



OAKWOOD PRIMARY SCHOOL MINUTES of the GOVERNING BODY MEETING

HELD AT Oakwood Primary School

9th October 2024, 5-7pm

Name	Post	Attending	Apologies accepted	Apologies not received / not accepted
Governors				
Matt Maiden (MM)	LA Gov / Co-Chair (Meeting Chair)	✓		
Maria Whitmarsh (HT)	Headteacher	✓		
Rachel Gander (RG)	Trust Gov / Co-Chair	✓		
Gemma Fawcitt (GF)	Staff Governor	✓		
Joe Crook (JC)	Co-opted Governor		✓	
Ben Hammond (BH)	Co-opted Governor			✓
Peta Holt (PH)	Trust Governor	✓		
Abbie Foss (AF)	Parent Gov / ViceChair	✓		
Amy Ryan (AR)	Parent Governor	✓		
Other attendees				
Aaron Rattan (SBM)	SBM	✓ (left 6pm)		
Becky Vanes (BV)	Deputy Head	✓		
Raylene Poppleton (RP)	Clerk	✓		
Quoracy - 50% of Governors (5)				

Actions arising from this meeting

Item		Action
5.1	Devise questions to ask Forest School pupils at next Governor in School Day	All Gov
7	Time to be allocated at future meetings to review the SIP in detail	Clerk
7	Governors invited to meet with the SIO at their visit on 11/11/2024	All Gov
10	To look at the use of TA's and understand where teachers have concerns lay at the next Governors in School Day.	All Gov
10	Identify how to best invest the surplus, what TA support was needed and any challenges, to bring to the next meeting.	MW & GF
10	Clerk to schedule time on the SIP at each meeting, through the annual meeting plan	Clerk
13	Governors to read KCSIE2024 Part 1	All Gov
14	Governors to contribute their input from the Governors in School Day to put into the report template.	MM/All Gov
15	Governors to complete annual safeguarding and Prevent training	All Gov

17	Staff Governor election to be arranged for the Spring term.	MW
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Minutes

Item		Action
1.	Welcome, apologies and absences.	
	MM opened the meeting at 5:02pm and welcomed everyone. JC had sent an apology ahead of the meeting	
2.	Declaration of Pecuniary/Business Interests	
	Governors were reminded to return their updated declarations for the Register of Business Interests. No governors had pecuniary/business interests to declare in this agenda.	
3.	Election of Chair & Vice-Chair	
	Governors were advised that no nominations had been received in advance of the meeting and it was confirmed that the appointments were for a term of 1 year. Following discussions about succession planning and the need to develop governors it was agreed that governors could co-chair. Nominations were received for MM and RG as co-Chairs. Nominations were received for AF as Vice-Chair. DECISION: Governors voted unanimously to make the appointments of Matt Maiden and Rachael Gander as Co-Chair, and Abbie Foss as Vice-Chair. It was agreed that MM would Chair this meeting.	
4.	Items of Urgent Business	
	No items were presented	
5.1.	Forest School & Behaviour Champion	
	GF provided governors with copies of the presentations in advance of the meeting. <u>Forest School</u> <ul style="list-style-type: none"> ● Since setting up the Forest School, it had expanded from offering KS2 a half day, to being 4 days a week and for Year R to Year 6. ● Pupils with emotional needs were supported in the mornings and class groups in the afternoons. ● Parents had been invited in but the take up wasn't high, so it would be repeated later in the school year. ● A typical weekly plan was shared and governors advised that it was currently working well. Group sizes may be adjusted next term. ● Positive feedback had been received from teachers. ● Year R will settle in before starting Forest School in the summer. ● Adult ratios are strict and being supported by volunteers ● An After School Club, funded by Testlands, will start after half term for 10 pupils in year 6. ● CPD training was important to ensure staff skilled to deliver the provision 	

- Governors were shown photos and video from a session and some of the activities explained.
- There were plans to add things for the children to do in the woodland.

AR left the meeting at 5:20pm.

Question: Succession planning to ensure the provision of the Forest School had been discussed previously, what needs to be done?

Response: If GF were to leave there would be a gap due to needing to be level 3 trained to provide it. It was possible other teachers may be interested but it didn't need to be a teacher.

Question: At what point could GF train other staff?

