



MINUTES

BOARD:	Full Governing Body	
SCHOOL	Wood End Primary School	
DATE:	22 May 2024	
TIME:	4.00pm to 6.00pm	
VENUE:	Remote Meeting	
ATTENDED:	Matthew Jeatt (MJ)	- Trustee (Chair)
	Ian Greeves (IG)	- Staff Governor
	May Sule (MS)	- Trustee
	Charity Jones (CJ)	- Parent Governor
	Warner Stainbank (WS)	- Headteacher
ALSO PRESENT:	Marcel Jones (MJ)	- Prospective Governor
	Denise Hark	- Judicium Clerk
QUORUM:	3 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	Welcome: The Chair welcomed all to the meeting.
2	Procedural items:
2.1	Apologies for absence Apologies for absence were received from Julie Evans, Jayin Hirani, Kumaradas Suppiah and Taya Sturge.
2.2	Confirmation of Quorum The meeting was confirmed as quorate. Quorum is three.
2.3	Declarations of interest for this meeting No pecuniary or personal interests were advised for any agenda item for this meeting.



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:</p>																																		
3.1	<p>The health check worksheet would be considered at the next meeting.</p>																																		
4	<p>Minutes: The minutes of the previous meeting on 22 February 2024 were AGREED. Minutes of the FGB meeting of 22 February 2024 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>4</td> <td>To sign minutes of FGB meeting on 30 November on Governor Hub.</td> <td>MJ</td> <td>COMPLETED</td> </tr> <tr> <td>9.7</td> <td>CJ to send NSPCC Support Link to WS</td> <td>CJ</td> <td>COMPLETED</td> </tr> <tr> <td>9.10</td> <td>Chair to write and thank SENCO on behalf of Governing Body. The Chair had met with the SENCO in person and had thanked her on behalf of the Governing Body.</td> <td>MJ</td> <td>COMPLETED</td> </tr> </tbody> </table> <p>OUTSTANDING ITEMS</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>4 (4.7.23)</td> <td>Minutes of FGB meeting to be signed 23 February 2023, 23 May 2023 and 4 July 2023</td> <td>MJ</td> <td>COMPLETED</td> </tr> <tr> <td>5 (4.7.23)</td> <td>Advertise vacancies on the Governing Board.</td> <td>WS/MJ</td> <td>COMPLETED</td> </tr> <tr> <td>5 (4.7.23)</td> <td>Ensure Governors completed Safeguarding training MJ to complete Safeguarding training</td> <td>WS/Clerk</td> <td>ONGOING</td> </tr> </tbody> </table> <p>Q: Is there still a parent governor vacancy? A: (WS) There is someone interested in the position. They had been invited to this meeting but had been unable to attend. They are likely to attend the next meeting.</p>			Item	Action	Actionee	Status	4	To sign minutes of FGB meeting on 30 November on Governor Hub.	MJ	COMPLETED	9.7	CJ to send NSPCC Support Link to WS	CJ	COMPLETED	9.10	Chair to write and thank SENCO on behalf of Governing Body. The Chair had met with the SENCO in person and had thanked her on behalf of the Governing Body.	MJ	COMPLETED	Item	Action	Actionee	Status	4 (4.7.23)	Minutes of FGB meeting to be signed 23 February 2023, 23 May 2023 and 4 July 2023	MJ	COMPLETED	5 (4.7.23)	Advertise vacancies on the Governing Board.	WS/MJ	COMPLETED	5 (4.7.23)	Ensure Governors completed Safeguarding training MJ to complete Safeguarding training	WS/Clerk	ONGOING
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6	<p>Correspondence: The Chair reported that he had not received any formal correspondence.</p>																																		
7	<p>John Chilton Building Occupancy:</p>																																		
7.1	<p>The Head Teacher presented the background to the current position. Wood End had been established by the merger of two separate schools, one maintained school and one academy to become a single academy. John Chilton special school is expanding and occupying one of the Wood End buildings. A property surveyor had been engaged to look at the market value and the matter is now in the hands of the solicitor.</p>																																		



