

**WOLVERHAMPTON COUNCIL**
**MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF  
WOODTHORNE PRIMARY SCHOOL  
HELD AT THE SCHOOL AT 6.00 PM ON MONDAY 24 SEPTEMBER 2018**

PRESENT:	Mr D Asbury	- Executive Headteacher
	Mrs A Cheema	- CEO
	Ms A Gibson	- Chair
	Mr T Hinkley	- Headteacher
	Mr R Khular	
	Mr I Moore	
	Mrs P Panesar	
	Ms K Sidhu	
	Miss K Titley	
IN ATTENDANCE:	Mrs M Kaur	- Clerk
APOLOGIES:	Mrs V Baker	
	Mr A Moran	

The Clerk chaired the meeting until after the election of Chair item.

0400 **APOLOGIES AND WELCOME**

Governors were welcomed to the first meeting of the new academic year and introductions were made around the table.

**APPOINTMENT OF CLERK TO THE LOCAL GOVERNING BODY**

- 0401 **RESOLVED:** That Services4Schools be appointed as Clerk to the Local Governing Body for the 2018/19 academic year.

**APPOINTMENT OF CO-OPTED GOVERNOR**

- 0402 **RESOLVED:** That Mrs P Panesar be appointed as a Co-opted Governor with immediate effect.

**DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

Register of Business Interest forms (Appendix 1) had been circulated in advance of the meeting and Governors were requested to complete the form for the 2018/19 academic year and return it to the Clerk.

The Clerk stressed that accurate email addresses for Governors were essential to ensure that they received meeting papers and other communication and requested that any changes to details were notified to the Clerk or S4S Governor Services Department. Governors were also reminded that they were able to check and update their own details on GovernorHub. Governors considered whether contact details should be shared amongst the Board.

Governors had received the NGA Code of Conduct (Appendix 2) with their agenda packs.

- 0403     **RESOLVED:**
- i. That Governor email addresses and phone numbers be shared amongst the Local Governing Body, solely for the purposes of communication in relation to the role of Governor;
  - ii. That the NGA Code of Conduct be approved for the 2018/19 academic year.

#### **ELECTION OF CHAIR AND VICE CHAIR 2018/19**

##### **Term of Office**

Governors considered the length of office for the Chair and Vice Chair.

- 0404(a)     **RESOLVED:**     That the term of office for the positions of Chair and Vice Chair be four years

##### **Election of Chair**

[MRS A GIBSON LEFT THE MEETING AT THIS POINT]

- 0404(b)     **RESOLVED:**     That Mrs A Gibson be elected Chair until the first meeting of the autumn term 2022.

[MRS A GIBSON WAS INVITED BACK INTO THE MEETING AT THIS POINT AND ASSUMED THE ROLE OF CHAIR]

#### Election of Vice Chair

- 0404(c) **RESOLVED:** That the election of the Vice Chair be deferred until the next meeting of the Local Governing Body due to a lack of nominations at this meeting.

#### 0405 **ANY OTHER BUSINESS**

Governors considered items of Any Other Business and agreed that the following be discussed at the appropriate time during the meeting:

- Charges for afterschool club

#### **MINUTES OF THE PREVIOUS MEETING(S)**

- 0406 **RESOLVED:** That the minutes of the previous meeting, held on Monday 2 July 2018, be approved as a correct record.

#### **MATTERS ARISING FROM THE MINUTES**

##### 0407(a) **Site Issues (Minute No. 386)**

Governors were advised that a meeting had taken place with the Headteacher and Mr M Webb, the Estates Lead. Meetings with site staff and site walks were taking place in order to put strategies in place for the works to be carried out. Governors were informed that Condition Improvement Fund (CIF) Funding may be available and the CEO reported that they were aware of the costs, but a report needed to be in place to plan the work. **A Governor asked how often the CIF funding was available** and was informed that this was once a year.

