



MINUTES

- BOARD:** Full Governing Body
- SCHOOL** Wood End Primary School
- DATE:** 30 November 2023
- TIME:** 4.00pm to 6.16pm
- VENUE:** Remote Meeting
- ATTENDED:**
- | | |
|-----------------------|-------------------|
| Matthew Jeatt (MJ) | - Trustee (Chair) |
| Julie Evans (JE) | - Trustee |
| Ian Greeves (IG) | - Staff Governor |
| Beth Parker (BP) | - Trustee |
| Taya Sturge (TS) | - Staff Governor |
| May Sule (MS) | - Trustee |
| Charity Jones (CJ) | - Parent Governor |
| Warner Stainbank (WS) | - Headteacher |
- ALSO PRESENT:** Denise Hark Judicium Clerk
- QUORUM:** 4 Trustees (one third of governors in post).

[Meeting Folder](#)

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	<p>Welcome:</p> <p>The Head Teacher welcomed Taya Sturge and Ian Greeves, newly appointed staff governors to their first meeting and also welcomed the Clerk to her first FGB meeting at Wood End.</p>
2 2.1	<p>Procedural items:</p> <p>Apologies for absence</p> <p>Apologies for absence were received from Andrew Hamilton (Associate Governor). Jayin Hirani had said that he may arrive late to the meeting.</p>



2.2	<p>Confirmation of Quorum The meeting was confirmed as quorate. Quorum is four.</p>																																		
2.3	<p>Declarations of interest for this meeting No pecuniary or personal interests were advised for any agenda item for this meeting.</p>																																		
2.4	<p>Confidentiality Statement: All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.</p>																																		
3	<p>Any other business: There were no items of other business notified.</p>																																		
4	<p>Minutes: The minutes of the previous meeting on 4 July 2023 were AGREED.</p> <p>Minutes of the FGB meeting of 4 July 2023 to be signed on Governor Hub. ACTION: MJ</p>																																		
5	<p>Matters Arising:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>(5)</td> <td>To advertise the vacant positions on the board with Governors for Schools. An expression of interest had been received for the parent governor vacancy, who had requested more information on the role. WS to meet with Therese McNulty re: appointing a governor with finance or governance skills.</td> <td>Chair WS/Clerk WS</td> <td>OPEN</td> </tr> <tr> <td>(5)</td> <td>SEND, Safeguarding and Health & Safety link governors to continue their regular monitoring visits and report to the FGB. Ongoing</td> <td>MJ/JE/H&S governor</td> <td>OPEN</td> </tr> <tr> <td>(5)</td> <td>To complete governor-specific safeguarding training and send the certificate to the Clerk</td> <td>MJ & MS</td> <td>OPEN</td> </tr> <tr> <td>(5)</td> <td>To ensure governors complete the safeguarding training. Link to training to be sent to IG and TS.</td> <td>WS/Clerk</td> <td>OPEN</td> </tr> <tr> <td>(5)</td> <td>To update the policy review schedule and implement for meetings</td> <td>Clerk</td> <td>CLOSED</td> </tr> <tr> <td>(4)</td> <td>To sign minutes of the FGB meeting of 23rd February 2023 on Governor Hub</td> <td>Chair</td> <td>OPEN</td> </tr> <tr> <td>(7)</td> <td>To speak with the solicitor and the LA regarding the financial proposals for John Chilton's occupancy of the building and report to governors</td> <td>Chair/WS/ Clerk for agenda</td> <td>CLOSED</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	(5)	To advertise the vacant positions on the board with Governors for Schools. An expression of interest had been received for the parent governor vacancy, who had requested more information on the role. WS to meet with Therese McNulty re: appointing a governor with finance or governance skills.	Chair WS/Clerk WS	OPEN	(5)	SEND, Safeguarding and Health & Safety link governors to continue their regular monitoring visits and report to the FGB. Ongoing	MJ/JE/H&S governor	OPEN	(5)	To complete governor-specific safeguarding training and send the certificate to the Clerk	MJ & MS	OPEN	(5)	To ensure governors complete the safeguarding training. Link to training to be sent to IG and TS.	WS/Clerk	OPEN	(5)	To update the policy review schedule and implement for meetings	Clerk	CLOSED	(4)	To sign minutes of the FGB meeting of 23 rd February 2023 on Governor Hub	Chair	OPEN	(7)	To speak with the solicitor and the LA regarding the financial proposals for John Chilton's occupancy of the building and report to governors	Chair/WS/ Clerk for agenda	CLOSED
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	(4)	To sign minutes of the FGB meeting of 25 th May 2023 on Governor Hub	Chair	OPEN
	(9.5)	To send the DSL & Governor Workshop slides to the Clerk who will post them on GH. WS to check with DSL to see if they have been received.	CJ/Clerk	OPEN
6	Correspondence: The Chair reported that he had received correspondence re suspensions and had had notifications from the unions which he had discussed with the Head Teacher.			
7	Annual Governance Matters:			
7.1	Election of Chair/Co Chair Nominations were sought for the position of Chair. MJ said that in light of there not being any nominations for this position he would be willing to stand as Chair for the current year and noted that this would be the last year that he would be Chair. AGREED: Matthew Jeatt to be elected as Chair for 2023/24.			
7.2	Annual Declarations of Interest Governors were requested to complete their Annual Declaration of Interest form on Governor Hub if they had not already done so.			
7.3	Keeping Children Safe in Education Governors were requested to sign on Governor Hub to confirm that they had read part one of the Keeping Children Safe in Education document 2023.			
7.4	Code of Conduct Governors were requested to sign on Governor Hub to confirm that they would abide by the Code of Conduct.			
7.5	Governor Named Roles The following Governor named roles were confirmed: Safeguarding Governor – Julie Evans Health & Safety Governor – Taya Sturge Sports Premium Governor – Charity Jones Pupil Premium Governor – Beth Parker SEND Governor – Matthew Jeatt			
7.6	Committee Membership Committee Membership was agreed as follows:			
7.7	Behaviour, Ethos and Welfare Committee: Julie Evans (Chair), Charity Jones, Taya Sturge and Matthew Jeatt.			
7.8	Curriculum and Achievement Committee: Beth Parker (Chair), Ian Greeves and May Sule.			
7.9	Strategic Resources & Financial Management Committee: Jayin Hirani, Kumaradas Suppiah, Matthew Jeatt (Acting Chair) and Andrew Hamilton (Associate Governor).			



