

Minutes of the meeting held on Wednesday 13th March 2024 at 6.30pm

Present:	Jennifer Mitchell (Head of School, Scarcroft) Charlotte Grason-Taylor (Head of School, Woodthorpe) Sheriden Hutchinson-Jones (Chair of Governors) Jenny Parker Helen Elsworth (Assistant Headteacher)	Gareth Mines Peter Crane Victoria Wood Alex Mills
In Attendance:	James McGann (Executive Headteacher) Sophie Triffitt (Clerk)	

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1.	<p>Welcome, Apologies for Absence and Declarations of Interest Everyone was welcomed to the meeting and introductions were made. Apologies were received and accepted for Debbie Carr. There were no declarations of interest to note.</p>	
2.	<p>Minutes of the previous meeting – 6th December 2023 (previously circulated) Resolution: Governors agreed the 6th December 2023 minutes as a true and accurate record of the meeting and they were approved. Action Plan All actions were confirmed as complete. Action1: The questions around publishing images of children on social media was referred to the Trust Board who discussed it at the 29th January 2024 meeting and have continued the discussion over to the April 2024 meeting. Action 2: Governor Google Drive link was shared with governors. Action 3: Governors had an Ofsted preparation meeting and the Chair had uploaded the Power Point document to the shared drive. The meeting assured governors on the preparation and readiness of the Senior Leadership Team. The Safeguarding Link Governor had met with the safeguarding team and governors were encouraged to be prepared with knowledge of key documents and potential questions with a view to potential lines of enquiry. Action 4: Training list was circulated to governors. Matters Arising In response to a governor the Scarcroft Head of School confirmed that the Marking and Feedback Policy had been revised with staff input. In response to a governor the Heads of School confirmed that the number of children categorised as severely absent were Woodthorpe: three (including two siblings) and Scarcroft: two. Peter Crane joined the meeting at 6.50pm.</p>	
3.	<p>Headteacher Report / Weekly Pulse / Termly Pulse Summary (previously circulated) Scarcroft The Scarcroft Head of School noted the school overall evaluation and explained that some strong teaching practice had been observed but there were pockets of inconsistency being addressed. The new behaviour system has been implemented and school feels more settled. The system enables staff to tackle more challenging behaviours more effectively and supports an emphasis on positive behaviours and children striving to be the best they can. Year 6 have pockets of low-level behaviours but improvements are being seen. The Year 2 cohort have behaviour challenges and there were some complex needs for some pupils exhibiting extreme behaviours and long term supply has been secured for Year 2 to provide consistency. There was one child with extreme complex needs and the school was working with CYC Inclusion Advisor and Educational Psychologists to engage a team around the family. The Scarcroft Head of School highlighted the positive atmosphere around school and progress in Year 6 assessments from Autumn 2 to Spring 1. The Executive Headteacher reported that the marking and feedback approach was reviewed in collaboration with staff and driven by the purpose of marking. An improvement of work in books had already been seen with a full launch of the approach in September 2024. A governor supported the decision to pace</p>	

the implementation of change across school.

The Scarcroft Head of School noted that the approach to behaviour had engaged the children. The Executive Headteacher added that a commonality of language had been implemented along with tangible positive praise.

Challenge: A governor asked about the use of Dojo. The Scarcroft Head of School explained that Dojo would not be used for behaviour and rewards and that there was work to do on aligning systems across school.

Challenge: A governor asked how the behaviour approach was working at an individual level for those with particular need. The Headteacher explained that there was a Year 6 student who displayed challenging behaviours. Under the previous approach their behaviour was being contained but did have a detrimental impact on other children. Under the new approach reasonable adjustments were made based on need and clear expectations set given the need to balance their specific need and the impact on others. This student has received a suspension and had a reintegration meeting. The Headteacher felt that the relationship with the family was in a more positive place with an open communication channel. Alternative provision at Teach me Happy has been put in place which has been positive. The Deputy Headteacher has developed a bespoke curriculum offer, timetable and aligned with the Education Health Care Plan so the child can access an appropriate curriculum offer that was realistic and provides bespoke targets and achievable steps of progress.