[MR I MOORE ARRIVED AT THE MEETING AT THIS POINT]

##### 0407(b) **Predicted outcomes (Minute No. 398)**

The Headteacher provided the confirmed outcomes for 2017-18, as follows:

- In Reception, 81% of pupils attained a Good Level of Development (GLD). The national average was 70%.
- For Phonics in Y1, 95% reached the expected standard. The Headteacher extended a huge well done to the staff for their work towards these results.
- In Y2 resits, 67% had attained the expected standard. Four out of the six pupils who had resat, had achieved and two pupils had significant learning difficulties.
- In Y2, 91 of pupils were working at age related expectation (ARE) in reading, 88% in writing and 88% in Maths.
- In Y6, 91% of pupils were at ARE for writing, 91% for Maths and 91% for SPAG.

The Headteacher had informed that he had been working on a gap analysis in order to determine why some pupils had not achieved and what strategies could be put in place for this.

Governors agreed that the results were good.

#### **MINUTES OF THE RESOURCES COMMITTEE**

A Governor asked whether there was now an improved recording system in place for payments and was informed that parents should receive receipts as it had been highlighted that parents needed reassurance that a payment had been received by the School. The Headteacher would ensure that this was happening. The CEO highlighted that there had been a discussion with the business team and Parent Pay would be rolled out in the next few months.

- 0408      **RESOLVED:**      That the minutes of the Resources Committee, held on Thursday 12 July 2018 (Appendix 3) be adopted.

#### **0409      MEMBERSHIP OF THE LOCAL GOVERNING BODY**

Governors were informed that there were two vacancies on the Local Governing Body for Co-Opted Governors. Governors agreed that this item would be deferred as it was prudent to have a small governing body.

The Clerk reported that there were no terms of office that were due to come to an end before the date of the next meeting:

The Clerk added that there were no attendance issues to report.

#### **COMMITTEE TERMS OF REFERENCE 2018/19**

Governors considered the S4S report regarding the delegation of Governing Board functions to committees, together with suggested terms of reference. Governors noted that, although the report suggested committee names, the committee names used by the Governing Board could differ but the terms of reference could still be used.

- 0410      **RESOLVED:**      That the terms of reference for committees, as detailed in Appendix 4, be approved for use until the first meeting of the 2019/20 academic year.

#### **COMMITTEE MEMBERSHIP**

The CEO highlighted that the Finance meeting usually took place with the business team and Headteacher. It was agreed that Governors would nominate one Governor that would be present at those meetings to enable the discussions about finance to take place at a local level.

Governors considered membership of Committees including the need to ensure quoracy at meetings and the avoidance of conflicts of interest.

- 0411      **RESOLVED:**      i) That the membership of committees, as detailed in Appendix 5, be approved for use until the first meeting of the 2019/20 academic year.
- ii) That Mr I Moore be present at the Finance meetings with the business team and Headteacher for the 2018/19 academic year.

#### **APPOINTMENT OF LINK GOVERNORS**

A Governor asked how the Link Governor role worked and was informed that the Link Governor would visit the School at least once a term to meet with staff and complete a report which would be presented with the Leadership report at the meeting.

- 0412      **RESOLVED:**      That the Link Governors detailed on the Committee Structure (Appendix 5 approved above) be approved for use until the first meeting of the 2019/20 academic year.

#### **ARRANGEMENTS FOR THE APPOINTMENT OF STAFF**

A Governor asked if a Governor was required to be present for all staff appointments and was informed that it was preferable that they were.

A Governor asked what a 'lead teacher' was and was informed that this was someone who was appointed on a different scale and on a fixed term contract to make a significant impact.

A Governor asked whether a lead teacher was similar to a phase leader and was advised that a Phase Leader was usually appointed on a management scale.

The CEO explained that as a result of the restructuring, the MAT had introduced the position of an Executive Headteacher. The Executive Headteacher would be involved in the appointment of staff at the same points as the CEO.

A Governor asked whether the School was now fully staffed and was advised that it was.

- 0413      **RESOLVED:**      That the arrangements for the appointment of staff, as detailed in Appendix 6, be approved for use until the first meeting of the 2019/20 academic year.

#### **0414      ANY URGENT ACTION TAKEN BY THE CHAIR**

There were no actions to be reported.

#### **LEADERSHIP REPORT**

Governors had received the Leadership Report in advance of the meeting.

