



WOODFIELD
PRIMARY SCHOOL

Local Governing Body

03.07.18

Item 4

Local Governing Board Minutes

Resources – 20.06.18

Full LGB – 05.03.18

The Rose Learning Trust.



TRANSFORMING FUTURE'S COLLABORATIVELY



WOODFIELD
PRIMARY SCHOOL

Resources Committee

20th June 2018

Minutes

Present

PS	Peter Steadman	Chair
NS	Nigel Simpson	
JC	Julie Clift	
HH	Helen Harrison	
JM	Jayne Miller	

Agenda

1) *Agree start/finish time of meeting*

It was agreed by all present that the meeting that it would be a two-hour meeting ending at 10am.

2) *Apologies for attendance*

There were no apologies.

3) *Expressions of Interest*

It was noted that an item on the staffing paper related to HH. PS asked that JM present this item to avoid a conflict of interests.

4) *School Dinners*

JM explained to Governors that the SLA for catering had increased and that school was now charged £2.29 per meal with effect 1st April 2018 yet currently parents were charged £2 meaning that the budget was standing the shortfall.

Q What are other pyramid school doing re this in the area?

A Waverley remaining at £2

Hexthorpe following suit with us awaiting our Governor decision

Balby Central following suit with us awaiting our Governor decision

Carr Lodge Academy already charge children £2.50

Mallard following suit with us awaiting our Governor decision

Q What are our Trust schools charging?

A Richmond Hill already increased to £2.30

Balby Central following suit with us awaiting our Governor decision

Hatchell Wood already increased to £2.20 considering increasing to £2.30 in September
Crowle – N/A as outside the authority

Q What is the current uptake in % of FSM?

A Figure to be reported at next meeting on 03.07.18

The Governors approved the paper and agreed to increase school meals to parents with effect 1st September 2018 to £2.20 per day and JM was asked to inform the CFO and other pyramid/Trust schools of this decision.

5) Staffing Update

JM presented the staffing paper to the Governors. PS updated the Governors on the confidential meetings that had taken place off site over the last few months. Governors were reminded of the confidential nature of this paper and that it must be handed back after the meeting due to the content.

Q Why was there a potential shortfall?

A Through strict management of the budget it was brought to the attention of the Head, CEO, CFO and the Chair by JM that due to changes in the Government Funding Formula and drops in pupil numbers on critical census dates that there would be a negative effect on the budget in Year two and three of the 3 year forecast. This will be discussed in further details at agenda item 6 and 7.

JM informed Governors that in addition to the staffing recommendations laid out on the paper that all of SLT had been tasked with income generating for the school and the following was taking place:

HH DCEO role and ITT Partnership work

JM Trust SLE HR work and SLE Business Management Work at another Primary School in Barnsley.

KH (Kate Hope) Partners in Learning Curriculum work.

SW (Sarah Watson) Partners in Learning SLE work relating to Early Years.

NF (Nicky Fallon) Trust SLE work on Mental Health and Wellbeing.

Q Is it possible to have the staff absence reported back at the next LGB meeting on 3rd July 2018 in %?

A Yes

HH confirmed that performance management was in its final term and that in the Autumn Term Governors would receive an update and any pay recommendations accordingly.

Governors noted the CPD that had taken place. NS asked that his Finance Training be added to the Governors Training Log.

Discussion was held regarding the fixed term post of employee 2043458. It was agreed to extend this post until the 31st August 2019 and the budget impact to be reported back at the full LGB on 03.07.18

The Governors approved the staffing paper and proposed structures and JM was asked to update the HR portal and budget accordingly.

6) *Current 17/18 budget monitoring*

JM presented Governors with the budget monitoring report up to and including 31st May 2018. This showed a predicted year end surplus of £54,287 but an in year deficit of £32,713.

The Governors approved the budget monitoring up to 31st May 2018 and PS signed off the master copy to be scanned and sent into the central trust offices.

7) *Proposed current 3-year plan*

JM presented Governors with the 3 year forecast report for Year 1 2017/18, Year 2 2018/19 and Year 3 2019/2020. For 2017/18 it showed a predicted year end surplus of £54,287 but an in year deficit of £32,713. For 2018/19 it showed a predicted year end surplus of £1764 but an in year deficit of £52,522. For 2019/2020 it showed a predicted year end deficit of £30,384 and an in year deficit of £32,148.

PS explained that it had been agreed with the central Trust CEO and CFO to re-address the 3 year forecast in early January 2019 due to the current forecasts for 2019/20 and until then the stop on spend and the stop on recruitment are to remain in place.

The Governors approved the 3 year forecast report and PS signed off the master copy to be scanned and sent into the central trust offices.

