

WELLINGTON PRIMARY SCHOOL

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

Minutes of the Governing Board meeting

held on Monday 17th January 2022 at 6.00pm

PRESENT: Mr M Azum - Chair (MA), Mrs B Dolby (BD), Ms D Purewal (DP)(joined meeting at 6.30pm), Mrs L Sheffield (LW), Mr N Gunstone (NG), Mrs N Rashid (NR) & Mrs J Wood - Headteacher (JW).

IN ATTENDANCE:

Prior to the meeting Ofsted Governor training was conducted by Sarah Burtoft (LA Adviser)

MA welcomed all to the GB meeting.

1. APOLOGIES

There were apologies for absence from David Carey and lateness from Divinder Purewal.
There were no apologies received from Muhammad Ulfat

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 22.11.21

The minutes of the meeting held on 22nd November 2021 were accepted as a true record.

Proposed: LS Seconded: BD

5. MATTERS ARISING

Action Point 2 – The School Improvement Plan will be circulated asap.

Action Point 3 - HTPM – LS has spoken with Richard Lait, the external School Improvement Partner, and she will chase up the finalised document on the targets for this year. ECG will be contacted in order to sign off the completed document.

LS has submitted her Governor testimonial for publishing on the website in order to try and encourage others to join the Governing Board and she noted the need for greater numbers of Governors to be involved in the school.

The Parent Governor election has been postponed and the process will recommence this month.

Agenda item 8 –The deep dive on Reading did not take place due to 18 staff absences last Tuesday and this will now take place on 10 February.

The SMART Reading strategy is being piloted in KS1 by Joe Parker and will be commencing shortly.

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

6. CORRESPONDENCE

EHCP communication with the LA re the consultation process.

JW outlined how Vicki O'Dell (SENDco) had stated that the school was not in a position to meet a child's needs during the EHCP consultation period. The child has still been allocated to Wellington despite this and JW advised of the ongoing correspondence on this matter. Governors will be advised of the response from the LA to the letter disputing the pupil placement which reiterated that the school is not in a position to meet the pupil's needs once received.

7. HEADTEACHER'S REPORT

The report had been circulated prior to the meeting.

The particularly high level of staff absence being experienced was explained to Governors.

There have been very limited numbers of supply staff available in the past 2 weeks. The classes which went onto remote learning were detailed.

NG confirmed the difficult challenging situation which has been experienced in school due to staff absences.

Extended absences have also brought their own challenges and these were detailed to Governors particularly in respect of the Assistant Headteacher where a referral to Occupational Health has been offered and refused.

The SENDco is also on a long period of recuperation from an operation and how her work is being covered in school was noted including the supply SENDco being utilised.

The staffing profile will be reviewed at the next Resources meeting.

JW advised that a new Maths leaders is needed to be appointed for September.

A temporary member of staff is leaving and a new appointment is needed to lead in English. The budget allows for these appointments to be advertised quickly.

Governors approved the proposal to advertise the Maths and English lead roles asap.

The school-led tutoring planned was outlined and this will be commencing from the beginning of February.

Q – How is employee wellbeing borne in mind when dealing with longer term absences?

A – JW explained how employees are contacted to gain permission to obtain medical records in order to better understand any issues.

Q – Is there a sickness absence policy in this regard?

A – Long term absence can last for 12 months. JW explained the timescales in relation to the level of sickness pay involved.

Q – Why have we not use our own staff for the tutoring programme?

A -The staff who had been identified to carry this out have been used to cover other staff absence.

The Attainment & Progress benchmarking data had been circulated.

In Y2 and Y6 previous SAT's papers have been used.

The worrying low percentage in Yrs. 2 & 6 who have achieved EXS was noted.

Each child has been identified for tailored interventions.

NG advised that the Maths percentages are low for those who are at EXS. A medium term plan for revision is being put in place

Writing is also low re the EXS and this is another area to be focussed on.

Reading interventions are also planned but staff absence is causing a big problem at present. Due to low staff numbers, access arrangements are not in place as usual for the children in the SATs tests. JW explained how 3 teaching groups had been planned in Y6 to increase the teacher/pupil ratio but this is not in place due the absence issue.

