



THE GOVERNING BODY OF NEW WOODLANDS SCHOOL

Minutes

For the Governing Body Meeting held on

WEDNESDAY 5 JULY 2023 AT 6:00 PM

<i>Total 11 Governors: 1 x Head, 1 x Staff, 1 x LA, 2 x Parents, 4 x 1 Vacant 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
Vacant		Co-opted Governor	
Joanna Gent (Vice Chair)	JG	Co-opted Governor	Present
Lisa Hutton	LH	Staff Governor	Not present
Nalan Salih	SN	Parent Governor	Apologies
Natalie Page	NP	Parent Governor	Not present
Astenne Minto	AM	New Co-opted Governor	Present
Alison Coutts	AC	Co-opted Governor	Present
<b>Also:</b>			
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](mailto:Natasha.Dunbar@lewisham.gov.uk)

1.0	<p><b><u>APOLOGIES, DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u></b></p> <p>NS sent their apologies. Their apologies were <b>ACCEPTED</b> by all governors.            LH was not in attendance omitted from the invite in error.            NP was not in attendance; no apologies were received. ( Maybe due to email account not working)            Devon Elliott was not in attendance; apologies had been sent prior to the meeting.            AM was invited to attend the FGB as a potential new co-opted governor.</p> <p>There were no declarations of interest declared.            It was noted the schools email accounts were not working for some governors, this is to be investigated. The chair will inform their ICT department for an update.</p>
2.0	<p><b><u>GOVERNOR BODY MEMBERSHIP</u></b></p>

	<p>AM was invited to attend New Woodlands FGB meeting as a possible new co-opted governor. A meet and greet meeting took place on 14<sup>th</sup> June, where AM and DE introduced themselves to the governing body stating their interests and regard to joining NW governing body.</p> <p>All governors voted AM and DE as a new Co-opted Governors for New Woodlands School.</p> <p>AM &amp; DE new co-opted Governor terms of office for 4 years, appointments commencing <b>05.07.23 to 04.07.27</b> .</p> <p>A discussion will be held regarding what committees they would like to join.</p> <p><b>Action: The clerk to send training information and relevant new starter information to the newly appointed governors.</b></p>
3.0	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p> <p>To approve the minutes of the meeting held on <b>1<sup>st</sup> February 2023</b>. Draft minutes were circulated with the agenda prior to the meeting.</p> <p>The minutes of the <b>1 February 2023</b> were <b>APPROVED</b> as fair and accurate recording of the meeting. The chair will sign the minutes after the meeting.</p> <p><b>Actions updates:</b></p> <ul style="list-style-type: none"> <li>• The Skills Audits were requested from NS and MF. The chair will resend the forms to them.</li> <li>• Ofsted preparation training was sent to governors and training suggested for governors to attend</li> <li>• Ofsted training suggested by MF for the governors before the next governors meeting. Date to be confirmed.</li> </ul> <p><b>Action: MF to organise Ofsted training for governors and for governors to attend training for Ofsted when the new dates are sent out.</b></p> <p>AC had attended online training related to new governor training.</p> <p>The Challenge Partner Report was discussed, Carlie will resend the Challenge Partner Report. The mission statement had been sent previously to all staff.</p> <p>Governors Hub is to be used going forward in September. The Clerk to action this. It was agreed the next FGB meeting will now be held in September instead of December, this will be to discuss link governors.</p> <p>Training attended by governors; JA attended Safer Recruitment training. The HT will attend training in September. All governors were advised to attend training when new dates are sent out.</p> <p><b>Action: The TLR meeting did not go ahead and is to be arranged.</b></p>
4.0	<p><b><u>Finance School Budget 23/24</u></b> <b><u>Resource meeting unable to go ahead</u></b></p> <p>4.1 The HT gave an update on the school's finance budget. The SBM is on long term sick and may not be back to work until September. Before the SBM went off sick they were working on the three-year budget plan. The budget figures for 23/24 from Lewisham were wrong. The HT met with the local authority to manage their three-year school budget. The HT is to meet with Lorenzo from finance to discuss the school budget. Lewisham will be supporting with the SBM tasks whilst he is off, they will be charged for this service.</p> <p>4.2 The HT met with SMRS from the DFE which was to help advise the school around their budget management. The first meeting did not go well, but the second meeting was better which the HT</p>

