MINUTES OF THE MEETING OF THE
WOODSIDE PRIMARY ACADEMY GOVERNING BODY
HELD ON THURSDAY 19TH OCTOBER
AT 9 AM
AT THE SCHOOL AND VIA TEAMS

Present: Ryan Allen, RA (Chair)   Parent Governor

Yasmin Kiani, YK   Co-opted Governor

Shane Tewes, ST   Headteacher

Joshua Jordan, JJ   Staff Governor

Clerk to the Governors: Kate Protsiv

Also present: Justine Heath, 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
2.1	All Governors to renew GovernorHub declarations on their profiles	All	Immediate
3.1	Ryan Allen to be recorded as Chair of the GB	Governor Services	Immediate
3.2	Yasmin Kiani to be recorded as Vice-chair of the GB	Governor Services	Immediate
4.1	Natalie Gordon's resignation as Parent Governor to be recorded	Governor Services	Immediate
4.1	To hold a Parent Governor election	School	Pre next FGB
4.1	To record YK as a Trust Appointed Governor	Governor Services	Immediate
4.2	To recruit 3 Co-opted Governors and 2 Appointed Governors.	School/ Governor Services	Pre next FGB
4.5	To consider Individual Responsibilities following the recruitment of new Governors to current vacancies	All	Following Recruitment
5.2	To identify training needs for new governors upon recruitment.	All	Following Recruitment
8	To report back to Governors actions and progress in Reading	ST/ JH	Next FGB
9	Attendance report to be shared	ST	Pre next FGB
14	Following the recruitment of new governors, to plan visits and training identify training needs.	All	Next FGB

16	JH will send governors a form to sign and return for safeguarding training	All	Two weeks
	Agreed: - Terms of Reference - Code of Conduct - Safeguarding and Child Protection Policy 2023-24		
	Date of next meeting: TBC by email	All /GS	
	Next Agenda: Cluster Reporting		

1. WELCOME AND APOLOGIES FOR ABSENCE
1.1 The Chair welcomed all those present to the meeting.
1.2 Apologies for absence were received and accepted from Lucy Wylde and Shane Conneely.
1.3 The Clerk confirmed that the meeting was quorate with 4 governors present.

2. DECLARATIONS OF INTEREST
Pecuniary Interests – Governors confirmed receipt of the register of interests and were asked to renew GovernorHub declarations for this academic year.
Action: All Governors to renew GovernorHub declarations on their profiles

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

3. ELECTION OF CHAIR AND VICE CHAIR
3.1 The Clerk welcomed nominations for the position of Chair of the Governing Board for the 2023/2024 academic year, up to the first meeting of the Governing Body in autumn 2023. ST proposed RA, this was seconded by YK. With no other nominations and no objections, RA was unanimously elected as Chair of the Governing Board for the 2023/2024 academic year; up to the first meeting of the Governing Body in autumn 2024.
Action: Ryan Allen to be recorded as Chair of the GB

3.2 The Clerk welcomed nominations for the position of Vice-Chair of the Governing Board for the academic year 2023/2024
ST proposed YK, this was seconded by RA. With no other nominations and no objections, YK was unanimously elected as vice-Chair of the Governing Board for the 2023/2024 academic year; up to the first meeting of the Governing Body in autumn 2024.
Action: Yasmin Kiani to be recorded as Vice-chair of the GB

4. LGB MEMBERSHIP AND FUNCTION
4.1 A Parent Governor Election is required, following Natalie Gordon's decision to step down
Action: Natalie Gordon's resignation as Parent Governor to be recorded.
Action: To hold a Parent Governor Election.

YK was invited to appointment as a Trust Appointed Governor, a priority for Reach2 before Co-opted Governor positions. This was agreed.
Action: To record YK as a Trust Appointed Governor

4.2 Current vacancies are:
- 1 Parent Governor

- 3 Co-opted Governors
- 2 Trust Appointed Governors

Action: To recruit 3 Co-opted Governors and 2 Appointed Governors.

4.3 The GB received and _agreed_ the Terms of Reference.
4.4 The GB received and _agreed_ the Code of Conduct.
4.5 There were no changes to Individual Responsibilities

Action: To consider Individual Responsibilities following the recruitment of new Governors to current vacancies.

5. MINUTES

5.1 Governors received the minutes of the meeting held on and agreed these to be an accurate record of the meeting. RA Agreed to sign a copy of the minutes on GovernorHub.

