

Minutes of the meeting held on Wednesday July 2024 at 5.30pm

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

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest For the record of the minutes the meeting was held virtually.</p> <p>Everyone was welcomed to the meeting.</p> <p>Apologies were received and accepted for Sheriden Hutchinson-Jones, Victoria Wood and Matt Oxley. In the absence of the Chair Jenny Parker as Vice Chair chaired the meeting.</p> <p>The Vice Chair informed governors that Debbie Carr had stepped down as a governor. Governors recorded thanks to Mrs Carr for her support of the school.</p> <p>There were no declarations of interest to note.</p>	
2.	<p>Woodthorpe Primary School</p> <p>Ofsted Update The Executive Headteacher informed governors that during the inspection the CEO raised concerns with Ofsted over the process, clarity of areas of improvement, understanding of how decisions had been arrived at and areas for improvement presented in the draft report that were not communicated through the process. Ofsted agreed that there had been a lack of clarity in certain areas and an additional visit took place on 9th July 2024 and were able to address gaps raised. The Executive Headteacher noted appreciation at the opportunity to provide additional evidence.</p> <p>The Scarcroft Head of School joined the meeting at 5.38pm.</p> <p>The Executive Headteacher informed governors that the report would be available mid-September 2024.</p> <p>The Executive Headteacher recorded thanks to Mrs Elsworth who received very positive feedback from the Senior HMI Inspector and to the Head of School for her work and reports to evidence the work in school.</p> <p>The Vice Chair recorded thanks to governors past and present for the work done over the last two years.</p> <p>Inclusion Quality Mark (previously circulated) Mrs Elsworth reported that the audit provided the opportunity to celebrate all the work at Woodthorpe, was a positive experience and the report highlighted the positive work in school.</p> <p>Governors recorded congratulations to the school on the IQM Award.</p> <p>Headteacher Report / Weekly Pulse (previously circulated) The Head of School informed governors that two teachers had been recruited for a September start, one experienced in Upper KS2 and an ECT.</p> <p>The Head of School noted some absence post Ofsted and suspected there was some Covid back in school.</p> <p>From September staffing of the SEN team remained an important focus and some new appointments would join the team in September. The focus for next year was to build an SEN team and develop the Nest / nurture provision.</p> <p>Work around oracy and speech and language would continue which came out as a strength in Ofsted and remained a focus to be interwoven throughout school.</p> <p>School Improvement Plan (previously circulated) The Head of School reported that the experienced MFL teacher was leaving to pursue secondary education which would leave a gap in school. The decision was taken to deliver French from September through the Kapow curriculum.</p> <p>The Executive Headteacher noted that the change from Spanish to French aligned with the Trust secondary</p>	

	<p>schools.</p> <p>Challenge: A governor asked how staff felt about taking on MFL. The Head of School noted that the personal language experience of most staff had been French based and that the subject was clearly mapped in Kapow with linked lesson-by-lesson CPD.</p> <p>The Head of School explained that focus for 24/25 would be maintaining the pace of work from 23/24, embedding current practice and closely tracking data.</p> <p>Safeguarding and Reportable Items The Head of School reported some suspensions as reported in the Pulse and explained that it linked to three children for a total of five days and no pattern / trend had developed so the suspensions seemed to have had the impact needed to address the behaviour.</p>	
<p>3.</p>	<p>Scarcroft Primary School</p> <p>Headteacher Report / Weekly Pulse (previously circulated) The Head of School highlighted the strong Early Years teacher appointment.</p> <p>The number of persistently absent children had reduced to 25 compared to 55 the previous year. Children were happy in school and there had been some key success with challenging attendance cases.</p> <p>There had been a high number of suspensions (36), a result of a small number of children with repetitive incidents and some children with extreme needs who could be physical. An Education and Health Care Plan had recently been declined for a child with high level needs due to a provision they were previously at not providing enough information, the child currently has two to one staffing due to the level of violence towards staff. Alternative Provision support has been secured from September and they were currently on a reduced timetable.</p> <p>Overall school was settled, children happy and the behaviour system had a positive impact.</p> <p>Final quotes had been submitted for the work to move Early Years to the Nest area and work would be done over the summer.</p> <p>The Executive Headteacher noted that the work around behaviour and expectations had made a significant difference and gradually increasing expectations had seen behaviour around school improve. There was a legacy related to high needs children and the Head of School and Deputy Headteacher had worked to put together bespoke interventions that evidence impact. The alternative provision was being reviewed to ensure curriculum ambition for those children.</p> <p>The Head of School explained that for a pupil with complex needs who exhibited extreme behaviours in the classroom a bespoke curriculum had been transformative for them and the learning of their peers.</p> <p>The Executive Headteacher added that the Inclusion Leaders at both schools were working together to strengthen the offer, support each other and share best practice i.e. EAL and analysis of SEN.</p> <p>The Head of School noted that historically some of the adjustments made to the provision for SEN children did not have a high level of ambition built in and the Head of School was reviewing support arrangements whilst maximising learning potential for all. The Head of School added that there had been work to develop staff around Social Emotional Mental Health needs, prioritise learning with peers and have high learning expectations for all.</p> <p>The Head of School explained that the SEN Register and level of need for those below the highest need but requiring additional support was the next stage of review and would be establishing a SEND team to deliver targeted rigorous work.</p> <p>The Head of School recorded thanks to the Deputy Headteacher for his hard work and expertise to build a strong SEND and inclusion package.</p> <p>The Head of School reported that the Scarcroft children were amazing and parental feedback had been positive on the children's enjoyment and enthusiasm for school.</p> <p>Challenge: A governor asked if a job share in Early Years would cause any problems if children joined mid-year. The Executive Headteacher explained that the staffing plan needed to be within budget constraints, the number for those coming into Reception were fluctuating and was currently at 32/33. If the intake dropped to 30 it would be capped at 30 but with a Pupil Admission Number of 60 and the expected 32/33 children, it would be staffed as a full class of thirty with an inclusion pastoral ELSA taking on an unqualified teacher role which would add capacity in Early Years to meet the legal requirements of</p>	

Universal Infant Class Size. The Head of School explained that an experienced Teaching Assistant would be working in Early Years and was confident the staff team would deliver a strong provision. From September 2025 the PAN would be 45 which would deliver a sustainable model through school.

The Head of School noted that Scarcroft had high numbers of EAL and also high mobility. There were 34 in year admissions as noted on the Pulse which included a number of refugee children. The Deputy Headteacher had worked using resources from the Bell Foundation to develop best practice and Ms Thompson had developed a system to triage children as they joined offering an intensive 5/6 week programme and was evidencing incredible progress. The Head of School confirmed there was no funding if children join and leave before census, but a lot of hard work was invested to support these children.

The Head of School noted pride in the 91% Phonics screening pass rate and Year 4 Multiplication Check.

The Head of School emphasised how she and the school felt supported by the community and positive relationships had been built.

The Executive Headteacher informed governors that a shared curriculum was being implemented across the two schools with some variations (i.e. sports delivery) and embedding that curriculum would be a significant part of the SDP for next year and Subject Leaders across both schools would be working together in the autumn term.

The Head of School reported that the library redevelopment would take place over the summer, resources had been audited and gaps filled. There had been very generous funding gifted to school from a Teaching Assistant who passed away in her will and would open the Early Years provision in her memory. Two students saved money from busking and gifted it to the school for the school library.

The Head of School explained that there had been a focus on streamlining policies and procedures and regular communication meetings are held which has supported staff wellbeing.

The Head of School explained the aim to add rigour to the PE Curriculum. Sports Premium would be used to engage two sports specialists from September who would also support the development of staff CPD, playground leaders and prepare children for sports event. There would be a targeted approach, added element of competition and investment in school sports kits with the support of Friends of Scarcroft School and local sponsorship. The Head of School recorded thanks to a parent Ms Mackenzie-Hogg who supported the development of the sports curriculum.

The clubs and trips offer had been reviewed to ensure lots of opportunities. The CPD timetable was reviewed so staff would run two clubs in the year and a minimum expectation for trips.

The Executive Headteacher explained the work to develop presentation in books to evidence work done through high expectations and consistency. The Head of School noted that the teachers were enthusiastic about the new curriculum and handwriting scheme.

Behaviour Policy / Approach Update

The Executive Headteacher informed governors of a parent complaint related to the Behaviour Policy as their child had been kicked and they wanted a suspension to be issued due to physical contact, but the Executive Headteacher took the context of the situation (peer disagreement) into account as detailed in the policy.

The Executive Headteacher asked for governor views on the implementation of the Behaviour Policy. **Governors were in agreement that decisions would need to be taken on a case by case basis with circumstances taken into account. A governor felt that suspension should only be used as the most serious of sanction.**

Another parent provided feedback that the implementation of some Woodthorpe policies and procedures such as reading charts displayed in class would negatively impact children's mental health. The Executive Headteacher confirmed that the wellbeing of children was measured consistently and had not had any feedback on mental health relating to the behaviour policy or reading charts. The Head of School felt the Behaviour Policy had positively impacted mental health and pupil voice on the reading chart was unanimously positive and had a significantly positive impact on the amount of reading children were doing.

