

Minutes of the meeting held on Wednesday 25th September 2024 at 6pm

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

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting. The Woodthorpe Head of School joined virtually. Apologies were received and accepted for Peter Crane. There were no declarations of interest to note.</p>	
2.	<p>Chair and Joint Vice Chair Appointments The Chair made governors aware that she was happy to commit to the role of Chair but had limited capacity. Governors were supportive of the Chair continuing and would support with delegated actions and undertaking governor visits. It was agreed that there was a need for succession planning for leadership roles within the governing board. Challenge: A governor noted capacity limitations of a joint LGB and increased expectations for the Chair and suggested the need to review the joint governing board structure at some point. A governor suggested the need to recruit a range of governors with different backgrounds and expertise. The Chair encouraged governors to feed through any potential governors to the Chair and Heads of School. Resolution: Sheriden Hutchinson-Jones was recommended as Chair for Trust Board approval. Resolution: Jenny Parker was recommended as Vice Chair for Trust Board approval. The Chair noted the aim to have a joint Vice Chair from the Scarcroft community and there was a potential governor interested in taking on this role.</p>	
3.	<p>The Role of the Local Governing Board (previously circulated) The Chair referred to the circulated role of the LGB document noting that the focus of the LGB was to undertake governor visits providing challenge and support. The Chair encouraged governors to access training through the Local Authority and Trust. Challenge: A governor raised concern over the use of the term 'ambassadors of the Trust'. The Chair explained that the primary focus was about the children, their school experience and educational progress noting that a key element of the document was a focus on school uniqueness and distinctiveness. A governor noted that 'uniqueness' was linked with the community ties which should include wider support from the Trust. The Executive Headteacher explained the collaborative approach within the MAT and the Scarcroft Head of School noted the significant level of support and expertise within the Trust. The Executive Headteacher suggested that governors consider through the meeting possible areas where they could align themselves to offer support for the school, make link visits and provide feedback on those areas at meetings. The Executive Headteacher presented a deep leadership graphic which had pupils at the heart of the three areas and explained the School Development Plan would be changed to reflect those areas. With the changes to Ofsted a move back to data focused inspections with specific focus on disadvantaged and SEND outcomes and progress was expected.</p>	
4.	<p>Woodthorpe Primary School <u>Headteacher Report / Weekly Pulse (previously circulated)</u> The Woodthorpe Head of School reported that there had been a good start to the academic year with Early</p>	

Years making a very strong and settled start.

The Ofsted outcome was received positively by the community but feedback from families was focused on how happy their children were at Woodthorpe.

New teachers (an Early Career Teacher and a more experienced teacher) had made a positive start and spoke highly of the Woodthorpe rigour and systems.

SLT monitoring was taking place regularly and each phase of school had a weekly area of focus.

A positive meeting took place with the Year 6 team and Director of School Improvement with plans in place to drive improvements in data.

Staff were engaging with the ELT CPD programme and the robust CPD offer was beneficial.

Attendance finished 23/24 at 94.97% close to the 95% target but there was work to do on disadvantaged and persistent absence which was reflected in the School Development Plan. In response to a governor the Woodthorpe Head of School clarified that Persistent Absence was attendance less than 90%. The PA rate of the whole school was 12.8% and the PA rate for the disadvantaged cohort was 24%.

Challenge: A governor asked for the severely absent (under 50%) data to be reported.

Action: The Woodthorpe Head of School to report on the severely absent attendance data.

The Woodthorpe Head of School reported that partial timetables were in place for some children and feeds into the SDP.

School Development Plan (previously circulated)

The Woodthorpe Head of School emphasised the need for the data to match the outstanding school status and presented the SDP noting:

Writing: boys and disadvantaged outcomes was a limiting factor and impacted the combined data.

SPAG: increasing retention of knowledge through implementing quizzes to embed knowledge.

Disadvantaged: a key priority across all areas and invited governor challenge around this through the link governor structure.

Challenge: A governor asked if there was a specific focus to the action on engagement with the community. The Woodthorpe Head of School explained the aim was to increase work with community groups as it had been beneficial for the children and invited governors to share any contacts / links.

The Chair congratulated the school on the outstanding judgement and appreciated the work to continue the improvement momentum and set challenging targets.

Ms Elsworth reported that some children with Education and Health Care Plans had left Year 6 for secondary school but there were some new starters with significant need including the schools first child from Stay City.

Challenge: A governor noted why the family had been allocated to Woodthorpe given the distance.

Ms Elsworth explained that the school was on the bus route and the schools most local to Stay City had taken a large number of children. Ms Elsworth was in contact with Mr Oxley at Scarcroft for support as he had established expertise in refugee children.

