## Woolpit Primary Academy

Minutes of the meeting of the Local Governing Body of Woolpit Primary Academy held at the academy at 6pm on 14th October2021

|  |  |  |
| --- | --- | --- |
| Present: | Dr H Bollampalli  Mrs S Clayton (Head)  Ms A Coleman  Mrs A Finch (Chair)  Mrs N Platt-Nolan  Mrs G Warnekey |  |
| In attendance: | Emma Bowyer (Governor Services Clerk)  Mr P MacKay (CEO)  Mrs R Brotherton (Observer) | |

|  |  |  |
| --- | --- | --- |
| **1** | **WELCOME AND APOLOGIES FOR ABSENCE** |  |
| 1.1 | Apologies for absence were received from Mrs S Brown, Mr G MacDonald and Mrs V Smithies |  |
| 1.2 | Governors consented to these absences. |  |
| **2** | **PECUNIARY AND OTHER INTERESTS** |  |
| 2.1 | No declarations of pecuniary or other interests regarding items on the agenda were made. |  |
| 2.2 | Governors noted the requirement to complete and return a new declaration form. Mrs Brown would send these to governors. | SB |
| 2.3 | Governors noted the requirement to update the register of pecuniary interests and to publish it on the academy’s website (to include governors who may have been on the LGB in the previous 12 months as well as current governors). |  |
| **3** | **CHAIR’S ACTION/ UPDATE** |  |
| 3.1 | The Chair confirmed that no action had been taken. |  |
| 3.2 | The Chair did not have any updates for the meeting. |  |
| **4** | **ELECTION OF CHAIR AND VICE CHAIR FOR 2021/22** |  |
| 4.1 | Governors noted that the end of term of office for the chair and vice chair would be the *first meeting of the autumn term 2022* |  |
| 4.2 | Mrs Finch was re-elected Chair for the 2021/22 academic year subject to ratification by the Board.  .  Ms Coleman and Mrs Warnekey were elected Co-Vice–Chairs for the 2021/22 academic year. |  |
| **5** | **ANY OTHER URGENT BUSINESS** |  |
|  | Governors reported that the parent workshop on phonics had been excellent. Mrs Brighton had been enthusiastic and very informative.  The Head explained that parents had been informed about the Queen’s Platinum Jubilee Bank Holiday which would be on February 18th, 2022 for all Suffolk schools. |  |
| **15** | **REPORTS FROM THE TRUST BOARD** |  |
|  | *Mr MacKay joined the meeting at this point.*  The CEO explained that the Board had been discussing the future of the Trust over the last 6 months and had concluded that the way to provide the best support for the schools was to work with other Trusts. The Board had hoped to be able to grow the Trust, but this had not worked out.  Mr MacKay gave a presentation to governors:  **Plan to merger with another local Trust**  Why seek a merger?   * Maximise opportunity for continuous school improvement; * Ensure long term financial stability of all schools * Create a combined organisation that is demonstrably stronger; for the benefit of all pupils, staff and schools * Board believes we will be better together as part of a larger Trust   Why not stay as we are?   * We need to be bigger to be sustainable in longer term * Significant growth is not likely in hear future * We need to be able to offer more to all schools; school improvement, CPD, central services   Process   * We have invited 2 local Trusts to submit written proposals for a merger * Board, Heads and representatives from LGBs will review proposals in detail * We will invite each MAT to meet with us to discuss in detail: * Context of organisation – size, geography, how TET would add value, outward looking * Education / school improvement * Governance – how much autonomy schools are given / decision making / organisational ‘fit’ * Values, culture, ethos, vision * Finance, HR, operations   Timeline   * Written proposals by 14th October * Presentation day / initial dialogue 12th November * Visits to school / further investigation late November * Decision December * Due diligence January and February * RSC / Diocese approval March and April * Legal Work April to August * Transfer date 1st September 2022 (NB It is our intention that all staff employed at this date will transfer (TUPE) to the new organisation   Final Note   * TET reserves the right NOT to proceed if we do not believe that it is in our long-term interest or demonstrably beneficial to our schools, staff and pupils * Our aim is that we will be better together   *Mr MacKay left the meeting at this point.*  Governors asked what the staff thoughts were on the potential merger.  The Head replied that staff would welcome the greater support that would be available from being part of a larger Trust. |  |
| **6** | **MINUTES** |  |
| 6.1 | The minutes of the meeting held on 1st July 2021 (copy in the Minute Book), having previously been circulated, were **confirmed** and signed by the Chair. |  |
| 6.2 | **Matters arising from the minutes** |  |
|  | Item 7 – Mrs Brown would make ID badges for governors to wear when on site. | SB |
