

WOODFIELD PRIMARY SCHOOL LOCAL GOVERNING BODY

Minutes of the Woodfield Primary School Local Governing Body's meeting held at the academy on Wednesday 29 November 2017, commencing at 8.00 am.

PRESENT: P Steadman (Chair), H Harrison (Headteacher), J Cliff, N Simpson, K Hope, B Newland, J Miller and N Fallon.

IN ATTENDANCE: J Miller (JM)

CLERK: D Chorlton

AGENDA ITEM	ACTIONS
<p>1 WELCOME / APOLOGIES FOR ABSENCE</p> <p>Apologies were received from S Betts and R Baldock.</p>	<p>Apologies were formally accepted</p>
<p>2 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS</p> <p>a) Staff Governor interest were declared in relation to item 7 on the agenda. It was agreed that these items would be discussed at the end of the agenda and Staff Governors would leave the meeting at this point.</p> <p>b) Governors were asked to approve the new Register of Governor interest for 2017/18 that had been included with the agenda.</p>	<p>Declarations of interest were noted.</p> <p>Register of Governor interests for 2017/18 be approved.</p>
<p>3 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR</p> <p>It was reported that no urgent action had been taken since the last Governing Body meeting.</p>	<p>Noted</p>
<p>4 GOVERNING BODY MINUTES</p> <p>a) Minutes of the meetings held on 20 September (LGB) and 7 November 2017 (Resources)</p> <p>The minutes of the meetings held on 20 September and 7 November 2017 were agreed as a correct record. With the exception that the minutes of 20 September 2017 should have included the attendance of K Hope who was present and the meeting and that J Miller be acknowledged as 'present' rather than in attendance.</p> <p>b) Matter arising from the minutes</p> <p>Local Governing Body Minutes 20 September 2017 Finance and Legal update minute 6.</p>	

<ul style="list-style-type: none"> • The Chair would keep Governors informed about how much recorded information on Edubase was in the public domain. • J Miller had added the required additional paragraph to the Lettings Policy. 	Noted
<p>5 COMMUNITY / STANDING ITEMS</p> <p>a) There were no reports from link Governors at this meeting.</p> <p>b) The Chair had referred to Edubase under matters arising – item 4b of the agenda.</p> <p>c) The Chair informed Governors of training that was to take place on 19 January 2018 at 9.00am for Senior Leaders in school and Governors of the use of Rose Learning Trust Pay and Capability Policy. The Chair would forward the details to J Miller to circulate to Governors.</p>	J Miller requested to circulate training details to Governors
<p>6 FINANCE AND RESOURCES</p> <p>a) J Miller provided an update on the latest budget monitoring that included information on revised PE/Sport Premium grant. The Sports Premium grant report and Action Plan 2017/18 was distributed at the meeting and detailed the rationale, focus/strategy, spending and evidence to show impact.</p> <p>The Headteacher summarised the report for Governors highlighting in particular:</p> <ul style="list-style-type: none"> • That information about how Sports Premium was spent would be declared on the school website to meet DfE and EFA requirements. • Active Fusion had been bought in to lead on PE – CPD for teachers and support staff. This would ensure that staff feel empowered to lead and teach PE effectively. <p>The Headteacher wished to improve sports for opportunities to be able to recognise potential and talent in the same way that school had achieved with Music.</p> <p>The Chair would like to see the development of the sports element of the curriculum to engage pupils and develop talent.</p> <p>J Miller reported that the school were applying for a</p>	

bid from the National Lotto awards for all to improve sports equipment, including outdoor gym equipment.

Q. There was no sports field at Woodfield where would the children access this?

A The School have good community links and use of Keepmoat and Balby Carr Academy spaces.

The Chair noted Hill House were strategic partners at the Rose Trust. Children are transported there free of charge and this could be an avenue to consider accessing.

Q What was the time allocation per class?

A Two hours per week was the requirement. Pupils take part in the daily mile. A bid had been submitted to apply markings on the playground for the daily mile. This was an activity that was accessible to all and children do not have to change to participate. Year 5 would access swimming sessions after Christmas. Outdoor activities included access to the garden.

b) Academies Financial Handbook.

