

INSPECTION COPY

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Our Ref: GS/NMc/GP
Your Ref:

Date: 17 March 2017

Dear Member

WOODFIELD PRIMARY SCHOOL GOVERNING BODY

Would you please note that the next meeting of the Woodfield Primary School Governing Body will be held at the school on Friday 24 March 2017, commencing at **8.00 am**.

I do hope it will be convenient for you to attend. Please contact the school on 01302 853289 if you will be unable to do so.

The agenda for the meeting is given over the page.

Yours faithfully

GARY PRICE

**Governors' Support Officer
(On behalf of the Woodfield Primary School Governing Body)**

To:	Mr P Steadman (Chair)	Ms N Fallon	- Observer
	Mrs R Baldock		
	Mrs S Betts	Ms J Miller	- School Business Manager
	Mrs J Clift		
	Mrs H Harrison	Mr N McAllister	- Clerk
	Mrs K Hope		
	Mr B Newland		
	Mr N Simpson		
	Mr P Williams		

Quorum for the meeting shall be any three Governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. Please note observers do not count towards the quorum.

AGENDA

- 1 **TO AGREE A FINISHING TIME FOR THE MEETING**
- 2 **APOLOGIES**
- 3 **DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY**
- 4 **GOVERNING BODY MEMBERSHIP**
- 5 **TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**
- 6 **MINUTES OF THE MEETING HELD ON 9 FEBRUARY 2017**
- 7 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**
- 8 **LOCAL GOVERNANCE**
- 9 **TRUST UPDATE**
- 10 **EFFECTIVENESS OF THE LEADERSHIP AND MANAGEMENT OF THE ACADEMY**
- 11 **QUALITY OF TEACHING IN THE ACADEMY**
- 12 **PERSONAL DEVELOPMENT, WELFARE AND BEHAVIOUR OF PUPILS AT THE ACADEMY**
- 13 **SCHOOL GOVERNORS' FORUM MEETINGS**
- 14 **GOVERNOR TRAINING LOG**
- 15 **DATE AND TIME OF NEXT MEETING**

PART 1***IN THIS SECTION OF THE AGENDA THE REPORTS ARE AVAILABLE TO THE PUBLIC*****1 TO AGREE A FINISHING TIME FOR THE MEETING**

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

2 APOLOGIES**Introduction**

Governors are reminded that the Governing Body is required to formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

Recommendation

The Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

3 DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY

Governors are asked to declare any personal or business interest they may have in any item on the agenda or raised at the meeting.

4 GOVERNING BODY MEMBERSHIP**Introduction**

The following changes to the Governing Body's membership are reported for information:

a) Staff Governor Representative

- i) Mrs J Edwards has resigned from the Governing Body.
- ii) Mr B Newland has been elected for the period 17 March 2017 until 16 March 2021.

b) Associate Member Representative

Ms N Fallon's term of office expired on 24 October 2016. The Governing Body is therefore asked to consider the appointment of an Associate Member to the Governing Body and its Committees.

Introduction

The School Governance Regulations allow the appointment of Associate Members to enable Governing Bodies to draw on expertise and experience from outside their formal Governor membership. Associate Members can include School staff and persons who want to contribute specifically on issues relating to their particular area of expertise.

Associate Members are not, however, Governors and as such do not have any voting rights at a Governing Body meeting. Voting rights can however be given to Associate Members on a Committee but cannot vote on any resolution relating to:

- pupil admissions
- pupil discipline
- election or appointment of Governors
- the budget and financial commitments of the Governing Body

An Associate Member can be:

- Appointed for a period between one and four years
- re-appointed at the end of their term of office
- removed from office by the Governing Body at any time
- excluded by a Committee from any part of its meeting which the Associate Member is otherwise entitled to attend, when the business under consideration concerns an individual member of staff or pupil.