The Executive Headteacher explained that the Inclusion Leaders across the two schools work together and have support from the Director of SEND and Safeguarding but there was a significant cost implication to meet high level needs and there were pressures on school budgets nationally.

Challenge: A governor asked if there was fixed funding for a child with an EHCP. The Executive Headteacher explained that school need to provide the first £6k of support and it can be a real battle for parents of children with SEND to get the funding and support needed. Recruitment could also be difficult for the support Teaching Assistant roles.

The Scarcroft Head of School informed governors that there was a new SEN team at CYC led by Dan Bodey which was promising and the Director of SEND and Safeguarding was working with the LA to support RSA panels.

Safeguarding and Reportable Items

The Head of School reported one incident of Harmful sexual Behaviour linked to a child who was struggling with behaviour which was being addressed.

WT HoS

5.	<p>Scarcroft Primary School</p> <p><u>Headteacher Report / Weekly Pulse (previously circulated)</u></p> <p>The Scarcroft Head of School reported a positive start to the academic year noting that the Early Years Early Careers Teacher had made a positive start.</p> <p>A governor recognised the improved school environment and new Early Years provision. The Scarcroft Head of School reported that the changes to school environment had supported a calmer lunchtime experience for the children.</p> <p>The Scarcroft Head of school reported that the new curriculum was being embedded and subject leaders had chosen to adopt their scheme.</p> <p>Mr Oxley was creating a consistent bank of resources for SEND to create consistency across all years and baselining was taking place for children working out of year groups as the most educationally vulnerable to maximise their individual progress.</p> <p>There were some high need children in Early Years but a plan was in place and the Learning Support Hub had been engaged for advice.</p> <p>The Scarcroft Head of School reported the positive work done by Mr Oxley and the SENCO on monitoring for high level need children to ensure the school was meeting need and using the Behaviour Policy effectively.</p> <p>Two children with more complex needs were accessing external provision.</p> <p>The Scarcroft Head of School reported that behaviour had improved significantly.</p> <p>There had been 27 new starters since the start of term with a majority being English as Additional Language with a number who speak no English at all.</p> <p>Challenge: A governor asked if the number of new starters had an impact on the children receiving an out of year group education. The Head of School explained that Mr Oxley had established a very effective way of triaging children and defining what they need and there was a high-quality Teaching Assistant who delivered intensive intervention. The Chair noted the need to recognise the work and intervention done to address these needs and that it should inform governor understanding of the impacts to data. The Scarcroft Head of School explained that there was no funding provided for these children, but it was the right thing to do to invest in and support them.</p> <p>Challenge: A governor noted that the children, and how the school support them, adds positively to the culture of the school.</p> <p>Mr Oxley explained that the influx of EAL can create a blur between what needs are linked to their EAL need and wider SEND.</p> <p>The Scarcroft Head of School highlighted an improved offering for Music and Sport across school.</p> <p>Challenge: A governor questioned the high Persistent Absent rate of 63%. The Head of School explained that the rate was correct at the point of drafting the report and was impacted by staggered starts for Reception. Mr Oxley confirmed that the PA rate was currently 10.7%.</p> <p>The Scarcroft Head of School reported that the first panel meeting of the academic year around attendance was scheduled, and support was being put in place.</p> <p>Challenge: A governor asked if there were any children categorised as missing from education at the start of the year. The Scarcroft Head of School confirmed not and noted that one child with an EHCP was currently not attending and protocol was being followed to ensure safety. One child had gone abroad for a period of time and had been taken off roll.</p> <p><u>School Development Plan (previously circulated)</u></p> <p>The Scarcroft Head of School presented the SDP and explained that the new vision, values and aims was developed with parent engagement through a parent forum.</p> <p>Mr Oxley left the meeting at 7.35pm.</p> <p>Challenge: A governor felt that the vision, values and aims retained what was special about Scarcroft.</p> <p>Challenge: A governor noted that the colours used (red and black) were difficult for some to differentiate. The Scarcroft Head of School explained that the visuals would be developed by the</p>
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	<p>communications team at Impact.</p> <p>Challenge: A governor suggested that item two should be the first point. The Scarcroft Head of School agreed to reorder.</p> <p>Challenge: A governor questioned the use of the word ‘offer’ and suggested a more assertive word.</p> <p><u>Safeguarding and Reportable Items</u> The Scarcroft Head of School reported that one child was on Child Protection, two were Child in Need and one was under review.</p> <p>Two partial timetables were in place but time in school was increasing incrementally.</p>													