Response: The answer wasn't known.

Question: Is there additional funding available for the Forest School or is there the option to open it to other schools to get an income?

Response: The LA would need to provide alternative provision accreditation for this. It had been offered to another school in return for another service but this was still in the early stages.

AR returned at 5:23pm

Governors discussed the benefits and issues relating to offering out the services. It was felt that there needed to be an evaluation of how it was running now. GF advised that evaluations had been done with teachers and MW advised that there was anecdotal positive feedback from parents but there was a need to get more parent feedback.

Question: Has there been a change in the behaviour of the groups taken out?

Response: Positive comments had been received.

Governors commented that this had been spoken about at length on the Governors In School Day.

Question: How do those feel who are not being taken out of class for sessions?

Response: Pupils haven't said anything. but they are used to seeing pupils taken out of class for interventions. Most in those groups are taken out due to anxiety or emotional needs, not behaviour, and all pupils get access to sessions for their class.

Question: Attendance is in the SIP - has attendance increased for those taking part in Forest School?

Response: Yes. There are individual examples of that.

Governors commented that it would be interesting to see that reported.

GOV

	<p>Action: Devise questions to ask Forest School pupils at next Governor in School Day</p> <p>Question: Could pupils be polled to see how they're feeling before and after Forest School?</p> <p>Response: This could be difficult as they may already be happy knowing they are going to do Forest School.</p> <p><u>Behaviour Champion</u></p> <p>GF explained that this was a new role and shared with governors what the role involved including:</p> <ul style="list-style-type: none"> ● Reinforcing the Oakwood Way ● Creating an action plan <p>Question: Would this be tied to the Improvement Plan?</p> <p>Response: Yes</p> <ul style="list-style-type: none"> ● Playground play had been identified as a potential concern so there were plans to teach children playground games ● Reinforcing the need for communication, meetings and identifying who to talk to <p>Question: Has there been engagement with staff? What are the main challenges that have been identified?</p> <p>Response: Consistency with the traffic light system had been identified.</p> <p>Question: Has there been training on the traffic light system?</p> <p>Response: There was when it was introduced and flow charts and documentation have been put in place to support it.</p>	
5.2	Finance & School Business Manager's Report	
	<p>The School Business Manager (SBM) shared their report ahead of the meeting and the budget was shared at the meeting.</p> <p>They highlighted that the in year surplus was projected to be £51,498, leaving an overall surplus of £1,769.</p> <p>Question: Why are the values different to those presented at the Finance Committee meeting?</p> <p>Response: The change related to unprecedented supply costs in the summer and autumn terms.</p> <p>The SBM advised that an increase in core school budget helped with the teacher pay increases meaning that the school was on track, and keeping an eye on spending with the aim to be in surplus.</p> <p>Governors asked how the core school budget grant worked and whether it was a grant that had to be rapid and were advised that it was not.</p> <p>Question: How is the anticipated spend on supply budget determined?</p>	

	<p>Response: Based on previous experience and any planned for use. The budget had been doubled to give a buffer that was expected to cover it. Governors were advised that the budget was cautious.</p> <p><u>Roof & Building</u></p> <ul style="list-style-type: none"> • KS1 roof was close to completion. There had been delays due to some materials and weather. There were issues relating to access to the site for the skip lorry. • Water damage and damage to tiles would be addressed. Some were being replaced now and others would be done at the end of the project. <p>Question: Will tiles be replaced so that the hall can be used next week?</p> <p>Response: That would be done as part of snagging at the end of the project. It can't be done more quickly due to lack of availability of the discontinued tiles.</p> <p>Question: What is the council's position?</p> <p>Response: The LA confirmed that the contractor are responsible for any repair or replacement due to damage.</p> <ul style="list-style-type: none"> • The SBM expressed concern that the school were being required to project manage and there wasn't a project manager on site. <p>Question: Is anything required from governors to support this?</p> <p>Response: If it continues.</p> <p><u>Heating Project</u></p> <p>The SBM advised that the project was stalled due to the budget set by the LA not being enough for any solution.</p> <p>Question: What happens if the school can't be heated and the school can't open?</p> <p>Response: The LA has been pressed to give an answer by the end of the week.</p> <p><u>Finance Committee & Terms of Reference</u></p> <p>Draft Finance Committee minutes from the meeting on 30/09/2024 were provided.</p> <p>Governors discussed the issue of the Headteacher's delegated authority remaining £1000. Concerns were expressed that given the cost of pieces of equipment or a supply contract, that this might now be too low.</p> <p>Governors agreed that the value be raised to £5000 and that the wording for authorisation above this level be changed to read "Chair, Chair of Finance and another member of the Finance Committee".</p> <p>DECISION: Governors agreed the changes to the Finance Committee Terms of Reference.</p>	
6.	Minutes of previous meetings	
	The draft minutes of the FGB on 01/07/2024 were reviewed.	