Recommendation

The Governing Body is asked to:

- a) note the changes to the membership outlined above, and the ballot arrangements to elect a Staff Governor representative;
- b) consider the appointment of an Associate Member and determine the term of office and voting rights of any such appointment; and
- c) in light of the changes in membership consider whether to revise the composition of its Committees, details of which will be made available by the Clerk.

5 **TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**

6 **MINUTES OF THE MEETING HELD ON 9 FEBRUARY 2017**

7 **MATTERS ARISING FROM THE MINUTES/ACTION SHEET**

Governors are asked to review the Action Sheet appended to the minutes of the Governing Body meeting or address any matters arising.

8 LOCAL GOVERNANCE:

- **Feedback on the Skills Audit**
- **Link Governor Update**
- **Terms of Reference: Resources Committee**

9 TRUST UPDATE

The Chair will address this item.

10 EFFECTIVENESS OF THE LEADERSHIP AND MANAGEMENT OF THE ACADEMY:

- **Update from the Headteacher**
- **Financial and Staffing Update from Jayne Miller (School Business Manager)**

11 QUALITY OF TEACHING IN THE ACADEMY:

- **Teaching and Learning Update (to include MAT enquiry visit)**

12 PERSONAL DEVELOPMENT, WELFARE AND BEHAVIOUR OF PUPILS AT THE ACADEMY:

- **Safeguarding Update from Nicky Fallon (to include outcomes from the Safeguarding Health Check)**

13 SCHOOL GOVERNORS' FORUM MEETINGS

Introduction

The Governors' Forums are held on a termly basis and are essentially briefing and consultation sessions for all Governors. They also provide the opportunity for Governors to attend a selection of workshops on topical and relevant issues.

Governors are asked to note that the Summer term Forums will be held as follows:

Wednesday 26 April 2017	Mary Woollett Centre
Tuesday 9 May 2017	Mary Woollett Centre

Following feedback and a short consultation at the beginning of this term, the format of these forums will change and the termly Chairs and Vice-Chairs Network Group meetings will now be incorporated into the Governor Forums. At the beginning of the Forum a Networking Session will be held at 5.15 pm with the opportunity to meet LA Officers and workshops taking place at the usual time of 6.00 pm.

Governors will now be required to book onto one of the above dates and further details on the process for this will be provided in advance of the Forums by the end of this term.

Workshop titles are agreed as follows:

Legal and HR Session- School Staffing Regulations/ Procurement/ the Disciplinary Process

The session will cover the operation of School Staffing Regulations including when and how to liaise with the LEA; A brief summary of how to Procure Services; and When to use Governors from other Schools as part of the Disciplinary Process.

What is the Stronger Families Programme and how can we support each other to improve families lives.'

'*Stronger Families*' is the local name for the Government's national Troubled Families Programme. The programme aims to change the way we all work with whole families in a more coordinated way to improve outcomes and resilience thus reducing the pull on high end, high cost services. We have already delivered the first phase of the programme achieving 100% of our target set by the Government. We are now in the second phase (aka Expanded programme) which runs until 2020.

The programme runs on a payment by Results (PbR) basis and brings much needed income into the borough. We support services to change the way they work to support the whole family rather than individuals and work in a coordinated way through a lead practitioner model. We have good links into schools and help support them via Education Welfare officers, Early Help coordinators and Communities officers who can provide support and resources.

Governors would benefit from understanding more about the programme and how they can support it and how it can help their school; and the programme officers can benefit from understanding the role and responsibilities of Governors so as to better interact with schools.

The session will involve a short presentation and then roundtable workshop / discussions to seek ideas of how to improve and increase the links we have.

Safeguarding (subject to be determined)

Recommendation

The Governing Body is asked to:

- a) note the dates of the Summer term School Governors' Forums; and
- b) identify any workshops which Governors would like to see at these Forums.

14 GOVERNOR TRAINING LOG

The Governing Body is asked to receive a report on any training undertaken or workshops attended.

15 DATE AND TIME OF NEXT MEETING

Governors are asked to determine the date and time of the next meeting.

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.