Minute 9.	To complete a skills analysis document and return this to Governor Services.	Governors, where relevant	Immediate
4.2 'Matters arising' Minute 12.	To discuss with Yasmin Kiani, newly elected Parent Governor, the Early Years and Foundation Stage (EYFS) Link Governor vacancy.	Chair	TBA
4.2 'Matters arising' Minute 12.	To request school staff to arrange introductions with their respective Link Governor.	Head Teacher	Beginning of next term
4.4.4	To discuss with the Head Teacher's P.A., the circulation of minutes of committee meetings.	Chair	Completed
14.	<b>Date of next meeting:</b> Thursday 22 March 2018 at 6.30 p.m. at the Bridge site. <b>Agenda items:</b> To be confirmed.	All /GS	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received and accepted from Mrs Jessica Laryea. Although apologies were not received, Governors accepted Ms Kate Burley's absence.

1.2 Apologies for absence not accepted  
This item was not applicable.

1.3 The Clerk confirmed the meeting was quorate, with six Governors present; five Governors are required for a quorum.

1.5 Notice of Any Other Business/Confidential items  
There were no items of Any Other Business/confidential items.

**2. DECLARATIONS OF INTEREST**

2.1 Governors to declare any interests they may have in any of the following agenda items  
There were no Declarations of Interest in any of the following agenda items.

**3. GOVERNING BODY**

3.1 Clerk to confirm Governing Body membership – noting current vacancies and identifying members whose term of office will end before the spring term 2018  
The Clerk confirmed there are two Co-Opted Governor vacancies.

Yasmin Kiani was elected as a Parent Governor at the Parent Governor election held on 6 December 2017. The Chair will contact Yasmin to discuss the role shortly.

**ACTION: Chair**

There are no Governors whose term of office will end before the spring term 2018.

- 3.2 To consider disqualification due to non-attendance  
There are no Governors to whom this applies.

- 3.3 DBS Checks for all Governors  
The Clerk referred to the information received from Governor Services, which confirmed that Enhanced DBS checks are in place for all Governors.

**4. MINUTES**

- 4.1 Governors received the non-confidential minutes of the Local Governing Body meeting held on 28 September 2017 and **agreed** these to be an accurate record. The Chair, Mrs Sue Herrington, signed a copy of the minutes and these were retained by the school.

- 4.2 Matters arising  
Unless noted below, all action points were addressed or will be discussed at this meeting.

**Minute 2.1 – Completed Declarations of Pecuniary and Personal Interest:  
Outstanding action: Chair**

**Minute 5.2 – To confirm if the ‘Key’ forms part of the school’s SLA with  
Governor Services:  
Action: Clerk**

**Minute 5.2 – Circulation of REAch2 Governors’ training programme:** The Chair to contact Siobhan Chester at REAch2 to verify that all Governors are included on the mailing list used to circulate information to Governors.

**ACTION: Chair**

The Chair an Induction Pack for new Governors is in progress. This will be launched at the Governors Spring Conference and comments and suggestions taken on board. The Chair will circulate it to governors when it is available.

**ACTION: Chair**

**Minute 9.** - The Chair requested that Governors, who have not yet completed a skills analysis document, do so immediately and return this to her.

**Minute 11.1** – The Chair confirmed there is a REAch2 Governors’ Conference taking place in February/March next year (date to be confirmed); the venue is likely to be in Central London.

**Minute 12. - To appoint a Link Governor for Early Years and Foundation Stage (EYFS):**

**ACTION: Chair**

**Minute 12. – Link Governor introductions to relevant members of staff:  
DEFERRED ACTION: Head Teacher**

- 4.3 Governors received the confidential minutes (distribution to the Governing Body only) of the Local Governing Body meeting held on 28 September 2017 and **agreed** these to be an accurate record of the meeting. The Chair, Mrs Sue Herrington, signed a copy of the minutes and these were retained by the school.

There were no matters arising.

4.4 Reports from Committees

- 4.4.1 Governors received the minutes of the Leadership, Management and Environment Committee meeting held on 5/10/2017. The Chair, Mr Neil Gerrard provided a summary of the discussion that took place.

- There was a deficit budget last year. This was anticipated and related to the cost of the new boiler and planned expenditure on the Enrichment block.
- Governors reviewed this year's budget.
- The school is looking at ways to reduce expenditure, in anticipation of reduced income (due to changes in pupil numbers) for the following year.
- To conclude, Mr Gerrard said there are no significant changes from the draft budget presented to Governors a month earlier.

The Head Teacher said the School Business Manager is doing a fantastic job, ensuring that robust and accurate accounts are presented on a monthly basis.

**[Mr Richard Keating arrived at 6.55 p.m.]**

- 4.4.2 Governors received the minutes of the Personal Development, Behaviour and Welfare of Pupils Committee meeting held on 12/10/2017.
- 4.4.3 Governors received the minutes of the Quality of Teaching, Learning, Assessment and Outcomes for Pupils Committee held on 19/10/2017.

The Head Teacher said an update on data would form part of the agenda for this meeting.

- 4.4.4 A Governor requested that minutes of respective Committee meetings be circulated in advance of the Governing Body meeting.