| **7** | **LOCAL GOVERNING BODY (LGB) MEMBERSHIP AND ORGANISATION)** |  |
| 7.1 | There were no changes to report. |  |
| 7.2 | Governors noted that there was a vacancy for a parent governor. |  |
| 7.3 | Governors confirmed that their details had been uploaded on to the national database of governors. |  |
| 7.4 | There were no changes to monitoring roles. |  |
| 7.7 | Governors had **approved** the code of conduct at their informal meeting in September. |  |
| **8** | **VISION, ETHOS AND STRATEGIC DIRECTION** |  |
|  | This had been the focus of discussions at the informal meeting held in September.    Governors had all received an updated Governors’ Action Plan, SDP and SEF. |  |
| **9** | **EDUCATIONAL PERFORMANCE** |  |
| 9.1 | **Headteacher’s Report** |  |
|  | Governors received a written report from the Headteacher (copy in Minute Book).  The Chair asked why, given such a high number of SEN pupil on roll, the school only had one pupil with a EHCP.  The Head replied that the figures were from the October 2020 census. The school now had a robust SEN register with clear criteria and processes for pupils to be on it. There was a backlog in processing EHCP applications; the school had one application that had been accepted and another that was going to panel. There were a further three applications that the school needed to make. This would take the number of pupils with a EHCP in the school above the average.  The school’s SENCo was new to the post but was making an excellent impression with everyone that she met.  The Chair asked what was being done about pupil absence.  The Head replied that absence was high even wit Covid related absences not being included. There were currently 7 pupils below 90% (persistent absence). The EWO was supporting the school. Of these pupils, 2 had part time timetables, one as on ‘Fast Track’ and others had complex needs. Parents received a letter at the end of every term (colour coded depending on level of absence).  Dr Bollampalli asked if there were any plans to vaccinate pupils.  The Head replied that Covid vaccinations were only for pupils aged 12 plus.  Mrs Warnekey asked if Reception pupils were included on the SEN register.  The Head replied that they were although it took time to go through the necessary processes.  Mrs Warnekey asked why there was a gap between attainment in phonics and data.  The Head explained that this was because phonics was only one part of the reading curriculum.  Mrs Warnekey asked why attainment was low for year 3 writing.  The Head explained that pupils had gaps in their knowledge and understanding. They had had a lot of supply teachers who had not covered all the curriculum areas. Up to date data will be available in November.  Governors were pleased that there had been no fixed term exclusions since the spring term. This was clear evidence of the impact of the new behaviour policy.  Mrs Warnekey asked what the impact would be of the new Government release about phonics and reading.  The Head replied that phonics was a strength of the school and they had the statutory data to prove this. The Government had released a list of schemes that schools had to select from. Schools then needed to remain loyal to this scheme. Currently, the school was using ‘Letters and Sounds’ which was free to use. They had also spent £6000 on books that matched the scheme. Schools had been given a grace period (unknown length) to change to one of the new approved schemes. The school did not have the expected £750 per year (plus costs of new books). The Head informed governors that she was trying to secure funding from Myland Hub to purchase a scheme.  Dr Bollampalli asked if the school gathered pupil perceptions.  The Head replied that this was part of the subject leaders’ role. Pupil perceptions were gathered at the end of each topic. The results would be reviewed when the subject leaders met with their link governor. Knowing what pupils say about their subjects was a key part of their role. | . |
| 9.2 | **Education Recovery** |  |
|  | The Head explained that the following additional funding was available:   * Tuition * Recovery curriculum * Pupil premium   Each fund had its own formula and the school needed to evidence how the money was used.  The Tuition money could only be used for tuition. The school had decided to use the 15-hour block from the national programme because the school did not have the space or a TA available to deliver the programme. Most importantly pupils needed an in-person tutor. The Head was investigating companies. The aim was to have the tuition in place by November.  The Head explained that national programme was 75% by the Government. (based on £15 per hour). The cost was likely to be more than £18 per hours but the school could use its Recovery money to make up the difference. |  |
| 9.3 | **Ofsted Handbook** |  |
