

**MINUTES OF A MEETING OF THE WOODFORD GREEN PRIMARY SCHOOL  
GOVERNING BODY HELD ON 24 NOVEMBER 2014 AT 7PM AT THE SCHOOL**

Present: Mrs Candice Dwight (Chair) -Community Governor

**Local Authority Governor**

Mrs Nicola Bradley

**Parent Governors**

Mrs Ruth Marshall

Mrs Archana Ravalia

Mrs Faye Spencer-Craig

**Community Governors**

Mr Daren Flight

**Staff Governor**

Mr Kieran Johnson (Acting Headteacher-Non-Voting)

Ms Gail Atkins

Mrs Katy Geelan

Clerk to the Governors: Mrs Caroline Russell

Also present: Mr Peter Prince, Headteacher (Designate with effect from 5.1.2015)

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for absence

These were received and accepted from Mrs Juliet Pancho.

1.3 Apologies for absence not accepted

No apologies were received from Ms Molly Samuel-Leport (apologies not accepted). Governor Services are asked to recheck Ms Samuel-Leport's attendance record and issue a letter of disqualification due to non-attendance if applicable.

**ACTION:** Governor Services.

1.4 Quorum

The Clerk confirmed that the meeting was quorate with 11 governors present.

1.5 Notice of any other business/confidential items:

1.5.1. Allocation of additional pupil

This was noted. (Acting Headteacher is dealing).

**2. DECLARATIONS OF INTEREST**

2.1. Declarations of interest

There were no declarations of interest in any of the following agenda items.

### **3. HEADTEACHER'S REPORT**

#### **3.1. Pupil attainment and progress**

Pupil data was received and discussed noting projected pupil attainment in areas including writing at key stage 1, maths at level 2 and above, below local and national averages. This may be due to the recent emphasis placed on other curriculum areas e.g. phonics, spelling, grammar and punctuation. There is, therefore, a need to try to ensure that the teaching of writing is consistent across the school. Possible reasons for this were discussed including varying cohorts, class sizes and, in a small school, the significant impact of individual pupils on results. Knowledge of reading and phonics systems needs to be translated into writing with careful preparation needed for age expected outcomes in writing in the revised National Curriculum.

#### **3.2. Predictions**

These were noted for levels 4 and 5 in 2014/15. There is a need to focus support on children who aren't achieving and to engage all parents to support the development of reading for understanding.

#### **3.3. Key issues and key evaluative points arising from assessment**

The validity of the data has been discussed with the School Improvement Partner with data based on average points scores. Boys are emerging as a vulnerable group and a number of pupils are making limited progress. Teachers' judgements need to be questioned regarding levelling of writing with interventions needed in certain classes to support teaching and learning.

The clarity of the data presented was commended as a basis for intervention with autumn term predictions noted for July 2015.

### **4. SCHOOL DEVELOPMENT PLAN**

#### **4.1. Key priorities**

These were noted and discussed re standards in writing, challenge for more able pupils across the curriculum, consistent and routine standardisation of the new curriculum and assessment across the school including science and maths.

#### **4.2. Proposals**

These were also noted regarding progress of vulnerable groups, raising the quality of teaching and learning, leadership and management and behaviour and safety.

The meeting approved and ratified the plan with thanks to both the acting Head and Headteacher designate for its preparation.

### **5. PERFORMANCE MANAGEMENT REVIEWS**

#### **5.1. Reviews**

A staff appraisal document was received and noted regarding appraisal of teachers, support staff, office staff and site supervisor by reference to SDP priorities with actions identified.

### **6. CHAIR'S ACTION**

#### **6.1. Contractual arrangements for Headteacher designate**

These have been actioned.

#### **6.2. Meeting between acting Headteacher and Headteacher designate**

This was arranged with input from the chair and vice-chair of governors.

A further meeting has been arranged for later in the term regarding handover arrangements.

- 6.3. Chair of Governors meeting with parent re road safety  
This was held with issues arising raised with LBWF highways department. The chair will also raise with a local councillor.

- 6.4. Meeting with parent regarding special educational needs  
This was noted, chair to draft a response.

## 7. **BI-CENTENARY OF SCHOOL**

- 7.1. Proposals for bi-centenary celebrations  
These were noted including the placing of a celebratory plaque. There will be celebrations in school on 12 and 13 December with children dressing in the style of periods elapsed since the opening of the school. Also, there are plans for commemorative PE bags, an open day with stalls, morris dancers, refreshments, school choir, displays of work, decoration of school tree, mosaic decoration and press release.

## 8. **GOVERNING BODY**

- 8.1. Governing Body membership  
Ms Ruth Edwards has resigned from the Governing Body and that the disqualification of Ms Molly Samuel-Leport for non-attendance at Governing Body meetings is sought.  
**ACTION:** Governor Services to note/action.

## 9. **GOVERNING BODY RECONSTITUTION**

Candice Dwight advised the meeting that the Governing Body must reconstitute this academic year by 31 August 2015 with advice received to focus on a size that is more effective and efficient with a skill set that complements the whole Governing Body. After discussion, a composition of 11 was **AGREED** with some adjustment of governors between categories as the current Governing Body is invariably quorate and committed. A skills audit will be conducted before the end of the academic year.