Challenge: A governor suggested that feedback on the reading charts could be linked to the flow of communication and children informing parents before parents were notified by the school. The Head of School accepted the feedback.

School Improvement Plan *(previously circulated)*

Addressed as part of the Headteacher update.

	<p>Literacy Tree Trial Update The Head of School explained that the programme was mapped across the year with current, fresh and interesting texts. The children using it were engaging, feeding back positively and the standard of writing had improved. The Head of School noted that the programme had spelling, punctuation and grammar embedded within it.</p> <p>Safeguarding and Reportable Items The Head of School noted some repeated incidents of racism. Guidance was sought from the CYC Prevent team for a child repeatedly using racist language and comments and had worked with Millthorpe where their sibling attends. The local PCSO was invited in to work with that child and notes from that increased concern, so a referral was made to the Police Prevent Team who decided not to take further action. Given the threshold of concern the situation was being closely monitored and referral made to the Multi Agency Safeguarding Hub who were working with the family as the parent engaged with the offer of support.</p> <p>The Head of School explained that there would be a focus in 2024/25 to develop the safeguarding team to share workload and increase capacity.</p> <p>Aims and Values Challenge: A governor suggested including the word ‘can’ thrive.</p> <p>Governors supported the aims and values.</p> <p>The Head of School had shared the 50 things offer to deliver a rich personal development programme.</p> <p>Challenge: A governor suggested the need to define a way of tracking the offer to ensure coverage. The Executive Headteacher agreed that it should be tracked and would share the approach Woodthorpe use.</p> <p>Capital Projects Update Early Years project update shared as part of the Headteacher update.</p> <p>Pupil Number Planning Discussed as part of the Headteacher update.</p>	
4.	<p>Data Comparison of Key Areas (previously circulated) The Executive Headteacher presented the summary headline data for both Woodthorpe and Scarcroft.</p> <p><u>GLD</u> for both schools were above national average.</p> <p><u>Phonics</u> for both schools were above national average with Scarcroft being significantly above. Woodthorpe was reporting a decline on the previous year and would be monitored to ensure it was cohort related and not the start of a trend.</p> <p><u>Year 4 Multiplication Check</u> reported well for both schools.</p> <p><u>KS2 SATs</u></p> <ul style="list-style-type: none"> - Woodthorpe Reading data needed analysing but had been identified as a challenge for the cohort. - The Scarcroft Maths outcome was a success given the in-year focus needed. - GPS was identified as an area for improvement in both schools and would feed into the SDP. - The Executive Headteacher noted that there were some papers to be reviewed to see if additional marks could be awarded to reach Greater Depth. - GPS was strong for Greater Depth at both schools. <p>The Headteacher presented the current <u>Year 5 data</u> which would inform work for Year 6 next year noting that the RWM combined Greater Depth for Scarcroft outcomes were heavily impacted by Reading. Woodthorpe was reporting a strength for Greater Depth in Maths and Reading and the curriculum that was embedded at Woodthorpe was being implemented at Scarcroft.</p>	
5.	<p>Administration School Uniform Policy (previously circulated) Challenge: A governor questioned the wording of ‘neat, tidy and natural’ particularly for children that were not white British. The Executive Headteacher explained that the aim of the wording was linked to non-natural colour dyed hair. A governor suggested being more specifics in the wording and</p>	