Q - What about the Reading initiative for parents?

A – The meeting has been postponed but will take place asap.

Q – Y5 data seems high in terms of combined?

A – This is based on the Rising Stars data but has not been moderated.

NG explained how the higher figures could have been attained.

The data is consistent across both Y5 classes and the data has been interpreted correctly.

The quality of the marking part for Reading will be investigated further.

JW advised that at the next data collection, different teachers are used to mark the papers.

Finance - The Q3 Budget Monitor had been circulated to all.

The healthy carry forward of 3.8% was noted along with the numbers of one-off expenditures which have taken place particularly work on the retaining wall.

The supply costs were particularly noted to Governors.

The Winter Poverty Grant is being distributed to vulnerable families as Morrisons shopping vouchers by February half term.

Safeguarding – NR and MA have visited to review the SCR with the SBOM.

NR met with JW following the Safeguarding training with a follow up meeting planned.

Peer on peer abuse on social media has been dealt with promptly working in collaboration with parents.

Teaching & Learning – The full curriculum is now in place including MFL. The work still needed to develop Design & Technology was noted.

The requirements to move to an investigative curriculum was explained and JW advised that the children are interested and engaged.

Wellbeing and Mental Health support was explained including Escape which has been introduced in school.

The Ingleborough Residential Trip was explained to Governors and NG will be leading the trip.

The move to changing this from a Y5 to a Y6 trip and not using Nell Bank was detailed to Governors.

This will take place February 16-18.

Q – What has been the uptake?

A – There are 57 in the cohort and 48-49 have accepted the places.

Q – Is there a COVID risk assessment in place specifically for the trip?

A – The risk assessment is currently being finalised and will depend on Government guidance at the time.

BD advised of issues at another school re COVID last year in respect of residential trips.

Lateral flow tests will be available if needed.

Q – Is there a payment plan in place for parents?

A – Yes this is in place. JW explained the discussions held with parents where the costs have been subsidised.

The Y6 residential trip to Ingleborough was unanimously approved.

Proposed: MA Seconded: DP

8. STAFFING UPDATE

This was addressed in the previous agenda item and the staffing structure will be covered at the Resources meeting on Wednesday.

9. PREMISES UPDATE

The work on the retaining wall was covered in the finance section of the Headteacher's report.

10. GOVERNOR VISITS/TRAINING

BD undertook online Complaints training for Governors in November 2021.

NR & MA have reviewed the SCR in school in November and it was agreed that this will be reviewed each term.

The website content will be reviewed by a working party of Governors along with NG and will also look at the Ofsted requirements in this regard.

NG explained that the website could also be better used to promote the school in general to the public. He also noted that the mobile/tablet version needs to be updated to match the desktop experience.

The Website Working party will consist of LS, BD & NG

NG advised that the website could be the main point of reference for Governors in relation to discussions with Ofsted inspectors.

NR noted that greater parental engagement had been discussed previously and responses/suggestions from parents re the website could be obtained if it is part of the questionnaire

JW explained that the parent questionnaire will be sent out shortly. She stressed that the website needs to be fully compliant before trying to improve ease of access.

11. POLICIES

Behaviour Policy

The policy had been circulated prior to the meeting.

There were no questions from Governors.

The work of Catherine Berry in respect of the policy was noted by JW.

The policy was approved by a majority of Governors with one abstention.

Proposed: MA Seconded: DP

12. ANY OTHER BUSINESS

The Teaching & Learning committee future meetings were agreed to be held at 8.00am on Fridays.

The content of these meetings was discussed in detail.

EYFS will be agenda item 1 for next GB meeting.

13. DATE OF NEXT MEETING: Monday 14th March 2022 at 6.00pm

MA thanked everyone for their attendance and closed the meeting at 7.40pm

Action Points

Action Number	By Whom	Action	Timescale
1	Clerk	Muhammad Ulfat to be contacted re attendance at meetings	asap
2	JW	Completed School Improvement Plan to be circulated	asap
3	LS	HTPM targets to be confirmed with Richard Lait	asap
3			
4			
5			
6			