

Minutes of the meeting held on Wednesday 4th December 2024 at 6pm

Present:	Jennifer Mitchell (Head of School, Scarcroft) Sheriden Hutchinson-Jones (Chair) Jenny Parker (Vice Chair) Helen Elsworth	Gareth Mines Alex Mills Peter Sivey
In Attendance:	James McGann (Executive Principal) Laura Winston (Interim Head of School – Woodthorpe) Sophie Triffitt (Clerk)	

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest The Chair welcomed everyone to the meeting with particular mention to the interim Head of School. Apologies were received and accepted for Charlotte Grason-Taylor, Matt Oxley and Peter Crane. There were no declarations of interest to note.</p>	
2.	<p>Woodthorpe Primary School (previously circulated)</p> <p><u>Head of School Report / Weekly Pulse</u> The Interim Head of School reported that there had been a significant number of school tours with an increase on previous interest. Monitoring had taken place for SEND and Teaching and Learning. There had been lots of lovely activities across school including local links to the community.</p> <p>A review of Teaching Assistant support and alignment for SEND children would be undertaken to maximise the support offer and increase the use of the Nest.</p> <p>Learning walks have helped increase the Interim Head of School's understanding of the curriculum offer at Woodthorpe. An area of curriculum development was Oracy and training was scheduled for the spring term. Thoughts on SPAG teaching and learning were being gathered.</p> <p><u>School Improvement Plan</u> The Interim Head of School presented the RAG rating of the SIP noting that the data from the whole school assessment week (WC 2nd December 2024) would inform working at levels and assessment of priorities.</p> <p>The Interim Head of School clarified that a tick identifies key priorities.</p> <p>Challenge: A governor questioned why priority ratings had changed from green at the September meeting to red. The Executive Principal explained that the development of the work around that priority had progressed, and the plan was reviewed in line with data, learning walks and trust priorities. Ms Elsworth added that the previous green ratings reflected the work around staff CPD and the actions behind the priority had progressed.</p> <p>The Executive Principal referred to the Trust Strategic Plan and Promise to Disadvantaged Pupils highlighting that it was a key issue for the Trust and the city noting that York was the lowest performing authority for the gap between disadvantaged and non-disadvantaged.</p> <p>The Interim Head of School reported that the disadvantaged persistent absence was rated red due to the data being 16%. There was a significant cross over with SEND and there were children on partial timetables. There was a lot of work to be active to address attendance including targeted intervention for SEND children including a targeted SEND club. The School Improvement Partner provides a wealth of data to identify children and groups for support and staff get weekly e mails for children to monitor and all staff took ownership of actions.</p> <p>Challenge: A governor asked if the attendance club was seen as a positive for attendance or a sanction for non-attendance. The Interim Head of School confirmed it was a positive reward-based club such as crafting that took place on a Friday for children who had good attendance that week, the cohort focus can change depending on need with the previous week being focused on SEND children.</p> <p>The Interim Head of School noted that Year 6 were the only year group with autumn 1 assessment data to provide a baseline. There was another data point WC 2nd December 2024 which would be reported at the spring meeting.</p> <p>Intervention in areas of grammar and arithmetic were identified and there had been a targeted maths</p>	

