

# WELLINGTON PRIMARY SCHOOL

Dudley Hill Road  
Eccleshill  
Bradford  
BD2 3DE  
Headteacher: Mrs Joy Wood

## Minutes of the Governing Board meeting held on Monday 22<sup>nd</sup> November 2021 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 D Carey (DC) & Mrs J Wood - Headteacher (JW).

### **IN ATTENDANCE:**

MA welcomed all to the meeting.

### **1. APOLOGIES**

There were apologies for absence from Joe Parker & Muhammad Ulfat.

The resignations of Dennis Nunn and Ifat Iqbal as Parent Governors were noted and accepted.

Joe Parker's term of office as a staff governor ends in December and he will not be standing for re-election.

There will now be an election held for two Parent Governors and one Staff Governor.

The lack of applicants at the last staff governor election was noted by JW.

Governors were asked to consider who may be a suitable recruit to the GB.

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

None.

### **3. DECLARATION OF INTEREST**

There were no declarations of interest.

### **4. MINUTES OF THE LAST MEETING 27.09.21**

The minutes of the meeting held on 27<sup>th</sup> September 2021 were accepted as a true record.

Clarity was sought by DP on the who is Chair of Teaching & Learning committee and it was agreed that LS will take on the role.

Subject to the above, the minutes were approved as a true record of the meeting.

**Proposed: DV Seconded: LS**

### **5. MATTERS ARISING**

Action Point 1 – The clerk has contacted the non-attending Governors. See agenda item 1 above.

Action Point 3 – The School Priorities have been circulated to the Teaching & Learning committee.

Action Point 4 – The Holiday Dates 2022-23 have been circulated.

Action Point 5 – KCSIE has been circulated to Governors.

Action Point 6 – The updated policies have been circulated.

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

## **6. CORRESPONDENCE**

*See confidential minutes.*

## **7. INSTRUMENT OF GOVERNMENT**

The current Instrument of Government had been circulated prior to the meeting.

Difficulties in recruiting to the Governing Board had been discussed and it was proposed that the Instrument be amended from the one created in September 2014 as follows:

### **4 – The Governing Body shall consist of:**

- a) 4 Parent Governors**
- b) 1 LA Governor**
- c) 1 Staff Governor**
- d) 1 Headteacher (except at any time when the Headteacher has given notice the s/he chooses not to be a governor)**
- e) 5 Co-opted governors (the number of Co-opted governors who are also eligible to be elected as staff governors must not exceed three)**

### **5 – The total number of governors is 12**

The above amendment was unanimously approved by Governors.

## **8. HEADTEACHER'S VERBAL REPORT**

JW advised that there are a number of absences including that of the Assistant Headteacher. Catherine Berry is covering the role.

The cover for Catherine's role was also explained and this has impacted on the delivery of interventions. A long term absence involving a member of the admin team was also detailed. A second phased return is underway and it is going better than last time. The potential for a re-referral to Employee Wellbeing was explained.

A SCITT trainee coming into school was noted.

A member of staff has expressed an interest in becoming a SCITT trainee from Sept 2022 and is applying to Birth to 19 for a placement. A salaried route has been agreed with the person involved.

The English Leader has indicated that they wish to relinquish the TLR and JW explained the advice received from HR on this. Contractually someone cannot just relinquish a TLR and this will be looked at again in the future.

There is another key area where there is a concern and when the indicative budget is received, JW recommended looking at recruitment to the school.

**Q – English has taken a massive hit and stretching targets are in place. Will keeping the person in role affect the achievement of the target? Is there anyone who could support?**

**A –** There is one person in particular who could support but they are very stretched at present with professional and home commitments. The current post holder is a part-time teacher on a temporary fixed term contract.

Reading is a top priority in school and the LA adviser is carrying out a deep dive in January on this subject.

**Q – When will the contract be ending?**

A – This started in September and will end 31<sup>st</sup> August 2022.

The role of English lead was discussed including the background to the staff member concerned in respect full and part-time working.

NG advised that a decision not to grant this request immediately ought not to impact on the quality of the subject leadership.

Staff recruitment will be addressed early in the new year.

The resignation of TA was noted.

The School Business and Operations Manager role in respect of attendance at school was explained. 95% is the target for attendance with PA being a point of focus.

NPQSL – a middle leader is undertaking the training.

**Q – Are there bespoke programmes in-house for leaders?**

A - We direct them to NPQSL etc.

MA noted the gaps in middle leadership in English, Maths and the Assistant Headteacher role in the school he queried the reasons for these.

