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| **Woodfield Primary School Local Governing Body Meeting**  **Spring Term: March 2019** | | |
| **Date and time:**  Monday 4 March at 8.00am | | **Location:**  Woodfield Primary School |
| **Present:**  **Governor and Vice Chair:** Nigel Simpson (NSI)  **Governors:** Julie Clift (JCL), Rosie Baldock (RBA), John Davis (JDA), David Longley (DLO) and Nicola Harding (NHA)  **Head Teacher:** Helen Harrison (HHA)  **Staff (Teaching):** Kate Hope (KHO)  **Staff (Support Professional):** Brian Newland (BNE)  **Associates:** Nicky Fallon (NFA), Jayne Miller (JMI)  **Clerk:** Jo Harris (JHA) (AMF Projects) | | |
| **Agenda Item** | **Minutes** | |
| 1.  1.1  1.2 | **Welcome and Apologies**  NSI welcomed two new Governors and the new clerk to the meeting:  Parent Governor: Nicola Harding  Co-opted Governor: David Longley  Clerk: Jo Harris: AMF Projects  The following apologies for absence from the meeting to be formally accepted:  Chair of Governors, Peter Steadman (PST) | |
| 2.  2.1 | **Declaration of Pecuniary Interests**  DLO – Assistant Principal at Crookesbroom Primary Academy.  NHA – awaiting DOI form | |
| 3.  3.1 | **Items of Urgent Business**  Any items of urgent business were considered under item 8. | |
| 4.  4.1  4.2 | **Local Governing Board Minutes**  LGB minutes held on 27.11.19 were approved and signed off by the Vice Chair (NSI).  There were no matters arising from the minutes. | |
| 5.  5.1  (a)  (b)  (c)  5.2  (a)  (i)  (ii)  (iii)  (iv)  (v)  (vi)  (vii)  (b)  (i)  (ii)  (iii)  (c)  (i)  (ii)  (iii)  (iv)  (v)  5.3  (a)  (b)  (c)  (d) | **Head Teacher’s Termly Written Report**  **Accountability for Educational Standards – Head’s One Page Summary**  **Overview of educational outcomes 2018 and Term 1 outcomes – verbal**  KHO shared the Data Summary Report which highlighted historical and term 1 outcomes. The IDSR was shared showing a three year upward trajectory in outcomes.  **Schools Self Evaluation – previously sent out to LGB**  HHA summarised the SEF which is a more concise one page profile instead of a full report.  **Update on progress and impact of the Developing Excellence Plan – verbal**  The Developing Excellence Plan provides strategic priorities for the year supported through implementation teams. HHA confirmed the school is on track with regular monitoring in place.  **The following questions were raised with regard to the Head’s One Page Update:**  Q. Why don’t you do Maths Mastery in EYFS, Year 5 and Year 6?  A. The school took the decision not to do MM in EYFS, Years 5 and 6 as current practice in these year groups is already strong and embedded. The pedagogy is outstanding and the teaching and learning is of a high standard in those years. Pupils are making good progress. A recent MM monitoring visit was positive across the school. There will be training for Governors on MM.  Q. Which year groups do you have concerns or need to focus on as a priority in order to meet their target?  A. Year 2 and Year 6 pupils are preparing well for statutory tests and have recently had their mock SATS. Some Year 2 pupils are not on track with their writing and plans have been put in place. Teachers are effectively using Question Level Analysis alongside knowledge of classroom practice to support their development through quality first teaching and additional boosting.  Q. Are parents supportive of homework? Do we gauge their views?  A. There needs to be a balance and the school listens to parents. Homework is not seen as an ‘add-on’ but as an integral part of learning.  Q. SEND attendance is lower than other groups, why?  A. The attendance is slightly lower compared to other groups, however this is mainly due to appointments for medical needs/individual needs. Positive measures are in place to work around this.  Q. Pupil numbers are rising – what is the impact on the school?  A. There is a slight increase in pupil numbers 354 on roll in February 2019 compared to 333 in September 2017, however the school has 2 classes of 25 pupils per year group which is sustainable and positive for the school in terms of meeting the needs of all learners. However it is important to note that some of these pupils have joined after census day so we have not received funding for this academic year.  Q. What is the Mental Health Award?  