

**Minutes of the meeting held on Wednesday 12<sup>th</sup> March 2025 at 6pm**

<b>Present:</b>	Sheriden Hutchinson-Jones (Chair) Jenny Parker (Vice Chair) Helen Elsworth (Assistant Principal) Peter Crane Lindsey Hodgson	Gareth Mines Alex Mills Peter Sivey Matt Oxley (Vice Principal)
<b>In Attendance:</b>	James McGann (Executive Principal) Laura Winston (Interim Head of School – Woodthorpe) Sophie Triffitt (Clerk)	

		Action
1.	<p><b>Welcome, Apologies for Absence and Declarations of Interest</b> The Chair welcomed everyone to the meeting and introductions were made. Apologies were received and accepted for Charlotte Grason-Taylor and Jennifer Mitchell. There were no declarations of interest to note. Actions from the previous meeting:</p> <p><b>Action1:</b> A Sun Safety Policy was included on the agenda. <b>Action 2:</b> It was noted that disadvantaged attendance and persistent absence including a cross over with SEN was included in the Head of School reports. Severely absent data was included in the Woodthorpe report and would be included in the Scarcroft report going forward. <b>Action 3:</b> Ms Mills reported that she had made contact for potential funding for EAL (English as Additional Language) and refugee support and had spoken with Scarcroft around what support was in place and suggested arranging a separate meeting with school to report back to governors. Mr Mines had a meeting scheduled with an electronics company who may be able to support. The Scarcroft Vice Principal informed governors that contact had been made with Solace, a therapy charity who provide support for refugee trauma, and would signpost for families where appropriate. The Chair recorded thanks for the governors raising the suggestion and taking action and suggested developing a best practice report for feeding into Trust Board. The Executive Principal explained that Scarcroft have high numbers of children joining and leaving mid-year linked to Stay City and the hostel and there was a level of safeguarding challenge with these families moving on quickly to different authorities. As a trust there had been challenge to the Local Authority around safeguarding of these children. The Safeguarding link governor confirmed that joiners / leavers were included in safeguarding processes and link governor focus. <b>Action 4:</b> The Executive Principal explained that the Behaviour Policy had facilitated tracking of children and triggering of thresholds within the policy. Currently there were a number of children with Autism who were struggling with behaviours and not able to work together within the Nest provision. The Scarcroft Vice Principal explained that the Behaviour Policy and Nest provision had profoundly changed the classroom environment and ability to focus on learning but there was a need to find a way to have all children included in the education. The Executive Principal noted that there was a significant financial investment required to support high levels of need in mainstream which was a challenge for schools but there was work being undertaken within the Local Authority on SEND and Education Health Care Plan bandings. Overall, the policy had been effective but there was work to do at unstructured times. <b>Action:</b> It was agreed for Mr Sivey to meet with the Scarcroft Head of School on the implementation and impact of the Behaviour Policy and report back to governors.</p>	PS
2.	<p><b>Woodthorpe Primary School</b> <u>Head of School Report / Weekly Pulse (previously circulated)</u> <u>School Improvement Plan</u> <u>Oracy Curriculum and Impact of Subject Lead Training</u></p> <p>The Interim Head of School reported that:</p> <ul style="list-style-type: none"> <li>- Staffing was in place for maternity cover.</li> <li>- Two school visits had taken place (SEN / Safeguarding and School Improvement) both of which received positive feedback.</li> <li>- A local dentist was delivering a national programme of teeth checking in school every six months which had received a very high uptake. The Interim Head of School noted that unmet teeth decay</li> </ul>	