	<p>DECISION: The minutes, with corrections, were agreed as a true and accurate record by those present.</p> <p>The Chair's electronic signature was used to sign the minutes after the meeting and the final version filed in the folder for that meeting on the governor drive.</p>	
7.	Matters Arising & Actions	
	<p>The Action Log was reviewed and updates provided. Completed items were later removed from the active list. Several items were to be included in the leadership report at this meeting.</p> <p>Action: Time to be allocated at future meetings to review the SIP in detail</p> <p>Action: Governors invited to meet with the School Improvement Officer (SIO) during their visit on 11/11/2024</p>	<p>Clerk</p> <p>GOV</p>
8.	Governance Structures	
	<p>DECISION: Governors approved the Instrument of Government, Code of Conduct, Standing Orders and revised Finance Committee TOR</p> <p>It was agreed that the Scheme of Delegation was not ready to be approved and would be brought to a later meeting.</p>	
9.	Governor Roles	
	<p>Following discussion the following appointments were made:</p> <p>Safeguarding - PH SEND & Disadvantaged Pupils - RG Curriculum - JC Health & Safety and Premises - BH Wellbeing - AF Information & Technology - AR Board Development - MM Attendance - GF</p> <p>Finance Committee - MW, MM, AR, AF, RG, JC</p>	
10.	Headteacher's Report	
	<p>Governors were provided with a written report, the SEF and SIP, ahead of the meeting.</p> <p><u>Leadership Report</u></p> <p>Question: In the report the end of KS2 expectations look good compared to the LA, but are in the SIP for improvement. Can this be explained?</p> <p>Response: The school has higher expectations as the results are normally higher. The lower expectation is cohort related.</p> <p>Question: How many EHCP's are there? The report doesn't have the same numbers as the SEF?</p> <p>Response: 13 EHCP's and another had been applied for. The SEF is updated less frequently and is therefore not showing the most up to date figures.</p>	