	<p>reasoning session.</p> <p>Challenge: A governor asked for further context for the suspensions. The Interim Head of School explained that the suspensions were linked to one child with specific need who can become dysregulated and displayed violent behaviour towards an adult and caused damage to the school. The Executive Principal added that it was always a difficult decision to suspend a child particularly if there was a vulnerability and explained that suspensions would be considered as part of Education Health Care Plan reviews and a view of whether school could meet the needs of the child or if further support was required.</p> <p>Challenge: A governor asked if there was a reintegration process after a suspension to ensure a positive return to school. The Head of School explained that there was but given the high level of need for the child concerned there was a long meeting with the parents. The process would take account of the child's level of understanding.</p> <p>Challenge: A governor asked if the suspensions would also impact attendance data for cohorts such as disadvantaged / SEND. The Interim Head of School confirmed it would and it was noted that the attendance was also impacted by term time holidays.</p> <p>Challenge: A governor asked what had been put in place to address the high disadvantaged persistent absence rate (18.87%) in Year 4. Ms Elsworth explained that the data included one child who joined on a phased transition, another child on a partial timetable and term time holidays for others in that year. Ms Elsworth confirmed that absences would be recorded on the correct code including C2 for partial timetables. The Interim Head of School reported that the Attendance School Improvement Partner provided a wealth of data and there were clear processes in place at different trigger points.</p> <p>Challenge: A governor asked for the disadvantaged attendance and persistent absence including any cross over between SEN and disadvantaged to be reported to governors at the next meeting.</p> <p>Action: Heads of School to report on disadvantaged attendance and persistent absence (including cross over with SEN).</p> <p>Challenge: A governor asked what next steps were identified from the learning walks. The Interim Head of School reported that the deployment of Teaching Assistants and Phonics were identified from the School Improvement walk. Ms Elsworth reported that adaptive teaching to support the needs of all children was identified from the SEND walk and training was planned for all staff.</p> <p>Challenge: A governor asked for an update on the Oracy curriculum and impact of subject lead training at the March 2025 meeting.</p> <p><u>Safeguarding and Reportable Items</u> There were no reportable items.</p>	<p>HofS's</p> <p>Agenda</p>
<p>3.</p>	<p>Scarcroft Primary School (previously circulated)</p> <p><u>Headteacher Report / Weekly Pulse</u></p> <p>The Head of School reported that there had been a strong recruitment field for two posts and successful candidates had been appointed as an Early Years teacher and an Admin Assistant.</p> <p>The school had moved to Provision Map for SEN and all children in receipt of Pupil Premium would also be included. The platform enables measuring of progress for personalised targets, records impact of intervention, provides a comparison across schools and would support transition to secondary. The Head of School confirmed that Education and Health Care Plans and My Support Plans would not currently be included.</p> <p>The Head of School reported that the on-track data for Year 6 reported positively.</p> <p>The Head of School highlighted the strong enrichment offer which included a wide range of trips, visitor clubs, the school won the chess tournament and an athletics tournament, and the '50 things' programme was launched. There was a focus on raising cultural capital, narrowing the gap and ensuring equity of provision. Support for English as an Additional Language and asylum families was ongoing and was a significant piece of work that had taken a lot of capacity. 18 children have come from Stay City and 4 had already moved on.</p> <p>The Head of School reported that the Early Years prospective mornings had been well attended and received positive feedback.</p> <p>The Head of School highlighted areas for development included the grammar curriculum. The Literacy Tree scheme of work was implemented and was providing an engaging and creative programme particularly for reluctant boy writers but the Head of School wanted to ensure herself of the grammar impact for Year 6.</p>	

Peers at an English Leads course reported positively on the programme and the grammar impact but there were plans to map the grammar to ensure full content coverage. Development of the Oracy Curriculum and continuing to develop the school environment were also an area of focus.

Challenge: A governor asked how the early career Early Years team would be supported. The Executive Principal confirmed that he was mentoring and would establish a collaboration with Woodthorpe to develop the curriculum. The Executive Principal explained an aim of linking Early Years across the trust and establishing half termly networking sessions for curriculum development. The KS1 and EYs team was strong and worked together well to support and there would be bespoke support for Early Career Teacher's. The Head of School noted the 35-admission number for Early Years which required two full time teachers and noted that there had been 19 strong applications for the vacancy in Early Years.

Challenge: A governor asked what numbers were projected for the September 2025 intake. The Head of School confirmed that first choice numbers would be released in January 2025 but there could be fluctuations until the start date. Ideally there would be a 45 intake in line with PAN.

The Head of School reported that the school had received a kind donation from a former volunteer who left money in her will for the school to do something that they would like to have, and not what was needed. The Head of School had met with the family and was looking to get some big trees for inside. **The school and governors recorded thanks for the donation.**

Challenge: A governor asked what had driven the strong reasoning data for Year 6. The Head of School explained that they were a higher performing cohort who had strong and consistent teaching in Year 5 and Year 6 and the behaviour for learning was strong. The Executive Principal added that there had been a year of embedding expectations and teachers had taken on board curriculum feedback which had been maintained into this year. The Head of School noted the 31% Greater Depth Reading noting that there was the potential to increase that to 50%.