Challenge: A governor asked if there had been any behaviour pupil and parent voice. The Executive Headteacher explained that there had been pupil voice on behaviour the previous week and the Daily Circle element, that mirrors the Woodthorpe approach, provided the opportunity to talk about behaviours. Feedback has been that the children enjoy the opportunity to celebrate positive behaviours and take pride in the reward stickers.

Agenda: Governors requested an update on the Behaviour Policy approach at the July meeting.

The Scarcroft Head of School explained that where children were exhibiting red behaviours they can be tracked and SLT can monitor to identify patterns and provide support for the child to manage their emotions / behaviours.

The Executive Headteacher informed governors that the Kapow curriculum which ensures clear progression and detailed plans for all curriculum areas would be implemented from the summer term (a decision taken in consultation with subject leaders).

The Executive Headteacher explained that there was strong collaboration with both schools utilising resources and expertise giving the example of the Music Leader from Scarcroft supporting Woodthorpe.

Challenge: A governor noted that the Ofsted English Review highlighted the transition between key stages. The Executive Headteacher explained that the Literacy Tree trial should address the transition through year groups noting that Year 1 and Year 6 were not involved in the Literacy Tree Trial as Phonics was the driver of the Year 1 English curriculum but have discussed spending more time on component parts of writing and Year 6 were close to SATs to make significant changes.

Agenda: Governors asked for feedback on the Literacy Tree Trial at the July meeting.

Agenda: A governor requested a Scarcroft Capital projects update at the July 2024 meeting.

Scarcroft Update on Actions to Address Incidents of Racism and Impact

The Scarcroft Head of School explained the use of year group appropriate big questions and the development of a re-education programme including HLTA delivering focused work around racism, work with vulnerable individuals in the local area, community group delivering small group work and the PCSO doing one to one work. There has been an incident of reoffending so the programme will be scaled up and would lead to a suspension if it became a repetitive issue. The children who have been the victim of racism have been engaged to inform assembly content and the re-education programme.

Woodthorpe

The Woodthorpe Head of School highlighted the self-evaluation noting that observations identified strong teaching, high quality curriculum with children engaged and on task.

It was noted that a link governor visit focused on the lowest 20% of readers.

The Woodthorpe Head of School highlighted the work to increase engagement and access to PE, with a PE Teaching Assistant working with vulnerable children and making reasonable adjustments to engage them and ensure they take part.

