



## MINUTES

- BOARD:** Full Governing Body
- SCHOOL:** Wood End Primary School
- DATE:** 22 February 2024
- TIME:** 4.00pm to 6.23pm
- VENUE:** Remote Meeting
- ATTENDED:**
- |                       |                   |
|-----------------------|-------------------|
| Matthew Jeatt (MJ)    | - Trustee (Chair) |
| Julie Evans (JE)      | - Trustee         |
| Ian Greeves (IG)      | - Staff Governor  |
| Taya Sturge (TS)      | - Staff Governor  |
| May Sule (MS)         | - Trustee         |
| Charity Jones (CJ)    | - Parent Governor |
| Jayin Hirani (JH)     | - Trustee         |
| 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	<b>Welcome:</b> The Chair welcomed all to the meeting.
2	<b>Procedural items:</b>
2.1	<b>Apologies for absence</b> Apologies for absence were received from Beth Parker.
2.2	<b>Confirmation of Quorum</b> The meeting was confirmed as quorate. Quorum is four.
2.3	<b>Declarations of interest for this meeting</b> No pecuniary or personal interests were advised for any agenda item for this meeting.



2.4	<p><b>Confidentiality Statement:</b> 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><b>Any other business:</b> There were no items of other business notified.</p>																																														
4	<p><b>Minutes:</b> The minutes of the previous meeting on 30 November 2023 were <b>AGREED</b> subject to the amendment that the CJ is not the Chair of the Parent/Carer Forum.</p> <p><b>Minutes of the FGB meeting of 30 November 2023 to be signed on Governor Hub.</b> <b>ACTION: MJ</b></p>																																														
5	<p><b>Matters Arising:</b></p> <table border="1" data-bbox="188 896 1493 1478"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Minutes of the FGB meeting of 4 July 2023 to be signed on Governor Hub. MJ reported that he was having access issues.</td> <td>MJ</td> <td>ONGOING</td> </tr> <tr> <td>7.11</td> <td>WS to circulate the Skills Audit form to Ian Greeves, Taya Sturge and to the new parent governor once appointed</td> <td>WS</td> <td>COMPLETED</td> </tr> <tr> <td>7.12</td> <td>Committee terms of reference to be agenda item on next committee meetings. WS to notify the Committee Clerk</td> <td>WS</td> <td>COMPLETED</td> </tr> <tr> <td>7.14</td> <td>WS to propose a date for the Head Teacher's Performance Management review.</td> <td>WS</td> <td>COMPLETED</td> </tr> <tr> <td>10.4</td> <td>The Head Teacher to share behaviour improvement strategies with parents.</td> <td>WS</td> <td>COMPLETED</td> </tr> <tr> <td>12.9</td> <td>WS to invite governors to the SDP staff meeting.</td> <td>WS</td> <td>COMPLETED</td> </tr> <tr> <td>14</td> <td>The Head Teacher to update the risk register re: bullying.</td> <td>WS</td> <td>COMPLETED</td> </tr> </tbody> </table> <table border="1" data-bbox="188 1514 1493 1975"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>(5) 4/7/23</td> <td>To advertise the vacant positions on the board.  WS will attend a Governor recruitment event in March. There is a parent interested in the parent governor vacancy. WS has been approached by a member of staff who knows someone interested in becoming a governor.</td> <td>MJ/WS</td> <td>ONGOING</td> </tr> <tr> <td>(5) 4/7/23</td> <td>SEND, Safeguarding and Health &amp; Safety link governors to continue their regular monitoring visits and report to the FGB. MJ had looked at SEND and Health and Safety.</td> <td>MJ/JE/H&amp;S governor</td> <td>COMPLETED</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	4	Minutes of the FGB meeting of 4 July 2023 to be signed on Governor Hub. MJ reported that he was having access issues.	MJ	ONGOING	7.11	WS to circulate the Skills Audit form to Ian Greeves, Taya Sturge and to the new parent governor once appointed	WS	COMPLETED	7.12	Committee terms of reference to be agenda item on next committee meetings. WS to notify the Committee Clerk	WS	COMPLETED	7.14	WS to propose a date for the Head Teacher's Performance Management review.	WS	COMPLETED	10.4	The Head Teacher to share behaviour improvement strategies with parents.	WS	COMPLETED	12.9	WS to invite governors to the SDP staff meeting.	WS	COMPLETED	14	The Head Teacher to update the risk register re: bullying.	WS	COMPLETED	Item	Action	Actionee	Status	(5) 4/7/23	To advertise the vacant positions on the board.  WS will attend a Governor recruitment event in March. There is a parent interested in the parent governor vacancy. WS has been approached by a member of staff who knows someone interested in becoming a governor.	MJ/WS	ONGOING	(5) 4/7/23	SEND, Safeguarding and Health & Safety link governors to continue their regular monitoring visits and report to the FGB. MJ had looked at SEND and Health and Safety.	MJ/JE/H&S governor	COMPLETED
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		CJ had visited school to look at the Safeguarding Audit.		
(5) 4/7/23		To complete governor-specific safeguarding training and send the certificate to the Clerk	<b>MJ &amp; MS</b>	<b>ONGOING</b>
(5) 4/7/23		To ensure governors complete the safeguarding training. There are a number of governors who have not yet completed Safeguarding training.	<b>WS/Clerk</b>	<b>ONGOING</b>
(4) 4/7/23		To sign minutes of the FGB meeting of 23 <sup>rd</sup> February 2023 on Governor Hub	<b>Chair</b>	<b>ONGOING</b>
(4) 4/7/23		To sign minutes of the FGB meeting of 25 <sup>th</sup> May 2023 on Governor Hub	<b>Chair</b>	<b>ONGOING</b>
(9.5) 4/7/23		To send the DSL & Governor Workshop slides to the Clerk who will post them on GH.	<b>CJ/Clerk</b>	<b>COMPLETED</b>
6	<b>Correspondence:</b> The Chair reported that he had received correspondence regarding three exclusion notices.			
7	<b>John Chilton Building Occupancy:</b>			
7.1	The Head Teacher reported that regular meetings take place. The next phase of the building work is due to start on 6 June 2024, with compounds being set up at both ends of the school and a further one in the hall. WS noted the potential health and safety issues with delivery trucks on site.			
7.2	There would not be a kitchen on the Key Stage 1 site for the first half of the autumn term, resulting in all children being catered for from the Key Stage 2 kitchen. There would also be an increased number of children entitled to free school meals with the universal offer.			
7.3	Term dates have been planned to allow time to move into the building. There is an ongoing discussion with the Local Authority and the Head Teacher of John Chilton School.  <i>JH left the meeting at this point 4.28pm</i>			
7.4	The deadline for the submission of tenders is due to close shortly. WS reported that he had shared concerns with the Local Authority over the company who had carried out the work on the first phase of the building. The risk is that there might only be one bid received from a contractor.			
7.5	Q(JE) What are the concerns over the contractor? A: (WS) There were concerns over the quality of the build and site safety during the works.			
7.6	Q: (MS) Can this be raised as there are regulations around building standards? A:(MJ) This has been done. The school has asked for things to be resolved but these have not been done as the Local Authority is their client.			
7.7	Q: (CJ) Do we need to consider communication with parents? A:(WS) It will be useful to have a forum to share concerns with parents. Parents would be kept updated but there is currently a lot of uncertainty over dates. Information such as how school meals will be managed will be shared with parents once the information is clearer.			
7.8	The Chair added that there was a need to be clear on what is being communicated to parents and suggested that governors could be part of a meeting with parents. CJ added that it was helpful for parents to see that the school is doing as much as possible so that we can work together. WS said that communication on the build would start with parents at the			