The Head of School reported that overall attendance data was positive. The anomaly in the data was in Year 3 where there was one child at alternative provision two days per week and one child on a reduced timetable. There was also one child in Year 6 who attended alternative provision one day per week. Actions were in place to support attendance including slips, letters and panels.

Challenge: A governor asked if any attendance fines had been issued. The Head of School reported that one family would potentially be issued with an attendance fine but there was a complex background so was trying to support as much as possible.

The Head of School reported that Breakfast Club had delivered an improvement on attendance for a targeted small group but didn't always have staff capacity for it to run.

The Head of School noted the suspension data had reduced from 11 in January 2023 to currently 2.5. There was one child with particularly challenging behaviours and would need to look at support for transition to secondary.

The Head of School reported that the incidents of Highly Sexualised Behaviour related to three incidents, two in Year 1 and the NSPCC pantasaurus resource would be delivered to address and one Year 4 child had made an inappropriate remark. The Head of School confirmed that in all instances parents were informed and re-education work would be delivered.

School Improvement Plan

Addressed as part of the Head of School update.

Safeguarding and Reportable Items

The Head of School reported that two children were on Child Protection and was waiting on another two.

Three children were on Child in Need.

Two members of staff were completing Level 3 training to share the workload and increase capacity.

Challenge: A governor asked what pastoral support there was for staff dealing with safeguarding issues. The Head of School noted that there was an open-door approach for all staff and all larger cases tended to sit with the Head of School who would turn to the Deputy Head, Executive Principal and Director of SEND and Safeguarding for support.

Curriculum Summary (previously circulated)

The Executive Principal shared the curriculum summary.

The Scarcroft Head of School noted that focus was on embedding the curriculum and the recent round of monitoring concentrated on the implementation of the curriculum and identified some outstanding practice

	and support was being offered where required. There was work planned on refreshing planning.	
4.	<p>Link Governor Feedback (<i>previously circulated</i>) The Executive Principal recorded thanks to governors for the number of visits that had taken place this term.</p> <p>The Executive Principal shared examples of challenge questions for visits and governor meetings and referred to the Trust Promise to Vulnerable students and the poverty proofing checklist to be used as part of link visits.</p>	
5.	<p>Trust Strategic Direction and Pupil Premium Strategy</p> <p><u>Strategic Direction</u> (<i>previously circulated</i>) The strategic objectives were shared at the governance evening and was circulated for information.</p> <p>A governor suggested that parents should be given early notification of the plans for a longer October half term.</p> <p>Challenge: A governor noted that there was mention of shaping the offer for volunteers when the strategy was presented and suggested the Trust could facilitate bringing link governors from across the trust together.</p> <p><u>Pupil Premium Strategy & Pledge for Poverty Proofing</u> (<i>previously circulated</i>) Challenge: A governor asked if there was financial support for trips and if so if it was well communicated. The Scarcroft Head of School explained that school would tend to make a direct approach as school know which families need support. The Executive Principal added that there was work underway to apply an automatic discount through Parent Pay. The Scarcroft Head of School reported on a very positive meeting with the Friends of Scarcroft for support of a foreign trip to Paris for the current Year 5 cohort when they are in Year 6 and there would be a payment plan offer and a schedule to reduce the costs as much as possible. The Executive Principal added that there was a commitment that no child would miss the trip for financial reasons.</p> <p>Challenge: A governor asked if there would be an update of how the Trust was tracking against the pledge. The Executive Principal confirmed there would.</p> <p>Challenge: A governor asked if the schools would also have their own Pupil Premium strategy. The Executive Principal confirmed they would, the strategic pupil premium plan for the trust was implemented as there was an identified issue for Pupil Premium and schools would then have a school specific statutory strategy document that were published on websites. The Scarcroft Head of School noted that York was one of the lowest funded authorities. The Executive Principal added that the deprivation figures for the city York was changing so there was pressure on the system.</p> <p><u>Trust FAQ Attendance</u> (<i>previously circulated</i>) Circulated for information.</p>	
6.	<p>Governor Business</p> <p><u>LGB Board Function</u> (<i>previously circulated</i>) Circulated for information.</p> <p><u>Link Governor Reports</u></p> <p><u>Scarcroft SEND, Behaviour, Inclusivity – Gareth Mines – 21st June 2024</u> (<i>previously circulated</i>) There were no questions on the report.</p> <p><u>Scarcroft Pupil Premium – Peter Sivey – 26th November 2024</u> (<i>previously circulated</i>) Mr Sivey recorded thanks to the Head of School for the meetings, sharing of data, strategies for support and intervention.</p> <p>Mr Sivey reported that he had looked at national data sources and noted that last year Scarcroft only had seven children in receipt of Pupil Premium so was statistically a small cohort.</p> <p>Mr Sivey had attended CYC Pupil Premium Link Governor training.</p> <p>The Chair recorded thanks to Mr Sivey for applying his expertise to the Pupil Premium Link governor role and for the quality of the report submitted.</p> <p>Challenge: A governor asked if the coloured stickers used on books was an obvious identification to children. The Head of School explained that all children have a sticker, but they don't know what their stickers relates to. The approach was implemented from best practice at Carr Junior School.</p>	