**ACTION: Chair**

Governors were reminded they are welcome to attend Committee meetings.

**5. FEEDBACK ON SKILLS AUDIT**

This was discussed earlier, in minute 4.2 'Matters arising'.

**6. END OF YEAR RESULTS 2016/2017**

**7. END OF YEAR KEY STAGE PREDICTIONS 2017/2018**

Agenda items 6. and 7. were discussed collectively.

Governors received documentation that included the following information: Woodside Primary Academy End of Year 2016/2017 data for EYFS, KS1 (Key Stage 1) and KS2 (Key Stage 2). Woodside Primary Academy Predictions 2017/2018 for EYFS, KS1 and KS2. Woodside Primary Academy predictions 2017/2018 phonics Key points were noted.

- Referring to the end of Year Results 2016/2017, the Head Teacher wished to extend his gratitude to Governors for their hard work and their time invested in the school.
  - Q. A Governor requested further information relating to the data, showing that disadvantaged children 'Working at Expected Standard or Above' performed better than non-disadvantaged children?**
  - A.** In response, the Head Teacher said results can be cohort specific.
  - Q. A Governor congratulated the Head Teacher on fantastic results but asked about reading which is not above the national average?**
  - A.** The Head Teacher said factors include a child's social background and if a child has had insufficient exposure to vocabulary.
- KS1  
Mobility was an issue in KS1.
- Early Years and KS1 data is broadly in line with national data.
- Predictions  
Predictions are broadly in line with last year, with the 2018 predicted figures being much higher than the national average last year.

The Head Teacher reminded Governors, that when reviewing data it is important to remember that sometimes the cohort will make a difference to the results.

## 8. LINK GOVERNOR VISIT

### 8.1 Enrichment and Community involvement

Neil Gerrard visited the school on 20/11/2017 to meet with Martin Vlasak, Enrichment Leader. Key points are noted below.

- Neil and Martin discussed a visit by the children, to a Care Home.
- There is over 90% pupil participation in enrichment and community involvement activities, with comprehensive data in place to monitor this.
- Two thirds of activities are delivered by school support staff and the remainder is delivered by external personnel. This support staff involvement facilitates CPD (Continuing Professional Development) for staff.
- Discussion took place in relation to the new Enrichment Block and how this will be utilised, once completed.
- Children are currently using the cooking area in the Enrichment Block. At the grand opening of the Enrichment Centre, by Sir Steve Lancashire, on 11 January next year, Gary Lee, Executive Chef from the Ivy Restaurant, London, will be in attendance.
- The Head Teacher said there is a member of staff focussing on Science and another with a focus on IT.
- Neil said Martin Vlasak is delivering a tremendous programme.
- The Head Teacher read out some of the many (both in general and in relation to enrichment) positive comments being posted on the Community Facebook page. *"Teachers are wonderful." "Teachers and all staff are really great." "There is so much going on for pupils and parents all the time." "Concerns are dealt with*

*promptly.” One parent spoke about the great opportunity these enrichment activities present, in terms of providing an opportunity for parent/child bonding.*

- Richard Keating met yesterday, with the Head Teacher and the Architect. The Enrichment block is almost complete, with all building work anticipated to finish before Christmas. All equipment is in place.
- The Chair wished to convey her sincere thanks to Richard for the time and effort he has invested in this project. Richard has given a lot of his personal time to manage this.

## **9. HEAD TEACHER’S REPORT**

This was circulated to Governors in advance of the meeting. The Head Teacher noted the following.

- 9.1 Ngairé Petchey, Head Chef at Woodside, has retired having provided over 30 years service to children in Waltham Forest. The Head Teacher has worked with Ngairé for many years, firstly at Hillyfield and subsequently at Woodside. Ngairé has transformed everything food related that is offered to the children here at Woodside. She has done a great job and has added significant value to the school.
- 9.2 The Head Teacher, alongside the Site Leader, has attended Asbestos training; this is part of the REAch2 statutory guidance.
- 9.3 Safeguarding  
A parent had written a formal complaint to the Chair of the Governing Body and to Ofsted regarding bullying. The Head Teacher and Justine Heath have subsequently met with the parent. Actions have been implemented to support this child and another child who was involved and to ensure this does not happen again. The parent is content with the actions taken.
- 9.4 External support  
During this term, more than ten schools have visited Woodside to look at outstanding practice. These visits reaffirm the excellent experiences that Woodside provides for its pupils.
- 9.5 Knowledge Centre  
REAch2 has developed a CPD (Continuing Professional Development) offer to schools, to demonstrate excellent practice in key areas. Woodside was selected as the school to demonstrate how to progress from special measures to an ‘outstanding’ school and how to continue to improve what that offer looks like for its pupils. Messages received from Head Teachers who recently visited the school, are noted at the end of the Head Teacher’s report.
- 9.6 DfE (Department for Education) visit  
The DfE has recognised Woodside as one of the top performing schools (in the East of England and North-East London) in promoting outcomes for its disadvantaged pupils. Richard Bassett, Education Adviser, Department for Education, visited Woodside on 22 November. Mr Bassett was so impressed with the visit, he has asked Woodside to host a conference for Primary schools to look at how to support disadvantaged pupils. At least 40 Head Teachers and the Regional Commissioner are expected to attend the event on 8 February 2018.

