



THE GOVERNING BODY OF NEW WOODLANDS SCHOOL

MINUTES

For the Governing Body Meeting

Wednesday 25 September 2024 AT 6:00 PM online

Total 11 Governors: 1 x Head, 1 x Staff, 1 x LA, 2 x Parents, 5 x Co-opted 1 Vacancy	Initials	Category	Attendance
Carlie Warner	Head	Headteacher	Ex-Officio
Michelle Fenniche (Chair)	MF	Local Authority Governor	Present
Aida Shoush	AS	Co-opted Governor	Present
Alison Coutts	AC	Co-opted Governor	Did not attend
Joanna Gent (Vice Chair)	JG	Co-opted Governor	Did not attend
Lisa Hutton	LH	Staff Governor	Present
Nalan Salih	SN	Parent Governor	Did not attend
Natalie Page	PG	Parent Governor	Did not attend
Devon Elliott	DE	Co-opted Governor	Present
Astenne Minto	AM	Co-opted Governor	Did not attend
Siobhan Michael	SM	Co-opted Governor	Present
<i>Also:</i>			
Natasha Dunbar	ND	Clerk	

A quorum of one half of the governors in office is necessary for all decisions. (5)

If you are unable to attend the meeting, please notify the Clerk – Natasha.Dunbar@lewisham.gov.uk

1.0	<p><u>APOLOGIES, DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u></p> <p>There were no apologies sent from four governors: AS, AC, NP & NS. Attendance was discussed. A reminder email to be sent to governors regarding sending apologies for nonattendance of meetings. There were no declarations of interest declared. Register of interest forms were sent to governors in September. Governors were reminded to complete the forms and to return to the Clerk copying in the HT.</p> <p>Action: Clerk to follow up nonattendance for a few governors. Register of Interest forms to be resent to governors. The register of governor's attendance is to be sent to the chair and HT.</p>
2.0	<p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p> <p>The minutes from the meeting held on 01.07.24 were Approved by all governors. The Child and child Policy had been read and approved by governors.</p>

MF to send governors information regarding information for Ofsted action still outstanding.

All actions had been completed.

Action: MF to send governors Ofsted information to be sent on Friday.

The minutes are to be signed by the Chair.

3.0 GOVERNING BODY MEMBERSHIP

MF membership expires in February. The Chair suggested any governors who were interested in becoming chair of NW Governing body to contact the clerk to state their interest.
JG to be asked if they were happy to continue as the Vice Chair of Governors.

Action: JG to be contacted to confirm their interest in continuing as the Vice Chair of the NW Governor Body.

4.0 Reports from Committees:

There were no reports from previous committees. The Resources Committee meeting held in June did go ahead, the meeting was to be recorded for the Clerk to type up, but the recording cannot be accessed.

The HT reported on the meeting held in the summer. The SBM discussed the areas of the overspend. He is waiting for the closing balance. The notes from the meeting will be sent to the clerk to format for clerking records.

Action: The HT to send the Resources Committee notes to the clerk to be typed up.

The committee Terms of Reference was agreed by all the governors to stay the same.
Link Governors roles were discussed and are listed below.

- Health and Safety/ Pupil Premium – MF
- Siobhan – Mental Health
- Astenne – Science
- Aida – Humanities, ICT/Race/ Equality
- Natalie – Math
- Alison – PHCSE
- Lisa – School website
- Joanna – English/Food & Art
- Devon –PE & Sports Premium/Safeguarding

The HT will look at the attendance of all governors and may change the link governors' roles.

The HT will send the Sports Premium from 23/24 to DE to review. DE needs to arrange a time to meet with the Sports Teacher. The HT will link teachers to the governors for contact and they can then make arrangements to visit the school.

It was agreed for DE to take over the Safeguarding from MF and MF will take over the pupil premium.
AM will now be the science link governor.