Governors' attention was drawn to the following matters:

- The Headteacher explained that he was reporting on the summer term and referred to page 3 of the report. The total school population was currently 410 pupils. It was noted that although this figure appeared to have reduced dramatically, there had been an error on the previous report as the nursery figure had been added onto the school figure, so it had double counted the nursery population.
- Page 4 – 6 provided a list of staff and governors with explanatory notes of who had left and joined the School over the autumn term. Two NQTs had left; Miss Arshad had left to pursue her Masters and she had expressed an interest in returning to the School upon completion of her qualification. Mrs Bhagotra had left to join another school in Wolverhampton. There were five new staff members joining in teaching positions. In addition to this, an Early Year's Co-Coordinator had also been recruited internally.
- **A Governor asked what type of induction had been provided to the new staff members** and was advised that the Trust ran an induction scheme for all new staff which included safeguarding. New NQTS who had started would also receive an induction on teaching and learning. This was a 10 week programme where senior leaders would support in marking, planning, the culture of high expectations, how to speak to parents, a maths, science and English module and Hays online safeguarding.
- **A Governor asked whether this was in class or out** and was informed that it involved both. All old and new staff received Hays online training too.
- Page 7 of the report highlighted details of the staff development programmes that had been provided over the year.
- The Headteacher explained that the PTA had been very pro-active. There had been a summer fair, used uniform sale and a prize bingo evening which had all been successful. The PTA had agreed to use the money raised, to fund the redevelopment of the quad area. This had created more space for the Reception classes and the environment was well suited for the needs of the EYFS children. The Headteacher explained that they wanted to be more strategic about how the money would be spent and also considered what would impact effectively on the children. The PTA had allocated money to the purchase of a reading scheme which would cost approximately £2,000 and had agreed to fund the lighting and sound system, on the proviso that specific events were organised for the PTA.
- Page 12 of the report referred to the quality of teaching, learning and assessment and explained the next steps where teaching was not yet good.
- **A Governor asked how the School would address the next steps** and was advised that these would be addressed in the staff meetings where support plans would be considered for those staff members where teaching was not yet good. The CEO explained that the Head of School from Dunstall Primary was working towards his National Professional Qualification for Headship (NPQH). As part of the qualification, he would be expected to work in a contrasting school, so he would be working at Woodthorne Primary and would consider what would have an impact to target specific skills. Previously there had been a focus on those teachers that needed support but now it was important to identify good to outstanding teachers first and consider how they could mentor those that needed more support. The School would use their bank of outstanding teachers for the other teachers to observe in the hope that they would apply similar teaching practices.
- **A Governor asked whether this would divide staff** and was informed that there was no segregation. It was peer coaching and was kept confidential as part of staff appraisals, which would be set by October, and as part of their development or support plan.