8) *Health and Safety Update*

JM gave a verbal update to confirm that the Safeguarding Bid works were 95% complete. All the fob access doors were in place, as was the new reception hatch and main entrance CCTV. There was just a door closer to be fitted and the final connection of the fob access doors to the fire alarm system.

JM gave a verbal update confirming that the CIF bid works for the re-roofing and the replacement heating were currently out to tender and that a pre-start meeting was planned for early July with a view to completing the works over summer. When more information was available Governors would be informed further.

JM confirmed that Ian Clayton from ProActive gave all staff the mandatory Health and Safety training yesterday (19th June 2018) and that it had been well received. In the new academic year Ian will facilitate a session after a Governors meeting with Health and Safety training aimed specifically at Governors. JM confirmed that Ian would also be attending the CIF bid pre-start meetings with a view to advising on the health and safety requirements.

The Governors noted the verbal update.

9) *Policies*

The Governors received the Online Safety Policy prepared by Jack Wardle. Unfortunately, due to some required changes the Governors could not approve the policy. Governors recommended that this policy be placed on the website as a draft

version – under review and that Jack Wardle re-visit the policy and re-submit it to the full LGB meeting on 03.07.18 for approval.

The Governors received the Online Safety Policy but did not approve it.

10) Any other business

There was no other business.

PS closed the meeting and thanked everyone for attending.

Minutes completed 20.06.18 by J Miller

Signed: _____

Date: _____

Mr P Steadman, Chair of Governors

WOODFIELD PRIMARY SCHOOL LOCAL GOVERNING BODY

Minutes of the Woodfield Primary School Local Governing Body's meeting held at the academy on Monday 5 March 2018, commencing at 8.00 am.

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

IN ATTENDANCE: J Miller

CLERK: A Bacon

AGENDA ITEM	ACTIONS
<p>1 WELCOME / APOLOGIES FOR ABSENCE</p> <p>There were no apologies received from P Williams.</p> <p>The Chair wished to thank staff and the parents of the children who had tried to attend school during the days of heavy snow.</p>	<p>That it be noted that no apologies had been received from P Williams.</p>
<p>2 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS</p> <p>There were no declarations of interest in respect of any item on the agenda or raised at the meeting.</p>	
<p>3 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR</p> <p>Chairs action taken on Friday 16 February 2018</p> <ul style="list-style-type: none"> • Moratorium on all recruitment with immediate effect • Moratorium on all spend other than for Safeguarding or Health and Safety with immediate effect. Note that all spend to be listed by the Business Manager and emailed weekly to the Chair of Governors. Any requests for spend on the grounds of Health and Safety or Safeguarding must be authorised by both the Business Manager and Headteacher. • Full staffing review to take place in conjunction with Chair of Governors, Advanced HR and The Trust. <p>Governors were asked to approve the Chair's urgent action.</p>	<p>That the Chair's urgent action taken on 16 February 2018 be approved.</p>
<p>4 GOVERNING BODY MINUTES</p> <p>a) Minutes of the meeting held on 29 November 2017 (LGB)</p>	<p>The minutes of the meetings held on 29 November 2017 were agreed as a correct record.</p>

<p>b) Matter arising from the minutes</p> <p>There were no matters arising.</p>	
<p>5 COMMUNITY / STANDING ITEMS</p> <p>a) Receive and note report/s from Link Governors.</p> <p>A Link Governor visit report from J Clift dated 29 January 2018 on the Woodfield Primary Trust Review had been distributed with the agenda. J Clift detailed that the review had been led by Jill Foster, CEO of the Rose Trust. The review was a good balance between quality assurance and providing support and covered all areas of the school excellence plan. The school had provided data and documentation in advance of the review to inform lines of enquiry. J Clift felt the process was both productive and supportive and provided good preparation for Ofsted. Teachers, support staff and children were all involved in the process. Feedback from J Foster was very positive and also provided challenge. There was a lot of discussion around Leadership and Management and quality assurance of judgements made by school. The Headteacher noted that she had left N Fallon and K Hope to lead as a development opportunity.</p> <p>b) P Steadman to provide update to Governors regarding Edubase.</p> <p>J Miller had reviewed all the statutory requirements and identified areas for inclusion. There were no significant changes to previous submissions. Governors date of birth and addresses had to be collected by school but these personal details would not be shown on the website.</p> <p>The Chair noted that P Williams and N Simpson's terms of office had expired. J Miller would conduct the Parent Governor elections and secure nominations. J Clift's term of office as a Co-opted Governor was due to expire.</p> <p>Governors were invited to appoint a person to the Co-opted Governor vacancy.</p> <p>The Chair reported that he would be standing down as Chair of the Trust Board at the end of the academic year and that plans were in place, pending Trustee approval, for a replacement Chair. A succession plan was on place.</p> <p>c) P Steadman to confirm any Governor Training and Development opportunities.</p> <p>The Trustee Finance training had been cancelled as awaiting details of the new financial arrangements to be</p>	<p>That the report from the Link Governor be received and noted.</p> <p>That J Miller be requested to conduct parent governor elections.</p> <p>That Mrs J Clift be appointed as a Co-opted Governor for the period 5 March 2018 to 4 March 2022.</p>

implemented. The training for school leadership and Governors was for all schools in the trust and would be delivered by the Rose Trust Chief Finance Officer. Details would be emailed out once known.

