

**MINUTES OF THE MEETING OF THE
WOODSIDE PRIMARY SCHOOL LOCAL GOVERNING BODY
HELD ON THURSDAY 29th June 2023
AT 8:30AM
AT THE SCHOOL AND VIA TEAMS**

Present: Ryan Allan (Chair) Parent Governor

Co-opted Governors

Yasmin Kiani
Shane Conneely

Headteacher

Shane Tewes

Staff Governor

Joshua Jordan
Lucy Wylde

Clerk to the Governors: Kate Protsiv

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3	ST to contact Governor Services regarding two vacancies	ST	Autumn Term 1
3	SC to contact Natalie Gordon regarding absences.	SC	Two weeks
4.2	To identify training needs for new governors upon recruitment.	ST/Chair	Following Autumn 1 recruitment
7	ST to email SDP to Governors	ST	Two weeks
8	ST to email SATs/ National Test results to Governors	ST	July
10.1	Collate Strike Day attendance figures	ST	Next meeting
11	ST to write to Cathie Payne regarding budget management concerns in light of the SBM vacancy	ST	Next meeting
11	ST to email the Governors the proposed spends for the final budget	ST	Two Weeks
13	ST to ask Jo to enable YK to access GovernorHub.	ST	Two Weeks
	Date of next meeting: TBC	All /GS	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Natalie Gordon.
- 1.3 The Clerk confirmed that the meeting was quorate with 6 governors present.

2. DECLARATIONS OF INTEREST

There were no declarations made pertaining to any of the agenda items for this meeting.

3. LGB MEMBERSHIP

There are now two vacancies on the LGB. Shane Tewes (ST) stated he plans to look at Governance needs during the Summer Holiday and recruit in Autumn 1.

Action: ST to contact Governor Services regarding two vacancies

Natalie Gordon’s absences, the previous six meetings, were noted. Shane Conneely (SC) agreed to follow up contact as to whether she wished to continue in the role of parent governor or step down.

Action: SC to contact Natalie Gordon regarding absences.

4. MINUTES

- 4.1 Governors received the minutes of the local governing body(LGB) meeting held on Thursday 23rd May 2023 and agreed these to be an accurate record of the meeting.

- 4.2 Matters arising:

Minute reference	Formal agreements and/or actions identified	Status update
1.3	To contact Natalie Gordon regarding the future of her role, and contact inform Governor Services if an election for a new parent governor is to be held.	Ongoing, SC to follow up
3	To contact Governor Services regarding vacancies	Ongoing
4.2	To share the budget for the new financial year.	Today’s meeting
5	To write a response to REAch2 consultation	Complete
11	To identify training needs for new governors upon recruitment.	To be completed following the recruitment of new governors

5. OFSTED REPORT

Following the recent OFSTED visit the school the school has maintained its outstanding status. ST shared some key strengths with the Governors mentioned by inspectors:

- Early Reading - ST noted this was impressive as RWI was implemented only 4/5 months ago
- SEN - the autism provision was noted as being of high quality
- The education curriculum, which has been a significant amount of work over the last 18months, and was led by Lucy Wylde (LW).

- CPD - the school has a lot of teachers in the early stages of their careers but good quality training enables them to develop quickly.
- Behaviour and Learning
- Staff wellbeing - ST noted the positive feedback staff gave to inspectors.

ST noted the achievement of staff reporting positively on wellbeing during the uncertainty of the restructure. The school supports staff with childcare and the release time required to perform their roles and development.

LW agreed that staff felt supported and noted that all staff felt clear on the curriculum and their subjects in the case of subject leaders.

ST stated the report was not yet published but should be ready to be celebrated next week.

Yasmin Kiani (YK) stated that although meeting OFSTED was initially daunting positive feedback had been good to hear. She acknowledged the hard work of all staff across the school in the achievement of an outstanding result.

Q: What is the timeframe for the next inspection?