	<p><u>Scarcroft SEND – Alex Mills / Gareth Mines – 28th November 2024 (previously circulated)</u> <u>Woodthorpe SEND – Alex Mills / Gareth Mines – 15th November 2024 (previously circulated)</u> Ms Mills and Mr Mines reported on their joint visits to both Woodthorpe and Scarcroft noting that the visits highlighted the very different challenges for the two schools. Ways the community could support was discussed particularly around the impact of Stay City to release capacity i.e. food bank connections. The governors noted that the Inclusion Quality Mark framework provided a structure for future visits.</p> <p><u>Scarcroft Safeguarding – Jenny Parker – 12th November 2024 (previously circulated)</u> <u>Woodthorpe Safeguarding – Jenny Parker – 15th November 2024 (previously circulated)</u> There were no questions on the report.</p> <p><u>Scarcroft Quality of education / School Improvement – Sheriden Hutchinson-Jones</u> The Chair reported that the visit focused on the impact of EAL learners on the school, SEN assessments, TA hours, increasing concerns around safeguarding and additional staff being trained. The Head of School noted that the EAL / Stay City element was challenging but those children and families enriched the school and the children were thriving on being welcoming and supportive.</p> <p>Challenge: A governor asked if there was any funding support available for example from a charitable trust. The Executive Principal explained that the GAG funding for pupils did not reflect this additional need as many of the children were there short term.</p> <p>Action: Ms Mills and Mr Mines to explore potential funding for EAL and refugee support.</p> <p><u>Governor Training (previously circulated)</u> The Chair asked the clerk for the training record to reflect their Safeguarding Level 3 training.</p> <p><u>Chairs Update</u> The Chair noted that the governance evening included an update on the Trust Strategy and confirmed that she would feedback any updates from Chairs sessions.</p> <p>Challenge: A governor asked if the subject reviews undertaken by the Trust would produce a report and be shared with governors. The Executive Principal confirmed these would be shared when provided.</p> <p>It was agreed for staff to be invited to governor meetings to present curriculum updates as relevant.</p>	A Mills / G Mines
<p>7.</p>	<p><i>Minutes of the previous meeting – 25th September 2024 (previously circulated)</i> Resolution: Governors agreed the 25th September 2024 minutes as a true and accurate record of the meeting and they were approved.</p> <p>Action Plan Action1: The Executive Principal confirmed that both schools had implemented a 10% increase, and it was agreed to close the action. Action 2: Action was due at the March 2025 meeting. Action 3: The Scarcroft Head of School confirmed that Scarcroft had no children categorised as severely absent. The Woodthorpe Interim Head of School reported that Woodthorpe had two children categorised as severely absent, both were on a partial timetable, one child was expected to increase their hours but the parttime timetable had been less successful for the other child who required complex support and an EHCP was being explored. Action 4: The Executive Principal confirmed that the uniform policy was updated to remove reference to hair to reflect governor feedback A governor noted that the Woodthorpe website had not been updated with the new policy. The Executive Principal confirmed that would be updated.</p> <p>Matters Arising There were no matters arising.</p>	
<p>8.</p>	<p><i>Any Other Business</i></p> <p><u>Woodthorpe Parking</u> A governor raised concern over the safety of parking around the school site and informed governors that the local councillor was supporting, and a meeting was scheduled for WC 9th December 2024.</p> <p><u>Language Teaching</u> Challenge: A governor asked if there was any parent and pupil voice on the change of offer for languages teaching. The Executive Principal reported that the observations, pupil and staff voice was positive. Ms Elsworth added that the Kapow scheme had lots of resources to support non-specialists teaching of French. A governor suggested engaging the language experts within the Trust to support staff confidence.</p>	

