

# WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Headteacher: Mrs Joy Wood

## Minutes of the Governing Board meeting

held on Monday 27<sup>th</sup> September 2021 at 6.15pm via Teams

**PRESENT:** Mr M Azum-Chair (MA), Mrs B Dolby (BD), Ms D Purewal (DP) (*left at 6.50pm*), Mrs L Sheffield (LW), Mr N Gunstone (NG), Mrs N Rashid & Mrs J Wood - Headteacher (JW).

### IN ATTENDANCE:

#### 1. APOLOGIES

Apologies were noted and accepted from Mr D Carey, Mrs E Gooding-Brown & Mr J Parker  
Resignation of Leila Abbasi as a Governor was confirmed due to her relocating.  
NG was welcomed as the new Staff Governor.

#### 2. ELECTION OF CHAIR AND VICE CHAIR

Nominations have been received for MA as Chair and DP as Vice Chair.

There were no other nominations received.

**MA was unanimously elected as Chair of the Governing Board.**

**Proposed: JW    Seconded: DP**

**DP was unanimously elected as Vice Chair of the Governing Board.**

**Proposed: BD    Seconded: LS**

The lack of attendance at meetings of several Governors was discussed.

It was agreed that MA will attempt to contact all to discuss their future participation on the Governing Board.

The potential for a hybrid meeting was discussed.

The intention is to hold all future meetings as face to face meetings.

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

None.

#### 4. COMPLETION OF PECUNIARY INTEREST FORMS

The Pecuniary Interest Forms had been circulated and all were requested to complete and return electronically or physically to the school.

## **5. DECLARATION OF INTEREST**

There were no declarations of interest.

## **6. MINUTES OF THE LAST MEETING 05.07.21**

The minutes of the meeting held on 5<sup>th</sup> July 2021 were accepted as a true record.

**Proposed: LS   Seconded: MA**

## **7. MATTERS ARISING**

Agenda item 7 – JW advised that this issue is no longer relevant as the planning application has not progressed.

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

## **8. CORRESPONDENCE**

JW noted the regular updates she receives from the DfE and the LA.

## **9. GOVERNORS CODE OF CONDUCT**

The NGA Model Code of Conduct for Governors had been circulated prior to the meeting.

**This was unanimously agreed to be adopted by Governors.**

## **10. REVIEW OF COMMITTEE MEMBERSHIP**

The need for a Governor review of the SCR with the SBM was explained by JW.

MA will accompany NS to review the SCR which will take place prior to half term.

The 7 questions that Governors ought to ask in respect of the SCR are accessible online.

Membership of the committees was discussed and agreed as:

### **Resources Committee**

Bryony Dolby, Divinder Purewal, Emma Gooding-Brown, Laura Sheffield, David Carey, Noshaba Rashid & Joy Wood

BD was confirmed as Chair of the Resources committee

### **Teaching & Learning Committee**

Mohammed Azum, Laura Sheffield, Joe Parker, Neil Gunstone, Divinder Purewal, Noshaba Rashid & Joy Wood

DP was confirmed as Chair of the Teaching & Learning committee.

## **11. APPOINTMENT OF NAMED/LINK GOVERNORS**

The following Named Governors were agreed:

Health & Safety

SEND

Safeguarding/Child Protection/LAC

HT's Performance Management

Divinder Purewal

David Carey

Noshaba Rashid

Emma Gooding-Brown, Divinder Purewal & Laura Sheffield

MA will contact the Governors who are not in attendance re the Named governor/committee roles.

The T & L committee will guide Governors on the areas to be considered when conducting Governor visits to school.

This will be an agenda item at the next T & L committee meeting.

## **12. HEADTEACHER'S REPORT**

The Headteacher's report had been circulated prior to the meeting and JW advised of the reasons for the delay in circulating it.

She invited questions from Governors.

### Staffing & Personnel

**Q –BD noted the recruitment challenges being seen and asked if there were reduced numbers applying for any vacancies?**

A – There have been 16 candidates applying a recently advertised vacancy. The use of social media to promote the vacancies was explained.

The issues being experienced by BD in respect of health & social care recruitment were outlined.

The cleaner role advertised is an additional post in school.

**Q –Do we envisage the AHT absence to be med/long term and if so, will this overstretch resources?**

A – The cover in place for the AHT was noted. In respect of the post holder's recovery, she is very unwell at present and she knows the school will support her where possible. Her sick note could possibly extend beyond a month

**Q – In respect of point 20, how is any impact on the quality on PPA being monitored?**

A – This is a fine line to balance. Flexible working has been agreed by Governors.

Staff do feel the benefit of the flexible arrangements in place.

**Q – Is the quality of the work being monitored?**

A – QA takes place on the quality of teaching in lessons through drop-ins/observations etc.

**Q – If the standard dropped, what then?**

A – JW gave an example of the feedback given by NG following a recent drop-in.

NG explained the drop-ins taking place and the feedback given to staff.

There have been no concerns over the PPA of teachers and the quality of teaching being delivered.

The restrictions on drop-ins have been lifted to allow for this.

NG advised that conversations will be held if any concerns are raised.

The collaborative nature of the work in school also helps in this regard.