A. After a successful wellbeing training day with the Trust in November, the school continues to highlight and support mental health via every day practice. The school is on track to attain the Mental Health Award in 2020, working with Leeds Beckett University.  Q. How do we measure our effectiveness in Safeguarding?  A. NSI is the current designated board member for Safeguarding. He has an overview of Safeguarding systems in place in the school. He visits the school regularly to liaise with NFA (DSL) about safeguarding and to audit the Single Central Register.  Q. How do we show impact from the Safeguarding audit?  A. Following the Annual Safeguarding Review, the school creates an action plan to include key questions, guidance notes, evidence, actions required. NFA is working on this. Neglect toolkit has already been sourced, child sexual exploitation training needs sourcing.  **ACTION: NFA to finalise Annual Safeguarding Audit and Action Plan**  **Accountability for Financial/Staffing/Business Performance – previously circulated to LGB**  **Progress report on the 2018/19 budget**  JMI summarised the progress report highlighting the following:  Spend over £10k requiring LGB approval  No spend over £10k requiring LGB approval. Quotations requested for large ICT spend, winning quotation was for £9,911.83. School asked for the Chair’s approval which was granted.  Spend over £25k requiring LGB approval and competitive tender  No spend over £25k requiring LGB approval and competitive tender.  Spend over £50k requiring Trust approval and competitive tender  No spend over £50k requiring Trust approval and competitive tender.  Bids and Grants  Current CIF bid works are drawing to an end and the final snagging including floor replacements due to end over the February half-term.  New CIF bids for the next round have been submitted and if approved they will require some top up funding from school’s budget which has been accounted for as below, this was agreed as an urgent Chair’s action.   * Fire 5k from this year plus £2,125 loan (payable over ten years) * Lighting 5k from this year plus £1,808 loan (payable over ten years)   We are still awaiting the outcome of the re-submitted Awards for All application.  A successful application has been accepted for SEEP funding to allow for the introduction of parental engagement classes and parental ambassadors.  An application has been submitted for Greggs School Uniform Funding for a new to country asylum seeker family to assist with the purchase of school uniform. The School await the outcome of this bid.  Funding Changes  Reduction of 4 pupils in EYFS has reduced the funding figure by £8,520 as the January 2019 census was for 26 pupils. There has been an increase in EYPP eligibility which has increased the budget by £1,007.  DFC income as indicated by the Government has been confirmed as £13,849.80. This can only be spent on goods and has been used to fund the ICT provision. The remaining money is being ring-fenced for the CIF bids. In the event the CIF bids are not approved we will need to review this.  Contract Changes  With effect March 2019 the Metroclean contact has been increased to include the provision of daily toilet cleans (previously this was carried out by Facilities Team). It will still remain term time only and the toilets will still get deep cleans by the Facilities Team in the school holidays. This has been accounted for in the Budget Revisions.  2018/19 Budget Revisions  The proposed revised budget had been previously circulated to Governors. The LGB are asked to note and approve the contents of the Budget Revisions. This leaves the 2018/19 projected budget with a surplus of £31,249.  The Trust Chief Financial Officer is aware of the revisions and current 3 Year Forecast and is in support of the changes.  **The LGB noted and approved Budget Revisions and 3 Year Forecast.**  **Staff matters update**  JMI summarised the current staffing levels. No action was needed. Governors were reminded that there are no current staffing proposals due to a freeze on recruitment.  NQT Progress to date in Induction Year  KHO said the NQT in Year 3 is making good progress. She is supported by an experienced mentor. The NQT in Year 5 joined the school at the start of this half term.  Appraisals  HHA confirmed that all staff have received an annual appraisal and have targets for the academic year 2018/19.  **The LGB noted the staffing updates.