	<p>could be a safeguarding indicator and if no follow up action was taken to an identified need, then this would be raised through safeguarding protocols. <b>A governor suggested that the programme could also be implemented at Scarcroft.</b></p> <ul style="list-style-type: none"> <li>- The Nest provision was changed to meet more children's needs and had been successful. The provision included enrichment activities such as baking, sport and interventions.</li> <li>- Areas of development include Year 6 and SATs, trialling Literacy Tree which was already in place at Scarcroft, accuracy of data, Year 4 transition, children with high SEMH (Social Emotional Mental Health) needs which takes a lot of SLT capacity to ensure the children thrive and Oracy Programme roll out plan. The Executive Principal explained that there had been a focus on communication and language at both schools. Woodthorpe has communication friendly status, and the next step was to build the oracy curriculum which was also being embedded through circle questions. Scarcroft were on the same plan but operating a term behind.</li> <li>- The teaching of Phonics was good as reflected in the Literacy Hub feedback and there was Phonics targeted interventions.</li> <li>- The current Year 6 data identified Maths as an area of focus but outcomes were expected to be in line with predictions at the next round of assessments.</li> <li>- Attendance was reporting better in all areas compared to the previous year. There was a complex case in Year 6 but there was lots of support in place including home visits and the focus was to facilitate a positive transition. The Interim Head of School noted that of the 48 children categorised as persistently absent 34% were in receipt of Pupil Premium, 38% had SEND and 17% had a cross over in both groups.</li> <li>- The Interim Head of School referred to the anonymised attendance case studies where attendance had improved. <b>A governor noted that the case studies evidenced the level of work invested to support improved attendance for individuals.</b></li> </ul> <p>Ms Mills and Mr Mines undertook a school visit on 7<sup>th</sup> March 2025. Ms Mills highlighted the joint partnership to support the needs of a specific child and suggested writing up a case study including child and parent voice.</p> <p><b>Challenge: A governor referred to the comment on page 3 of the report in reference to collecting video evidence from pupils and asked how that footage was used and retained.</b> The Woodthorpe Assistant Principal explained that it was used as part of the Oracy Programme CPD to share best practice with staff and had proven effective to support staff development. <b>A governor referred to the Trust policy that all information would be removed at the end of a child's time at primary school and noted the need to ensure policy and practice align.</b> The Executive Principal informed governors that the Trust had appointed an IT Lead who would be starting over the summer. This post holder would be able to form part of the work they need to undertake in relation to data protection.</p> <p>The Chair requested the Head's Report retained the case studies with an update at the July meeting as these were a valuable insight into how children's attendance was being supported within the school.</p> <p>Mr Crane reported that he undertook a visit with a Personal Development focus and noted that a lot of information in the Head's Report was linked to the Personal Development discussion he had with the Executive Principal. Mr Crane noted that they had discussed the achievability of the 50 things (i.e. meet a famous person) but noted that what he saw in the paperwork and evidence in school was reflected in how children talk about activity in school at home. <b>A governor noted that there were many parents with interesting jobs across both school and that resource could be maximised.</b> The Executive Principal noted that there was a careers curriculum in school, and it would be useful to establish a bank of contacts to feed into both schools.</p> <p>The Chair recorded thanks for the number of governor visits and thorough reports.</p> <p><u>Safeguarding and Reportable Items</u></p> <p>There were no items to report. The safeguarding governor had a date scheduled to visit school.</p> <p>The Chair recorded thanks to the Interim Head of School for her hard work.</p>	
3.	<p><b>Scarcroft Primary School</b>  <i>Headteacher Report / Weekly Pulse (previously circulated)</i>  <u>Oracy Curriculum Update</u></p> <p>The Executive Principal reported that:</p>	

- The ambers in the SIP were linked to capacity within school, there was a transitional period as they want to ensure the right people in middle leadership posts.
- Monitoring around quality of teaching had been undertaken and there had been some challenge around this.
- One member of staff will leave at the end of term and an appointment would be made for a September 2025 start.
- The Writing curriculum was embedded, and pupil voice was positive.
- In reference to the Reading curriculum the English Hub had been in school and reported positively on Phonics teaching further down school and tweaks had been made to the KS2 reading curriculum. These have been done to ensure that the reading curriculum is in line with the best practice model of reading.

The Vice Principal highlighted the good outcomes predicted in KS2.

**Challenge: A governor asked what plans were in place to mitigate any impact to the class of the teacher leaving.** The Executive Principal confirmed that an experienced teacher would be going into the year group and they would be supported by the Vice Principal given the high need of the class. The teacher had already started to engage with the class to ensure a smooth transition.

School Improvement Plan (previously circulated)

The Executive Principal reported that attitude and behaviour was now embedded in school. Personal Development was still developing particularly around tracking for the most vulnerable children. There was ongoing support for Subject Leaders and ensuring effective monitoring of curriculum areas which will feed into more robust performance management. The Vice Principal added that Subject Leads were thinking more about their impact as a leader.

The Executive Principal informed governors that the work to develop the Early Years area and curriculum development had delivered a more effective provision with interventions to support children. The priority was rated amber but was on track to be a strength.

**Challenge: A governor asked about the mechanism for tracking and reporting the disadvantaged offer for Personal Development.** The Executive Principal explained that it was tracked in both schools, Woodthorpe had well established practice which was now in place at Scarcroft.

**Action:** Governors requested headline personal development data, including disadvantaged, for both schools at the July 2025 meeting.

**Challenge: A governor asked if children in receipt of Pupil Premium at Woodthorpe got the opportunity to attend paid for clubs.** The Interim Head of School confirmed there are allocated spaces with no charge for pupil premium. The Executive Principal explained that the cost of clubs on schools would limit the offer, and it was becoming more common to ask for a small fee and noted that Scarcroft had an active PTA that supported costs at Scarcroft.