5.2 Matters arising:

Minute reference	Formal agreements and/or actions identified	Update
3	ST to contact Governor Services regarding two vacancies	Ongoing, new actions
3	SC to contact Natalie Gordon regarding absences.	NG stepped down, as unable to commit to the role
4.2	To identify training needs for new governors upon recruitment.	Ongoing
7	ST to email SDP to Governors	Today's Agenda
8	ST to email SATs/ National Test results to Governors	Today's Agenda
10.1	Collate Strike Day attendance figures	Today's Agenda
11	ST to write to Cathie Payne regarding budget management concerns in light of the SBM vacancy	Meetings held June/ July. Today's Agenda
11	ST to email the Governors the proposed spends for the final budget	Updated today's agenda
13	ST to ask Jo to enable YK to access GovernorHub.	Linked to YK's school email account, Jo to return to Woodside as Office Coordinator to complete email access

6. HEADTEACHER'S REPORT

Verbal report:

Programme for Change,

This is continuing to progress at Reach2 level. Currently Reach2 is halfway through recruiting a new Central Team, the date of completion is unknown. From Woodside's perspective this means losing Paula Ales, Office Manager, as the post was deleted. She is moving within the Trust to Chigwell, as the Office Coordinator. ST asked the Clerk to record

a thank you for her for 8 years at Woodside. She supported families, children and staff and was valued by all.

Jason Nicholson St Hill is also leaving after 15 years at Woodside, for a new position in the LA Data Team. He was also thanked for his commitment to Woodside and congratulated on the promotion to a new role. The day after this meeting was the last day for both.

Jo Rainey will be returning to Woodside as the Office Coordinator. The other full time office admin post has also been filled. There will be two part-time and one full time staff members in the office.

There has been a wonderful response from parents, regarding how the office will now work. Parents have been vocal in supporting the school and most are following the new changes to email contact expectations.

Leader in Me Breakfasts

Over 600 Parents/ Carers/ Grandparents were welcomed to the school. The focus was the 7 Habits followed at Woodside. RA reported a positive experience as a parent.

Finance

Sharon Rossi, Business Manager, left at the end of September. There are still some gaps in financial reports and the End of Year report is yet to be completed. This will be completed in the next few weeks.

At Trust level Reach2 is managing a £4.2 million deficit, they will be making significant changes to how schools work. In budget meetings the Trust spoke about staffing levels. Woodside has too many staff based on the Education and Skills Funding Agency standards. The school is over the recommended levels of both support and teaching staff. ST has asked the Trust to review the guidance based on Woodside's SEND Provision. Closing the provision is a consideration, based on the current funding levels. A school within the Trust with a Hearing Impairment provision has successfully requested higher funding levels from their LA, justified by the cost of running a SEND provision. In regards to Trust funding ST will highlight the needs of pupils, and adequate support. However, in next year's budget there will be changes. These changes will impact the staff, children and parents. The current deficit needs managing.

Staffing

The school is fully staffed at the moment. Majida Zarait is leaving from Year 3, as she is moving out of area. She was wished the best of luck and thanked by ST for her time at the school. Recruitment take place next half term.

Q: What strategies does the school have in place to manage these changes made by Reach2? How will it impact the school?

A: As yet ST does not know what the final staffing changes will be. Currently the school is over-staffed by Reach2 standards, the only guarantee is that this won't continue. For example, there is currently a teacher out of class. This is likely to be changed, the 3 Heads of School may be asked to provide sickness cover. Across all three sites it's difficult to know what the final staffing will be. However, ST is getting a case ready to answer difficult questions. In the new year's budget, the zero budget setting process will begin. For now it is a case of preparing answers to likely questions. Current equity may be taken in to account. The 4.2 million deficit of the Trust may get worse.

7.   SCHOOL DEVELOPMENT PLAN

This is a live document, updated every half term. The Key focuses are:

1. Quality of teaching. The school now has more experienced teachers and training is in place for teachers in their first and second years of teaching.
2. Across the Trust, Reading is a school priority. Woodside has already held many insets for Reading and delivered specific CPD for teachers. Learning walks regularly take place. The Trust will also provide further insets.

ST noted only 30% of the SDP is new compared to last year, it contains long term goals. The focus for Governors is not to just ensure the actions are in place, but to analyse the impact of actions and ensure they are embedded.

8.   EDUCATION AND CURRICULUM

SATs results were relatively pleasing, in line with national averages. However, predictions for Reading were off for the second year in a row. The Trust have asked questions of the school and JH is working with the Year 6 team to analyse the reasons behind this.

Also, progress in reading for Year 6 was -0.2, which means the progress was below the national average. This is something the Governors should be noting. The reasons for this are complex. Children missed on site schooling due to covid, which has proved hard to catch up. There were also 28% of pupils entitled to PP and a large cohort with EAL. The Year 2 Reading Test results aren't translating to Year 6, possibly due to the higher standards and complexity of the test. As a HT ST couldn't be prouder of the team. The progress results were not through lack of effort. Inventions are being considered in Year 5 and 6, as well as further development of Reading across all year groups. This year there is a focus on closing this gap, so Woodside is at or above national progress levels.

Action: To report back to Governors actions and progress in Reading

Q: Is there an ICT package, in school or for home, to purchase to support reading?
A: The school has an online reading book. Two more teacher led reading sessions have been introduced weekly with assemblies reduced to facilitate this. 'Drop Everything and Read' sessions are 15 min. Book corners have been further improved. Interventions are whole-school level, not just for year 6.

The impact of attendance on results was noted. In Year 6, over consecutive years there was 70-80% attendance. This has a major impact, and is why attendance continues to be a focus for the school.