<p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p> <p>7.13</p>	<p>coffee morning on 28 February, with a further meeting taking place at a later date. The Chair added that the school should report to parents at least termly.</p> <p>WS reported that there had been 4 or 5 companies who had reviewed the school so it was possible that there would be more than one bid.</p> <p>Q:(KS) Where has the cost for the building come from? A: (WS) Some of the funding has come directly from the Local Authority, with the school paying for some items such as the lockers. The school then invoices the Local Authority for these items.</p> <p>The Local Authority would decide on the contractors but would be informed by the school. KS noted concerns over the possible insolvency of contractors generally.</p> <p>WS added that the safety of the children and everyone else on the site is the main priority.</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p><b>Headteacher's Report:</b> 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:</p> <p>There was a focus on ensuring more school trips as this was something that parents had requested more of. Children would be having experiences each term. The school had become more involved in sports and children had won two trophies since the previous meeting.</p> <p>The new classrooms have helped with learning in the classroom. There are currently four spare classrooms, but this would decrease once the building work starts.</p> <p>Parental engagement continues through workshops and coffee mornings. The coffee mornings usually have one item for discussion followed by an open forum where they can raise any issues.</p> <p>Q: (JE) What is the attendance like at the coffee mornings and is it the same group of parents who attend? A: (WS) Between 15 to 30 parents attend. It is mainly a core group who attend but also some different ones. It is usually the more vocal parents who have gathered information from other parents.</p> <p>Staff absence rates had improved but there would still be a challenge. The school had used one day of supply which was the first time in around 8 years. Staff absence puts a strain on the HLTAs who cover the classes. Compared to the previous year staff absences had decreased.</p> <p>The school would be advertising for a SENDCo as the current person was moving to the USA.</p> <p>Q: Is it the same group of teachers who are absent? A: (WS) The 47 days of staff absence relate to 17 staff. There are more staff being ill, although there are a couple of staff who are ill for long periods. Meetings take place with staff if there is a trend.</p> <p>Q: How can the school be more supportive and consider staff wellbeing?</p>