**Challenge: A governor questioned if the decision to implement charges for clubs should have been discussed at governors.** The Interim Head of School confirmed that children in receipt of pupil premium were supported and confirmed that numbers at clubs had not reduced since charges were applied. Other schools had external providers that deliver after school activities which are charged for.

**Challenge: A governor requested assurance through data that the decision to charge was not disadvantaging children and noted the need for accountability of funds generated from clubs and that clubs that were free to deliver would not subsidise other clubs.**

**Challenge: A governor noted that the threshold to qualify for pupil premium was very low and families not eligible for pupil premium could still be struggling financially and would benefit from support.**

**Challenge: A governor asked if the Business Manager had clear tracking of club income and expenditure.**

**Action:** Governors requested accountability of Woodthorpe club charges through financial tracking.

Safeguarding and Reportable Items

The Chair reported on a meeting with Mr Bastow who had stepped up to support with safeguarding work and included discussion of capacity and wellbeing of the leaders managing safeguarding. The Chair asked the Safeguarding Link Governor if the Designated Safeguarding Lead has appropriate time, funding and

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	<p>resource. The Safeguarding Link Governor reported that the Head of School had a significant safeguarding workload and needed the support from the Pastoral Lead. The Vice Principal explained that Scarcroft had a regularly changing position given the location to the refuge and Stay City and the school could be picking up children and families without relevant information from external agencies.</p> <p><b>Challenge: A governor asked if there was a risk that something would get missed given the amount of work and if so if that should be included on the school risk register.</b> The Executive Principal explained that Scarcroft did have a high level of need but was confident there was capacity in school as the Executive Principal had taken on monitoring of Teaching and Learning to support capacity. There had been a need to undertake a lot of chasing appropriate services to get the full picture for some joiners but ultimately the school need to do their best to support the child in school.</p> <p>The Chair noted that as governors they need to be assured processes were in place to ensure the children were supported, safe in school and cared for.</p> <p><b>Challenge: A governor asked if there was supervision for key staff dealing with safeguarding cases.</b> The Interim Head of School confirmed there was and that was happening at Woodthorpe, there was also a layer of monitoring and support from the Director of SEND &amp; Safeguarding. The Chair agreed it was important for governors to be assured this was in place for the benefit of staff wellbeing.</p> <p>The Vice Principal explained that there was a need to have clear lines of responsibility with other agencies.</p> <p><b>Challenge: A governor asked if school policies make it clear on what is out of the scope of school's responsibility.</b></p> <p>The Executive Principal explained that he expected that the direction of travel was for schools to take on more, but the DfE and Ofsted accountability measures were very clear and there will be a point where schools need to draw a line as to where pastoral support in schools moves into an area of greater need that is not appropriate for schools to deliver.</p> <p><b>Challenge: A governor noted that the schools were caring education facilities but suggested the need to contemplate clarity about what was in the school's remit.</b> The Executive Principal explained that both schools offer far more than what was suggested in the DfE documents on pastoral support and the supporting mental health in education guidance is very clear. The problem would arise if accepting work where staff haven't got the expertise and capacity to manage effectively.</p> <p>The Scarcroft Vice Principal explained that was mirrored in the SEND offer and as a school they were getting better at understanding where they can and can't meet need within an inclusive offer.</p>	
4.	<p><b>Data</b></p> <p><u>Spring 1 Year 6 Data (previously circulated)</u></p> <p>The Executive Principal noted that there were exciting results coming through at Scarcroft including Greater Depth, the Maths data had given confidence in the Maths curriculum and Woodthorpe were on track for the highest Greater Depth outcomes they had ever achieved. The quality of education and curriculum at both schools was promoting good outcomes.</p> <p>The Executive Principal explained that the aim was to ensure that all data was tracking in line with no subject data spikes which might in turn indicate that some subjects were being delivered more effectively than others.</p> <p>The Chair noted that the Executive Principal had previously said Scarcroft had potential to deliver strong outcomes and that was reflected in the data.</p> <p><u>Autumn 2 Data – Comparison of Key Areas (previously circulated)</u></p> <p>The Executive Principal explained the end of autumn term checkpoint data for all cohorts through the primary phase which had identified areas for further investigation.</p> <p><b>Challenge: A governor noted that the Pupil Premium gap matched the concern raised at a link meeting on Scarcroft Pupil Premium performance.</b></p> <p>The Executive Principal explained that new inspection framework includes a strand around outcomes for pupils and disadvantaged outcomes would be part of a secure judgement. Alongside continued monitoring case studies were helpful to show individual impact. The Scarcroft Vice Principal explained that everything they do within monitoring had Pupil Premium as a priority but it would take time to have a cumulative impact.</p> <p><b>Challenge: A governor asked if there was a percentage of Pupil Premium that were also EAL.</b> The Scarcroft Vice Principal reported that Scarcroft had 36 children in receipt of Pupil Premium and four were</p>	