6.	<p>Data (previously circulated)</p> <p><u>Sats Outcomes</u> Challenge: A governor noted the stronger outcomes at Scarcroft when they would have expected more parity across the schools. The Executive Headteacher explained that it was a result of different cohorts and there were areas where both schools could learn from each other. Ofsted undertook a detailed review at Woodthorpe and there was exciting data to strive for particularly on combined Greater Depth at both schools.</p> <p><u>Comparison or Key Areas</u> (previously circulated) The Executive Headteacher highlighted the gap between Pupil Premium and non Pupil Premium outcomes and noted that no Pupil Premium child achieved Greater Depth combined in Year 6, this was a pattern down through the years and whilst it was a national issue schools get Pupil Premium funding and there was a need to get higher levels for these children. Strategy meetings around Pupil Premium were taking place and it was a Trust wide priority along with attendance and SEND outcomes.</p>													
7.	<p>Administration</p> <p><u>School Policies</u> There were no policies for review.</p> <p><u>Joint SBM Report</u> (previously circulated) The Executive Headteacher highlighted the reserve percentages for both schools.</p> <p>It was noted that Scarcroft was generating more income from wrap around care.</p> <p>Challenge: A governor asked if the government initiative for a free breakfast club would impact the income generated. The Scarcroft Head of School hoped that would not be the case, but funding had not yet been confirmed. The school had already offered free breakfast club where attendance was a concern.</p> <p>The Scarcroft Head of School informed governors that open sessions for Reception 2025 starters were now run in small group tours and hoped that the new Early Years provision would be a selling point. The Scarcroft Head of School confirmed that the Pupil Admission Number for 2025 was 45.</p>													
8.	<p>Governor Business</p> <p><u>Link Governor Roles</u> (previously circulated) The link governor roles were agreed as:</p> <table border="1" data-bbox="146 1576 1197 1899"> <tr> <td>Child Protection / Safeguarding</td> <td>Jenny Parker</td> </tr> <tr> <td>Special Educational Needs / Disabilities</td> <td>Gareth Mines / Alex Mills</td> </tr> <tr> <td>Pupil Premium / Disadvantaged</td> <td>Victoria Wood / Peter Crane</td> </tr> <tr> <td>Attendance / Behaviour</td> <td>Sheriden Hutchinson-Jones</td> </tr> <tr> <td>Quality of Education / School Improvement</td> <td>Sheriden Hutchinson-Jones</td> </tr> <tr> <td>Personal Development (including Vision / Values)</td> <td>Peter Crane</td> </tr> </table> <p><u>Governor Visits Schedule</u> Governors agreed the use of the visits schedule template to record visits.</p> <p><u>Link Governor Reports</u> (previously circulated) Mr Mines had circulated a Scarcroft visit report. The Scarcroft Head of School recorded thanks to Mr Mines</p>	Child Protection / Safeguarding	Jenny Parker	Special Educational Needs / Disabilities	Gareth Mines / Alex Mills	Pupil Premium / Disadvantaged	Victoria Wood / Peter Crane	Attendance / Behaviour	Sheriden Hutchinson-Jones	Quality of Education / School Improvement	Sheriden Hutchinson-Jones	Personal Development (including Vision / Values)	Peter Crane	
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	<p>for the visit.</p> <p><i>Governor Training (previously circulated)</i> Addressed earlier in the meeting.</p> <p><i>Chairs Update</i> The Chair reported that a Chairs meeting was scheduled for early October.</p> <p>Resolution: The Chair and Head of School proposed Lindsey Hodgson, who had an education and inclusion background, as a general governor and governors unanimously agreed to recommend Ms Hodgson for Trust Board approval.</p>	
9.	<p>Minutes of the previous meeting – 10th July 2024 (previously circulated) Resolution: Governors agreed the 10th July 2024 minutes as a true and accurate record of the meeting and they were approved.</p> <p>Action Plan Action1: Ongoing. Action 2: Ongoing. Action 3: Governor visits schedule included on the agenda. Action 4: Gareth Mines circulated the cyber security information. Action 5: Meeting dates were agreed and circulated.</p> <p>Matters Arising Action: Executive Headteacher to update the wording on hair expectations in the uniform policy.</p>	EHT
10.	<p>Any Other Business There were no items of AOB.</p>	
11.	<p>Dates of next meetings 4th December 6pm (Woodthorpe) 12th March 6pm (Scarcroft) 9th July 6pm (Woodthorpe)</p>	

The meeting closed at 8.12pm

Approved at LGB on 4th December 2024
Approval

WOODTHORPE & SCARCROFT LGB – 25th September 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 (10.07.24)	Draft a Sun Safety Policy ready for summer 2025 implementation.	EHT	Autumn 2024 / Spring 2025
3.	4	Head of School to report on the severely absent attendance data within the Heads Report.	WT Head of School	Dec 2024
4.	9	Executive Headteacher to update the wording on hair expectations in the uniform policy.	EHT	Oct 2024

December 2024