7.2	Regular meetings with John Chilton take place including meetings between the Heads and Business Managers to make arrangements for the catering provision. Consideration had been given to Harrisons, ISS and the Ealing Consortium. WS advised that it would be beneficial for the two schools to have the same provider and a decision would be taken at the end of the week.
7.3	The new provider would take on the existing catering staff with the exception of Harrisons who have said that the staff would stay on the schools' payrolls.
7.4	Q: Does the further year of the Mayor of London's free school meals have any impact on the service, and has pupil voice been taken into account? A: (WS) Decisions will mainly be financially based. Having spoken to local schools who use ISS they have said that they are happy with the menus.
7.5	CJ suggested that the school should be sure that the companies took account over allergies and faith issues and make sure that there is a variety for the community. WS noted that ISS would meet with parents and the school council. They have a standard of 3 menus which can be adapted to suit community needs and they are thorough when it comes to allergens. WS added that to provide the service inhouse it would be challenging in terms of the cost of staff and the increasing price of food.
7.6	Q: What would happen with the current catering staff? A: (WS) Staff would be consulted and they would have the opportunity of being TUPED to the new provider. They would get the same pay, and ISS and the Consortium use the same pension scheme. Key Stage 1 staff are currently employed by Harrisons.
7.7	Q: How long would the catering contract last? A: (WS) It would be a 3-year contract. The Local Authority contract, the Consortium, is currently a 5-year contract which is bought into by 55 Ealing schools.
7.8	Q: Have any of the providers being considered been involved in the catering scandal that had been reported on nationally last year? A: (MJ) The provider who had a limited spend per child had not been linked to Ealing schools. The school would need to carry out due diligence and because of the cost it would need to be discussed by the SRFM Committee.
7.9	WS reported that the DHT from John Chilton had been complimentary about the Wood End children who were very polite. He added that there was a need to do more collaborative work, for example CPD. A meeting would take place with the Deputy and Assistant Head Teachers to plan for the next academic year as the schools would be sharing facilities. The Chair suggested that less formal opportunities for working together would be useful. WS agreed that networking was important and that a staff social event had been held at the end of the previous term. The Chair noted that this provided good opportunities for the children to become more understanding of each other. WS reported that opportunities for the children to mix had include a joint Easter bonnet parade and a picnic on the field. Children have the opportunity to interact on the corridors and playgrounds.
8	Headteacher's Report: 8.1 Governors had received and reviewed the Headteacher's report prior to the meeting, and the report was filed on Governor Hub. WS talked governors through the key points from his Headteacher's report and highlighted the following points:



8.2	The school is undergoing a Peer Enquiry. A triad of staff from other schools in the Local Authority cluster goes into each of the schools and focuses on particular areas and gives feedback. The visit to the school would focus on History, RE and Writing in Key Stage 2. They would observe lessons, interview subject leads and pupils. This helps in preparation for Ofsted and makes the staff more confident.
8.3	A Securing Good programme will commence after half term which includes working with subject leads to give them confidence.
8.4	Parent consultations, which took place online as well as face to face had been successful.
8.5	Parental workshops would continue. The focus in the summer term would be class assemblies which governors would be invited to attend.
8.6	The school had held a London mini marathon with children from Nursery to Year 6 taking part. The mini marathon took place over 2.6 miles around the school and children had been asked to get sponsorship. The event had raised £1400 to support the School Counselling project.
8.7	Attendance stood at 94.86% just below the target of 95%. The school is carrying out a lot of work with families including holding attendance meetings with parents of those children with attendance below 90% to put attendance plans in place. CPOMS is used to support if any trends are emerging.
8.8	Persistent absenteeism at 13% is moving towards the target of 10%. The Headteacher thanked Mrs Anandra for her hard work to improve attendance.
8.9	Since the last meeting there had been 6 suspensions, all in Year 5, which has a number of children who display challenging behaviour. The school continues to work with the children and families.
8.10	The Behaviour policy is in the process of being reviewed to make sure that it is in line with the therapeutic approach. It will be discussed by the SLT, and it will be a focus of the next staff CPD session.
8.11	Q: How many pupils were involved in the 6 suspensions? A: (WS) Three children, one of whom has significant SEN needs. The child is becoming more challenging as he is getting older, and it was felt that the school doesn't have the resources to support him. He is a danger to himself and other children. He has been offered a place in a Special School from the autumn term and will move to live with family in Wales.
8.12	Q: Are the child's parents supportive? A: (WS) Yes, his mother is supportive, and has said that she experiences some of these behaviours at home. His father is less involved with school life.
8.13	Q: How long does it take to get to this point? A: (WS) The process takes a while. It takes time to get an EHCP assessment, following this the school gets additional funding. The support of the families is important and to get to this point it can take several years and is dependent on the availability of places in special schools. John Chilton school had moved onto the Wood End site so that it can offer more places. There is some Additional Resourced Provision in some of the local schools, but these are full. Sometimes special schools are saying that they are unable to meet the needs of these children. (MJ) This is a national issue. The only funding available is from an EHCP and this does not often cover the cost of the support required.



