

**MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY OF WOODSIDE
PRIMARY SCHOOL HELD ON THURSDAY 27 JANUARY 2022 AT 8.30 A.M. AT BRIDGE
SITE**

Present: Sarah Rees (Chair)-Appointed Governor

Co-opted Governors

Enitan Akinde
Thomas Wayling

Head Teacher (HT)

Shane Tewes

Staff Governor

Lucy Wylde

Parent Governor

Natalie Gordon

Trustee Appointed Governor

Yasmin Kiani

Clerk to the Governors: Caroline Russell

Also present: Justine Heath, Head of School (Safeguarding Item)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.2. .	Register of Pecuniary and Personal Interests on GovernorHub: All asked to access, review, complete and update this.	All	As soon as possible
3.2.3.	Meeting Dates and Annual Cycle of Business: HT/Chair of governors to liaise and advise Governor Services	HT//Chair of governors	As soon as possible.
5.1.	LGB Vacancies: School to action re elections for staff and parent governor and contact another school regarding an appointed governor.	HT	As soon as possible
7.	Governor Agendas: HT/Chair to liaise re circulation. Questions may be emailed to the head in advance of the meeting.	All	Ongoing
12	Dates and Times of Future Meetings: School to advise Governor Services	School	As soon as possible

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 7 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.

2.2 Register of Governor Pecuniary and Personal Interests on GovernorHub

ACTION: All reminded to access, review, complete and update this.

3. ELECTION OF CHAIR OF THE LOCAL GOVERNING BODY(ELECTION CONDUCTED BY CLERK)

Sarah Rees was elected unanimously (proposed by Shane Tewes and seconded by Lucy Wylde). Election of a vice-chair was deferred for the present pending consideration of vacancies.

4. MINUTES

4.1. Minutes of the Last Meeting Held on 15 July 2021

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. Membership

The resignation of Kate (chair of the governing body) was noted in September 2021.

4.2.2. Signature of Minutes

This has been done.

4.2.3. Meeting Dates and Annual Cycle of Business

ACTION: HT/Chair to liaise and advise Governor Services.

4.2.4. Risk Register

Consideration of this will be included on Governors' Day.

4.2.5. Circulation of REAch2 and LA Safeguarding Reports

This will be done. It was noted that Emitan Akinde has visited recently re safeguarding.

5. LOCAL GOVERNING BODY MEMBERSHIP

5.1. Membership Changes

It was noted that Sarah has joined the Governing Body and that Yasmin is now a trustee appointed governor.

5.2. Outstanding Vacancies

These were noted re staff, parent and appointed governors.

ACTIONS: School to action elections of staff and parent governor and contact another school regarding an appointed governor.

- 5.3. LGB Terms of Reference and Trust Scheme of Delegation 2021-22
These were received and noted.

- 5.4. Link Governor Responsibilities
This item was noted.

6. RISK REGISTER

- 6.1. This was noted. REACH2 advise that this should be updated ½ termly re risks, mitigation, likelihood and impact.
- 6.2. Recent REACH2 review of the School (which is due for OFSTED inspection) indicated that attendance is a potential risk, rated 3 with potentially detrimental impact on numbers and reputation. This has now been mitigated with attendance well exceeding national averages over the last 3 months. Health and Safety issues were noted re roof works but with the likelihood of harm considered to be minimal as the working area has been screened off and secured. Safeguarding issues are a potentially significant risk noting that recruitment of a designated safeguarding lead is ongoing.
- 6.3. Regarding governance the LGB was considered to be a risk following resignation of the chair of governors. This has now been addressed, governors recruited and link governor visits made.
- 6.4. There are no issues identified re financial stability. Operationally a number of lead staff have been absent but this is being managed in school.
Re legal compliance the school website is being updated.

7. GOVERNOR ACTIVITIES

- 7.1. The Head reported that the LGB has been restructured, meeting times changed to mornings to better accommodate governors and meeting frequency reduced to support the school in managing workload.
- 7.2. Link governor responsibilities have been reallocated with 3 am governor meetings to be held annually + a review of SATS results. There will still be a ½ termly safeguarding visit and termly finance monitoring visit.
- 7.3. Governor questions may be emailed to the head in advance of meetings.
ACTION: Chair/Head to arrange for agendas to be circulated in advance.

