



THE GOVERNING BODY OF NEW WOODLANDS SCHOOL

MINUTES

For the Governing Body Meeting held on

Monday 1st July at 6:00 PM

Rearranged from 26.06.24

1.0	<u>APOLOGIES, DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u> AM did not attend; they had emailed previously stating they were travelling and would try to attend. There were no declarations of interest declared.	

2.0	<p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p> <p>The minutes were approved by all governors for the meeting held on 05.02.24.</p> <ul style="list-style-type: none"> • Teacher Kirra is currently on maternity leave; all governors wished her well. • The H&S report had not been sent to governors this will be completed on the return of the Premises Manager. • The H&S audit had been submitted.
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<i>Total 11 Governors: 1 x Head, 1 x Staff, 1 x LA, 2 x Parents, 5 x Co-opted</i>	Initials	Category	Attendance
Carlie Warner	Head	Headteacher	Present
Michelle Fenniche (Chair)	MF	Local Authority Governor	Present
Aida Shoush	AS	Co-opted Governor	Present
Allson Coutts	AC	Co-opted Governor	Present
Joanna Gent (Vice Chair)	JG	Co-opted Governor	Present
Lisa Hutton	LH	Staff Governor	Present
Nalan Salih	SN	Parent Governor	Present
Natalie Page	PG	Parent Governor	Present
Devon Elliott	DE	Co-opted Governor	Present
Astenne Minto	AM	Co-opted Governor	Apologies
Siobhan Michael	SM	Co-opted Governor	Present
Also:			
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

	<ul style="list-style-type: none"> • Polices – Child on Child & Menopause policy are to be reviewed by governors and clarified they were read and approved by the end of the week 05.7.24. <p>Action: governors to confirm they have read polices sent to them by 05.07.24.</p>
3.0	<p>GOVERNING BODY MEMBERSHIP</p> <p>Governing Body membership is currently full.</p> <p>Link governor roles are to be assigned at the next FGB meeting being held in September</p>

4.0	<p>2023/24 budget monitoring and three-year projection update 2024/25 budget monitoring</p> <p>The HT confirmed the Finance meeting was held and recorded for the clerk to type up. The budget has been balanced and submitted. The HT stated the budget looks good, but the school will need to be full. There will be a discussion at SLT to talk about new spaces. The HT is waiting for confirmation from the LA regarding spaces to be filled. If there is no confirmation of spaces the HT will look to take on out of the borough children.</p> <p>There are 107 children on role as of today. The LA fund the school for 108 spaces. It was asked why the roll number was reduced from 112. The HT advised the school was not full and the LA were not paying for places not filled.</p> <p>The Chair confirmed the budget was agreed at the finance meeting held on 18th June and was to be submitted by the Friday. The budget was submitted on the 18th June.</p>	
5.0	<p>SCHOOL IMPROVEMENT – Strategic Leadership and Accountability</p> <p>a) Headteacher’s Report</p> <p>The HT asked if there were any questions relating to the HT report which had been submitted to governors. The Chair asked where the middle leader’s strength was. The HT advised Maths & English is their strength. This is based on the Preparation Ofsted Sheet. Humanities needed development including science.</p> <p>The number of students on roll was questioned and the importance of the school being full. The HT confirmed the staff are checking spaces in the school, the school started in a good position this year. Spaces are not a concern now. Once all the pupil numbers are confirmed, more income will be generated. One out of the borough child will be leaving and the HT would like to replace with another.</p> <p>It was asked if PE was seen as a strength due to pupils thriving in that area. The HT agreed there are strengths but there are no books in primary to show this, physical evidence is needed. English in key stage 1 & 2 is also a strength.</p> <p>It was asked if the transition year 7/8 will be staying in primary side, the HT advised no, they will be taught in secondary, learning food science and ICT. A few children may not cope with the secondary model. There are two new year 7 groups. Most of the children will transfer over. There are two behavioural workers, one is based in primary and one in secondary. The school wanted a another in primary but will consider this when the budget is better. The HT advised the new member has settled in well.</p>	

	<p>It was asked if not a behavioural assistant in the primary school having would increase the workload, it was advised the second person was not available in primary for a long time and it did not matter due to low numbers previously. The shared time model needs to be looked at in September. Depending on the budget a behavioural manager maybe sourced in September</p> <p>b) School Improvement / Development Plan (SIP/SDP) and School Self Evaluation</p> <p>The SIP and SDP report will be provided at the next FGB meeting in September.</p> <p>c) Pupil Premium and Strategy Statements</p> <p>The Pupil premium was discussed at pupil Progress and welfare committee nothing to report at the FGB.</p> <p>d) OFSTED To consider any action or training required in preparation for OFSTED</p> <p>Governors were advised to attend the Ofsted training which a few stated they could not attend. The HT suggested she would send the Ofsted preparation sheet as a guide. The chair requested three governors meet on a half termly basis to discuss Ofsted preparation for governors until Ofsted visited.</p> <p>A meeting was suggested for the beginning of September, the meeting can be online and in person. NP, JG and DE volunteered to meet with the chair to discuss Ofsted preparation. Action: MF to send dates to governors to discuss Ofsted preparations.</p> <p>DE confirmed they had recently attended Governor training for Special schools. The HT records the training all governors attend. It was suggested governors share key points from training they have attended with other which can also be added to a crib sheet.</p>	
6.0	<p><u>REPORTS FROM COMMITTEES AND WORKING GROUPS</u></p> <p>Finance committee – the clerk is waiting for the recording to type up finance was discussed in item 4.</p> <p>Pupil and Progress Committee, the HT reported the meeting was positive and the minutes would be sent to governors once completed.</p>	