**  **Additional reports from the Business Manager (JMI)**  JMI asked the LGB to consider and discuss the following, consider any implications and determine any action necessary, where appropriate:  Risk Register Update  The Risk Register, previously circulated to Governors, has been reviewed over the autumn term and the LGB are now asked to review the changes before submission to the central team. JMI re-iterated the importance of the Risk Register and asked for questions to be raised with her.  **The LGB approved submission of revised Risk Register to Trust Central Team**  Health & Safety   * The school has had two reportable incidents that ProAktive have reported to the H&S exec on school’s behalf. * Governors are asked to note that a pupil who attended Woodfield has lodged a personal injury claim with solicitors and this is going to court. DMBC solicitors are dealing with this as the claim is against DMBC. Helen Harrison, Jayne Miller and Sarah Watson have been called to give evidence. No impact on Trust/WPS budget but LGB were asked to note. * The LGB were asked to note that there are still no Trust Risk Assessments or Health and Safety Policy in place, as such the school has now raised this as a risk on the Risk Register and spoken with the central team regarding resolving this matter. * The annual Health and Safety Audit is scheduled to take place on Tuesday 5th March 2019, the LGB will be updated on the outcome of this audit at the next LGB meeting. * There will be mandatory Health and Safety Training for all staff and Governors on Tuesday 21st May 2019. There are two sessions running either 2pm to 3pm or 3.15pm to 4.15pm. The LGB are asked to attend one of the sessions.   **The LGB agreed to attend Health and Safety training on 21st May 2019.**  GDPR   * Trust Data Protection Officer (DPO), Deborah Temperton issued two GDPR email updates which were forwarded to all LGB members on 09.01.19 and 11.01.19. If any LGB members require a duplicate copy of this email please request this via [jayne.miller@woodfield.doncaster.sch.uk](mailto:jayne.miller@woodfield.doncaster.sch.uk) * The Trust have registered with the Information Commissioner’s Office and this registration is on behalf of all the Trust schools and runs January 2019 to Dec 2019. There is no longer a need to pay for individual school registrations. * School signage updated around school in relation to CCTV in main reception in order to comply with GDPR regulations. * School has submitted two Data Protection Impact Assessments to the DPO. One for Class Dojo and one for The Brilliant Club. Both were approved. * School photos. Discussions took place around the best way to gain parental consent. NHA asked if there was a document that could be signed by parents or an App to opt in. JDA asked if external providers should be covered. JMI said an App had been trialled previously but parents didn’t use it.   **ACTION: The LGB to note GDPR updates**  Website Compliance  The LGB are asked to check that the school website <https://woodfieldprimaryschool.co.uk/> complies with the DfE guidance which can be found at <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>  **ACTION: The LGB to approve school website is compliant. To be on the agenda at the next meeting.**  Category C Visits  The LGB are asked to approve the following Category C visit in line with the Educational Visits Policy:   * Year 6 residential to Kingswood   **The LGB approved Cat C visit to Kingswood.**  **Compliance with Statutory and Other Contractual Requirements**  Safeguarding report and update  Safeguarding Audit ongoing. NFA to work on action plan.  3 staff are now Advanced Safeguarding (level 3) trained and two additional staff to undertake this training  Child protection plans and children in care plans are in place.  Equalities information  HHA advised that equality legislation applies to all policies.  Disadvantaged Pupil Review  HHA informed that the review has not yet taken place and is scheduled for April 2019.  **ACTION: To be discussed at next meeting (if available).**  Special Educational Needs Report including Trust SENd review –  NFA summarised the SEN report which showed the school is compliant with expectations.  **ACTION: NFA and NSI to meet and discuss** | |