<p>8.14</p> <p>8.15</p> <p>8.16</p> <p>8.17</p> <p>8.18</p> <p>8.19</p>	<p>(WS) The school had supported the child for a couple of years prior to him receiving an EHCP.</p> <p>There had been an improvement in staff absence levels since the autumn term. It was noted that it had taken a long time for staff to recover. The Chair noted that illness figures had significantly reduced.</p> <p>WS reported that pupil numbers for September looked strong and it was expected that Reception would be full (60 pupils) and Nursery numbers also looked positive. The current Year 5 is the smallest cohort with 44 pupils. This would be the last small cohort going through the school.</p> <p>Linda O’Leary had returned from maternity leave and is working as Early Years Head. She is carrying out a lot of work on English and providing PPA cover as she is not class based.</p> <p>Paula Smith had resigned as Deputy Head Teacher and Chris Best had been appointed to the post. He would attend SLT meetings after half term in preparation for the next academic year.</p> <p>Following the resignation of Lucy Malton as SENCO, her replacement has since resigned and is on a 4-week period of sickness absence. LM had agreed to work remotely to support the school, with Paula Smith taking on the face-to-face aspect of the SENCO role. LM would continue to work 3 days per week until a replacement can be made.</p> <p>The Chair noted that the role of SENCo was most challenging, particularly across London as it is an increasing area. The lack of funding for Special Educational Needs puts pressure on all staff.</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>Approval of Meeting Dates for Academic Year 2024-25</p> <p>Meeting dates for the SRFM Committee were AGREED as follows: Thursday 21 November 2024 at 4pm Thursday 6 February 2025 at 4pm Thursday 8 May 2025 at 4pm Thursday 26 June 2025 at 4pm</p> <p>FGB meeting dates were AGREED as follows: Thursday 28 November 2024 at 4pm Thursday 13 February 2025 at 4pm Thursday 22 May 2025 at 4pm Thursday 10 July 2025 at 4pm</p> <p>WS agreed to send out suggested dates for the Curriculum & Achievement Committee meetings and the Behaviour, Ethos and Welfare Committee meetings. ACTION: WS</p> <p>It was agreed that committee meetings should continue as online meetings. MJ noted that governor attendance had improved by holding online meetings.</p> <p>It was suggested that at least the first FGB and the last FGB meeting of the year should be held face to face as this could be combined with other activities such as meeting with a staff lead for a particular area or to have joint safeguarding training with staff.</p> <p>It was agreed that the February and May FGB meetings could be hybrid, but governors were strongly encouraged to attend in person.</p>