The Finance Committee was confirmed as:

- Michelle
- Joanna
- Astenne
- Siobhan
- Carlie

	<ul style="list-style-type: none"> • Aida <p>Pupil Progress & Welfare Committee</p> <ul style="list-style-type: none"> • Carlie <ul style="list-style-type: none"> • Aida • Lisa • Nalan • Natalie • Alison • Devon <p>The Pay Committee consists of:</p> <ul style="list-style-type: none"> • Aida • Michelle • Carlie • Joanna <p>All committee's membership were agreed by governors.</p>
5.0	<p>SAFEGUARDING AND HEALTH AND SAFETY</p> <p>Governors were reminded to confirm they have read the KCSIE. MF, LH, SW, and DE confirmed they had read KCSIE 2024. The remainder of governors are to be contacted to confirm they have read the document.</p> <p>Action: Clerk to contact all governors to send them a reminder to read and confirm they have read KCSIE 2024.</p>
6.0	<p>School Improvement</p> <p>A. Headteacher Report - School Improvement / Development Plan (SIP/SDP) and School Self Evaluation</p> <p>The HT sent governors the SDP, the SEF is to be sent to governors.</p> <p>Action: The HT to send the SEF to all governors.</p> <p>It was asked if the curriculum is being decolonised and being broaden taking into consideration the school cohort is majority white British. The HT reported there will be a brain storming session with middle leaders to look at the curriculum to see how it can be made more diverse. This is looked at yearly. Black history month work is done, and LH will be delivering training on the curriculum. Experience booklets are being worked on for the pupils to enable them with life skills and employability, this is linked to the curriculum to help students in the future.</p> <p>It was acknowledged in the environment students live in skills are needed to fend of racism a constant discussion is needed. The HT advised racism is covered in Humanities and PHSCE lessons. Staff have completed Prevent Training. The white British cohort are vulnerable and is a big area to cover. There are workshops around gangs and grooming, prevent training is in the school policy. This work comes under safeguarding.</p> <p>The safeguarding training included the risk of online dangers, noting the Downham area is a deprived area where deprivation plays a part in outcomes of the children. The lack of services is also a concern in supporting the students.</p>

Mobile phones are a concern. There is a parent policy to help support parents. The school have information online for parents to help keep their children safe. There is a programme called SENSCO which is used in schools. There are constant meetings with parents and conversations held to put measures in place.

There is a pathfinder's project which will help the school with finding support services. There are a lot of issues that happen outside of school. The school have a mobile phone policy, where students are not aloud phones in school. The issues are outside school with the phones.

Target 4 on the SDP – Working together on the attendance document. The Chair advised there are a lot of changes, with targeted meetings. The HT is updating the attendance policy, making reasonable adjustments to get young people into school. The Concern sheets list what the school do to help their students.

The link governor needs to be named in the attendance policy. The HT is the attendance officer, so she is the champion for attendance. The Chair advised the HT to look at the process for adding a link governor for attendance. It was suggested to be linked to the safeguarding link governor who is DE.

The HT will read up on the attendance policy, which is on the Lewisham Services website.

Action: DE will visit the HT to discuss the attendance link governor role and policy.

B. School Performance data – If information available

DE was happy to report on the good progress of the key stage four pupils who did better than projected. The year 10 are working at or exceeding. This means in year 11 results should be good.

LH reported these students covered entry level, which was a huge achievement for many students, enabling them to attend college. BTEC food achieved level 1. Results were what were expected, there were no shocks, every child got a certificate in Maths and English including exceptions.

This year 11 are a different cohort and will be put in for GCSE, the school are very pleased with the results. The majority will attend college. There is a presentation of the last year 11 group. This will be sent to governors.

Action: LH will send governors the presentation for the last year 11 cohort. It will be annolised.

C. School Improvement Visits

There have been no School improvement visits. The school are still categorised as a green school. The school are to be contacted online, no actual visit until the last school term.

7.0 Financial Budget update

a) A 24/25 Three-year budget

The budget was discussed at the finance committee meeting. Governors have been updated on the school's position.

b) Service level agreements and contracts

An updated list of SLA is to be sent to governors.

Action: SBM to send an updated list of SLA to governors.