11.0	<p><u>DATES AND TIMES OF FUTURE MEETINGS</u></p> <p>Action – Dates TBC the clerk will provide new dates and send to the HT and Chair for approval.</p>
12.0	<p><u>ANY URGENT BUSINESS AND ITEMS FOR NEXT MEETING</u></p> <p>The HT will resend the Ofsted Crib Sheet to governors. The Menopause Policy is to be ratified by governors they are to read and comment by the end of the week.</p>
13.0	<p><u>Governors Training</u></p> <p>DE gave an update on training he attended on Special Schools Data along with SM. It was confirmed the special school data is hard to compare against mainstream schools. DE will share resources to all governors. It was advised governors should know what the norm for their schools is. It was advised numbers were important, but you do need to dig deeper to find out challenges schools face and the complexities.</p> <p>The HT explained why three years of data is important to compare against to see improvements made and challenges.</p>
	<p>Action: DE to share Resources form Special Schools Data training.</p>
14.0	<p><u>ANY CONFIDENTIAL BUSINESS</u></p> <p>There was no confidential business to discuss.</p> <p>Best wishes were sent to the children on their academic review date. Governors were thanked for their support the HT appreciated how they challenge her.</p> <p>School visits were discussed, governors were encouraged to book visits in the new academic year. All governors confirmed they had visited the school this academic year.</p> <p>Sports Day will be held on 24th July. DE lined there is concern for the rise of obesity. The HT states the school keep an eye on children, and it is easier to manage due to the school being smaller. A governor expressed the need to look at the bigger picture with families' circumstances on how they can afford to cook healthy meals for their family.</p> <p>It was asked if the children attend the HAF programme. The HT stated some children will be attending. We have supported a number of our parents to sign up to the HAF program which will run on our site our staff are working in program.</p> <p>It was asked if the their would be any operation changes due to the election being held on 4th July. The school will be open, and work is being done in Humanities lessons. The school do not know what the election will change for schools.</p> <p>The meeting ended at 19.25pm.</p>

Signed: _____

Dated: _____

M. P. [Signature]
25/09/24

7.0	<p>Mental health and wellbeing of all staff</p> <p>Staff have completed a wellbeing questionnaire, which was positive. The staff have an Assist Programme, which is a confidential service. The HT sign posts staff to use the service as needed.</p> <p>It was asked what else was in the school to support staff wellbeing. There are staff drop-ins and referral to occupational health. The staff have union reps and there is a wellbeing policy. It was noted staff support each other.</p> <p>It was asked how things had improved since the last survey. The HT stated the surveys are quite positive. There is a box for staff to complete if they feel their wellbeing is not being supported.</p>
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8.0	<p>Progress update on Tackling Race Equality in Education</p> <p>No update now due to the policy being updated earlier in the year. restraints and Inclusions are being monitored. There is a parent questionnaire and staff questionnaire to discuss any issues and there is also a Diversity Group.</p> <p>It was asked if there were any groups where exclusions are high. White British children stats are high, but this is due to them being the largest cohort and some repeat offenders. DE expressed the data provided at the Pupil Progress meetings is very insightful. Safeguarding cases are very complex. The HT will look at ethnicity when reporting Safeguarding, looking at cases and referrals broken down by ethnicity.</p> <p>Parent Governor commented on the parent survey, and expressed staff go above and beyond for the children and feels staff do not get enough recognition from the parents. The HT appreciated the recognition. In September staff will have more trauma training and training from the Virtual School to run trauma training. Looking at relationship support plans. Training will start early in the school term.</p> <p>All governors wished to express their thanks and gratitude for all the staff at New Woodlands school. Parent governor shared their child is a totally different person and is very independent and will be going to work experience, which is a great achievement for him.</p>
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9.0	<p>SAFEGUARDING AND HEALTH AND SAFETY</p> <p>Safeguarding report – was presented at the Pupil Progress Meeting. The summer term data is not ready and would be presented at the next FGB meeting.</p> <p>Health and Safety Update discussed in item 2.</p>
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10.0	<p>School performance data</p> <p>The summer term data is not ready and will be present at the next FGB meeting in September.</p>
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