	<p>also EAL, there was also a proportion of Stay City children that don't feed through to the data but have high need. The Woodthorpe Interim Head of School explained that there was often a cross over between Pupil Premium and SEND.</p> <p>The Chair noted the need for governors to know the school context and to look at books to see progress.</p> <p>The Chair noted that Mr Sivey's background and expertise in data had been helpful.</p>	
5.	<p><b>Administration</b></p> <p><u>Sun Safety Policy (previously circulated)</u></p> <p><b>Challenge: A governor asked if it was realistic for children in Reception and Year 1 to apply their own sunscreen.</b> The staff present confirmed it was.</p> <p>The Executive Principal noted that there was a need to be proactive at looking at the weather forecast.</p> <p><b>Challenge: A governor asked if there were enough shaded areas.</b> The Executive Principal was confident there was enough shade at Woodthorpe, but it was something to be mindful of at Scarcroft.</p> <p>The Executive Principal confirmed that the policy would be shared with parents.</p> <p><b>Resolution:</b> Governors adopted the Sun Safety Policy for both Woodthorpe and Scarcroft.</p> <p><u>Joint SBM Report (previously circulated)</u></p> <p>The Executive Principal referred governors to the reserve position and noted that budgets were tight and there was a need to plan for inflation rises and pay awards.</p> <p>It was noted that the risk register included the Scarcroft building maintenance and the financial implications of that.</p> <p>The Executive Principal reported the projected September 2025 Reception intake:</p> <ul style="list-style-type: none"> <li>- Scarcroft 39 (against a 45 PAN).</li> <li>- Woodthorpe 56 (against a 60 PAN).</li> </ul> <p><b>Challenge: A governor asked if staffing would be impacted as the reduced PAN moves up through Scarcroft.</b> The Executive Principal explained that it should be managed through natural attrition and new contracts.</p> <p><b>Challenge: A governor asked if there was a plan to manage admissions higher up school.</b> The Executive Principal explained that Scarcroft were in a unique position, and it was a risk that needed to be managed to deliver a financially effective staffing model.</p> <p><b>A governor noted that Scarcroft had done a lot of positive work in the community resulting in lots of families wanting to join the school in Reception.</b></p>	
6.	<p><b>Governor Business</b></p> <p><u>Sexual Harassment Prevention Duty Briefing (previously circulated)</u></p> <p>The Chair read the briefing paper which was circulated for information. The Chair requested the item be carried over to the next meeting in case there were any questions.</p> <p><b>Challenge: A governor suggested that staff voice around sexual harassment would be useful.</b> The Executive Principal confirmed that HR conduct staff voice termly and would identify any concerns of staff.</p> <p><u>Vice Chairs</u></p> <p>The Chair noted that governors had discussed having a joint vice chair structure with one aligned to each school. It was agreed to add vice chairs to the September 2025 meeting agenda.</p> <p><u>Link Governor Reports</u></p> <p>Scarcroft Safeguarding Report (previously circulated)</p> <p>Scarcroft Disadvantaged Report (previously circulated)</p> <p>Scarcroft SEND Report (previously circulated)</p> <p>Woodthorpe SENCO Report (previously circulated)</p> <p>The chair recorded thanks to governors for the visits and associated reports and noted that the reports fed through relevant meeting agenda items.</p> <p>There were no further comments or questions on the reports.</p> <p><u>Governor Training (previously circulated)</u></p> <p>Ms Mills reported that she had completed SEN link training with CYC which had been very useful.</p>	

