

Wellington Primary School

Dudley Hill Road

Bradford

BD2 3DE

Head Teacher : Mrs Joy Wood

Minutes of the Governing Board Meeting held on Monday 10th October 2022

PRESENT : Mrs Bryony Dolby (BD) Mrs Divinder Purewal (DP) Mrs Noshaba Rashid (NR) Mrs Laura Sheffield (LS) Mr Tanweer Yousef (TY) Mrs Razia Waterhouse (RW) Mr Mohammed Azum (MA) Mr Neil Gunstone (NG)
Mrs Joy Wood – Head Teacher (JW)

In the absence of a Clerk, the Head Teacher took the chair and welcomed governors to the meeting.

JW invited nominations for the position of Chair for the school year 2022 – 2023.

No nominations (nor self-nominations) were received.

MA explained that he was not standing again as Chair, because of on-going work commitments.

MA confirmed that he would be continuing to serve as a governor.

JW invited nominations for the position of Vic-Chair. DP indicated it was her intention to stand down as both Vice-Chair and as a governor, because of family commitments and because she had served the school as a governor for many years.

No nominations (nor self nominations) for the position of Vice –Chair were received.

DP stated that she would be willing to continue as a governor and to continue as Vice-Chair in the interim.

Divinder Purewall, as Vice-Chair, then took the chair and chaired the remainder of the meeting.

The following information was noted re: clerking of FGB meetings and GB committee meetings.

The Head Teacher informed governors that the school had requested (and been promised) clerking services from Bradford Governors' Service for the school year 2022 – 2023, following notice of the previous clerk (David Whitehead's) retirement.

However the school had recently been informed by Bradford Governors' Service that they are currently unable to provide clerking services because of staff absences and difficulties with recruitment.

The school has placed an advertisement in an attempt to recruit a clerk independently.

In the interim the following governors volunteered to record the minutes:-

JW on 10.10.22 (FGB)

LS on 21.11.22. (FGB)

BD also indicated that she was willing to record the minutes.

A suggestion to move to remote meetings which could be recorded was not taken forward.

A suggestion to record the face to face meeting so that a member of the office team could write up the minutes during the normal working day, was considered as a possibility. However, it was noted that any confidential minutes could not be dealt with in this way.

APOLOGIES

None

NON –ATTENDANCE

David Carey (no apologies received)

NOTIFICATION OF ANY OTHER BUSINESS AND AGENDA ORDER VARIATIONS

None

DECLARATION OF INTEREST

Mohammed Azum declared that he is employed by a Multi Academy Trust.

MINUTES OF THE LAST MEETING

The minutes of the meeting on 11th July 2022 were approved as a true and correct record

Proposed LS

Seconded BD

MATTERS ARISING FROM THE MINUTES

Action Point 1 : Presentation about academies. Noted that this item was on the agenda for this meeting (10.10.22.)

Action Point 2: Approval of the RSE Policy – approved at the previous meeting.

CORRESPONDENCE

None

GOVERNORS CODE OF CONDUCT

Electronic copies had been circulated. Hard copies were distributed at the meeting. All governors who were present signed the code of conduct. Signed copies were passed to the Head Teacher, to be filed by the School Business and Operations Manager.

Governors who were present also completed the pecuniary interests form and a form recording their personal details. These were collected to be passed to the School Business and Operations Manager.

REVIEW OF COMMITTEE MEMBERSHIP

The following committees for the school year 2022 – 2023 were confirmed:

Resources Committee

Resources Committee combines the remit of Finance Committee and Personnel Committee.

Bryony Dolby, Tanweer Yousef, Divinder Purewal, Noshaba Rashid, Joy Wood.

(Laura Sheffield indicated that she is willing to attend if any meeting is in danger of being inquorate.)

Teaching and Learning Committee

Laura Sheffield, Mohammed Azum, Razia Waterhouse, Neil Gunstone, Joy Wood.

(Noshaba Rashid indicated that she is willing to attend if any meeting is in danger of being inquorate.)

David Carey's committee membership is still to be confirmed.

Disciplinary Committee

A committee will be convened as required, dependent on governor availability.

APPOINTMENT OF NAMED / LINK GOVERNORS

Health and Safety : Razia Waterhouse and Tanweer Yousef

SEND : David Carey (if he is willing to continue)

Safeguarding including Looked After Children and Child Protection : Noshaba Rashid and Mohemmed Azum

Head Teacher's Performance Management : Divinder Purewal, Laura Sheffield, Bryony Dolby. All governors have attended training.

Representative at Governors' Briefing Meetings : Various governors will attend, according to availability. Laura Sheffield informed the meeting that she will be attending the first briefing meeting of the Autumn Term on 11th October 2022.

HEAD TEACHER'S REPORT

The head teacher presented her written report, which had been circulated to governors earlier.

A copy of the head teacher's report is attached to these minutes.

SCHOOL IMPROVEMENT PRIORITIES 2022 – 2023

Governors approved the five objectives in the School Improvement Plan 2022 – 2023, which had been circulated to them earlier. A copy of the School Improvement Plan 2022 – 2023 is attached to these minutes.

Governors noted that three objectives had been informed by an analysis of Summer 2022 data.

Governors noted that the objective to improve subject leadership was informed by the school reverting to a previous pattern of organisation regarding subject leadership.

Governors were informed by the Head Teacher that the fifth objective (re: improving provision in Early Years) had been added following the senior leadership team's discussion with the school's "bought in" consultant, Sarah Burtoft. Sarah is bought in on a Service Level Agreement to support school improvement.

HOLIDAY DATES 2023 – 2024

Having scrutinised the Bradford School Holiday Calendar 2023 – 2024 and after considering the recommendation from the Head Teacher, governors agreed the following additional dates:-

Five INSET days

4th September 2023

25th September 2023

20th November 2023

10th April 2024 (Eid, as advised by the LA)

17th June 2024 (Eid, as advised by the LA)

Four occasional days

26th and 27th October 2023

15th and 16th February 2024

Proposed : DP

Seconded : LS

HEAD TEACHER'S PERFORMANCE MANAGEMENT

Richard Lait (Bradford LA Officer) is the external adviser, purchased by the school.

Laura Sheffield will liaise with Richard Lait to agree a date in November for the Head Teacher's Performance Management. This will be undertaken by Laura Sheffield and Bryony Dolby.

ACADEMIES (annual review) and ACADEMISATION

Agenda Items 17 and 18 were taken together.

Mohammed Azum gave a presentation to governors about Acadamisation. A copy of the Power Point presentation, which he used, is attached to these minutes.

There was no time to discuss MA's presentation. It was agreed that the discussion arising from his presentation should be tabled as an agenda item at the meeting due to take place on 21st November 2022.

ITEMS 20 AND 21

These items were also rolled forward to the meeting on 21st November

DATE OF THE NEXT MEETING

This was confirmed as 21st November, 6 p.m. – 8 pm. at Wellington Primary School.

THE MEETING CLOSED AT 8.04 p.m.