Q: How does progress of -0.2 compare to national results, or LA?
A: The average is 0 nationally, the school doesn't have local results to compare. The results were good enough, but there are mitigating circumstances.

9.   SAFEGUARDING BEHAVIOUR AND ATTENDANCE

<u>Safeguarding</u>
Training is to be delivered by JH at the end of this meeting
<u>Absence</u>
Woodside attendance figures are just above national figures, which are low across country. However, attendance this year has improved. ST noted that one day off early in the Autumn term will significantly change attendance percentages for individual pupils, due to the total number of days in school being relatively low as a whole.

ST returned to the previous action, to investigate attendance on strike days and if this was impacted attendance records. Year 6 attendance was high on strike day, ST read out figures.

Action: Attendance report to be shared with governors

10. FINANCIAL MONITORING
  See HT report

11. RISK MONITORING
- The Kitchen is now running.
- Personnel: There are some staffing changes, but office admin roles have been appointed
- Operational Sustainability: this will change based on what Reach2 say.

Q: Is the support staffing level on the Risk Register?
A: Among LSAs recently there was a big bout of illness, which occurred alongside an influx of pupils with high needs. The school sourced supply LSAs to cover some absences. This is not considered a strategic risk, but was an SLT decision made in response to the needs that week. It is unusual for the school to use agency support staff. Reach2 have identified the school is about 18% above its support staff needs, the number of LSAs will reduce from current levels. ST noted it was disconcerting as a HT to not know yet the exact levels of support staffing moving forward. It is expected that people will leave and not be replaced. Across 60 schools 4.2 million needs saving.

12. BUSINESS CONTINUITY PLAN
  See HT report

13. POLICY
  Safeguarding KCSIE: This is a Trust document. All <u>agreed</u> to ratify.

14. GOVERNOR ACTIVITIES

  Action: Following the recruitment of new governors to plan visits and training identify training needs.

15. CLUSTER REPORTING
  ST will report after the meetings on the 21st/ 22nd

  <u>ST left the meeting at 9:45 to attend another planned meeting.</u>

16. AOB- SAFEGUARDING TRAINING

  JH confirmed there were no questions regarding the Safeguarding report she sent to governors.
  JH shared the PowerPoint from the staff safeguarding inset, with a key summary for the Governor's perspective:

1. KCSIE updates: online safety: The school ICT system now needs filtering and monitoring. REACH2 provides Sensor, which sends violation alerts. At the moment the appointed designated lead checks this daily, it will go to weekly. Examples were given of how this works. JH Invited governors to check this system on site when they visit.
2. Children absent from education, attendance: CME for 10 days plus is reported to the LA, which has been in place long term. Missing school sporadically is linked to vulnerabilities.
3. Annex B: Links to further information were shared
4. Staff undertook group focus topics; the main areas of abuse were shared and the duties of staff. The duties by law regarding FGM were noted.
5. Spotting signs and indicators was shared

6. Reporting: the school has an online system. All staff are trained to access this, and in what a good report looks like. Both Reach2 and the LA audit this system and audits have shown that teachers do report factually, liaising with agencies, to act upon info immediately.
(JJ noted staff are well supported and the tools are effective, he thanked JH.) Safeguarding is about being proactive: not just about reacting, but spotting trends. Circle times, curriculum changes, PSHE, assemblies and group assemblies are all used to support children.

7. Additional key changes: There is a now a requirement for an online pre-recruitment check for short-listed candidates. This includes social media checks. There also a duty for responding to allegations related to organisations, or individuals using school premises. Woodside does hire out the school site.

8. JH highlighted for governors the protocols that are directly relevant to governors, e.g., Single Central Record checks, termly visits.

Q: How often are staff trained? How do often to you talk children?
A: The school is required to have staff annual training; this is done at the beginning of year. Staff are fortunate to still be able to break up into department groups. Elements are the same, but scenarios are adapted for different groups that are pertinent to them. E.g., cleaners safeguarding training; they may hear children speaking in toilets. Office staff may see medical room patterns, or hear parents talking. Training is bespoke for the groups of staff. Also, newsletters include safeguarding awareness. Seven minute briefing are held throughout the year for staff. SLT may timetable through the year a few extra sessions in insets, if there is a need to respond to a need or enrich training. If there is a pattern of safeguarding concerns there will be emails sent out for vigilance. Children's voice is not a separate feature of safeguarding. Children have sessions on online safety. They are taught what to do if uncomfortable online. They are taught to be aware how to use ICT safely. For the autumn term online safety is an ICT focus, and there are top ups and boosters through the year to refresh their memories. This will include social media as appropriate. In addition to the ICT curriculum there is PSHE. Keeping safe as an area of the PSHE curriculum. Safeguarding is woven into the 'Leader and me' breakfast' focus sessions. How to use habits to keep safe were discussed. Also regards to kS1, sharing info with adults is a focus. Families are given links to webinars and courses from the LA for support. These links are on the website too.

YK thanked JH for this detailed answer, and praised what was in place
Action: JH will send governors a form to sign and return for safeguarding training

17. **DATES**
TBC by email

The meeting ended at 10:11am