10	Committee Reports
10.1	Behaviour, Ethos & Welfare Committee The Behaviour, Ethos and Welfare Committee had not met since the last FGB meeting.
10.2	Curriculum & Achievement Committee A number of staff subject leads had given presentations on the development of their subjects. These included Science and all governors had been invited to attend the Science Fair in school on 5 July.
10.3	The Early Years Lead had discussed the development of the Early Years curriculum and noted the difficulties faced as the building work would be taking up part of the Nursery outside space.
10.4	WS noted that there had been a change in the structure of subject leadership, with a teacher being responsible for one curriculum area. Some teachers were new to this role and IG was supporting them with their development.
10.5	The Sports Co-ordinator had discussed how the Sports Premium was being used and how he was working with the Sports Partnership to develop the curriculum.
10.6	An increasing amount of Pupil Premium had been used to fund school trips. Each class has a trip per term, Year 6 attend a residential and Y5 have an overnight camp which is partially funded.
10.7	SRFM Committee MJ reported that the committee had discussed the challenges of reporting, for example utility bill expenditure showing as a large expense in one month.
10.8	The number of expected pupils on roll was better than had been anticipated. WS noted that the school is funded for pupils on roll at the October census. There are currently 424 children on roll at the school. The smallest cohort of 44 which was the most challenging would move into Year 6 in September.
10.9	WS reported that although the school currently does not allocate the budget to specific curriculum areas, £200 had been allocated to Early Years to develop the outdoor curriculum. Part of the budget would be allocated to curriculum areas next year.
11	Strategic Priorities:
11.1	Review of progress of the SDP WS reported on the 4 priorities in the SDP. These included Leadership Responsibility – developing confident leaders, in particular subject leaders. It was noted that a large number of teachers were new to this role and were early in their teaching career. The school was part of the peer enquiry which would be reviewing this area.
11.2	Safeguarding – there is a need to work on the culture of vigilance. The importance of being vigilant around school has been shared with staff.
11.3	Writing – Staff training has taken place on writing in Key Stage 1. The Peer enquiry is looking at writing in Key Stage 2 to see how it can be further developed.
11.4	The school continues to respond to the behaviour needs of pupils. Paula Smith is working with other schools and the Lead in the Local Authority. She is further developing the Behaviour Policy and is supporting staff around the therapeutic approach.



11.5	WS noted that Link Governors link to the priorities in the SDP.
11.6	Q: How do you arrive at these priorities? A: (WS) Discussions take place with staff on training days and areas are identified to be included in the document.
11.7	The Chair suggested that governors should be involved in an earlier stage of planning and that the involvement of pupil voice should be documented. WS agreed that governor presence was important and that the governors on the Leadership & Management Committee had been involved. The Chair suggested that each committee adopt one of the key areas. WS noted that the priorities are focused on in the Curriculum & Achievement Committee and the Behaviour, Ethos and Welfare Committee meetings. Action: WS to invite governors to the SDP planning event.
12	Governor Visits:
12.1	There had not been any reports received from governor visits.
13	Approval of Policies:
13.1	There were no policies presented for approval.
14	Live Risk Register:
14.1	The pupil who had received a suspension would present a risk for the safety of himself and others until he leaves the school at the end of term. The Chair suggested that the school should consider how to mitigate the risk and further support the family who are making the move.
14.2	The arrangements for the combined SENCO position would be a risk until a new SENCO is appointed.
14.3	WS noted that there were safety and safeguarding risks with the building work. This would impact on the whole school as there would be no access to 3 classrooms, a reduced playground and deliveries taking place at both ends of the school.
15	Equality Diversity & Inclusion (EDI):
15.1	A discussion had taken place regarding opportunities for children from both schools to work together, taking into consideration the different nature of the cohorts. This would have the impact of understanding diversity in schools and create an understanding of health needs.
15.2	CJ noted that the Curriculum & Achievement Committee had discussed the appointment of the new Deputy Head Teacher and EDI formed an important part of the discussion.
15.3	A discussion had taken place on the curling competition which had taken into account the inclusivity and neurodiversity of the children.
15.4	Positive feedback on assemblies which had discussed EDI had been received from governors and from parents. MJ suggested that it would be positive to repeat this assembly with a different year group.
15.5	English is not the first language of 83% of the school and 46 different languages are spoken in school.



16	Confidential items: No matters were identified to be recorded under Part II Confidential Minutes.
17	Any Other Business: There were no items of Any Other Business discussed.
18	Meeting date: The following meeting date was confirmed: 2 July 2024 at 4pm. The meeting would be held in school. <i>The Governors Meeting Schedule for 2023-24 is filed on Governor Hub.</i>
	The meeting was closed by the Chair at 6.00pm

ACTION LOG

Item	Action	Actionee
4	Minutes of FGB meeting on 22 February to be signed on Governor Hub	MJ
9.3	WS to send out proposed dates for the Curriculum & Achievement Committee and the Behaviour, Ethos & Welfare Committee	WS
11.7	WS to invite governors to the SDP planning event	WS

OUTSTANDING ITEMS

Item	Action	Actionee
5 (4.7.23)	MJ to complete Safeguarding training	MJ