

WOODFIELD PRIMARY SCHOOL LOCAL GOVERNING BODY

Minutes of the Woodfield Primary School' Local Governing Body's meeting held at the academy on Wednesday 20 September 2017, commencing at 8.00 am.

PRESENT: P Steadman (Chair), H Harrison (Headteacher), R Baldock, S Betts, J Clift, N Fallon, B Newland, N Simpson and P Williams

IN ATTENDANCE: J Miller (JM)

CLERK: D Chorlton

AGENDA ITEM	ACTIONS
<p>1 APOLOGIES</p> <p>There were no apologies for absence</p>	
<p>2 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS</p> <p>There were no declarations of any business or personal interest raised in connection with any items on the agenda.</p>	
<p>3 URGENT ITEMS OF BUSINESS</p> <p>An issue regarding the signing of a lease would be raised during consideration of the budget monitoring report - item 6 (a)</p>	noted
<p>4 GOVERNING BODY MINUTES</p> <p>a) Minutes of the meetings held on 26 May and 4 July 2017</p> <p>The minutes of the meetings held on 26 May and 4 July 2017 were agreed as a correct record.</p> <p>b) Matter arising from the minutes</p> <p>There were no matter arising from the minutes.</p>	
<p>5 COMMUNITY / STANDING ITEMS</p> <p>a) Election of Officers as appropriate</p> <p>It had previously been determined that the terms of office for both the Chair and Vice-Chair expired on the 31 December 2017 and did not therefore need to be considered at this meeting.</p>	

<p>b) Committee Structures, membership and terms of reference</p> <p>Governors had looked at the committee structure, membership and terms of reference in the Summer term 2017 and therefore do not require further review at this time.</p> <p>c) Agree Link Governors</p> <p>Governors had appointed Link Governors for key priority areas in the Summer term 2017 and therefore do not require further review at this time.</p> <p>d) Reviews of Compliments and Complaints Policy</p> <p>J Miller the School's Business manager referred to the draft Compliments and Complaints Policy which had been circulated to Governors in advance of the meeting. The Policy was that used by Richmond Hill Primary School, also part of the Rose Learning Trust and was recommended for adoption to give consistency across the Trust. If Governors agreed to adopt this policy JM would re-write, replacing references to Richmond Hill to read Woodfield Primary.</p> <p>e) Reports from Link Governors</p> <p>N Simpson, S Betts and J Cliff addressed their written reports, which had been circulated to Governors in advance of the meeting, outlining the purpose of their visits to the academy, the areas under consideration, and their observations from that visit including the areas that went well, suggestions for future visits, key issues arising and any actions taken following the visits.</p> <p>Q Did Link Governors find the proforma useful in preparing their feedback to the LGB?</p> <p>A Yes, it was a very useful reference to ensure key areas are reported back clearly, consistently and concisely.</p> <p>The Chair thanked the Link Governors for the reports which were good evidence of Governor involvement in academy life and of holding academy leaders to account</p>	<p>That the policy be adopted</p> <p>Link Governors thanked for their reports</p>
<p>6 FINANCE AND LEGAL UPDATE</p> <p>a) Budget Monitoring</p> <p>JM referred to the financial report that had been circulated to Governors in advance of the meeting.</p>	

Governors were reminded that this had been considered by the Resources Committee on 4 July 2017 (minutes provided) in detail and that there had been no major changes since that meeting.

JM referred to the signing of a new lease agreement for the provision of ICT Smart Boards (see item 3). As this had taken place after the Resources Committee meeting JM highlighted that fact that the provisional opening budget had been amended to show a year end surplus of £18,547.

Other issues highlighted to Governors included the provision of new playground equipment, increased usage of Parent Pay and a Trust update from the CFO.

The Trust Update included the accountant's internal assurance report which was a very positive report including only two areas of Amber (the rest being green).

One area judged as 'amber' was the use of Edubase (ensuring details were up to date for members of the LGB). However there was some concern over the level of information requested and the extent to which this would be available to the public.

The Chair agreed to look into the Edubase system and report back to Governors on issues such as the statutory minimum information that must be recorded and how much was placed in the public domain.

JM reported that the closing budget 2016/17 was still being finalised but that the carry forward would fall within the 2% maximum (of academy's total budget)

Governors thanked JM for all her hard work in putting the financial information together and her efforts which had produced such a positive internal assurance report.

b) Academy Lettings Policy

JM referred to the academy's Lettings Policy that had been circulated to Governors in advance of the meeting. The policy had been reviewed and found to be still relevant and was therefore presented without any amendments.

Chair to look into the Edubase system and report back to Governors on issues such as the statutory minimum information that must be recorded and how much is placed in the public domain.

