

# WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Headteacher: Mrs Joy Wood

## Minutes of the Governing Board meeting

held on Monday 14<sup>th</sup> March 2022 at 6.00pm

**PRESENT:** Mr M Azum - Chair (MA), Mrs B Dolby (BD), Ms D Purewal (DP) Mrs L Sheffield (LW), Mr N Gunstone (NG), Mrs N Rashid (NR), Mr Tanweer Yousef (TF), Mr D Carey (DC) & Mrs J Wood - Headteacher (JW).

**IN ATTENDANCE:** Byron Davies (BD)

MA welcomed all to the meeting particularly Tanweer Yousef as the new Parent Governor. Introductions were made by all.

### 1. APOLOGIES

There were apologies for absence from Noshaba Rashid.

### 2. EYFS PRESENTATION – Byron Davies

BD summarised his background and role at the school as EYFS lead.

He highlighted some of the changes to EYFS made in 2021.

The 7 areas of learning which are the focus across EYFS were detailed to Governors.

**Q – Communication and language is this verbal or both?**

A – This is all about verbal and writing is covered in literacy.

The 3 I's, Intent, Implementation & Impact, were explained in detail in relation to the curriculum.

Under Development Matters, the areas of learning covered in Reception were outlined.

Statutory changes made in 2021 were explained by BD including the Baseline Assessments which are now carried out and reported to the DfE.

**Q - Did this include SEN children?**

A – Yes this was for all.

**Q - Does this affect targets for progression and development in KS1? Some will have been to Nursery, had child minders or no input at all.**

A – No, this is just a snapshot of the children coming into Reception.

JW explained that the assessment at the end of Reception indicates where they will be in relation to KS1.

Changes made to moderation with LA involvement no longer in place.

The four key priorities identified by J. Grenier were detailed particularly in respect of communication.

The latest Ofsted guidance on phonics was displayed and summarised by BD along with the process of how inspectors gather evidence.

JW explained how toilet training has been addressed by the Nursery staff and this is not an issue this year. How inspectors observe interactions between staff and children to consider how well staff cover the key development areas was outlined.

**Q – EAL - is an issue in the area, how is this dealt with?**

A – There is a new focus on the lowest 20% and there is a special effort made with these children. A speech and language learning plan will be created.

Intent at Wellington – Focus has changed this year. The areas of learning in Development Matters are covered. These areas are the EYFS curriculum objectives.

JW noted that the curriculum needs to be matched to the needs of the catchment area.

**Q - Implementation and less evidence gathering - How do you track progress?**

A – Knowing the children is a key focus.

BD gave an example of how this addressed in practice. In terms of English and Maths, books are used to provide evidence of where they are at in terms of progress. Phonics is also way of identifying areas for interventions.

How Ofsted question on the EYFS curriculum was also noted.

JW explained that Sarah Burtoft and an EYFS specialist colleague will be visiting on 27<sup>th</sup> April to review Early Years provision.

A report will be generated following the visit and this will include any actions to be carried out.

MA thanked BD for his presentation.

### **3. NOTIFICATION OF ANY OTHER BUSINESS AND AGENDA ORDER VARIATIONS**

None.

### **4. DECLARATION OF INTEREST**

There were no declarations of interest.

### **5. GOVERNORS TERM OF OFFICE**

Laura Sheffield and Noshaba Rashid whose terms of office have recently ended were unanimously re-appointed as Co-opted Governors for a further 4 year term.

NG's position on the Governing Board was confirmed as being Staff Governor and not Co-opted.

There are now 2 Parent Governor and 1 Co-opted Governor vacancies.

A parent governor election will be held next term and Governors were requested to seek expressions of interest for the Co-opted vacancy.

### **6. MINUTES OF THE LAST MEETING 17.01.22**

The minutes of the meeting held on 17<sup>th</sup> January 2022 were accepted as a true record.

**Proposed: DP Seconded: LS**

### **7. MATTERS ARISING**

Action point 1 – The resignation of Muhammad Ulfat due to work commitments was noted.

Action Point 2 – The School Improvement once collated will be circulated to Governors.

Action Point 3 - HTPM targets have been agreed with Richard Lait.

There were no other matters arising that will not be addressed by today's agenda.

## **8. CORRESPONDENCE**

### **9. HEADTEACHER'S REPORT**

JW explained the cycle of the Headteacher's report which alternates between written and verbal.

#### Staffing

The level of staff absence continues to be a concern and is no longer Covid related.

In January, there were 20 staff off on one day largely due to COVID.

The long term absences were summarised to Governors.

Medium term absences are also an issue along with many short term absences.

Child-care related absences are also an issue at present. In addition, supply agencies are struggling to provide cover in the area.

JW noted that last Friday, there were 10 staff absences and it is a challenge to keep the school running efficiently and effectively.

The budget for supply cover has been exceeded and the impact on staff due to the additional work involved was noted.

It is hoped that the absence rate will improve however there are people struggling with the impact of the pandemic and mental health/stress issues related to their domestic situations.

A resignation of an admin team member was noted and JW outlined the initial cover in place. Recruitment to suit the vacant post will be taking place.

School-led tutoring has started with the 18 Y6 pupils identified for support and was explained by JW. Reading and literacy is the main focus for this provision.

Recruitment – An advert is being placed for a new leader of Maths in school. A leader of English is also being sought.

#### **Q – How does staff absence situation compare locally and nationally?**

A – There is no information on that. Since the return to full time work following the lockdowns etc. there has been a huge change seen. Working from home which came in has led to a challenge in getting all back to full time work in school.

The impact of the first lockdown period on staff was explained.

#### **Q – Is there BEOP meeting soon where this could be discussed?**

A – The next meeting is on Friday so local information on this may be available.