|  | This had been discussed during September’s informal meeting. |  |
| 9.4 | **Academy Development and Improvement Plan** |  |
|  | This had been discussed during September’s informal meeting. |  |
| 9.5 | **Governors’ Action Plan** |  |
|  | This had been discussed during September’s informal meeting. |  |
| 9.6 | **Reception Baseline Assessment (RBA)** |  |
|  | The Head informed the meeting that this had been completed on time and every pupil had been registered. |  |
| 9.7 | **RSHE Curriculum** |  |
|  | The Head agreed to amend the policy to remove reference to ‘Children and Learning Committee’. | Head |
| 9.8 | **Pupil Premium and Primary PE and Sports Premium** |  |
|  | Governors discussed the use and impact of the pupil premium and Primary PE and sports premium.  Governors agreed to ensure that the required information was published on the academy website.  Governors agreed a strategy for 2021/22. |  |
| **10** | **STAFFING ITEMS** |  |
| 10.1 | **Performance Management** |  |
|  | The Head explained that this would be completed after half term. The Head had sent the self-assessment paperwork for teachers to complete before their meetings. Mrs Brotherton would complete support staff reviews. |  |
| 10.2 | **Staff Workload and Wellbeing** |  |
|  | The Head reported that there were currently 3 adverts (for 4 posts) for after half term. Staff in school were extremely stretched; workload was increased further by ongoing health absences, phased returns and the constraints of the budget. |  |
| 10.3 | **Early Career Framework Reforms** |  |
|  | The Head informed governors that the school did not have any ECTs. |  |
| **11** | **SAFEGUARDING, WELLBEING AND HEALTH & SAFETY** |  |
| 11.1 | **Pupil Wellbeing** |  |
|  | This was included in the Head’s report. |  |
| 11.2 | **Keeping Children Safe in Education (KCSiE) 2021** |  |
|  | Governors noted the requirement to read the relevant parts of KCSiE and agreed to inform the safeguarding governor when this had been done. The safeguarding governor would keep a record confirming this. | All |
| 11.3 | **Child Protection and Safeguarding Policy** |  |
|  | This would be considered for approval at the next meeting. |  |
| **12** | **FINANCIAL PERFORMANCE** |  |
| 12.1 | **Budget Monitoring Report** |  |
|  | This item was deferred to the next meeting. |  |
| **13** | **RISK MANAGEMENT** |  |
| 13.1 | This would be considered at the next meeting. |  |
| 13.2 | The Covid-19 risk assessment was up to date. |  |
| **14** | **COMPLIANCE** |  |
| 14.1 | **Policy Review Schedule** |  |
|  | The school followed the MAT’s schedule. |  |
| 14.2 | **Policies for Review or Approval** |  |
|  | Governors received a copy of Peer on Peer Abuse policy and agreed to confirm their approval by email to the Head. |  |
| 14.3 | **Trust Policies** |  |
|  | None. |  |
| 14.4 | **General Data Protection Regulations (GDPR)** |  |
|  | There had been no data breaches. |  |
| 14.5 | **Academy Website** |  |
|  | Governors noted the requirement to ensure the statutory information was included on the website including governance information.  The Head explained that Pupil Premium and PE Premium information needed to be uploaded. Class teachers now had their own links to the website, so they could update their own class pages. They would receive training to be able to do this and the Head would monitor the content. |  |
| 14.6 | **Educational Visits** |  |
|  | The residential to Bawdsey Manor had gone well and had been rebooked for next year. |  |
| **16** | **REPORTS FROM COMMITTEES, WORKING PARTIES AND GOVERNORS’ MONITORING** |  |
| 16.1 | **Reports from Committees** |  |
|  | None. |  |
| 16.2 | **Reports from Governor Monitoring** |  |
|  | The Chair confirmed that she would carry out a safeguarding visit (including review of SCR) after half term. |  |
| **17** | **GOVERNOR TRAINING AND DEVELOPMENT** |  |
| 17.1 | None. |  |
| 17.2 | Governors agreed to complete safeguarding training. |  |
| **18** | **GOVERNOR HEADLINES AND THE KNOWLEDGE** |  |
|  | Nothing to report. |  |
| **19** | **ADMISSION ARRANGEMENTS FOR THE 2023/2024 SCHOOL YEAR** |  |
|  | Governors noted that if they wished to change admission arrangements for the 2023/24 school year, they would need to consult parents and other admissions authorities for a minimum of six weeks between 1 October 2021 and 31 January 2022.  They noted that the academy’s admissions arrangements would need to be determined by 28 February 2022 even if there were no changes. |  |
| **19** | **Reflection on the meeting** |  |
|  | Governors discussed the impact of the meeting on the LGB’s strategic priorities. |  |
| **20** | **DATES OF FUTURE MEETINGS** |  |
|  | Governors confirmed that the next meeting would be held at 6pm on 16th December 2021. |  |

The meeting closed at 8pm

|  |  |
| --- | --- |
| Signed |  |
| Date |  |