	A: (WS) The staff governors could speak to staff and ask what governors can do to support them and then report back to the Behaviour and Ethos Committee.
8.9	TS reported that on the whole staff absence is generally sickness related rather than a wellbeing issue.
8.10	CJ noted that staff absence had reduced and asked whether it is in line with other schools in Ealing. A:(WS) There is no specific data available but after talking to other local Heads it was a challenge for all schools.
8.11	The Chair noted that there was a national issue regarding persistent absence for children and continued absence of staff.
8.12	CJ suggested that if the school is in line with other schools a specific question could be included on the staff survey. The Chair noted that the new data dashboard from all the Ealing schools would show whether the school is in line.
8.13	Q: (KS) Could we fund training for staff? A: (WS) The school does fund some staff training as part of their development if it is beneficial to them and to the school.
8.14	WS noted that a lot of the staff sickness is due to genuine illness.
8.15	Pupil Attendance is lower than the target. The school meets with the Local Authority half termly to review it and to look at the persistent absentees. The target used to be 96% overall but this was affected by the attendance in Early Years. The school now has the 96% target for Key Stages 1 and 2, and 95% for Early Years.
8.16	Current attendance stands at 93.37%. It was noted that there had been a lot of illness over the winter period. Persistent absence is currently 24% against the target of 10%. The school works with these families, including carrying out home visits where necessary. Fines are issued if parents take their children out of school during term time for holidays.
8.17	The Chair noted that Emotionally Based School Avoidance has risen post-pandemic, and this is often associated with other issues such as ASD and ADHD. This is on the national agenda.
8.18	There had been 2 suspensions at the time of the report, but the number had increased in the last few days.
8.19	The Chair asked for clarification on the terminology “challenging behaviour” and asked whether it should be children exhibiting behaviour that challenges. WS replied that this was about the safety of the child and the safety of other children and staff.
8.20	Ealing Council partnership. The school needs to be seen raising funds for the John Lyon Society to continue to receive funding. A fundraising event is planned for the school and the Head Teacher is also raising funds by running 70km to all of the schools in the partnership.
8.21	School Development Priorities Outcome 1



	<p>There has been a new approach regarding subject leadership with staff now being responsible for a specific subject.</p>
8.22	Outcome 2 – There is a clear focus on Safeguarding.
8.23	Outcome 3 – Provision in Writing. A new staff member is keen to lead on Writing. This was an area which needed to be focused on for consistency.
8.24	Outcome 4 – The school has linked with 2 other schools to develop a behaviour curriculum.
8.25	During a finance review by the DfE they had suggested that the school might need to review the employment of the CFO who is not employed by the school but is employed by another school. The Chair asked whether the work is invoiced as consultancy or whether this is carried out by reimbursing the host school. The Head Teacher agreed to discuss the matter with the CFO and bring it back for discussion to the SRFM Committee.
9	<b>Committee Reports</b>
9.1	<b>Behaviour, Ethos &amp; Welfare committee</b> MJ asked whether an online evening meeting for working parents which replicates the coffee morning could be provided for those parents who are unable to attend in a morning. WS confirmed that one of each type of meeting would be held in the summer term.
9.2	The Committee had received a report on Safeguarding and had undertaken Safeguarding training.
9.3	The Bursar would write to governors regarding the latest DBS dates.
9.4	The DSLs had carried out refresher training.
9.5	Censor was being used for filtering and monitoring purposes, but this did not work well with CPOMS.
9.6	IG reported that he had recently attended a course which Orlene Badu had written on how to build an Antiracist classroom.
9.7	The committee had been told that the NSPCC support line has been discontinued for school staff. CJ noted that there was a support line for professionals, not school staff specific, and offered to send the link to WS. <b>Action : CJ to send the NSPCC Support line link to WS.</b>
9.8	There had been a presentation from the SENCO on Speech and Language which is the main area of need in the school. The Chair noted that when children get an EHCP they lose the support they have been given and then they are put on a waiting list to receive support from the Speech and Language service. The school is currently employing a private speech therapist who helps carry out screening in Early Years and works with those children being assessed for an EHCP.
9.9	There is a 3-year waiting list for an ASD assessment and the school does not get the funding until it receives the letter.
9.10	The Chair agreed to write to the SENCO, on behalf of the Governing Body, to thank her for her work at the school as she is leaving at the end of term. <b>Action: Chair to write and thank SENCO on behalf of Governing Body.</b>