8. HEAD TEACHER'S REPORT

COVID Update

Recent changes to national rules were noted. The School has a risk assessment with mask wearing reintroduced after Christmas and to be retained for staff in communal areas until ½ term. Significant numbers of children and staff are away with learning packs sent home for pupil absences and food packs for children entitled to receive free school meals. There will be no Track and Trace in future. Despite a significant number of staff absences all classes will be kept open with children in school where possible. Staff efforts regarding this were commended by governors in a challenging situation.

8.2. **COVID 'Catch Up' Funding**

The School has received £60,000 funding for this the use to be accounted for to central government. £20,000 has been allocated for small group tutoring with use of school led staffing where possible and following expected changes in guidance. Funding is for use by summer 2022.

8.3. **Staffing**

A number of maternity leaves and pregnant staff were advised which is being managed by the School. Other departures including support staff were also noted.

8.4. **Attendance and Absence**

- 8.4.1. A report was received. The head reported that attendance is now consistently well above national averages. The DFE now conduct random fortnightly checks. Statistics include children at home due to COVID related reasons as outside the control of the school. Children with Education and Health Care plans have absence rates above the national average but attendance is now a strength of the school with the determined actions taken effective.
- 8.4.2. Regarding persistent absences a revised strategy was devised with 69 children identified as of concern. The attendance of 50/69 of these has improved following parents being called daily, home visits, sticker charts, daily attendance books and prizes for good attendance.

8.5. **Recent REAch2 Review of School-Report Received**

- 8.5.1. This had checked the quality of work provided by the school and identified areas for development which have been addressed. These included curriculum change including re the need for greater subject knowledge by subject leaders and a more systematic and detailed curriculum. There are still gaps but the curriculum offer is now much improved.
- 8.5.2. Attendance was reviewed in detail with significant good practice identified which will be shared with other REAch2 schools. School leadership capacity is considered to be robust.

9. SAFEGUARDING UPDATE-JUSTINE HEATH, HEAD OF SCHOOL

9.1. **Summary of Review**

Recent review by REAch2 considered that the School's arrangements are proactive and effective. Staff training is robust and staff are knowledgeable about this area. Action continues to celebrate difference including re LGBT and homophobic issues. More families are receiving Early Help reflecting a more proactive approach by the School and other agencies. The number of Children in Need has risen in consequence. Community issues include domestic violence with information shared with the police via Operation Encompass.

9.2. **Recent Changes to DFE Keeping Children Safe in Education (Issue September 2021)**

- 9.2.1. Part1 comprises safeguarding information for all staff. The updated document reported a rise in peer on peer abuse and sexualised behaviour with updated guidance in these areas. Staff are regularly updated and trained and are vigilant in this area with zero tolerance shown. There is good communication and cooperation with parents re these issues.

9.2.2. Management of Safeguarding

There is an increased focus on governance including the need for governors to understand the documentation, policies and procedures. A child centred approach is articulated and provision is age appropriate. The safeguarding team are now able to have more robust conversations and the online safety protocol has been rewritten with further REAch2 training to be provided and disseminated.

All safeguarding concerns must be reported to the Head Teacher and documented. Provision for out of school hours' activities is to be reviewed re premises issues.

9.2.3. Elective and Home Education Provision

The requirements for this have been strengthened to be more rigorous. An attendance officer and member of the safeguarding team will assess individual children to discuss the pros and cons of this and provision needed with forms to be completed by both the school and family.

9.2.4. Safer Recruitment

There have been additions re legal duties and central record checks.

9.2.5. Annexes

Annexe A: This has been condensed.

Annexe B: This has been updated re child abduction, cyber crime and domestic violence.

Annexe C: This concerns increased information sharing with staff on a need to know basis with sufficient information to be provided to allow them to support the child through knowledge of their domestic circumstances. There is information regarding use of Operation Encompass on the school website.

Q. When was the last Trust safeguarding audit? **A.** June 2021 following staff changes. A Section 11 LBWF audit has also been completed recently.

10. SCHOOL SELF EVALUATION FORM AND SCHOOL DEVELOPMENT PLAN

These have been updated consistent with the findings of the recent REAch2 review.

11. EDUCATION AND CURRICULUM

A tour of the school followed for governors.

12. DATES AND TIMES OF FUTURE MEETINGS

ACTION: School to advise Governor Services.

13. ANY OTHER BUSINESS

There was none.

The meeting closed at 9.45 a.m.

Chair: (print)

..... (sign)

Date: