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| **Woodfield Primary School Local Governing Body Special Meeting**  **Spring Term: 18th March 2019** | | |
| **Date and time:**  Monday 18th March at 8.00am | | **Location:**  Woodfield Primary School |
| **Present:**  **Chair:** Peter Steadman (PST)  **Governors:** Julie Clift (JCL), Rosie Baldock (RBA), Nigel Simpson (NSI) and Nicola Harding (NHA)  **Head Teacher:** Helen Harrison (HHA)  **Staff (Teaching):** Kate Hope (KHO)  **Associates:** Jayne Miller (JMI) - minutes | | |
| **Agenda Item** | **Minutes** | |
|  | **Welcome and Introduction**  PST welcomed those present and thanked them for attending this Special LGB meeting called at short notice. | |
| **1**  1.1  1.2 | **Apologies for absence**  Nicky Fallon (Associate), Brian Newland (Support Staff Governor), David Longley (Co-opted Governor) and John Davis (Co-opted Governor)  The LGB accepted apologies from those listed above.  There were no apologies received but not accepted. | |

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| **2**  2.1 | **Declaration of Interests**  JMI confirmed that as LGB members were not aware of the contents of the meeting no DOI had been submitted. However as Appointed Officer JMI had checked the current DOI register and confirmed that NSI had an interest to declare with regards to the meeting as his wife was an employee (MSA) of Woodfield Primary School. | |
| **3**  3.1  3.2  3.3  3.4  3.5 | **Items of urgent business**  PST outlined that the purpose of this meeting was to update the LGB in relation to staffing discussions which took place by the Board of Trustees on Friday 15th March 2019. At this Trustee meeting the current CEO of The Trust, Jill Foster (JFO) submitted her formal resignation to take up early retirement with effect midnight 31st August 2019. Trustees had then agreed to put in place a secondment for Helen Harrison who is currently the Deputy CEO to undertake the role of CEO from 1st September 2019. This would mean there would be staffing implications for Woodfield Primary School hence the calling of this Special LGB meeting.  HHA to be seconded to the role of CEO from 1st September 2019 and be removed from the staffing budget of Woodfield Primary School. This role would be paid accordingly via the central budget.  KHO to be seconded to the role of Acting Head Teacher of Woodfield Primary School from 1st September 2019 and paid accordingly. Leadership range yet to be confirmed as this was a Trust decision. For the purpose of the budget L18 was used.  Q. Why are the roles secondments and not permanent posts?  A. When the Trust was founded by Richmond Hill and Woodfield, Jill Foster was initially seconded from her role as Head Teacher at Richmond Hill to the role of Trust CEO and then in the fullness of time the role of CEO was made permanent. The intention of The Trust is to follow this model as it gives assurances to both The Trust and to HHA moving forward. It is planned succession planning for The Trust.  Q. Are there plans for a new Deputy CEO from 1st September 2019 – indeed do we need one?  A. Once HHA is established in the role of CEO she will then look at the Central Team and establish a working structure to meet the needs of The Trust. In addition to this Jill Foster will still undertake consultancy work for The Trust as and when required. The current Central Team structure works well.  Q. From 1st September 2019 how often do you anticipate HHA in the role of CEO will be at Woodfield – what support will be provided for a new to post Head Teacher?  A. As KHO would be a new to post Head Teacher, Woodfield would be classed as a support school and would therefore receive additional support from The Trust. Currently Woodfield does not receive any direct Trust CEO support as HHA is in post and the school is a supporter school therefore not requiring the same levels of support as other schools. This would change in September 2019 with KHO as a new Acting Head Teacher.  Q. In terms of succession planning if HHA changes from a secondment to a permanent position in the role of CEO would KHO’s secondment to the role of Acting Head Teacher be made permanent too?  A. Yes. The LGB and Trustees need to consider the secondment time as an opportunity for KHO to establish her role. This succession plan mirrors the succession plan that was used at Richmond Hill for the current Head Teacher and Jill Foster (CEO) so is a tried and tested format especially at a time when recruitment and retention is a key priority for the Government.  The LGB asked that their thanks be passed onto Jill Foster for all her hard work in the role of CEO and wished her every happiness in her early retirement.  KHO presented the attached Draft Proposed Structure for 2019/20 and the attached recruitment plan.  The LGB were reminded that currently Tom Coe and KHO undertook their Acting roles with no monetary value attached to them, this was agreed due to budget restrictions in place for this academic year.  All posts presented on the Draft Proposed Structure were now salaried places from September 2019.  Q. What is the capacity of Woodfield to support/mentor two new NQTs in September 2019?  A. Currently we support/mentor two NQTs who will qualify in September so these two new NQTs will replace them in regards to capacity.  Q. Will Tom Coe teach as well as being Acting Head of KS1?  A. Yes – all Heads of Key Stages (Sarah Watson-EYFS, Tom Coe-KS1, and Michelle Lowry-KS2) teach a class as well as undertake their Head of Key Stage additional duties. The only none class based posts are those of Acting Head Teacher and Deputy Head Teacher.  Q. What is PPA and how will it be covered from September?  A. PPA is Planning, Preparation and Assessment time for teachers. Currently it is 10% of their timetable. In addition to this any NQTs get an additional 10% on top of PPA that is their dedicated NQT time. Woodfield cover PPA and NQT time by strategically overstaffing.  Q. Is NQT time changing in September?  A. The Government is proposing that all NQTs have additional support through the Early Career Framework, this comes into play in September 2020 but will be piloted in Doncaster from September 2019.  **ACTION:** The LGB approved the Draft budget scenario and agreed for recruitment to commence.  JMI presented the LGB with the attached 3 year forecast based on the draft staffing scenario and recruitment plan.  JMI confirmed that the three year forecast had been scrutinised by the Chief Financial Officer, Amy Skelton and she was in approval as it showed an upward trend and the in-year deficit was an in-year surplus in year’s two and three. Overall the proposed staffing plan would put the school budget in a healthier position.  JMI confirmed that the current predicted end of year budgets for Woodfield were:  Year 1 Year 2 Year 3  2018/19 2019/20 2020/21  -£31,249 -£37,190 -£59,389  And the In-year budgets positions were:  Year 1 Year 2 Year 3  2018/19 2019/20 2020/21  £68,157 -£5,941 -£22,199  **ACTION:** The LGB approved the three year budget scenario. | |
| **Resolution** | The LGB agreed to the secondment of HHA to the role of CEO and KHO to the role of Acting Head Teacher. | |
| **4**  4.1  4.2 | **Dates of future meetings**  The next LGB is scheduled for 18.06.19 at 8am  The next Resources and Finance committee date has yet to be agreed |
| **5**  5.1 | **Confidentiality**  All items on this agenda and minutes are considered confidential. PST asked that all papers be handed back to the Responsible Officer, JMI for safe disposal at the end of the meeting.  PST reminded all LGB members that the meeting was under embargo and that it should not be discussed with anyone. HHA re-iterated the importance of this as Woodfield staff including SLT had not yet been informed and other Trust schools were not yet aware.  **Action:** All LGB members to ensure embargo. Nothing to be placed on the school website regarding Agenda/minutes until the embargo had been lifted.  **Action:** HHA to inform LGB once embargo is lifted. |