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	<p>Challenge: A governor asked if the staffing absence and recruitment need was across both schools. The Executive Headteacher confirmed it was, noting that TA recruitment nationally was a challenge. The Woodthorpe Head of School explained the difficulties in finding highly skilled staff who are the right fit to work with the most challenging and vulnerable children. The Executive Headteacher added that the lowest tier of support for the most vulnerable nationally had been eroded including reduced access to stretched specialist provision.</p> <p>The Woodthorpe Head of School explained that intervention was focused on the 20% of Year 6 who were borderline to achieve the standard in SATs.</p> <p>Attendance support was prioritised for disadvantaged and Year 6 and the Woodthorpe Head of School was confident in being able to clearly evidence the range of strategies and support being implemented.</p> <p>Challenge: A governor suggested that local attendance comparison would be useful.</p>	
4.	<p>Checkpoint Data (<i>previously circulated</i>)</p> <p>The Executive Headteacher presented the MAT checkpoint data informing governors that the next round of data would be released WC 18th March 2024.</p> <p>The Executive Headteacher highlighted that both schools had circa 20% of children working significantly below the end of Key Stage expectations.</p> <p>Reading, Writing, Maths combined was a focus for Scarcroft with Writing a key area of focus and has informed the Literacy Tree trial decision.</p> <p>Challenge: A governor asked if the high proportion of EAL at Scarcroft impacted the Writing outcomes. The Executive Headteacher explained that there had been a cumulative effect and there was a focus on embedding high expected standards and outcomes for each class. Given the deprivation indicators at Scarcroft the children should be attaining much higher outcomes. The Scarcroft Head of School added that the potential for Greater Depth levels at Scarcroft was significant and would be achieved through rigour.</p> <p>The Executive Headteacher presented the Spring 1 data noting that the Spring 2 data was reporting some improvements but it was a short half term.</p>	
5.	<p>School Improvement Plan</p> <p>Updates provided as part of Head of School Reports.</p> <p>Attendance Strategies and Impact</p> <p>Woodthorpe attendance update was included in the Head of School Report.</p> <p>The Scarcroft Head of School reported that attendance was tracking positively with Persistent Absence reporting significantly below national average with morning club having a positive impact. Year 6 data was heavily impacted by two pupils not attending (one EBSNA and one on long term trial at another provision).</p> <p>Challenge: A governor suggested reviewing the absence coding for the child attending the other provision as they were attending an education setting.</p> <p>The Chair suggested reading the latest attendance guidelines ‘working together to improve attendance’.</p> <p>Scarcroft Maths and Writing Review Reports (<i>previously circulated</i>)</p> <p>The documents were circulated following a verbal update at the last meeting. The Scarcroft Head of School highlighted the collaborative work taking place across the two schools.</p> <p>Woodthorpe Nest Update</p> <p>The Assistant Headteacher informed governors that six interviews were taking place on Monday 18th March 2024 having increased the role to a TA3 to attract quality candidates. One child had made real progress through the Nest support and was now spending more time with their peers. Small groups of children were being supported through a Nurture Club and when additional staff were secured this would increase capacity to provide a personalised offer and have flexibility to respond to need.</p> <p>Agenda: It was agreed to include a Woodthorpe Nest update at the July meeting.</p>	Agenda
6.	<p>SBM Report (<i>previously circulated</i>)</p> <p>The Executive Headteacher invited feedback on the report template.</p> <p>Challenge: A governor asked where the additional Scarcroft £100k income was generated from. The Deputy Headteacher confirmed that it was capital included within the budget for window and toilet refurbishment.</p> <p>Challenge: A governor asked how the budget would be impacted from a reducing pupil intake. The</p>	

	<p>Executive Headteacher explained that the reduction would take effect for September 2025 due to CYC projections for pupil numbers with reduced income balanced against reduced staffing costs.</p> <p>Agenda: The Executive Headteacher explained that there was work to do on defining the aims and values for Scarcroft Primary School and would report back at the July 2024 meeting.</p> <p>Challenge: A governor questioned the 12 high and outstanding actions reported in the Fire Risk Assessment and asked if the number of items were recent or ongoing concerns. The Scarcroft Head of School explained that there had been a change in personnel of the assessor and there had been more detailed scrutiny and would challenge some of the items graded as high priority. Where actions were not easily addressed the Director of Estates had been engaged and will be addressed through capital funding.</p> <p>Challenge: A governor asked for a report at the July 2024 meeting on completed, mitigated, regraded FRA actions and capital works plan.</p> <p>Woodthorpe Nursery / Wrap Around Care Charges (previously circulated)</p> <p>Challenge: A governor questioned why the proposed percentage increase was different for wrap around care.</p> <p>Action: Governors asked the SBM to review the wrap around care increase proposal for the July meeting.</p> <p>Resolution: Governors approved the Nursery charges.</p>	<p>Agenda</p> <p>Agenda</p> <p>Action</p>
7.	<p>Staffing Vacancies and Local Recruitment Trends</p> <p>The Executive Headteacher reported that a KS1 Phase Leader at Woodthorpe was recruited to on a temporary basis. Scarcroft had three Teaching Assistant vacancies. The Executive Headteacher confirmed that difficulties to recruit to TA vacancies across both schools mirrored a local and national recruitment issue.</p>	
8.	<p>Governor Business</p> <p><u>Governors to have Read the 'review of Sexual Abuse in Schools and Colleges; from Gov.UK</u> Governors confirmed they had read the 'review of sexual abuse in schools and colleges'.</p> <p><u>Updates from Ofsted Preparation Meeting (7th Feb 2024)</u> Governors had met on the 7th February 2024 and was reported on as part of the actions update.</p> <p><u>Vice Chair</u> The Chair explained that the aim was to have a joint shared Vice Chair structure to ensure there was both Scarcroft and Woodthorpe representation. It was agreed to review at the autumn 2024 meeting.</p> <p><u>Staff Governor</u> The Executive Headteacher confirmed that there had been no nominations for the Woodthorpe staff governor vacancy.</p> <p>Resolution: It was agreed for Helen Elsworth to move to the staff governor vacancy and recruit a Scarcroft representative to the general vacancy.</p> <p><u>Link Governor Reports</u> <i>SEND x 3 (previously circulated)</i> <i>Safeguarding (previously circulated)</i> <i>Reading (previously circulated)</i> <i>Woodthorpe School Visit (previously circulated)</i> <i>Scarcroft School Visit (previously circulated)</i> The Chair thanked governors for their visits and reports and asked the Heads of School to inform governors of school events where it would be appropriate for governors to attend.</p> <p><u>Governor Training</u> (previously circulated) The Chair encouraged governors to access training.</p> <p><u>How to inform Governor Knowledge on Diversity of Thought / Background / Experience</u> Carried over to the next meeting.</p> <p>Action: Gareth Mines to share his email with thoughts on widening / informing governor diversity of thought.</p> <p><u>Recommendations of Staff for Governor Thanks and Celebration</u> The Chair asked the Executive Headteacher and Heads of School to inform the Chair of any staff to receive a message of thanks from governors.</p>	<p>Agenda</p> <p>Action</p>