- **A Governor asked if there was CPD in place for the good teachers** and was advised that there were three staff members who were ready for the Outstanding Teacher Programme.
- **A Governor asked whether upon completion of the Outstanding Teacher Programme, would these teachers be classed as senior leaders of education (SLE)** and was advised that this would not be the case as they would need to have a track record and evidence of supporting other staff.
- **A Governor asked how staff performance was measured** and was advised by the CEO that performance was measured against Ofsted objectives and there was a grid of guidelines on the back of the appraisal policy.
- **A Governor asked whether this was time consuming and was the time taken out of teaching** and was informed that it was usually over one day, every fortnight and existing staff would cover teaching.
- The Headteacher referred to page 14 of the report where it outlined the categories of pupils who received additional funding in terms of free school meals (FSM) and pupil premium (PP). The percentage of pupils in receipt of additional funding had increased and there were more PP pupils in the junior years than in infants. It was noted that this may be due to infant pupils receiving FSM regardless of additional funding. PP was calculated on the January census.
- **A Governor asked whether parents understood that they were able apply for FSM for infant children** and it was advised that often they did not realise this.
- **A Governor asked how this could be communicated more effectively** and the Headteacher advised that he had spoken with the business team and a letter had been sent out to all nursery and Y1 parents who would be targeted as soon as they started.
- **A Governor asked who the designated leads were in School for safeguarding** and was informed that they were the Headteacher, the Deputy Headteacher and one more SLT member who would be Level 4 trained by the end of October.
- **A Governor asked if the safeguarding numbers (on page 15 of the report) were typical** and was advised that they were similar to the figures from last year. There was a rise in initial concern forms but only those that hit a trigger for Early Help were recorded in the figures. Initial concerns were only discussed with the designated lead; they would then decide whether they needed to be referred to external agencies.
- **A Governor asked how the safeguarding concerns were communicated to teaching staff** and the Headteacher advised that there was a safeguarding agenda every week in the briefing so all staff were aware of ongoing issues with the children with safeguarding concerns.
- **A Governors asked whether the initial discussion and phone calls were recorded** and was informed that all details were recorded on a form with the pupil's details and what the concern was, including the date, time, any other pupils present, what the incident involved and the pupil's wishes and feelings. This form was signed and dated by a staff member and was then given to the Headteacher.
- The Headteacher informed that a planned fire drill had taken place and an action plan was put in place. There was also a new signing in system in place with the use of a tablet.
- Governors were informed of an accident that had occurred on the play equipment in the KS1 area. A pupil was taken to hospital and had stitches due to having lost their footing and fallen off the equipment. The injury was not a result of the play equipment being unsafe, however it had brought it into question and the Headteacher and Caretaker had carried out a risk assessment on the equipment and condemned use of it for the time-being. Liaison would be made with the company who had supplied the equipment to see if modifications could be made to make it safer.

- **A Governor asked why nursery absences were particularly high** and the Headteacher explained that this was due to illnesses as children often picked up bugs when they first started.
- **A Governor asked why the absences had risen so much in a year** and was advised that there were more pupils in nursery now.
- The Headteacher explained that attendance figures had increased to 95.7%, although they were still slightly below the national average of 96.1%; this had increased from the start of the year. An area of focus was PP pupils' attendance levels and SEND and girls too. Rather than poor attendance, there was more of a lateness issues which was recorded as a missed session. In terms of PP, one family where the mom had gone to college, was offered a 'wrap around' service to help improve the pupil's attendance.
- Behaviour remained positive in school, however there had been two formal incidents of racism over the term and one pupil was excluded on fixed term basis. There had been one homophobic incident and it was found that all incidents were carried out by the same pupil. The school had made their best efforts to work with the family but they had refused to engage in the support provided by missing appointments. Provisions were put in place for the pupil which worked well for a while, before losing their impact.
- **A Governor asked, in terms of nursery absence and nursery pupil's not being at the compulsory school age, could families be penalised for lack of attendance** and was informed that they could not.

[MR D ASBURY LEFT MEETING AT THIS POINT]

0415      **RESOLVED:**      That the Leadership report (Appendix 7) be adopted.

0416      **SAFEGUARDING**

Governors are reminded of the requirement to ensure the School is compliant with safeguarding arrangements. Governors should particularly note the requirement for annual training for all staff and volunteers and should ensure that suitable arrangements for training are in place and that all staff have understood the information.

0417      **TRUST ITEMS**

The CEO highlighted that policies had all been approved at a Trust level and needed to be adopted locally. The policies had been uploaded onto the School website to be accessed or the Perry Hall MAT website.

[MR D ASBURY RETURNED TO THE MEETING AT THIS POINT]

Governors were informed that the convergence of Woodthorne Primary School to Perry Hall MAT had happened smoothly and payroll issues had been finalised. There was no financial update as yet; this would be available towards early 2019. The Financial audit report was completed and email confirmation had been received to confirm that all Local Authority (LA) involvement had now ceased.

**A Governor asked whether a P45 would be received by employees of the School from the Council** and was informed that it would as the LA was no longer their employer. However it

would not affect the employees term of employment as it would be classed as a break in service.

**A Governor asked whether there would be a change to the School hours** and was advised that this was not planned yet. If this was to happen in the future, there was a process that would need to be followed where the School would go out to consultation and parent meetings would take place before a decision was made. Parents would receive at least a term's notice if school hours were to change.

A Governor highlighted that it would be useful to send out a newsletter to parents about the changes to the Governing Body and the Trust.