J Miller would provide the Financial Handbook to Governors electronically to enable them to access the hyperlinks contained within the document.

Governors attention was drawn to appendix C that contained key areas of responsibility, that Governors must be aware of.

J Miller would publisher Governor arrangements on the website as per EFA requirements. However, requested that Governors provide her with information that they wished to be included on the website.

c) J Miller to advise Governors on land and buildings collection tool.

Amy completes the land and building collection on behalf of the Trust. The DfE require the return to be completed on a yearly basis. The Trust owns the building and all assets on the land had to be declared.

d) H Harrison to provide an update on General Data Protection legislation (GDPL).

J Miller to send electronic version of Governors Financial Handbook to Governors and include it on the school website.

J Miller had attended the meeting on GDPL.

The information provided at the meeting detailed changes to the data protection regularity. The Rose Trust central team would deal with the new legislation around data protection on behalf of all five schools.

The Chair reported that he had discussed central teams capacity with the CEO to deal with data protection or whether to buy in this function. This area was too complex and cumbersome for each school to deal with and would require a strategic overview from the Trust who would issue guidelines for schools to adhere to.

- e) H Harrison to consult with Governors regarding admission arrangements.

The admission arrangements were distributed at the meeting.

Woodfield Primary School current admission limits are:

- 50 per year group in Reception, Key Stage 1 and 2 with no class exceeding 25 pupils. (some classes were mixed age groups and therefore not possible to have 50 pupils with the year group based on class capacity and health and safety).
- 52 places in nursery.

The Headteacher stated that the school could not move to 60 per year group due to lack of space to accommodate that number of pupils in school.

- f) J Miller presented the school website.

- A compliance tab had been added to the website and was shown to Governors that contained all statutory information required by DfE. The curriculum tab was being updated and would be published by the end of the week.
- The Pupil Premium strategy that was being worked on would be uploaded with the next few weeks.
- J Miller asked Governors to review the Governor Membership details on the website for accuracy.

The admission arrangements for 2018/19 be confirmed as limited to 50 per year group and 52 places in nursery

Governors to review their Governance membership details on the website and

<ul style="list-style-type: none"> • Information about the Rose Trust had been included. • J Miller requested that all Governors review the Governance tab to consider any additional information that they would like to be included. <p>The Chair requested that the review of the Governor website be included as an agenda item for the next meeting and that Governors consider what they would like to communicate to the school community via the website before the next meeting.</p> <p>Q Were the number of hits monitored from the website?</p> <p>A Yes this information was collected and indicated that not many parents access it.</p> <p>Q Was the newsletter published on the website?</p> <p>A Yes. Parents still prefer letters and text messages. Links to the website are included in the newsletter in an attempt to increase access to the website.</p> <p>The Chair highlighted the importance of driving the website forward and parental engagement.</p> <p>g) Governors were asked to note the term dates for the academic year 2018/19 that were included with the agenda.</p>	<p>inform J Miller of any amendments.</p> <p>The 'review of Governance tab' be placed on the next agenda. Governors to review the proposed contact ready for the next meeting.</p> <p>Term dates for the academic year 2018/19 be noted</p>
<p>7 STAFFING</p> <p>J Miller provided an update on Finance and Staffing. A Governor paper was distributed at the meeting.</p> <p>J Miller explained to Governors that the draft outturn for the previous financial year 2016/17 showed a surplus that was significantly greater than initially predicted.</p> <p>This was due to an increased income and a reduced expenditure and changes to the financial year from main stream to academic.</p> <p>Staffing updates were provided in the Governor paper.</p> <p>Governors were asked to approve the following staffing proposal. Governors were informed that these proposals changes would increase the staffing budget to 79% of the</p>	<p>Staffing proposals be approved.</p>