The aftermath of COVID on attendance etc. was discussed by Governors.

#### **Q – Are there any staff reward or recognition systems in place?**

A – There is a "shout out board" in the staffroom where staff are recognised for their efforts.

JW explained how she and NG are providing positive feedback to staff following the re-introduction of class observations/visits.

The potential for introducing a reward system was discussed. MA outlined how staff meetings are used at his school to identify staff for "rewards."

Attainment and Progress – The data was provided to Governors in January and mock SATs are taking place this week. The data will be available for the next meeting.

This information will inform the last push for the SATs in May.

Access arrangements were explained and a breakfast will be provided this year for all.

Finance - The bursar visited last Friday and a £108k carry-forward is now anticipated following the investment made in classroom computers and staff laptops.

The in-year deficit was noted.

The 2022-23 budget is being worked upon.

JW advised the higher utility costs to be included.

The non-teaching staff pay awards were noted along with an 8.5% potential pay increase for teachers which is anticipated. A grant is hoped to be given by the DfE to assist with this.

These will be reflected in the budget presented to Governors.

Premises - The emergency canteen roof repair of £4,800 was detailed.

Flood insurance money has now been received with £2,500 still outstanding.

The major issues with the drains in school were explained. Blockages are causing sewage to back up and a report from Gastech has been commissioned.

The costs of rectifying the layout of the drains could be huge.

**Q - How long has this been an issue?**

A - It's become a problem over the past 12 months.

JW explained how Gastech are providing a full written report and Asset Management from the LA will also be giving a report.

The angle at which the drains were originally laid seems to be the main issue.

JW advised that a 1 day Fixed Term Exclusion has been made for a Y5 pupil.

Teaching & Learning - The excellent working partnership with Sarah Burtoft as an external consultant was noted and the deep dives she has undertaken on Reading and Science were summarised.

A simulation exercise for staff is taking place to ensure they are Ofsted ready.

The Ingleborough 3-day residential was a huge success and NG summarised the trip to Governors.

**Q – How many staff went?**

A – 7

The Nell Bank Y5 residential planned for 13-15 July was detailed by NG.

The new PSHE programme started in September 2021 without sex education being included.

There is a consultation meeting on 21<sup>st</sup> March for parents on the policy to be introduced next year and there has been a good response. A working party will then be established and a decision on sex education being part of the curriculum or not will need to be made in time for September 2022.

A previous Governor is acting as a translator at the meeting.

**Q -What is the level of uptake?**

A – Approximately 40 parents.

How parents can be involved in the working party was discussed in detail.

JW advised that extra-curricular activities are now starting up again including football and cricket clubs. Theatre groups have visited and workshops have taken place. This has led to a good “buzz” in the school.

Face to face parent consultations will be taking place in school for the first time since 2019. The phonics scheme to be brought into school has been investigated and a short list of 2 (Anima and Unlocking Letters & Sounds) has been created from the 18 schemes available. Overall, the school is now a much more vibrant place following the restrictions due to COVID being relaxed. Class assemblies and/or a workshop are being re-introduced. MA will thank staff for their work and he also thanked JW and NG for all their efforts.

JW advised that the 2 training days in July will see an inspirational speaker being brought in to address staff.

## **10. COMMITTEE REPORT**

### Resources 09.03.22

BD summarised the meeting last week. The SLA's were presented and these will be reviewed on an annual basis. The staffing structure had also been circulated to the committee for information.

The catering SLA was noted as having approximately 1 year to run and research needs to commence now if there is to be a move away from Facilities Management. The need to be cautious in moving from FM due to issues seen elsewhere with other suppliers were noted. LS noted that due to inflation and increased household costs, the school meal for children will become increasingly important for families. A question on school meals could be included in the parental questionnaire to be circulated. JW noted that in KS2 many children are now bringing a packed lunch.

### Teaching & Learning 11.02.22

LS summarised the meeting. The work of the leadership team and staff in school had been recognised. Concerns over data in Y2 and Y6 had been discussed at the meeting and this is hoped to improve. Positive comments were received from Sarah Burtoft re attitudes to learning seen in her visit. The potential for using an external education centre for catch-up work was also discussed. Persistent absence is an area of concern and this is now dealt with by the SBOM.

MA noted that FFT have issued data in respect of absence which may be useful in terms of comparisons.

## **11. STAFFING UPDATE**

Addressed in the Headteacher's report.

## **12. PREMISES UPDATE**

Addressed in the Headteacher's report.

## **13. GOVERNOR VISITS/TRAINING**

DP is visiting shortly to meet with JW. BD and LS met with JW and NG to review the school website content. NG advised that the newsletter is being reintroduced after half term and the use of Twitter was explained. The newsletter will feature on the website

The Governing training schedule will be circulated to all.

#### 14. POLICIES

##### Safeguarding & Child Protection Policy

There were no questions from Governors.

##### Equality Information & Objectives Policy

LS queried the use of question marks in the policy and these will be corrected.

The objective review will take place every 4 years.

Access levels for staff in relation to CPOMs was explained.

The policies listed above were unanimously approved.

**Proposed: MA Seconded: DP**

#### 15. ANY OTHER BUSINESS

The Teaching & Learning committee meeting planned for 27<sup>th</sup> May will now take place on Friday 20<sup>th</sup> May 2022 at 8.00am.

**16. DATE OF NEXT MEETING:** Monday 16<sup>th</sup> May 2022 at 6.00pm

MA thanked everyone for their attendance and closed the meeting at 8.00pm

#### **Action Points**

Action Number	By Whom	Action	Timescale
1	JW	Parent Governor election to be held.	Next term
2	Clerk	Governor training schedule to be circulated	ASAP
3			
3			
4			
5			
6			