9.	<p>Risk Record (previously circulated) Challenge: A governor questioned why infrastructure was rated 2 given the Fire Risk Assessment items. Action: It was agreed for the Executive Headteacher to review the Risk Record ratings to ensure it reflected the FRA recommendations.</p>	Action
10.	<p>MAT Business / Items to Report to the MAT The Chair attended a Chairs update meeting with the Chair of Trust Board and explained that going forward updates would be reported to LGB to ensure two way communication. A governor noted that a trustee joined a Scarcroft SEND coffee morning. Governors were reminded of the LGB drop-in sessions. A governor suggested inviting a Trust Board representative to a future governor meeting.</p>	
11.	<p>School Policies PSHE Woodthorpe (previously circulated) Resolution: Governors approved the Woodthorpe PSHE Policy. Behaviour Woodthorpe (previously circulated) Resolution: Governors ratified the Woodthorpe Behaviour Policy having been previously approved by e mail. Behaviour Scarcroft (previously circulated) Resolution: Governors ratified the Scarcroft Behaviour Policy having been previously approved by e mail. Scarcroft EAL (previously circulated) Resolution: Governors approved the Scarcroft EAL Policy subject to the inclusion of wording to reflect that certain expectations may be problematic for children with EAL and the school would be expected to make reasonable adjustments.</p>	
12.	<p>Correspondence The Chair made governors aware of a Scarcroft parent letter making the Chair aware of their child's experience at school, the Chair had not shared the letter more widely due to the detailed pupil information included and if the issue progressed governors would be compromised. The Chair assured governors that she had met with the Executive Headteacher to be assured that plans and support were in place.</p>	
13.	<p>Any Other Business There were no items for discussion.</p>	
14.	<p>Dates of next meetings Summer: Wednesday 10th July 2024 6.30pm – Woodthorpe</p>	

The meeting closed at 8.32pm

Approved at LGB on 15th July 2024.

Approval

	Item	Action	Responsibility	Timescale
1.	6	Governors asked the SBM to review the wrap around care increase proposal for the July meeting.	SBM	July 2024
2.	8	Share the email with thoughts on widening / informing governor diversity of thought.	Gareth Mines	June 2024
3.	9	Review the Risk Record ratings to ensure it reflects the FRA recommendations.	EHT	July 2024

July Meeting

Woodthorpe Nest

Woodthorpe wrap around care charges

Scarcroft Behaviour Policy / approach

Scarcroft Literacy Tree trial

Scarcroft aims and values

Scarcroft Risk Record

Scarcroft Fire Risk Assessment actions update

Scarcroft capital works plan

How to inform Governor Knowledge on Diversity of Thought / Background / Experience

Autumn 2024

Joint Vice Chair Structure

APPROVED