- 9.2. Proposed composition and membership of reconstituted Governing Body
- |                             |   |
|-----------------------------|---|
| <b>1 LA Governor</b>        | Mrs Nicola Bradley(17/06/2013-16/06/2017)   |
| <b>4 Parent Governors</b>   | Mrs Ruth Marshall(28/01/2013-27/01/2017)<br>Mrs Juliet Pancho(09/05/2012-08/05/2016)<br>Mrs Archana Ravalia(24/07/2013-23/07/2017)<br>Mrs Faye Spencer-Craig(22/07/2013-21/07/2017) |
| <b>1 Head Teacher</b>       | Mr P J Prince   |
| <b>1 Staff Governor</b>     | Mrs Gail Atkins(01/02/2011-31/01/2015)  |
| <b>4 Co-opted Governors</b> | Mr Daren Flight, Ms Katie Geelan, Mrs Candice Dwight, vacancy.(Terms of office from effective date of reconstitution-19/01/15?).  |

Mrs Surtees noted that her acting capacity would end with the current meeting. The deputy headteacher will be in attendance at future meetings.

## 10. MINUTES

### 10.1. Minutes of the last meeting held on 29 September 2014

These were received, accepted and signed by the chair for retention by the school.

### 10.2. Matters Arising

#### 10.2.1. Declarations of interest

Governor Services are asked to send Mrs Spencer Craig a form.

**ACTION:** Governor Services.

#### 10.2.2. Presentation by Mr Graham Moss re budget sustainability

This was noted, it being **AGREED** that the school can sustain the status quo provided that a full roll is maintained.

Academy conversion was considered but felt to be inadvisable in the current circumstances of the school i.e. unanimously **AGREED** not to proceed to consider Academy conversion further. The need was also **AGREED** to advertise the school widely highlighting its 'good' Ofsted inspection rating and other recent successes. To this end a promotion committee has been established with thanks to Ruth Marshall for work done to refresh the school website and prospectus. Opportunities for collaboration include sports and leadership and management.

#### 10.2.3. Committee memberships

It was **AGREED** that Mrs Atkins be added to the membership of the finance committee.

#### 10.2.4. Minutes of 22 October 2014

These were received and accepted. A copy was signed by the chair for retention by the school.

#### 10.2.5. Minutes/reports from Committees

These were received and accepted from PCP (11/11/2014), Pay Committee(11/11/2014) which considered terms of reference and a pay policy which is currently subject to consultation with staff, chair to consider and amend) and Finance and Premises Committee(13/11/2014). Re the current budget it was noted that an end of year surplus is currently predicted of £63,000 but with various adjustments to be made reducing this to £30,000. The 2015/16 should reflect higher census numbers in October 2014. A vote of thanks was recorded to Mr Daren Flight and school office staff for the work involved.

## 11. SAFEGUARDING

### 11.1. Report from Ms Pancho

This will be circulated to governors.

### 11.2. Safeguarding incident

Information was noted regarding an incident, now considered concluded.

## 12. SCHOOL POLICIES

### 12.1. Review and acceptance of policies

Policies were received and **AGREED** relating to appraisal and capability, support staff appraisal, staff discipline, special educational needs core offer, pupils with medical conditions and Disclosure and Barring Service guidance.

## 13. HEALTH AND SAFETY AT SCHOOL

### 13.1. Annual Report to Local Authority re health and safety

This has been completed for return to the LA. Last years' report was reviewed for

action with matters outstanding regarding portable appliance testing (not statutory but good practice, to be arranged with an independent contractor with no links to the school) and review of school Emergency Response/Disaster Recovery Plan. A fire drill has been conducted at the start of school and further drills will be conducted with off site evacuation to investigate alternative evacuation routes. Use of fire marshals will be reviewed and a list of statutory checks is maintained. **ACTION:** Update Emergency Response Plan and conduct risk assessment for stress in the workplace.

- 13.2. Educational visit with residential element  
This was noted in outline for 30 March- 1 April 2015 for 3 days for years 5 and 6 to the Kingswood Centre, Kent.  
**ACTION:** Further details to January meeting for formal approval by Governing Body.

**14. DATE AND AGENDA ITEMS FOR NEXT MEETING**

- 14.1. Date and time of next meeting  
This will be held on Monday 19 January 2015 at 7pm at the School.
- 14.2. Draft agenda items  
These will include engagement with parents including publicity and 2014/15 budget monitoring.  
**ACTION:** Acting Head teacher/Head teacher Designate/Chair to liaise.

**15. ANY OTHER BUSINESS**

- 15.1. Vote of thanks to Ms Kelly Surtees and Mr Kieran Johnson  
This was recorded with sincere thanks for work done as acting deputy and acting head teacher at a time of change and transition for the school.
- 15.2. Staffing issues  
Recorded as confidential.  
**Staff governors were not present for consideration of these issues on grounds of confidentiality and pecuniary interest.**

The meeting ended at 9.50 p.m.

Print: .....

Signed: .....

Date: .....

**DISTRIBUTION:** Not confidential.