<p>income budget from 78%.</p> <ul style="list-style-type: none"> • Key Stage 2 permanent teacher be appointed for a September 2018 and be advertised as soon as possible. • Senior mid-day supervisor post to commence January 2018 on a fixed term contract until 31 August 2018 – with the potential to increase the post unit 31 August 2019 if bid successful. • That the class teacher post (2030327) be made permanent as soon as possible. • That the Family Support Mentor post increase to term time plus 5 days. <p>Other proposed changes were dependant on the success of the MDIF bid.</p> <p>The Chair noticed that a report to the Board would be made next week to give assurance that the budget will reflect the surplus by end of Year 3.</p>	<p>Updates noted.</p>
<p>8 SCHOOL IMPROVEMENT, INCLUSION</p> <p>a) Updates since the last Autumn LGB meeting (1st half) were shared at the meeting.</p> <p>The number of pupils on roll had increased by 10 since the beginning of the academic year. There had been an increase from 25.8% EAL to 27% during this time.</p> <p>The developing excellence plan had been disseminated. A working party was driving priorities forward.</p> <ul style="list-style-type: none"> • The school continues to be proactive within Trust networks. • Common assessment process was being developed across all Trust schools by a working party. • Trust enquiry and review would take place in January with a focus on cognition. • Data ASP (Analysing School Performance) replacing RAISEonline. It was suggested that a session on Inspection Data Summary Report (IDSR) training take place at the end of the next meeting. <p>A trends over time summary was distributed at the meeting that showed good progression. The</p>	<p>A training session on IDSR be added as an agenda item for the next meeting.</p>

	<p>information provided a focus for school to address key areas. The Headteacher would review the information with Governors rather than distributing it before the meeting.</p> <p>On-line safety was identified as a training opportunity for Governors.</p>	<p>Updates received and noted.</p>
<p>9</p>	<p>SAFEGUARDING AND COMPLIANCE.</p> <p>N Fallon provided an update on Looked after Children (LAC).</p> <p>There had been an increase in families and children in child protection (CP) and Children in need (CIN). Intensive work with these families had taken significant time for the school. N Fallon felt that the number of families that she would have expected to be escalated from Team around the Child (TAC) level would have been higher but for difficulties in meeting the social care thresholds.</p> <p>Early help assessment were challenging due to lack of parental engagement.</p> <p>There had been upwards of 60 official meetings between September and November for core group, case conferences and LAC reviews. The numbers did not include ad hoc or incidental meetings.</p> <ul style="list-style-type: none"> • All Safeguarding training was up to date. • There were no changes to Safeguarding. • Thrive assessments were all in place throughout the school. • There was one LAC pupil in school and their attendance was 100% compared to 13% pre core arrangements and progress was at age related. The PEP was up to date. <p>The Chair recommended that anonymised case studies be provided to see impact of strategies on an individual alongside data.</p>	<p>Anonymised case studies be proved for future meetings.</p> <p>Updates received and noted.</p>
<p>10</p>	<p>TRUST UPDATE</p> <p>The Chair provided an update.</p> <p>The Rose Trust MAT currently comprised of five schools. Discussions were taking place about the addition of a further two. Details were not able to be shared at this</p>	

<p>stage but due diligence would take place regarding buildings, curriculum, teaching and learning etc. Subject to approval.</p> <p>A meeting had taken place with the Chief Executive.</p> <p>To propose that all central staff be made permanent in the New Year.</p> <p>The Trust was in from of its growth plan in terms of pace.</p> <p>The CEO and Chair had met with DfE who would be conducting a review meeting next week.</p> <p>The DfE reviewer would look at the Trusts finances, Governance, growth plan etc.</p> <p>Q What effect would the review have?</p> <p>A As this was the first review of its kind the Chair expected that there would be recommendations and observations at leadership level, financial level and networks across the Trust and was a fantastic network model that have positive impact across the Trust.</p> <p>The outcome from the review would be shared with Governors and included on the website.</p>	<p>Chair requested to share the outcome from the DfE review with Governors and include details on the website.</p> <p>Update be received and noted.</p>
<p>11 ANY OTHER URGENT BUSINESS</p> <p>There was no urgent business for discussion.</p>	
<p>12 CONFIDENTIALITY</p> <p>There were no items discussed which were deemed to be of a confidential nature.</p>	
<p>12 DATE AND TIME OF NEXT MEETING</p> <p>That the date and time of the next meeting would be circulated by school based on Governor availability.</p>	

Chair _____

Date _____