| 6.  6.1  (a)  (b)  (c)  (d)  (e) | **Effective Governance**  **People**  Link Governor Visit  Governor Julie Clift submitted a report (previously circulated) which summarised staff training she had attended on the LGBTQ agenda to gain more of an insight into the implications for the school. The training was linked to ‘Healthy Lives, Healthy Minds’, a high priority in the Developing Excellence Plan.  Local Governing Board Membership Review   * Resources Committee Members :   Confirmed as HHA, JMI, JCL, PST, NSI (NHA – to observe at next meeting)   * Resources Appeals Committee Members:   Confirmed as JDA, DLO and RBA.  Review of future governance training and development needs  The LGB training log was previously circulated.    Updating governance information on the GIAS.  NSI thanked David Longley and Nicola Harding for joining the LGB of Woodfield and confirmed their term of office as 4 years from today 3 March 2019 until 3 March 2023.  **ACTION: Update since LGB meeting: Helen Wetherall (AMF Projects - clerking) and Deborah Temperton have agreed that as this is achieved through secure access, it is not appropriate for a third party to have access. DT has overall Trust access so will update the GIAS for all LGBS. DT will email all Trust schools to confirm.**  Review of Draft LGB Handbook. Supplied to Governors prior to the meeting.  HHA advised Governors to read through. In draft with all Trust schools at the moment, some of the protocols have changed. Scheme of Delegation shows clear structure. Linked to Developing Excellence Plan.  Link Governor roles were confirmed as follows:   * Mastery Teaching and Learning – JCL & RBA * Diminishing the Difference – JDA * Healthy Minds, Healthy Lives – NHA * Inclusion – NSI * Safeguarding – DLO * Governor Development – PST | |
| 7.  7.1  7.2  7.3  7.4  7.5 | **Policies for Approval/Information**  The LGB **noted** 06 Spelling Punctuation and Grammar Policy  The LGB **noted** 10 Assessment Policy  The LGB **noted and approved** 13 Online Safety and IT Policy  The LGB **noted and approved** 19 Homework Policy  The LGB **noted and approved** 46 Educational Visits Policy  **ACTION: Educational Visits Policy - pool mobile phones for staff to be added to the agenda for next meeting** | |
| 8.  8.1  (a)  (b)  (c)  (d) | **Any Other Urgent Business**  To consider any other urgent business agreed by the chair at item 3  Year 4 Austerfield Residential 25th/26th February 2019 – Cat C Visit – already approved  Top up funding for next round of CIF bids as outlined in item 5.2 – The Chair of Governors has already approved this in principle  ICT purchase of £9,911.83 as outlined in item 5.2 – already discussed in item 5  A copy of the Summer Term PDM timetable was circulated to all Governors | |

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| 9.  9.1  (a)  (b)  (c) | **Confidentiality**  To consider the confidentiality of any items discussed during the meeting  JMI confirmed that Governor Paper Accountability for Financial/Staffing and Business Performance document is confidential.  JMI confirmed any papers left after meetings are always shredded. Any confidential shredding can be handed in at school.  All documentation that JMI needs back is always copied onto pink paper. |
| 10.  10.1  10.2 | **Dates of Future Meetings**  Local Governing Board:  Tuesday 18th June 2019 at 8am  Resources and Finance Committee:  Planned for June 2019, date tbc with the Chair PST |

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| **Action Points – Local Governing Board Meeting 4 March 2019** | | | | |
| **Action number** | **Action Required** | **By Whom** | **By When** | **Date Actioned** |
| 5.1 (c) | ACTION: NFA to finalise Safeguarding Audit and Action Plan | NFA | 18.06.19 |  |
| 5.2 (iii) | ACTION: LGB to note GDPR updates | LGB | 18.06.19 |  |
| 5.2 (iv) | ACTION: LGB to approve school website is compliant. To be on the agenda at the next meeting. | LGB/HHA/JMI | 18.06.19 |  |
| 5.3 (c) | ACTION: disadvantaged pupil review to be discussed at next meeting (if available). | HHA | 18.06.19 |  |
| 5.3 (d) | ACTION: Trust SENd review NFA and NSI to meet and discuss. | NSI/NFA | Before 18.06.19 |  |
| 6.1 (d) | ACTION: Update since LGB meeting: Helen Wetherall (AMF Projects – clerks) and Deborah Temperton have agreed that as this is a secure area, it is not appropriate for a third party to have access. DT has overall Trust access so will update the GIAS for all LGBS. DT will email all Trust schools to confirm. | HHA/JMI | asap |  |
| 7.5 | ACTION: Educational Visits Policy -pool mobile phones for staff to be added to the agenda for next meeting | HHA/JMI | 18.06.19 |  |