That the lettings policy be approved subject to an additional paragraph to an additional making it

<p>The Chair requested that the policy include an additional paragraph making it implicit that and requests for lettings (of which there were very few) would only be considered if the organisers and the nature of the event met the academy's ethos of equality and opportunity for all.</p> <p>Subject to that addition the LGB agreed to adopt the policy.</p> <p>c) Trust Finance KPIs</p> <p>JM asked Governors to note the to the Trust's Governance and Financial management KPIs which had been circulated in advance of the meeting.</p>	<p>clear that potential hires must meet the academy's ethos of equality and inclusion.</p> <p>noted</p>
<p>7 PERSONNEL/HR</p> <p>a) Staffing Update</p> <p>JM provided Governors with an update on staffing within the academy including details of absence and staffing changes.</p> <p>Q Do we have any apprentices at the academy?</p> <p>A Not at present. The recent apprentice had recently been successful in gaining full time permanent employment.</p> <p>b) Home School Agreement</p> <p>Governors were referred to the academy's Home School Agreement which had been circulated in advance of the meeting.</p> <p>The Headteacher highlighted recent amendments that had been made to the document, which was sent to all parents.</p> <p>One such change highlighted was that the academy would not allow children to be collected from academy by anyone under 18 with prior written consent from the academy. The document also included a 'funding sheet' which would be used by the academy to ensure that all pupils who qualified for a Pupil Premium payment would be properly recorded and included on the academy's submission for the additional funding.</p> <p>Q Is support available (to help complete and understand the form) to those families who have EAL?</p>	<p>The Home School agreement be noted</p>

A Yes the academy will work with EAL families (and any other families) who require help completing this form.

c) Teacher's Pay and Appraisal Policies

The Headteacher presented the academy's Pay Policy which had been circulated in advance of the meeting.

The academy had worked with its HR provider (Advanced HR) to produce the policy which complied with current legislation and the requirements of the School Teachers' pay and Conditions document.

Governors were informed that the Appraisal Policy which takes into account the principals set out in the national model policy had been adopted by the Rose Learning Trust Board and recommended to its academies for adoption to ensure a consistent approach was taken throughout the Trust.

The policy sets out the framework for a clear and consistent assessment of the overall performance of teachers, including the Headteacher, as well as supporting teacher development within the context of the academies plan for improving educational provision and performance and the standards expected of teachers.

The Local Governing Body agreed to the adoption of both the Pay and Appraisals Policies as presented.

The Pay and Appraisal policies be adopted

8 SCHOOL IMPROVEMENT, INCLUSION

a) Headteacher's Report

The Chair referred to the Headteacher's report that had been circulated to Governors in advance of the meeting. The Chair invited questions from the Local Governing Body.

Q Is there a local solution to the problems raised by the demise of WCAT?

A There appears to be a lot of mixed messages circulating at the moment but it appears that the DfE and Regional Schools Commissioner are contacting the larger Academy Trusts. Rose Learning trust hasn't received an approach to date.

Q What are the reasons behind the lower attendance figures for SEN pupils?

A There are two pupils, who because they are on part-time timetables and educated off site, have a disproportionately high adverse effect on the overall figures.

Q How does the academy's attendance figures compare to the local and national average?

A We don't have the local figures at present but at 95.9% we fall just below the national average of 96%. (The academy was at 96% until the final few days of the academic year)

Q How do the figures compare with the previous year?

A Overall the academy's attendance is 0.5% higher than last year. Pleasingly the Persistent Absence figure has fallen from 12% to 7.2%

The Headteacher informed Governors that she had recently received a letter from the Local Authority which following a recent assessment classified the academy as 'self-improving' which was the best rating available and a reflection on the positive work being undertaken at the academy.

Governors asked that the Headteacher pass on their thanks to all the staff for their continuing hard work and support.

b) **Review of Outcomes 2016/17**

The outcomes for 2016/17 were circulated to Governors. The Headteacher stated that the academy was delighted with the results which reflected the good development and progress being made at all Key Stages.

c) **Strategic Overview of Priorities**

The Headteacher reiterated the academy's priorities for 2017/18, which would drive the direction of the academy for the forthcoming year. The four key development areas that for the 'Developing excellence Plan are English, Teaching and Learning, Metacognition and Thrive.

9	<p>SAFEGUARDING AND COMPLIANCE.</p> <p>N Fallon reported that the Annual Safeguarding Audit indicated that the academy was 'strong' in every aspect with only a couple of minor issues to look at going forward.</p> <p>A copy of the report was provided to Governors.</p>	
10	<p>TRUST UPDATE</p> <p>Governors were informed that two new schools had recently joined the Trust, including Hatchell Wood Primary (the other being a school in Crowle)</p> <p>The Chair outlined plans to form a Chair of Governors Group (which he would Chair) which would ensure consistency in consultation, feedback and communication between the trust and the Local Governing Bodies.</p> <p>Governors were informed that the Headteacher was deputy Chief Executive of the Trust and 29 days a year had been allocated to enable her to undertake these duties.</p> <p>Q How far ahead are you able to plan the days allocated to the Deputy Chief Executive duties?</p> <p>A Most of the dates are planned at the start of the academic year but there are occasions, for example when a new school joins the trust that some absences may be taken at short notice.</p>	
10	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of urgent business to table at this meeting.</p>	
11	<p>CONFIDENTIALITY</p> <p>There were no items discussed at the meeting that were deemed to be confidential in nature.</p>	

<p>12 DATE AND TIME OF NEXT MEETING</p> <p>The Chair and Headteacher would meet shortly to determine a time for the next meeting of the Local Governing Body.</p> <p>A meeting of the Resources Committee would take place at the academy on Tuesday 21 November 2017 at 8.00 am.</p> <p>It was subsequently agreed that the Resources Committee be held on Tuesday 7 November 2017 at 8.00 am and the Full Local Governing Body meeting to be held on Wednesday 29 November 2017 at 8.00 am.</p>	
--	--

Chair _____

Date _____

s:\cyps_governors\autumn17\woodfield20sept17dc.doc

DRAFT
DOCUMENT