	<p><u><b>Chairs Update</b></u></p> <p>Governors discussed a review point for the joint board at the end of the academic year. Governors reflected that the governing board was operating effectively, governors were undertaking link visits and could see the cross working across the two school and noted the risk of governor recruitment.</p> <p>It was agreed to include a review of the joint LGB and the meeting structure at the July meeting.</p> <p>The Chair noted that the quality of governor visits and conversations was a real strength of the board.</p> <p>Ms Hodgson offered to link with curriculum given her experience of working with primary school curriculum.</p> <p><b>Resolution:</b> It was agreed for Lindsey Hodgson to be link governor for curriculum.</p> <p><b>Action:</b> Ms Hodgson to undertake a curriculum link visit with the Executive Principals at both schools before the July meeting.</p>	LH
7.	<p><b><i>Minutes of the previous meeting – 4<sup>th</sup> December 2024 (previously circulated)</i></b></p> <p><b>Resolution:</b> Governors agreed the 4<sup>th</sup> December 2024 minutes as a true and accurate record of the meeting and they were approved.</p> <p>The Chair noted the level of challenge and recognition captured from the meeting.</p> <p><b>Action Plan</b></p> <p>Discussed earlier in the meeting.</p> <p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
8.	<p><b><i>Any Other Business</i></b></p> <p><u>Playtime Minutes</u></p> <p><b>Challenge:</b> A governor referred to a report by the Raising the Nation Play Commission on the decline in playtime for children and asked how many minutes of play the children get and if more could be facilitated. The Executive Principal confirmed that he had read the report and the recommendations for education, Ofsted to reduce the expectation of the taught curriculum and schools to provide expert play leaders and resources which both schools do, and they also have a sports coach. Early Years teaches through a play-based curriculum, and they were ensuring children have as much time as possible in the provision and learning through play. KS1 was not a play-based curriculum and there was no way to increase play without increasing the school day to accommodate particularly with the current curriculum expectations. The Executive Principal noted that the report emphasised increasing green spaces in communities and reducing the hours that children use of devices.</p> <p><b>Challenge:</b> A governor asked why there was no afternoon break. The Scarcroft Vice Principal explained that there was a need to fit in the curriculum and noted that the after-school clubs had increased and were well attended.</p> <p><b>Challenge:</b> A governor noted concern that some children may miss playtime if kept in during breaks as a sanction.</p> <p><b>Action:</b> Heads of School to review use of missed playtimes as a sanction.</p> <p>The Executive Principal confirmed that children at Scarcroft had a 60-minute lunch break and 20-minute morning break which was above the national average. Woodthorpe had a 45-minute lunch and 15-minute morning break which was less than national average.</p> <p>The Woodthorpe Head of School noted that lunch time could be a point of dysregulation and one hour was sometimes too long for some students.</p> <p><b>Agenda:</b> Comparison of playtime across the schools in the trust to be included on the July agenda (including movement / brain breaks for children who need it and timings of breaks) and opportunities to communicate the importance of play with parents.</p> <p><u>Abuse towards Staff from Parents</u></p> <p><b>Challenge:</b> A governor referred to NAHT data that there had been an increase in abuse towards staff from parents and asked if that was being seen at Woodthorpe and Scarcroft and if there was pastoral support for staff. The Executive Principal explained that parents could be aggressive in different ways in different schools and did think there was a need to manage communication and boundaries to safeguard staff wellbeing. The Executive Principal was concerned about Class Dojo at Scarcroft with some unsuitable comments and contact outside of work hours. The Executive Principal also noted concern about</p>	<p>HofS</p> <p>Agenda</p>

	<p>a communication mechanism directly to teachers when they may not be in school that day / week which could result in a breakdown of communication.</p> <p><b>A governor suggested establishing an office@ or admin@ email for communications to be managed through.</b> It was confirmed that was the process at Woodthorpe.</p> <p><b>Governors emphasised the need to support staff wellbeing.</b></p> <p><b>Action:</b> Executive Principal to investigate the removal of Class Dojo.</p>	<b>EP</b>
<b>9.</b>	<p><b><i>Dates of next meetings</i></b> 9th July 6pm (Woodthorpe)</p>	

The meeting closed at 8.30pm

**Approved at LGB on 9<sup>th</sup> July 2025**

Approval

### **WOODTHORPE & SCARCROFT LGB – 12<sup>th</sup> March 2025** **ACTION PLAN**

	<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1.	1	Mr Sivey to meet with the Scarcroft Head of School on the implementation and impact of the Behaviour Policy and report back to governors.	Peter Sivey	June 2025
2.	3	Provide headline personal development data, including disadvantaged, for both schools at the July 2025 meeting.	Executive Principal	June 2025
3.	3	Governors requested accountability of Woodthorpe club charges through financial tracking.	Interim Head of School / SBM	June 2025
4.	6	Ms Hodgson to undertake a curriculum link visit with the Executive Principals at both schools before the July meeting.	Lindsey Hodgson	June 2025
5.	8	Heads of School to review use of missed playtimes as a sanction.	Heads of School	June 2025
6.	8	Executive Principal to investigate the removal of Class Dojo.	Executive Principal	April 2025

#### **July 2025 Agenda Items**

Review of the joint LGB and the meeting structure  
Playtime – comparison across the trust  
Sexual Harassment Prevention Duty Briefing

#### **September**

Joint Vice Chairs