JW noted the health reasons for the Maths lead vacancy and that the English lead is part time. The Assistant HT is on long term sick leave but this is not linked to workload.

The current SLT in school was outlined by JW.

NG noted that he is covering the Maths lead role at present and this is not an undue workload.

Governors discussed the potential recruitment of staff in detail including the implications on the budget.

Staffing structure will be an agenda item at the next Resources committee meeting.

The SEND lead is likely to be absent for 2-3 months from January and JW is speaking to agencies re providing someone with the necessary qualifications.

It has become apparent that staff are struggling with work/life balance and morale is low.

The suggestion of class assemblies triggered the responses. Discussions have taken place on how to address these concerns.

Where suggestions can be implemented easily these will be brought in subject to cost. Educational concerns/changes and the implications of these will be investigated further.

**Q – Are you delivering the solutions or are employees driving this?**

A – There are no major changes planned and the discussions already held were outlined. JW gave examples of what has been suggested including better parental engagement, IT equipment upgrades etc.

NR noted that there is feeling amongst parents that there is a lack of engagement by the school.

How this could be potentially addressed was discussed.

JW was pleased that staff had opened up about their concerns and the response to these concerns has been well received.

The SLT are setting up the school-led tutoring for Y4, Y6 and some from Y5.

There will be 3 hours per week for 5 weeks. w

This will be led by agency staff due to the lack of response from the school's teachers.

**Q – Will this take place after school?**

A – No due to the commitments of pupils etc.

Assessments are being carried out and the Autumn term data will be available next week.

Smart Reading strategy was summarised and this is being brought in due to the lack of attainment in Reading.

Blake Hill and Fagley have used this method with great success.

The deep dive in Reading on 11<sup>th</sup> January was noted with a deep dive on progression in Foundation subjects in March.

A session on Governance and Ofsted requirements has been booked for 17<sup>th</sup> January and will last for 1-1.5hrs. Governors will be invited to attend.

## **9. COMMITTEE REPORT**

### **Resources 13.10.21**

BD summarised the discussions held at the meeting and staffing issues covered today were a focus. The concern over committee numbers was also discussed.

### **Teaching & Learning 15.11.21**

LS noted the 4 key areas of the SIP which had been discussed:

1. Pupil Premium
2. Diminishing the difference between boys and girls
3. Ensuring continuity in Design & Technology
4. Reading

The complete SIP will be circulated to Governors.

The other areas discussed at the T & L meeting have been covered in the Headteacher's report.

## **10. BUILDINGS UPDATE**

The flood damage repairs which have been taking place were explained to Governors.

## **11. HOLIDAY DATES 2022-23**

The use of training and occasional days were noted.

2 days are being proposed to cover for Eid and the rationale for this was outlined. The pattern of training days in place over the past few years has proved successful and are being repeated.

**The Holiday Dates 2022-23 were unanimously approved.**

**Proposed: MA    Seconded: DP**

## **12. GOVERNOR VISITS/TRAINING**

BD has undertaken Complaints training and details will be circulated to Governors.

NR took part in the Safeguarding training on 2<sup>nd</sup> November and she is meeting with JW to discuss further.

Compliance training will be undertaken by LS.

HTPM training requirements will be investigated further.

### 13. POLICIES

Attendance

Complaints

Charging & Remissions

The policies had been circulated prior to the meeting with amendments/updates highlighted.

**The policies listed above were unanimously approved.**

Safeguarding & Child Protection and the Equality policies will be brought to the next GB meeting.

### 14. ANY OTHER BUSINESS

NR advised that contact with parents re engagement would be useful and JW explained that the parent questionnaire is due to go out. The pupil questionnaire has been completed and will be shared with Governors before the next meeting.

DP visited on 2<sup>nd</sup> Nov to Y5 & 6 and this was a really beneficial visit in respect of seeing the teachers and the children.

NR accompanied the trip to Skipton Castle which was a great success.

The possibility of an Open Morning in Jan/Feb for parents was noted by JW.

**15. DATE OF NEXT MEETING:** Monday 17<sup>th</sup> January 2022 - 5.00pm to 8.00pm

A Teams invite will be circulated to enable all to attend the meeting.

MA thanked everyone for their attendance and closed the meeting at 8.05pm

#### Action Points

Action Number	By Whom	Action	Timescale
1	Clerk	Staffing structure to be an agenda item at next resources committee meeting	Next meeting
2	JW	School Improvement plan to be circulated	ASAP
3	Clerk	HTPM training requirements to be confirmed	ASAP
4			
5			
6			