7.10	WS noted that there was a need to recruit externally for the position of Chair of the SRFM Committee.
7.11	It was agreed that only the new governors would need to complete the Skills Audit this year.
	WS to circulate the Skills Audit form to Ian Greeves, Taya Sturge and to the new parent governor once appointed. ACTION:WS
7.12	<p>Committee Terms of Reference</p> <p>The Chair advised that all committees should review their terms of reference at their next meeting and if there are no significant changes, they should adopt them at committee level.</p> <p>Agenda item at each Committee meeting next term. ACTION: WS to notify the Committee Clerk.</p>
7.13	<p>Academy Handbook</p> <p>Governors noted the changes to the Academies Handbook.</p>
7.14	<p>Arrangements for Headteacher’s Performance management</p> <p>Charity Jones and Julie Evans had met with the external advisor to review the Head Teacher’s targets for 2022/23 and to set targets for the current academic year. A mid-year review meeting would take place in March 2024. ACTION: WS to propose a date for the review.</p>
8	Financial Year-End 2022/23
8.1	<p>Draft Financial Statements & Trustees’ Report 2022/23</p> <p>WS reported that the annual audit had been carried out by Landau Baker who were new to the school and had been very professional. The audit findings report had been shared with the SRFM Committee.</p>
8.2	There were four areas highlighted in the report which would be addressed following the meeting. The Internal Scrutiny report, which had been one of the areas, had been uploaded to the auditors’ portal by the Bursar previously. WS confirmed that all items requested had been submitted on 29 November. Item 1 concerning VAT reconciliation would remain as a recommendation.
8.3	The Trustee report has been completed by the school and the auditors would add in the financial element. The report would then be circulated to governors to respond prior to approval before the submission deadline of 31 December.
8.4	The Chair noted that having only one management point was very positive particularly in light of the huge piece of work of bringing the finances of two schools together.
9	John Chilton Building Occupancy:
9.1	



<p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>The Head Teacher reported that work was ongoing with the property surveyor and the education solicitor on how to proceed to lease the John Chilton building. The property surveyor was due to visit the school on 1 December to provide support and to look into whether a better lease agreement could be put in place with the Local Authority for the next year and the following 25 years.</p> <p>All the building work has been finalised and the builders are working through the snagging.</p> <p>WS reported on collaborative working with the school. This included a member of John Chilton staff observing a child at Wood End who was finding it difficult to go into school. They had suggested strategies on how to manage the child. The child has since made improvements.</p> <p>It was planned that a joint staff function would be held in the new term to celebrate the opening of the building and that joint CPD would also take place.</p> <p>A meeting of the Heads and Business Managers of both schools working on the one site had taken place.</p>
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>Headteacher's Report: Governors had received and reviewed the Headteacher's report prior to the meeting and the report was filed on Governor Hub.</p> <p>WS talked governors through the key points from his Headteacher's report.</p> <p>A number of parental workshops and coffee mornings had taken place. This had been an opportunity to build relationships and several useful discussions had taken place. One issue which had been raised by parents was behaviour at lunchtimes.</p> <p><i>(Julie Evans left the meeting at this point 5.15pm)</i></p> <p>WS reported that the school was aware of behavioural issues at lunchtimes and had introduced a number of measures to deal with them. These included holding an anti-bullying week and developing the Behaviour Policy.</p> <p>Simon Lynch, the Therapeutic Thinking Lead in Ealing carried out a Behaviour walk through the school and noted that the school has high expectations.</p> <p>A parent governor commented that she had been approached by some parents who had concerns around behaviour in several classes. They had said that their children were anxious about going to school. The Head Teacher replied that there is an element of poor behaviour in some classes and the school was carrying out a Therapeutic Thinking approach to change the mindset of children. Other strategies put in place was to review issues. at unstructured times of the day. This included more staff being on duty at breaktime and the playground is now zoned for different activities rather than for year groups. A timetable for SLT duty is also being introduced. Governors requested that the measures being put in place be shared with parents. The Head Teacher agreed to share this with parents.</p>