9.11	It had been noted that staff don't feel confident in managing some behaviour. TS noted that the problem is that teachers don't know who is trained in what area. This information would be useful so that they would know who to call on for help. A lot of the behaviour issues were due to a lack of support in other areas such as long waiting lists for assessment.
9.12	<b>Curriculum &amp; Achievement committee</b> The report from the Curriculum & Achievement Committee would be deferred to the next meeting as the Committee Chair was not in attendance at the FGB meeting.
9.13	<b>SRFM Committee</b> The SRFM Committee had met in the hour preceding this meeting due to the original meeting having been postponed. The Committee had reviewed the monthly management accounts and had discussed the key financial risks. A detailed discussion took place and it had been agreed that an additional meeting would be held to discuss the information presented.
10	<b>Strategic Priorities:</b>
10.1	<b>Review of progress of the SDP</b> This item had been covered under the Head Teacher's report.
11	<b>Governor Visits:</b>
11.1	Governors were encouraged to submit a written report following a visit to school, to share it with the Head Teacher and upload it to Google Drive and Governor Hub. The Chair requested that governors be sent a form to complete when they are visiting school. CJ added that a more informal form would be useful to complete for other types of visits, such as attending functions.
12	<b>Approval of Policies:</b>
12.1	The Induction Policy had been included with the papers for the meeting. Governors were invited to forward any comments on the policy, which was currently being piloted with a new member of staff, to the Head Teacher.
13	<b>Website Compliance Audit</b>
13.1	The Clerk reported that she had recently carried out a website compliance audit check. The report had been filed on Governor Hub.
13.2	One of the areas which was not recorded on the website which was not statutory, was the collecting and publishing of governing body diversity data. The Chair said that he would check to see what other schools in the local area were publishing.
13.3	A governor suggested that governing body minutes could be published on the school website once approved for transparency. It was noted that this was not statutory.
14	<b>Live Risk Register:</b>
	WS noted that the building would be added to the risk register once the building work has started.
15	<b>Equality Diversity &amp; Inclusion (EDI):</b>
15.1	This is a standing agenda item. An EDI presentation had been discussed by two committees.
15.2	The Chair asked whether any governors wished to become a Lead Governor for EDI. MJ and CJ agreed to share this role until the end of the academic year.



16	<b>Confidential items:</b> No matters were identified to be recorded under Part II Confidential Minutes.
17	<b>Any Other Business:</b>
17.1	The Head Teacher reported that the term dates for the next academic year had been shared in Governor Hub. Moving dates had been planned at the start of September and after the October half term. There would be 2 moving dates at the end of January when the school would be moving into the building. There would also be a moving date at the start of the holidays in April when the hall should be ready. These dates would ensure that the school would be ready for the children to move back in.
17.2	There is a moving date in June this year for staff and the moving company to pack up. The date would be shared as soon as known and would be at the start or end of a half term if possible.
17.3	The term dates for the academic year 2024/25 are <b>approved</b> .
18	<b>Meeting date:</b> The following meeting date was confirmed: <b>22 May 2024 at 4pm.</b> <i>The Governors Meeting Schedule for 2023-24 is filed on Governor Hub.</i>
	<b>The meeting was closed by the Chair at 6.23pm</b>

## ACTION LOG

Item	Action	Actionee
4	To sign minutes of FGB meeting on 30 November on Governor Hub.	MJ
9.7	CJ to send NSPCC Support Link to WS	CJ
9.10	Chair to write and thank SENCO on behalf of Governing Body.	MJ

## OUTSTANDING ITEMS

Item	Action	Actionee
4 (4.7.23)	Minutes of FGB meeting to be signed 23 February 2023, 23 May 2023 and 4 July 2023	MJ
5 (4.7.23)	Advertise vacancies on the Governing Board.	WS/MJ
5 (4.7.23)	Ensure Governors completed Safeguarding training	WS/Clerk