	<p><u>Behaviour</u></p> <p>Challenge: A governor requested an update on Scarcroft behaviour at the next meeting including data of awards. The Head of School reported that suspensions had significantly reduced. Behaviour and behaviour for learning had improved and children were calmer and on task in class. There were adaptations to the approach for children with particular need. The Head of School explained the process for red behaviour noting that the tracking supports evidence for additional support for those children who become very dysregulated.</p> <p>Challenge: A governor asked how consistency of approach and communication to parents was ensured. The Executive Principal explained that from lines of enquiry it was identified that some staff may need to build confidence in having difficult conversations with parents and some inconsistencies were identified to be addressed.</p> <p>Challenge: A governor questioned that repeated low level behaviour and extreme behaviours were both categorised as red.</p> <p>The Executive Principal explained that the Behaviour Policy and how behaviour was managed in school was multilayered (culture, policy, curriculum) so when a new system was implemented there was a spotlight. The Executive Principal referred to Education Endowment Fund research and guidance on Behaviour Policy noting that behaviour management was the biggest pressure and area of greatest struggle so had been proactive in managing behaviours in school. The policy was quality assured during the Woodthorpe Ofsted. The Executive Principal acknowledged that there would be times when it felt uncomfortable but wanted the policy to enable teachers to manage behaviour without raising their voice with clear sanctions. The Executive Principal assured governors that the policy was a standard effective policy based on Going for Gold and addressed the need for clear policy and practice including warnings before a red would be issued and included restorative practice.</p> <p>Challenge: A governor requested an update on the application and consistency of the policy and relationship building between school and home.</p> <p>Action: Head of School to provide an update on the application and consistency of the Behaviour Policy and relationship building between school and home as part of the March 2025 Heads Report.</p> <p>Challenge: A governor noted an outstanding action on the NCSC cyber security questions that had been raised. It was agreed for Mr Mines to pick up as part of a link visit.</p> <p>Agenda: Woodthorpe premises was agreed as a future agenda item.</p>	<p>Sc HofS</p> <p>Agenda</p>
9.	<p>Dates of next meetings 12th March 6pm (Scarcroft) 9th July 6pm (Woodthorpe)</p>	

The meeting closed at 8.10pm

Approved at LGB on 12th March 2025.

Approval

**WOODTHORPE & SCARCROFT LGB – 4th DECEMBER 2024
ACTION PLAN**

	Item	Action	Responsibility	Timescale
1.	5 (10.07.24)	Draft a Sun Safety Policy ready for summer 2025 implementation.	EHT	Autumn 2024 / Spring 2025
2.	2	Heads of School Reports to report on disadvantaged attendance and persistent absence (including cross over with SEN).	Heads of School	March 2025
3.	6	Ms Mills and Mr Mines to explore potential funding for EAL and refugee support.	A Mills / G Mines	March 2025
4.	8	Head of School to provide an update on the application and consistency of the Behaviour Policy and relationship building between school and home as part of the March 2025 Heads Report.	Scarcroft Head of School	March 2025

March 2025 Agenda Items

Autumn 2 Data

Woodthorpe - oracy curriculum and impact of subject lead training.

Woodthorpe – premises

Sun Safety Policy

APPROVED