	<p>The Head Teacher to share improvement strategies with parents. Action: WS.</p> <p style="text-align: right;">behaviour</p>
10.5	<p>Governors were invited to attend the following events to be held in school before the end of term: Christmas Door Competition 8 December Invited to help with year group trips if available. Christmas Fair 12 December Christmas Concert 13 and 14 December</p>
10.6	<p>Staffing update A Teaching Assistant had been employed to provide support in Early Years. A Year 3 class teacher had been appointed to replace a teacher leaving at the end of term.</p>
10.7	<p>Pupils on Roll Following amalgamation numbers on roll look strong for Reception up to Year 4. There are 387 children on roll against the capacity of 420.</p>
10.8	<p>Attendance The target attendance was 96%, with the current attendance rate standing at 95.43%. The Head Teacher commented that this looked strong. It was currently above the local and national averages.</p>
10.9	<p>Staff absence for the current year was lower than it had been at the same point last year, with 77 days sickness for teachers compared to 86 in the previous year. There were a few staff with long-term illnesses and some cases of Covid. Support staff sickness had reduced to 34 days compared to 77 in the previous year.</p>
10.10	<p>Q: Is the number of support staff the same as it had been in the previous year. A: (WS) There had been 13 support staff last year compared to 6 this year. MJ pointed out that the reduction in absence could be due to the reduced number of staff. WS noted that there had been a lot of seasonal illnesses which had recurred leaving staff feeling exhausted and run down.</p>
10.11	<p>Q: Do staff have access to mental health and emotional resilience support? A: (WS) Staff have access to Westfield Health who provide a phone line for support. MJ said that it would be helpful to governors to get staff views on how they can be supported. A staff governor commented that staff had been made more aware of the Westfield Health service this year. MJ noted that access to the service needed to be normalised and to make sure that staff were using the service.</p>
11	<p>Committee Reports</p>
11.1	<p>Behaviour, Ethos & Welfare committee CJ reported that the Committee had discussed Safeguarding and had received a Behaviour report. As the meeting had not been quorate the policies would be approved by the FGB.</p>



11.2	<p>WS reported that the Designated Safeguarding Lead had given a presentation on Safeguarding and policy updates and had provided headline Safeguarding data across the school.</p>
11.3	<p>The committee had reviewed authorised and unauthorised absence and governors had discussed the impact of attending school.</p>
11.4	<p>Web filtering and how children access the internet had been a topic of discussion. It was noted that the school uses the Censor programme which picks up keystrokes and sends a notification email to managers. This provides an additional layer of protection. The London Grid for Learning stops websites coming into school, but Censor provides an additional layer if a child types something inappropriate.</p>
11.5	<p>A SEND report including the use of agencies to support EHCPs had noted that there were a lot more children with needs which resulted in provision challenges for the school. MJ commented that there is a huge demand for support nationally as the lack of specialist schools increases the burden on mainstream schools.</p>
11.6	<p>CJ reported that she had followed up on the Safeguarding audit and carried out a Safeguarding walk round school and had submitted a report. As Chair of the Parent/Carer forum she had agreed to attend a coffee morning where the pressures on SEND and mental health were discussed.</p>
11.7	<p>Curriculum & Achievement committee BP Reported that IG had given a full report on the SATs and pupil progress. Governors had looked at the science programme and how topics link together and build year on year.</p>
11.8	<p>The committee had discussed the Pupil Premium and Sports Premium funding and suggested updates to the policy to outline the benefits of parents volunteering to help on trips.</p>
11.9	<p>MJ reported that the presentations from the subject leads had been helpful. Governors had discussed how to support them by bringing in external resources. This suggestion had been taken to the SRFM Committee for discussion.</p> <p>The focus for the next meeting would be history.</p>
11.10	<p>SRFM Committee</p>
11.11	<p>MJ reported that the external auditors had presented their findings and governors were able to question the accounts on a line-by-line basis.</p>
11.12	<p>The committee had discussed the difference between the previous management accounts and the financial accounts which shows a positive uplift. WS added that there had been a deficit of £38,000 last year compared to the forecast of £42,000 which was slightly better than anticipated. The school would need to continue to monitor expenditure carefully as this year would be a challenging year financially.</p>