c) Adopt relevant school and Trust Policies;

The Wellbeing, Attendance, Safeguarding, Career Break, Trust Whistleblowing and Trust Equal Opportunities and Dignity at Work Policies and been distributed prior to the meeting with the agenda. Governors were asked to receive the following Trust policies:

- Attendance Policy
- Safeguarding Policy
- Whistleblowing Policy
- Equal Opportunities and Dignity at Work Policy

Governors were asked to approve the following school policies:

- Wellbeing Policy
- Career Break Policy

That the Attendance, Safeguarding, Whistleblowing and Equal Opportunities and Dignity at Work Policies be received.

That the Wellbeing and Career Break Policies be approved.

6 SCHOOL IMPROVEMENT, INCLUSION

a) Headteacher's Report

The Headteacher's report had been circulated in advance of the meeting and questions were invited.

Q Could more detail about the Mental Health Teacher counselling be provided?

A N Fallon provided an update on counselling training that focused on mental health to develop counselling skills for the more vulnerable. The counselling could apply to both adults and children and was a whole school approach linked to the Wellbeing Policy and had been developed for the whole of Rose Trust. Training refreshed how counselling can be used in the context of Thrive. A key element was effective listening rather than problem solving in a creative environment where children can feel safe and secure.

The Chair noted that mental health and wellbeing was an important issue for the Trust and that a strategic partner had been secured to conduct work in this field at Trust and Board level.

Q Why had persistent absence (PA) increased?

A The Headteacher reported that PA at this point in the year was higher last year. The school had a strict policy to not authorise holidays and the register was closed at a certain time which resulted in an unauthorised absence for those who arrive after that time. Absence was followed up with a text and a phone call. After day one of an absence every contact held for a pupil was called until contact is made and followed up with a home visit where no contact can be made.

Q How many contacts on a pupil are kept?

A Three on average. The attendance process was time consuming however had proved a worthwhile exercise in ensuring the safeguarding of children and improving attendance.

Q Had there been talks with Balby Carr and Keepmoat about PE provision?

A The school had not been in a position to appoint a sports coach however discussions had taken place with the Principal at Balby Carr Academy who had confirmed that Woodfield could have use of their sporting facilities and that there was potential for some of their year 11 students to provide some sports coaching on completion of their exams which would, in turn, help to support those students with their own qualifications.

Opportunities provided by Hill House and use of the minibus had proved invaluable.

The Headteacher announced that the Balby Pyramid had been chosen to work with Opera North in year 3. Fund raising activities were taking place to cover the cost of taking part.

b) Update on progress of pupils, including disadvantaged pupils and other vulnerable groups

The in- year progress report was made available in advance of the meeting.

K Hope provided an overview of the Ofsted Inspection Data Summary Report (IDSR) and Analysed School Performance (ASP) assessment. A new assessment tool, ASP, had been purchased and was used across all Rose Trust schools. Following the review Jill Foster had felt that there was consistent good quality data literacy demonstrated by staff and felt that judgements were accurate.

c) Update on school target setting

K Hope was confident that school were on track with end of year targets that had been set.

d) Monitoring of pupil premium strategy and review of impact to date

Pupil Premium strategy was published on the school website. Outcomes were monitored closely and each area linked to development areas that were regularly reviewed. Improvement of attendance and reduction of persistent absenteeism was one of the focus areas identified for improvement as an external barrier.

e) Monitoring of impact of Developing Excellence Plan

Key priorities on the Developing Excellence Plan were English, Teaching and Learning, Thrive and Metacognition. An update was provided in each area.

English - K Hope reported that staff were uplifted to hear that there would be no published reading list and that this had revolutionised reading in school. Children could choose their own books. Staff were positive about the English curriculum and the English group leads had felt empowered to do more.

Teaching and Learning – peer coaches were in place and this was working well. The outcome of the review had confirmed Teaching and Learning was good.

Thrive – Plan to embed in school and an action plan was in place throughout all classes and was consistent in approach. School now have a Thrive room with resources in place.