A: Four years. The school is looking forward to focusing on creative CPD and further developments for the reading curriculum next year.

6. HEADTEACHER'S REPORT

- 6.1 This item is covered in other agenda items. ST focused on the Reach 2 consultation to update Governors with.

Reach2 has worked with unions and listened to feedback and a response has been received with some significant changes. These are improvements for the school compared to the last update ST gave.

Office staff job descriptions have been amended and the number of FTE roles adjusted. Pay protection has been increased for affected staff. It has been extended to eighteen months, previously this was a sticking point as pay grades are lower than for the current roles. Staff have some longer term security.

ST met affected staff and the union rep, which was a pleasant meeting. The school FTE office roles have increased from 3.75 to 5. There will be two office coordinators and three admin staff after the restructure is complete.

Tomorrow's committee meeting will sign these off, but the changes have been agreed in principle.

ST noted to governors that office staff have been exceptional throughout the process, turning up for kids and families despite their livelihoods being threatened.

Q: Have any staff left yet as a result of the restructure?

A: Yes, sadly the school has lost good staff in Sharon Rossi and Jo Rainley. ST noted this was a real loss for the school and their work.

- 6.2 For the next academic year, the school expects to be fully staffed for teachers. There is one additional teacher out of class full time.

Following resignations, some additional staff will be recruited. ST explained the job matching process to Governors noting that for the first round of job matching there must be a 70% skills match to existing jobs.

Q: When will recruitment start?

A: Hopefully, this will be for Autumn Term, in September. Tomorrow's Change Committee is expected to approve a job matching from the second round of assessment.

7. SCHOOL DEVELOPMENT PLAN

Deferred to email communication

Action: ST to email SDP to Governors

8. EDUCATION AND CURRICULUM

SATs results have not yet been received by the school.

Action: ST to email SATs/ National Test results to Governors

Year 4 Times Tables results have been received. ST explained that only those achieving 25 out of 25 on the screen in the set time are recorded as passing. An incorrect key strike will result in a child not passing. As a result, National Pass rates are low - 35%. This year the school pass rate was 25%. During practice tests, it was 36%. ST conveyed that he felt the test was not of use when assessing the attainment of children.

Q: Can the 25 out of 25 expectation result in children feeling sad, following errors under timed pressure?

A: LW recognised it could, and the frustration of 'one wrong button' resulting in not being counted as a pass.

9. EXTENDED PROVISION/SCHOOL WEEK

9.1 Parents have been informed the Friday afternoon enrichment programme has ended.

9.2 The school cannot offer free childcare and the same T&Cs will apply to all children. 1:1 support is not funded in extended provision.

9.3 Working parents can apply for teatime club. 32.5 hours schooling is provided for all children, however other time is protected.

9.4 The cost of inclusion is becoming unmanageable due to the number of children not accessing at least 50% of mainstream. This is not comparable to other local schools with provisions. Resourcing needs to be shared across the borough. In light of this, there will be a consultation with governors regarding the future of the provision. ST will be seeking legal advice. The current numbers not accessing mainstream are not sustainable with the funding levels received.

YK explained she worked with the Parent Forum and noted the difficulty in accessing Special School places - the number locally are insufficient. There is a national problem accessing support and many EHCPs do not have enough support included.

Q: How does funding differ for pupils in the provision?

A: Including per pupil funding, school contributions and EHCPs a child can receive up to £25,000. This does not cover the cost of 1:1 for the full school day including breaks. Many pupils receive below the maximum.

YK noted the positive reputation the provision has and that parental choice influences the number of places being sought.

ST stated that with or without a provision Woodside would not be diluting the provision for pupils at the school. The decision to keep the provision or not will be an open dialogue.

10. SAFEGUARDING BEHAVIOUR AND ATTENDANCE UPDATE

10.1 Current rolling absence: 92.7%

Current persistent 26.3%

This compares respectively to 94% and 17.4% nationally.