<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p>Strategic Priorities:</p> <p>Review of progress of the SDP</p> <p>The current SDP was coming to an end and a new one was being put together with staff. The current SDP has 9 priorities because of the amalgamation, and this would reduce to 3 or 4 next year.</p> <p>Priority 4 – To align the approach to the teaching of writing across key stages. This was not quite consistent. There were strengths in some areas, but consistency was required.</p> <p>Priority 5- To develop a consistent behaviour system and behaviour for learning. The school will work on supporting staff with managing behaviour.</p> <p>Priority 7 – to develop the quality of teaching and learning so that it meets the needs of all pupils, particularly pupils with SEND and those working within the bottom 20% nationally. Extra support has been put in place, for example Team Teaching.</p> <p>Priority 8 – to develop the Early Years curriculum so that it is in line with the new Early Years reforms in order to provide a secure foundation for future learning. This priority would move to the new SDP as there are still areas to work on. There is a new team in Early Years and the Early Years Lead is on maternity leave.</p> <p>Q:(MJ) (to staff governors) Is Safeguarding embedded and have all staff been trained on CPOMS. A: (TS) All staff, including Teaching Assistants are competent on CPOMS. Q: Does this include lunchtime staff? A: (IG) Yes and also the afterschool club staff but it is funnelled through the Lead Lunchtime Supervisor.</p> <p>Q: Will the other two areas highlighted as amber carry across to the new SDP? A: (WS) Writing is likely to be included in the new SDP. The quality of teaching is a standard that should be carried out. This will be an ongoing focus but will not be included in the SDP.</p> <p>TS commented that during the health check, writing and talk for writing had been raised as an issue as a lot of teachers said that they didn't understand the KS1 teaching. WS confirmed that this had been an area flagged as the quality of the text had not been at the right level.</p> <p>The Chair suggested that it would be useful to have governor involvement in formulating the SDP earlier in the process. WS agreed to invite governors to the staff meetings where the SDP is being agreed.</p> <p style="text-align: center;">ACTION:WS to invite governors to the SDP staff meeting.</p>
<p>13</p> <p>13.1</p>	<p>Approval of Policies:</p> <p>A number of policies had been approved by the Behaviour, Ethos and Welfare Committee and were included in the Head Teacher's report which had been shared on Governor Hub.</p>



13.2	The following policies were presented for approval: Safeguarding policy This policy had been updated to reflect the changes made to the Keeping Children Safe in Education document 2023.
13.3	Teachers' Pay policy This policy had been updated in line with the teachers' pay increases. It was agreed that both these policies be APPROVED in principle and any comments on the policies be sent to the Head Teacher by 15 December 2023.
14	Live Risk Register The Chair questioned whether the bullying issue, which was clearly being addressed should be added to the risk register. WS agreed to update the risk register and provide feedback at the next meeting. Head Teacher to update the risk register to include bullying. ACTION: WS
15	Equality Diversity & Inclusion (EDI):
15.1	A discussion had taken place on the teaching and differentiation for all pupils, noting the increased needs and the lack of specialist schools. The SEND Code of Practice states that every teacher is a teacher of SEND but this is not followed up with funding.
15.2	Governors wish to support staff with challenges that they have not faced previously.
16	Confidential items: No matters were identified to be recorded under Part II Confidential Minutes.
17	Meeting date: The following meeting date was confirmed: 22 February 2024 at 4pm. <i>The Governors Meeting Schedule for 2023-24 is filed on Governor Hub.</i>
	The meeting was closed by the Chair at 6.16pm

ACTION LOG

Item	Action	Actionee
4	Minutes of the FGB meeting of 4 July 2023 to be signed on Governor Hub.	MJ
7.11	WS to circulate the Skills Audit form to Ian Greeves, Taya Sturge and to the new parent governor once appointed	WS
7.12	Committee terms of reference to be agenda item on next committee meetings. WS to notify the Committee Clerk	WS
7.14	WS to propose a date for the Head Teacher's Performance Management review.	WS
10.4	The Head Teacher to share behaviour improvement strategies with parents.	WS
12.9	WS to invite governors to the SDP staff meeting.	WS
14	The Head Teacher to update the risk register re: bullying.	WS



OUTSTANDING ITEMS

Item	Action	Actionee
(5) 4/7/23	To advertise the vacant positions on the board with Governors for Schools. An expression of interest had been received for the parent governor vacancy, who had requested more information on the role. WS to meet with Therese McNulty re: appointing a governor with finance or governance skills.	Chair WS/Clerk WS
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