Metacognition – Positive progress had been made so far and plans were in place to raise profile, learning how to learn, Teaching and Learning focus group in place with a focus on metacognition. Staff were very engaged in research to inform practice.

f) Interim Review of Performance Management / Appraisal

The Headteacher confirmed that all staff had undergone performance management and appraisals took place in the first half term and interim reviews had taken place this term.

g) Receive Trust Reports; School Review and Enquiry

This was the first review as a Trust and there was

	<p>uncertainty about what this would look like however staff whilst tentative had embraced the process and it had informed their practice.</p>
<p>7 SAFEGUARDING AND COMPLIANCE</p> <p>a) Receive and note the Safeguarding report that had been distributed in advance of the meeting.</p> <p>b) Update of SCR (Single Central Record) completion and evidence of monitoring</p> <p>The SCR had been distributed in advance of the meeting. J Miller had completed the SCR. N Simpson was invited to arrange to visit school to check and sign off.</p> <p>c) Receive attendance (including PA) of pupils' report including attendance of groups that had been distributed in advance of the meeting.</p> <p>Attendance figures had been effected by the snow day as 100 pupils had to be registered as absent for exceptional circumstances. A decision to remain open had been made as a pyramid of Headteachers following assessment of risk. The Chair had been kept informed throughout the process.</p> <p>The Chair requested the average attendance figures for the Local Authority and Trust schools be provided for benchmarking purposes. The Headteacher would provide that data for the next meeting.</p> <p>d) Review summary of educational visits (copy distributed prior to the meeting).</p> <p>The record of educational visits that had taken place between 1 September 2017 to 31 January 2018 were provided and planned future visits were highlighted. A residential visit that was planned to take place on 21 to 23 March 2018 at Kingswood required Governor approval. J Miller explained that the residential visit for year 6 would be run in the same way as last year and the risk assessment had been completed.</p> <p>e) General Data Protection Regulations update (copy distributed prior to the meeting).</p> <p>An update on the Trust procedures to deal with the</p>	<p>That the Safeguarding report be received and noted</p> <p>That N Simpson be requested to check and sign off the SCR</p> <p>That the attendance report be received and noted</p> <p>That the Headteacher be requested to provide average attendance figures for the Local Authority and Trust schools for the next meeting.</p> <p>That the Kingswood Residential visit on 21 – 23 March 2018 be approved.</p>

	<p>GDPR procedures was provided. The school website had been updated with information in relation to the GDPR. J Miller reported that a text had been sent to parents to inform them that information was on the website and that a paper copy was available upon request.</p> <p>Q Does the school still shred confidential information?</p> <p>A It was confirmed that the school still shred all confidential information.</p> <p>f) Review statutory information as published on the school website;</p> <p>Governors were provided with a link to review the statutory information on the school website. There had been no amendments recommended.</p>	
8	<p>TRUST UPDATE</p> <p>The Chair provided an update.</p> <p>CIF and MDIF bids had been submitted along with details of how this would develop the Trust and support the schools in the Trust with Leadership and Management and school improvement. The outcome of the bids would be known by the end of March.</p> <p>The Headteacher reported that another school had the potential to join the Rose Trust. The request had gone to the Headteachers Board for approval who feed into the Schools Regional Commissioner. The Chair reported that if the school was successful that the Rose Trust would have six schools that would allow the central team to be self-financing and able to develop others areas.</p> <p>J Miller reported that the Safeguarding bid from the Local Authority had been successful.</p>	
9	<p>ANY OTHER URGENT BUSINESS</p> <p>There was no urgent business for discussion.</p>	
10	<p>CONFIDENTIALITY</p> <p>H Harrison, N Fallon, B Newland and K Hope left the meeting at this point at 9.45 am</p> <p>The following items were deemed confidential</p> <p>FINANCE AND RESOURCES</p> <p>Governors referred to the Finance update document 5 March</p>	<p>Staffing progress to be reported at the next Review to be reported at the next</p>

2018. Staffing Review progress to be reported at the next meeting.	meeting.
a) Letter from the EFSA to Accounting Officers. A copy of the EFSA letter had been distributed to Governors to note.	That that letter from the EFSA to Accounting Officers be noted.
b) Audited Accounts update for 2016/17. A copy was distributed prior to the meeting for Governors.	That the Audited Accounts update 2016/17 be noted.
c) Progress report on 2017/18 budget to 31 January 2018 and update on bids was distributed prior to the meeting and had been discussed.	That the Progress report on 2017/18 budget to 31 January 2018 and update on bids be noted.
d) Financial Risk Register (A copy was distributed prior to the meeting) There were no amendments suggested.	That the Financial Risk Register be approved.
11 STAFFING /HR	
a) Update on staffing which included absences/new starters (A copy was distributed prior to the meeting).	That the update on staffing be noted.
b) Review of ProActive Health and Safety Portal: J Miller briefly demonstrated the portal for Governors.	That the Governor responsible for Health and Safety visit school to have a training session on the portal
12 DATE AND TIME OF NEXT MEETING	
20 June 2018 at 8.00 am – Resources Committee 3 July 2018 at 8.00 am – Full Governors	

Chair

Date

3/7/18