Governors wished to congratulate staff on the professional qualifications achieved.

The Performance Management cycle and pay was discussed.

**Q – when will this take place?**

A – By the end of October. This will be discussed at the Resources committee meeting in October.

**Q - Have we a documented process re any decision making on this.**

A – The union view on performance management was explained. This year, there is a small number of staff involved. Any concerns would have had to be put in writing to them.

**Q – Attendance – This is now the responsibility of the SBOM?**

A – This is due to her promotion and change to year-round employment. This is one of the changes to her job description.

The previous arrangements in place were summarised.

**Q – What will this look like?**

A - Phone calls to home are made by the administrative assistant. The SBOM is more responsible for the strategies/monitoring in place.

### Attainment & Progress

**Q – Point 7- Reading and diminishing the difference. The investment in the book club and other initiatives were noted. How do we get on top of this asap?**

A – In the SIP, this is a key area of focus. In the Juniper Benchmark analysis circulated, reading in KS2 is a particular concern. Covid did have an impact but reading is now subject to a multi-pronged approach. JW outlined the initiatives in place to engage the children in reading.

**Q – Hasn't this been an objective for the last 3 years?**

A – The actions in the SIP are based on data.

JW explained how staff are encouraged to follow the directions given in respect of English. The data dictates where the areas of focus need to be.

**Q – Points 8 & 9 - How can we better manage the recovery – catch-up funding, appealing to children who don't like reading? The possibility of using apps where a teacher's marking isn't needed?**

A – JW summarised the initiatives in place in school to try and engage the children.

NG advised that 60 Chromebooks have distributed and he detailed how these are being used.

This is a good way of intervening without staff involvement.

Google classroom will be used if any children are isolating.

The sharing of good practice such as with the Bug Club is also a key focus with staff.

The Bug Club will be promoted further in school.

**Q – How does this work with older children in school as their reading ability increases?**

A – JW explained how this had been reviewed when this was purchased and it does cater for all children up to Y6.

NR advised that parents could be encouraged further to use this provision.

It was noted that the afterschool drop-ins seem to attract the parents who are already engaging and not those who are not.

The potential to use the videos being created for new parents to promote this was discussed.

The bursar, Sohail Mahmood, is still providing support to the school including ongoing training for the SBOM.

### Premises

The major flood over the summer was detailed by JW. The whole of upper KS2 was affected and it was a race against the clock to get ready for the start in September.

£1k a day was the cost of humidifiers and the work of the Hebden Bridge team was noted.

The Caretaker, SBOM and JW worked hard to ensure the reopening of school could take place as planned.

How the school will be inspected/monitored during the caretaker's annual leave was noted.

The tarmac work is excellent and gives a much better appearance at the school and gives enhanced H & S benefits.

The Art studio which was underused has been converted back to an additional staffroom and meeting room.

NG explained that the Art studio initiative had not been successful with staff.

### Teaching & Learning

Q - Point 5 – What is the after school facility for Y1 and Y2?

A – The after school facility in place for KS2 was noted and this is a new play engagement area for KS1 children after school. This is to support learning through games.

## **13. SCHOOL IMPROVEMENT PRIORITIES 2021-22**

The SLT have met to identify the 4 key priorities which are:

1 – Improve the Quality of Teaching & Learning in reading in KS2

- 2 – Diminish the gap between boys and girls in reading & writing
- 3 – Improve attainment and progress of disadvantaged/pupil premium pupils and close the gaps
- 4 – The Design & Technology progression map will also be a focus.

These will be circulated to Governors prior to the next meeting.

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

This will be addressed at the next meeting.

#### **15. HEADTEACHER'S PERFORMANCE MANAGEMENT ARRANGEMENTS**

The panel will involve LS, EGB and the SIP, Richard Lait and will take place on 22<sup>nd</sup> October 2021.

#### **16. ACADEMIES (annual review)**

MA explained the rationale for this agenda item.

This will not be progressed further.

#### **17. GOVERNOR VISITS/TRAINING**

BD advised that she has Complaints training booked in November.

LS has access to the Key through her work.

JW noted that the school has subscribed to the NGA and Governors were advised to look at the training available.

The Key provision will be investigated further.

NG advised that the School Bus is another resource available.

SSS Learning was also noted.

The updated KCSIE will be circulated to all.

#### **18. POLICIES**

NG advised that the Safeguarding, Attendance & Equality policies have been updated and these will be presented for ratification at the next meeting.

#### **19. ANY OTHER BUSINESS**

None for this meeting

#### **20. DATE OF NEXT MEETING: Monday 22<sup>nd</sup> November 2021 At 6.00pm.**

MA thanked everyone for their attendance and closed the meeting at 7.55pm

#### **Action Points**

Action Number	By Whom	Action	Timescale
1	MA	Contact non-attending Governors	ASAP
2	Clerk	Governor visits to be an agenda item at the next T & L committee meeting	Next T & L meeting agenda
3	JW	Circulate the school priorities to Governors	Prior to next meeting
4	JW	Holiday dates 2022-23	Next meeting

5	Clerk	KCSIE to be circulated	ASAP
6	NG	Updated policies for ratification to be circulated to Governors	Prior to next meeting