### **REVIEW OF SCHOOL IMPROVEMENT PLAN**

The Headteacher advised that a draft copy of the School Improvement Plan (SIP) had been attached to the Leadership Report and welcomed Governors to ask questions about this.

**A Governor asked when the final draft of the SIP would be completed** and was advised that once it had been approved at this meeting, it would be the final version.

**A Governor asked if there had been input from the SLT team when producing the SIP** and was advised that SLT and Governors had an input.

**A Governor asked if the action plans related to the SIP or to the teachers** and the Headteacher advised that some of them fed into the SIP in terms of main priorities like for Y1 priority was reading.

**A Governor asked how these priorities were agreed** and the Headteacher informed that consideration was given to the outcomes and monitoring from last year. SATS outcomes were lower so techniques for this were considered. Some of the priorities had come from the feedback from parent and pupil questionnaires and staff surveys. All of the priorities were based on robust evidence and end of year outcomes.

**A Governor highlighted that they were surprised at the progress scores as attainment was high, however progress scores across KS2 were nowhere near what was expected.** The Headteacher informed that a plan of action had been put together for Y6 but there was a need for an action plan for Y5 and the lower year groups. The Headteacher advised of a visit that was planned to see Dunstall Primary school as results had improved significantly at the School with a 20% increase across all years in reading.

**A Governor asked how the School would ensure that all action plans would be followed through** and was informed that they had been approved and discussed with SLT and linked to MAT priorities. Staff meetings would be will be based around the action plan.

**A Governor asked if there would be regular updates at the standards committee** and was assured that there would and they would be linked to the leadership report.

0418      **RESOLVED:**      That the draft copy of the School Improvement Plan (Appendix 8) be approved as the final version.

0419 **ADOPTION OF TRUST POLICIES**

There were no policies to be adopted.

0420 **FINANCE UPDATE**

The CEO advised that following the conversion, the School budget figure had not yet been received. Once this was confirmed, Governors would be informed.

0421 **CHARGING FOR AFTER-SCHOOL PROVISION – ANY OTHER BUSINESS**

A Governor highlighted that the after-school provision currently ran from the time of School closure until 6:00pm. Previously there had been a system in place where charges were held at two tiers. If a child was collected by 4:00pm, there would be a cost of £4.00 and if a child stayed until 6:00pm, the cost would be £6.50. Governors questioned whether there had been consideration given to charges remaining at one tier.

Governors were informed that the charges for the afterschool provision were at very competitive rates and parents did incur additional charges if they collected their child later than 6.00pm. The CEO confirmed that the charges would be reviewed in line with MAT's policy.

0422 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL**

There were no Link Governor Reports to be presented.

0423 **GOVERNOR TRAINING**

The Clerk advised that the Local Governing Body was entitled to receive a full Governing Board training session on a topic of their choice.

0424 **FEEDBACK TO/FROM TRUST**

The Chair reported that there was no feedback to be received to or from the Trust.

0425 **CHAIR'S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0426 **SUMMARY OF CHANGES TO KEEPING CHILDREN SAFE IN EDUCATION**

Governors received information relating to the changes to KCSIE which came into effect on 1 September 2018.

0427 **ONLINE INFORMATION ABOUT GOVERNORS**

Governors were reminded of the need to provide up-to-date information on the Get Information About Schools website. This could only be updated via the school administration team. Governors noted that their names, categories and term of office details would be recorded and could be viewed publically.

Governors were also reminded of the need to include information regarding governance arrangements on the School website. This should include names, Governor category, terms of office, committee membership, positions, pecuniary interests and attendance.

0428 **DATES OF FUTURE MEETINGS**

The Clerk requested Governors to identify any agenda items for the next meeting and the following was agreed:

- ASP Training

Governors confirmed that future meetings of the Local Governing Body would be held at the School on:

- *Spring Term - Monday 21 January 2018 at 5.00pm (as ASP training).*
- *Summer Term – Monday 13 May at 5.30pm*

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The meeting closed at 7.53pm.

Signed: .....  
(Chair of Local Governing Body)

Date: 21/9/2019.....