	<p>Question: Good attendance for the term so far was noted. Could the period be compared to the previous year?</p> <p>Response: This would be included in future</p> <p>Question: There are a high number requiring SEN support in Year 6. Are numbers increasing compared to previous years?</p> <p>Response: Yes, the number are increasing and this had been seen at other schools too.</p> <p>Question: With moving away from whole class TA's, are all pupils getting the additional in class support they need? Do SEN children get enough support? Can we use the surplus for this?</p> <p>Response: MW advised that they would like to offer more support but there were difficulties recruiting into those positions. New TA's without experience but known to the school as volunteers or in other roles, had been recruited into an apprenticeship program.</p> <p>Governors discussed the issues relating to pupil needs and recruitment issues. The need to be proactive and potentially use the surplus to fund additional class TA's was expressed.</p> <p>They were advised that teachers were trialling pre-teaching and there were small groups & interventions. There was quality teaching in class. Alternative interventions that didn't need adult support were being looked at, such as the use of computers.</p> <p>Question: What would have the most impact if the surplus was used - TA's or teaching in Year 6?</p> <p>Response: Pupils need more support all the way through, so TA's across the school.</p> <p>Following further discussions regarding the use of any surplus, how it might be used and whether teacher's had concerns about the number of TA's, governors set actions.</p> <p>Action: To look at the use of TA's and understand where teachers have concerns lay at the next Governors in School Day</p> <p>Action: Identify how to best invest the surplus, what TA support was needed and any challenges, to bring to the next meeting.</p> <p><u>Absence</u></p> <p>The headteacher advised governors of staff absences, as requested at the previous meeting. Absences were related to sickness or absence for other reasons.</p> <p>During the calendar year there had been 432 days of staff absence. This was broken down as:</p>	<p>GOV</p> <p>MW & GF</p>
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	<ul style="list-style-type: none"> ● Teachers - 107 ● TA's - 235 ● Site - 33 ● Lunch - 50 ● Admin - 7 <p>It was explained that the impact of TA and Teacher absence related to £44K of lost time.</p> <p>Question: Are all staff members of the Local Government scheme?</p> <p>Response: Yes</p> <p>A HR meeting discussed using posters about the impact of staff absence but the school didn't feel it would have a positive impact.</p> <p>Question: Is there an absence management policy?</p> <p>Response: This was discussed with the Trust Group HR Manager at the last Governors in School Day. It has been agreed to look at patterns of absence and look over a long rolling period.</p> <p>Question: Is the concern financial or teaching?</p> <p>Response: There is more concern about the impact on the quality of teaching and other staff, rather than the financial impact.</p> <p>Governors asked and were told about the term-time and annual contracts and annual leave arrangements.</p> <p>The next item was requested to be minuted as confidential and can be found in the Confidential Part 2 minutes.</p> <p><u>SEF/SIP</u></p> <p>The documents had been provided in advance of the meeting for governors to read and digest. Governors agreed that those areas should be the focus of some questions. They also felt they would like to spend more time digging into the SIP and requested this to be scheduled into the FGB meetings this year.</p> <p>Action: Clerk to schedule time on the SIP at each meeting, through the annual meeting plan</p>	Clerk
11.	Written Reports	
	None were presented at this meeting	
12.	Policies	
	The Behaviour policy was originally scheduled to be reviewed at this meeting but governors were advised that this was being reviewed with staff and would be brought to governors during the Spring term.	

	<p>The following policies were provided to Governors in advance of the meeting. ECT, Children with Medical Needs who cannot attend School, Intimate Care and Teaching & Learning</p> <p>There were no questions.</p> <p>DECISION: Governors approved all the policies.</p>	
13.	Safeguarding	
	<p>Governors were invited to attend Safeguarding Training on the morning of the Inset Day (4th November).</p> <p>Action: Governors to read KCSIE2024 Part 1</p>	Gov
14.	Governor Visits	
	<p>MM provided governors with a brief summary of the day. It was felt the day had been positive and they were able to see evidence of things that had been addressed.</p> <p>Action: Governors to contribute their input to put into the report template.</p> <p>Question: Are pupils made aware that governors are visiting?</p> <p>Response: No. They aren't pre-warned. Governors see the school as it is.</p> <p>Next Governors in School Day was set as 22/11/2024</p> <p>SIO visit on 11/11/2024 - Governors were again invited to meet them</p>	MM/ALL Gov
15.	Governor Training, Skills and Audit	
	<p>Action: Governors to complete annual safeguarding and Prevent training</p> <p>Governors were reminded to undertake training related to their new roles and to log training they do.</p>	Gov
16.	Governor Correspondence	
	<p>The appointment letter for Peta Holt as Trust Governor had been received on 02/07/24, confirming their appointment.</p>	
17.	Clerking Matters	
	<p>The clerk advised that 1 term of office was ending this academic year. The staff governor term ends on 31/03/2025.</p> <p>Action: Staff Governor election to be arranged for the Spring term.</p>	MW
18.	AOB	
	<p>Governors were advised that there was a Premises policy that would be presented for approval at the next meeting. The SCC policy was provided to governors.</p> <p>Question: The Child Protection Policy was SCC - do we adopt theirs or our own?</p> <p>Response: We may adopt them, or adapt them or split them out.</p>	
	<p>There being no other business the meeting closed at 7:02pm.</p>	

Dates of Remaining Meetings 2024 - 2025	
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	Full Governing Body 5-7pm	Finance Committee 2-3pm	Governors In School Days	
	27/11/2024 (Wed)		22/11/2024 (Fri)	
	05/02/2025 (Wed)	28/01/2025 (Tues)	28/01/2025 (Tues)	
	17/03/2025 (Mon)		12/03/2025 (Wed)	
	21/05/2025 (Wed)	16/05/2025 (Fri)	16/05/2025 (Fri)	
	30/06/2025 (Mon)		23/06/2025 (Mon)	

