



THE GOVERNING BODY OF NEW WOODLANDS SCHOOL

MINUTES

For the Governing Body Meeting held on
WEDNESDAY 27 SEPTEMBER AT 6:00 PM

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

1.0	<p><u>APOLOGIES, DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u></p> <p>Governors accepted apologies sent by AM & NP.</p> <p>JG joined by a team's link; the meeting was not a hybrid meeting, so she was not able to attend in time. Apologies were accepted.</p> <p>Register of Interest forms. There were a few forms returned. Governors were advised to complete the forms after the meeting and return to the HT.</p> <p>KCSIE Declaration; Governors were advised to read the declaration and send confirmation of this to the clerk. The HT agreed to arrange level one training for governors online. The 18th October was suggested.</p> <p>Action: The HT to arrange Safeguarding training level one for governors to be arranged dates suggested 18th October at 4.30pm. The new safeguarding policy to be sent to the governors by the HT.</p>
------------	--

Governors to send confirmation of reading KCSIE declaration to the clerk.

2.0 MINUTES OF THE LAST MEETING & MATTERS ARISING

To approve the minutes of the meeting held on **5 July 23**. Draft minutes had been circulated with the agenda.

Update on actions:

- Training information was sent to all governors.
- MF to organise Ofsted training, this is outstanding and will be done before the next FGB meeting.
- The Teacher Learning Review meeting did not go ahead, this is to be arranged.
- MF to write to Mala Head of School Finance. MF updated they had written to Mala about the budget not being ratified. Mala stated they had sent the final budget figures on the 14th July. MF has this email stating the closing balance had been agreed with the SBM. The HT was not aware of this. The closing balance figure given was **£733,000** before the end of the last financial year in March 23.

Action: The HT will meet with MF to discuss the budget decisions and update on cuts made, which will be discussed further at the finance meeting.

Lorenzo is working with the school as stated previously. It is confirmed a deficit recovery budget plan is required; the draft budget is to be put through in November based on invoices outstanding. Relating to the historic deficit the budget is still unclear, £400k is still to be removed from the budget, it needs to be clear what is historic.

All governors **agreed** the minutes of the meeting held on 5th July 23.

3.0 GOVERNING BODY MEMBERSHIP Changes to the Governing Body

The governing body have two new co-opted Governors AM & DE.

There is one co-opted vacancy. AS suggested, someone who may be interested in a co-opted role.

Action: AS will send the HT information for the person interested in a governor role.

DBS Checks

All governors DBS were reported as up to date.

4.0 2023/24 budget monitoring and three-year projection

An update on the budget was discussed in item 2, following an action by MF. The deficit recovery plan will be discussed at the next Finance Meeting to be held on **22.11.23**.

MF and DE will attend the 2023/24 Schools Funding Update training session on Wednesday 4 October, 6p to 7:30pm (online).

5.0 SCHOOL IMPROVEMENT – Strategic Leadership and Accountability

The HT has sent the SIP to governors, and advised the school will be looking at evidence of what they have improved and added. MF asked about the challenge partners adapted individualised learning for all abilities from the senior and middle leaders, this was not seen in the SIP and advised this is to be monitored.

Action: The HT will check the SIP and will add evidence including individualised adapted learning from senior and middle leaders. The terminology of adapted learning is to be looked.

Headteacher's Report

There is no Headteachers Report for this meeting, a report will be produced for the next FGB in January.

Peer review / School improvement visit report

The HT will update governors when they are due their next Peer Review. The HT is working on the SEF, which assists with the School Development Plan, she will send it to governors to view by next Monday.

Action: HT to send completed SEF to governors by 02.10.23

Governors were advised to read the Ofsted Preparation Grid sent to them to help with their Ofsted Preparation. It was acknowledged the Middle leaders are sent information regarding evidence of how they are evidencing their teaching and have a crib sheet to refer to.

School Performance Data

School Performance Data was sent to governors prior to the meeting. LH reported on how well Year 11 did, they prepped for their exams and achieved English/Maths 4/5. Students have joined mainstream college. This was the first set of Year 11 that were all from primary. Governors thanked all staff for the work they did supporting the Year 11s and the results achieved. It was noted the importance of individualised planning is relevant for subject planning. The previous year 11 progress will be tracked. It was suggested past students be invited to speak at school.

Action: Inspirational speakers to visit the school and discuss their experiences. HT to organise.

Data Dashboard – was sent to governors. Writing was queried in Year 3/4 it had dropped later in the year. The HT advised the cohorts started of small and then increased in primary. A new English scheme is being worked with; progress will be seen. Some of the new students come into school are not able to read and are highly stressed.

Exclusions have reduced, the largest result are white British. EHCP were discussed, NS advised diagnosis are not being accepted, because they are not always required and a plan suitable for the child is more suitable. The school reputation has changed, and it was noted how impressed parents are with how New Woodlands has changed. The school have worked hard to get rid of their past status, NS was very impressed when they visited the school.