	<p>referring to not having dyed hair.</p> <p>Challenge: A governor asked what problem was trying to be addressed through requesting hair be tied back. The Woodthorpe Head of School explained that it was for consistency and health and safety, particularly in practical lessons. A governor suggested including reference to being safe.</p> <p>Challenge: A governor suggested including reference / signposting to sources of help for uniform.</p> <p>Resolution: Governors agreed the School Uniform Policy subject to the requested changes being included:</p> <ul style="list-style-type: none"> - Neat, tidy and natural being replaced with words to reflect no hair dye. - Hair being tied up for PE or where safety requires it. - Signposting to uniform support. <p>Challenge: A governor suggested having a Sun Safety Policy to clarify expectations and protocols for hot sunny weather.</p> <p>Action: Executive Headteacher to draft a Sun Safety Policy ready for summer 2025 implementation.</p> <p>Joint SBM Report (previously circulated)</p> <p>Challenge: A governor questioned the significantly different reserve levels between the two schools. The Scarcroft Head of School explained that the budget had been impacted by a significant amount of unplanned spend on supply staffing particularly Teaching Assistant support to meet the needs of children. The Executive Headteacher noted that Year 3 projections were reporting strongly for both schools.</p>	EHT
6.	<p>Governor Business</p> <p>How to inform Governor Knowledge on Diversity (previously circulated)</p> <p>Challenge: A governor suggested the need to consider a range of diversity measures when recruiting to governor vacancies.</p> <p>The Head of School proposed Peter Sivey as a co-opted governor. The proposal was seconded by Alex Mills.</p> <p>Resolution: Governors unanimously agreed to propose Peter Sivey as a general governor for Trust Board approval.</p> <p>Link Governor Reports</p> <p>Woodthorpe SATs (previously circulated)</p> <p>The Heads of School recorded thanks to governors (Jenny Parker, Gareth Mines, Alex Mills) for supporting SATs week at both schools.</p> <p>Governor Training</p> <p>CYC Governance service had circulated governor training for 2024/25.</p> <p>Chairs Update</p> <p>Governor Code of Conduct (previously circulated)</p> <p>Governors noted the governor code of conduct.</p> <p>Woodthorpe Car Parking</p> <p>Gareth Mines reported that discussions were ongoing and the SBM was working with the Local Councillor.</p> <p>Governor Visit Programme</p> <p>Challenge: A governor proposed establishing a governor visits programme to schedule visits for both schools.</p> <p>Action: Establish a Governor Visits Programme for 2024/25.</p> <p>Cyber Security</p> <p>Challenge: A governor noted cyber security recommendations of things governors should ask of schools following industry cyber-attacks.</p> <p>Action: Gareth Mines to circulate the cyber security recommendation questions for the school to consider.</p>	Chair GMines
7.	<p>Minutes of the previous meeting – 13th March 2024 (previously circulated)</p> <p>Resolution: Governors agreed the 13th March 2024 minutes as a true and accurate record of the meeting and they were approved.</p> <p>Action Plan</p> <p>Action1: Woodthorpe Head of School to check with the SBM about the wrap around care increase proposal and confirm.</p>	

	<p>Action 2: Governor thoughts on widening LGB diversity was shared in the agenda pack.</p> <p>Action 3: The Executive Headteacher reviewed the risk record with the Scarcroft Business Manager and confirmed that the Fire Risk Assessment items linked to the alignment of doors and the movement of the building given its age. The FRA had been reviewed by the Director of Estates who had oversight.</p> <p>Matters Arising</p> <p>Challenge: A governor asked if the governor drop-in sessions time could be reviewed to make them accessible for governors who work. Post meeting note: the clerk fed back the request to the Director of Trust Services.</p>	
8.	<p>Any Other Business</p> <p>Attendance Reporting to Parents (<i>previously circulated</i>)</p> <p>The Woodthorpe Head of School confirmed that the school had contacted the parent who had raised concern over the tone of automated communication on attendance and suggested considering a change in approach depending on the case. There were MAT wide agreed policies and systems but invited any suggestions to wording for consideration at school level. The Head of School confirmed that the parent was satisfied with actions taken.</p> <p>Challenge: A governor asked how Scarcroft approached attendance communication. The Scarcroft Head of School explained that letters are sent and there was a system of reviewing on a case-by-case basis and taking an individual approach based on the needs / circumstances.</p> <p>Trust Update</p> <p>Challenge: A governor asked if updates on Trust business were circulated. The clerk confirmed they would have been issued to the Chair.</p>	
9.	<p>Dates of next meetings</p> <p>Autumn 1: Wednesday 25th September 2024 6.30pm</p> <p>Autumn 2: Wednesday 4th December 2024 6.30pm (<i>or 16/17/18 Dec to be after checkpoint – although that's last week before Christmas</i>)</p> <p>Spring: Wednesday 12th March 2025 6.30pm (<i>or 1/2/3 April to be after checkpoint</i>)</p> <p>Summer: Wednesday 9th July 2025 6.30pm</p> <p>Action: Schools to review dates and times of proposed meetings.</p>	HofS

The meeting closed at 7.35pm

Approved at LGB on 25th September 2024

Approval

WOODTHORPE & SCARCROFT LGB – 10th July 2024 ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	6 (13.3.24)	Governors asked the SBM to review the wrap around care increase proposal for the July meeting.	SBM	July 2024
2.	5	Draft a Sun Safety Policy ready for summer 2025 implementation.	EHT	Autumn 2024 / Spring 2025
3.	6	Establish a Governor Visits Programme for 2024/25.	Chair / Heads of School	September 2024
4.	6	Circulate the cyber security recommendation questions for the school to consider.	Gareth Mines / EHT	September 2024
5.	9	Schools to review dates and times of proposed meetings.	EHT / Heads of School	July 2024

Autumn 2024

Joint Vice Chair Structure
Governor Visit Schedule