The Head Teacher wished to share the key points noted by Mr Bassett during his visit.

1. Children in the school are happy. They are here to learn. Children are excited. Staff seem so happy.
2. When speaking to pupils, Mr Bassett was impressed with how astute they were. Children answer questions with so much depth. Mr Bassett was impressed with the children's self-awareness and how they care about each other and about their community.
3. When speaking to Leaders and the Year 6 Inclusion team, Mr Bassett commented on how passionate and excited staff are; both about being in the school and leading on children's learning.

#### 9.7 EYFS

The EYFS team is renowned (not just in REAch2 but also within the local area) for outstanding leadership and practice, throughout its two year old to five year old provision. Woodside has hosted two visits this month for three schools from within and outside of REAch2. The Local Authority has made recommendations to schools to visit Woodside. A comment following one of the visits, is posted at the end of the Head Teacher's report. This not only provides an opportunity to demonstrate good practice but also has a positive impact on staff at Woodside.

#### 9.8 Summerside

Summerside Primary joined REAch2 during this academic year. Woodside were funded to support them in becoming a 'good' school. This not only reaffirms the good practice in place at Woodside but also offers excellent CPD for staff; providing them with an opportunity to share their knowledge and expertise and to develop their practice. This CPD forms part of the school's recruitment and retention strategy.

The Chair said this is beneficial, provided there is no impact on the children at Woodside. In response, the Head Teacher said this is managed well and there is no negative impact.

#### 9.9 School priorities

##### 9.9.1 **Visible learning:**

This is a REAch2 initiative. The Visible Learning strands are linked to the 7 habits.

##### 9.9.2 **Leadership pathways:**

###### **Q. Is this a REAch2 initiative?**

**A.** This is a Woodside initiative, which is about building capacity and retention in staff at all levels. This is about developing pathways for staff to be promoted and providing clear leadership opportunities to develop staff's leadership experience.

##### 9.9.3 **CPD:**

Based on the premise that 'we learn better together', all staff attend one another's lessons to observe practice. From the spring term, this practice will be extended to all staff and not only NQTs, as is happening currently. The school will look at developing teachers who are 'good' or 'outstanding' and implementing support for those teachers who may require improvement. To date, positive feedback has been received from staff.

## 10. **PROPOSED HOLIDAY CHANGES TO ACADEMIC YEAR 2018/19**

Governors received a document outlining the proposal to the change of school holiday dates.

- 10.1 From reviewing the data, it is evident that the summer holidays have the most significant impact on attendance, with parents removing their children from school earlier to reduce holiday costs.
- 10.2 To change school holiday dates, no legal consultation is required but should this be agreed in principle, consultation would take place with all stakeholders.
- 10.3 The options regarding changes to the dates were provided in the document presented.
- 10.4 Regardless of any changes that may be implemented, children would continue to receive 190 days of learning throughout the academic year.
- 10.5 A Governor suggested that adding an extra week to the summer holidays could be difficult for working parents. Also, if Woodside's holiday dates are different to Secondary schools attended by siblings, this could be an issue.
- 10.6 Governors agreed this needs to be carefully considered and that adding an extra week in the summer could be an issue. The Chair suggested talking to some of the private schools, where the summer holidays are usually much longer.
- 10.7 Staff recruitment and retention was referred to, in that staff would benefit from the same opportunities as parents, in respect of more affordable holidays.
- 10.8 Governors **agreed in principle** to Option 1 within the document presented, i.e. to break up on Friday 19 July 2018 and return to school on 2 September 2019. The option of extending the holidays further would be fully investigated as to viability. Governors also requested that the Head Teacher should explore other options.

## 11. **PUBLICATION OF GOVERNOR INFORMATION**

### Feedback from Communications Working Group

Ndidi Evans, Head of School, alongside the Office Manager, met with the Chair of the Governing Body, Jessica Laryea, Trust Governor and Kate Burley, Parent Governor. The purpose of the meeting was to review existing communication pathways for parents.

- 11.1 The school website is up-to-date. Information about school trips is uploaded to the website.
- 11.2 The objective is to achieve a paperless communication system; this requires a communication package that will talk to the new REAch2 data package.
- 11.3 A survey is underway to look at the School App., text messaging, the school website etc. and to consider all forms of parental communication.
- 11.4 From the spring term, all parents will be trained to use the School App. and how to access and navigate the school website. From the Spring 1 term, the Community Group room will be available to facilitate these training sessions.



**12. PERFORMANCE MANAGEMENT REVIEWS**

The Head Teacher said all staff reviews were completed.

**13. ANY OTHER BUSINESS**

Governors were invited on a tour of the Enrichment building.

**14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

14.1 Date of next meeting

This will take place on Thursday 22 March 2018 at 6.30 p.m. at the Bridge site.

14.2 Agenda items

To be confirmed.

The meeting closed at 8.35 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair of Governors Initials:
---------------------------------