Highlights: National Average for attendance is 84%, the school average is just above 84.5% The marking for the lates have changed and will be marked as U after 9.30 am. Persistent absences is 39% would be higher but have 16 cases which the school cannot do anything about. Exclusions are higher in secondary than primary. It was noted behaviour changes at different times of the year.

The school are Green and are waiting to discuss their status with Gareth Williamson. There is no new pupil premium Statement. The Sport Premium information has been sent to governors.

6.0

REPORTS FROM COMMITTEES AND WORKING GROUPS

Review and approval of committee terms of reference

The ToR for the Finance and Pupil Progress were looked at and agreed by all governors.

	<p>Action: The clerk to organise a pay committee meeting to follow at the end of the Finance committee meeting.</p> <p>Committee membership and link governor responsibilities</p> <ul style="list-style-type: none"> • Finance committee members are: AS, HT, MF JG AM. • Pupil Well Being committee are HT, LH, NS, AS DE AC <p><u>Link Governor Responsibilities</u></p> <p>Governors were assigned link governor roles. The clerk will update the list and send to all governors to view.</p> <p>Action: The clerk to update the link governor roles and send to all governors</p>
7.0	<p><u>New suspensions and exclusions statutory guidance in place from September 2023</u></p> <p>Governors agreed the Suspension policy.</p>
8.0	<p>Transition period for early career teacher (ECT) induction ends in Sept 2023 Item 8 is not relevant for this term.</p>
9.0	<p>Progress update on Tackling Race Equality in Education</p> <p>The HT had updated the objections. AS and HT will meet to discuss the objectives set. The Chair advised there is work for all governors to do around the objectives.</p> <p>Action: Objectives to be set for this year, AS and HT to meet to discuss. Governors form to HT</p>
10.0	<p>PERFORMANCE RELATED PAY AND APPRAISAL <u>Confirm pay decisions for all teachers by 31 October 2023 and for the headteacher by 31 December 2023.</u></p> <p>Pay Committee and Pay Appeals Committee</p> <p>The Pay committee are to meet after the Finance committee meeting in November. The pay committee members are Michelle, Joanna, Aida and Astenne.</p> <p>Action: Pay committee to meet after the finance committee on 22.11.23</p>
11.0	<p>SAFEGUARDING AND HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • The school have a new Safeguarding lead, who has settled in very well. There will be a safeguarding audit in the next school term. They are a permanent member of staff. • The health and Safety Audit tool was completed. A full report will be sent to governors. The school minibus policy has been updated and a new system set up. • The Health and Safety committee met with a union rep, who was impressed with how an issue was resolved. There is to be a vote for a health and safety rep, who will join the Union rep for the health and safety training. <p>RACC (Reinforced autoclaved aerated concrete)</p> <ul style="list-style-type: none"> • The school do not have RACC, the school was built in the 60s.
12.0	<p><u>DATES AND TIMES OF FUTURE FGB MEETINGS</u></p> <ul style="list-style-type: none"> • Wednesday 31 January 2024

- Wednesday 26 June 2024

13.0 ANY URGENT BUSINESS AND ITEMS FOR NEXT MEETING

Policies to be ratified: Discussed at the previous FGB.

- Safeguarding policy
- Health and safety
- Behaviour
- Teaching learning
- New staff absence policies
- Stress management

All policies were ratified and agreed by governors. The menopause policy is to be reviewed and will be ratified at the next FGB meeting.

Action: Menopause policy to be reviewed and sent to governors and ratified at the next FGB meeting.

There was a site audit to see if there was space to build more secondary spaces. There is no space, but the local authority asked if they could go up to nine in each classroom. There is two year 7 classes, two year 8, one year 9, 2 year 10 & 1 year 11.

Going forward they would have 63 children with 9 in each classroom. This will go up in 24/25 they will have 72 children in secondary.

LH advised governors if the transition children are kept separated, they will have 81 children in year 26/27, in the summer children outside is fine but in wet weather there is not enough space in the hall, and this would be dangerous. A safety plan is to be looked at; an additional teacher would be required.

Primary admissions would be affected. It was advised going forward transition children cannot be taken, due to going forward an all through school. Pupil admission numbers is required which was a topic three years ago. Numbers increasing in the classroom will be unmanageable. The HT has contacted Reinhild Head of SEN to discuss the document sent through to her. There is currently just under 60 children in secondary, which feels busy. It was advised pupil admissions is needed for each year group.

- LH left the meeting at 8.35pm
- AC left the meeting at 8.05pm

14.0 Pay Committee

Action: Pay committee to meet after the finance committee on 22.11.23

PP CWarnell - 2/5/2023
per Joanna -