8.0	<p>Performance Related Pay and Appraisal</p> <p>a) Governor Appraisers – to appoint governors to appraise the Headteachers performance.</p> <p>The HT has been contacted and will update the governors on the meeting held.</p> <p>b) Pay committee and Pay Appeals committee.</p> <p>Action: A date is to be booked for the pay committee meeting.</p>
9.0	<p>Wrap Around Care</p> <p>The school do not have wrap around care that they fund. This will be opened in key stage 3. The chair advised there is new money for wrap around care the HT will investigate this.</p> <p>Action: The chair will the email regarding funding for wrap around care to HT.</p> <p>Multi sports and Arts are the current after school clubs. The TA work in the summer on the HAF (Holiday Activity Fun) program, which went well in the summer. A lot of children who rely on transport are not able to attend. The school have a lot of enrichment programs so they can include all the children.</p> <p>It was advised if the drop of going home policy could be reviewed. The HT stated they need someone to co-ordinate this and the do not have the capacity to.</p> <p>The chair advised a After school club could cover this issue for the school, it may not work for some children. It was suggested clubs finish at 4pm for TA to be paid to drop the children home after. The HT will investigate this suggestion.</p>
10.0	<p>Equalities Data and Objectives</p> <p>There is no data available yet. The Equality data was reviewed.</p> <p>Any actions to be checked?</p> <p><i>This has now been sent through to governors - in relation to staff ethnicity</i></p>
11.0	<p>Policy Reviews</p> <p>Performance and Appraisal Policy to be reviewed annually.</p> <ul style="list-style-type: none"> • Staff Absence Policy • Admissions policy • Final positive handling • Teaching Learning policy • Equal Opportunities policy • Health and Safety policy • Anti Bullying policy <p>The First Aid policy needs a name removed.</p> <p>Staff absence policy – governors were concerned at the line around medical appointments, concern of number listed for the amount appointments that can be attended six. Concerns that the discrimination act, covers staff already for absences for appointments.</p> <p>The HT advised they were told by HR to list a number and where not breaking any laws. A long discussion was held around the reasoning for the wording and how it could affect staff. The HT expressed the concern for running the school short staffed which had been unmanageable at times.</p>

	<p>It was concluded the HT will go back to HR to discuss the policy further, regarding the number of appointments allocated to staff to attend appointments and the wording used around allocation. It was noted the referral to occupation section in the staff absence policy was advised to be strengthened around the period of sickness to trigger a OH referral.</p>
	<p>It was agreed if after a discussion with a member of staff they could be identified for recommendation to SLT, a referral could be made to OH, if staff cannot identify concerns themselves.</p> <p>The wording for attending a wedding is to be edited and reflect the same as the attending a funeral. Action: The chair to edit the wording in the Staff Absence Policy regarding attending weddings and to speak with HR regarding the number of allocated appointments in the policy.</p> <p>The safeguarding policy is to be signed by the Chair, hence why it was in draft. All policies listed were approved by governors, including minor edits to be made by the HT.</p>
<p>12.0</p>	<p><u>ANY URGENT BUSINESS AND ITEMS FOR NEXT MEETING</u></p> <p>The Skills audit was discussed. The HT and chair will meet to discuss the skills audit and share their findings at the next FGB meeting.</p> <p>Action: The skills audit to be looked at by the HT and chair and discussed at the next FGB meeting.</p> <p>The Code of Conduct for the governing body to shared and discussed at the next FGB meeting. Action: Clerk to find the Code of Conduct and send to HT.</p> <p>LH left the meeting at 7.50 pm.</p>
<p>13.0</p>	<p><u>Governors Training</u></p> <p>Safeguarding training is to be booked by all governors. Action: All governors to be reminded to attend Safeguarding training. The SBM is to send out the TES Safeguarding training, the HT to speak with the SBM.</p>
<p>14.0</p>	<p><u>Date and Time of next Meeting</u></p> <p>Wednesday 29 January 2025 at 6pm to be held at the school.</p>

pp Michelle Finneche
Sign: _____
Date: 29/01/2025