Ofsted did not raise attendance concerns during the recent inspection.

Q: Is this the lowest in the borough

A: No, not by far

The school Attendance Focus programme is robust with strong systems in place. ST outlined support for families, such as meetings with staff.

Q: What constitutes persistent absence?

A: 90%

Q: Have strike days, with the school being partially open, impacted attendance figures?

A: Possibly. It can be investigated if siblings of pupils in closed classes are not attending on strike days.

Action: Collate Strike Day attendance figures

- 10.2 As expected, safeguarding numbers have had some variance as pupils move from Early Help/ CIN/ CP, on and off the register. Earlier voluntary stages are being engaged with, which is good.
- 10.3 There has been a significant increase in pupils accessing mental health support, increasing termly. This is now at 81 pupils. The post-COVID impact is still being felt.
- 10.4 Ofsted noted how well the school worked with the LA regarding safeguarding.

11. FINANCIAL MONITORING

ST shared the Outturn report. This academic year has ended with a £45,000 deficit. Some resources are still being finalised. Overall, the budget is healthy for next year. The deficit this year is due to the refurbishment of the kitchen.

Action: ST to send to Governors proposed spends for the final budget via email

ST noted a few highlights from the budget:

- the importance of the community events bringing people together and marketing the school
- Resourcing reception
- The contingency budget required by Reach2
- The £80,000 ICT and £42,000 building work contingency requirements are new and have been tricky to budget.

ST reassured governors that maintenance needs of all sites are accounted for and planned for in the budget.

ST noted the loss of Sharon Rossi as Business Manager in response to the Reach2 consultation. She managed a £9.5 million budget and did a brilliant job. Her leaving was a real loss to the school.

ST stated he had real concerns around finances. Centralised invoice payments have not been adequately planned to meet the needs and volume of summer term invoices. Unless companies are already vetted, invoices cannot be paid in advance, which has impacted the payment of coaches and trip invoices. The lead time on invoices is around 8 weeks. Reach2 has responded with advice to increase school credit card limits.

Recently, the changes to invoice payments resulted in money not being promptly accessible to pay for a Year 1 trip. ST paid for the trip with his personal credit card to enable the trip to go ahead. Despite the budget being significant, the funds are not as accessible as required.

Shane Conneely noted the solution of paying on credit cards meant that in real terms money was still being spend prior to vetting. It was a way around policy, and in effect there is no vetting.

ST stated although this has been a difficult period, all trips went ahead.

ST expressed concern regarding the absence of a school business manager during the autumn term+ and how the budget will be managed.

Q: What is the risk management position for being without a business manager for at least October to January. Is this beyond a school level risk, 4/5 months?

Action: ST to write to Cathie Payne regarding budget management concerns in light of the SBM vacancy

Joshua Jordan (JJ) noted how pay scales are currently seeing significant change across a range of sectors in London. Salaries often rise during recruitment. ST agreed pay for ICT provision is not enough and the school has received inadequate levels of ICT support recently. Central recruitment difficulties are impacting the school. Leased laptops are still boxed due to a lack of support.

Governors agreed with the assessment of financial concerns outlined by ST.

12. RISK MONITORING

The windows remain a risk. The classrooms may need to be closed in the event of a heat wave. Trials of solutions did not go ahead, and there were also difficulties paying for black out blinds. The Trust has suggested the use of portable air-conditioners at a cost of £16,000.

13. GOVERNOR ACTIVITIES

YK is still having difficulties logging in to GovernorHub.

Action: ST will ask Jo to enable YK to access GovernorHub.

14. ESCALATIONS

None recorded

15. ANY OTHER BUSINESS

Reach2 will be undertaking flood management work in the summer holidays around the trees at Bridge Site.

13. DATES OF FUTURE MEETINGS

TBC

All were thanked for their attendance at the meeting.

The meeting closed at 10:08am