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>found helpful. Some of the advice given is out of the school hands, due to an historical deficit. The in-year deficit changes have been made. There is an historic deficit of £133 k.</p> <p>Staffing has been looked at, the school are low in numbers in primary, there will be floating teaching assistants going forward. There will be five supply teachers released from primary and three in key stage 3 and 4. This should help with savings.</p> <p>Photocopying in the school is high and the cost is very expensive, reducing the use of photocopying will save £20k. There is a lot of wastage, a monitoring strategy is now in place. The HT will now have a monthly report and will discuss usage with the staff. The NQ systems is being used for photocopying. The HT advised they have learnt a lot from meeting with the company. It was advised photocopying wastage to be discussed at staff meetings, wastage to be discussed and the link to the environment.</p> <p>Speech and language will now be reduced to two days. The Occupational therapist service is to be reduced also. Training has been put into place for teachers and teaching assistants, regarding speech and language training this is to be monitored.</p> <p>The school are not clear if they require a deficit recovery budget, due to having a surplus at the time the SBM was about to submit the figures. Lewisham did not agree with the figures submitted. The school should know in July if the budget had been agreed and is to be made clear if a deficit recovery plan required.</p> <p><b>Action: The Chair of Governors MF will write to Marlo the Head of School Finance, asking for information to ratify the school's budget acknowledging they are working on the school budget, and it is to be set before the end of the school year. The chair will state the governing body were unable to ratify the budget due to Lewisham not agreeing with the budget set and taking over the budget management.</b></p> <p>The use of agency staff was queried. The HT advised some staff had already left and in September Skeleton staff will be used this is to be discussed further under Staffing in item 17.</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b><u>All Staff CPD</u></b> <b><u>Lisa Hutton visit to Oak Bank School</u></b></p> <p>The HT had informed governors previously of staff training. Training has been set for staff in September.</p> <p>LH visited Oak Bank School as part of their personal development related to the CPD. The staff plans could not be used at New Woodlands school due to the Oak Bank having a bigger staff ratio and more space. The children have activities set for them in the afternoon. The difference between inner London school and outer London schools, was noted as a vast difference.</p> <p>The HT would like to have a specialist maths teacher to up skill LH to help upskill the teaching assistants going forward. It was advised it would be difficult to manage.</p>
<p>6.0</p> <p>6.1</p>	<p><b><u>School Improvement</u></b> <b><u>Updated SEF</u></b> <b><u>Pupil Premium and Strategy Statements</u></b> <b><u>Sports Premium</u></b></p> <ul style="list-style-type: none"> <li>• The SEF will be reported on in September.</li> <li>• The sports premium and strategy statements 23/24 currently cannot be accessed.</li> <li>• The Pupil premium funding per child information is on the website, the HT will have a look at this information and will discuss with MF.</li> </ul> <p><b><u>Pupil Numbers</u></b></p>

	<p>The HT reported from their report:</p> <ul style="list-style-type: none"> <li>• In September there will be 54 students in key stage 4</li> <li>• Key stage 1/2 students' numbers are 32 due to year 7 transitioning to secondary school.</li> <li>• There are four places being held, it is not clear if the spaces will be taken, due to tribunals being held.</li> <li>• The HT is in consultation with the Local authority regarding how to use the space in the school, which may assist with bringing the primary school numbers up. It is being looked at if the school number intake will be increased, the secondary school site is being looked at to see if it can be extended, so pupils are not sent out of the borough.</li> </ul> <p>It was advised years sevens are kept in primary due to their ECHP plans actioned late.</p>
7.0	<p><b><u>REPORTS FROM COMMITTEES AND WORKING GROUPS</u></b></p> <p><b>Verbal Update from the Pupil progress &amp; Wellbeing Committee</b></p> <p>AS appointed was ratified as the chair of the Wellbeing Committee. The minutes were circulated to all governors at the meeting.</p> <p><b>Verbal update Finance committee</b></p> <p>The school finance was discussed in item 4. There was no Finance Committee meeting held due to the budget not being agreed by the LA and the SBM being unwell.</p> <p><b>Committee membership and link governor responsibilities</b></p> <p>Committee membership will be discussed at the next FGB meeting in September. New Governor AM was advised to think about what link role they would be interested in.</p> <p>AS reported, she visited the school and looked at their ICT and the Purple Mash which advised would be useful to see it follow through for students. The school performance was visited also and was enjoyable.</p> <p>AC visited the school and was impressed; she enjoyed the students' books. It was asked if the children could be read with in class. The HT advised they would like to but do not tend to due to the student's ability to turn violent very quickly.</p> <p><b>Action: Reading with the students to be discussed at the next FGB meeting.</b></p>
8.0	<p><b><u>Ofsted update</u></b></p> <p>Ofsted have not visited the school yet. The Challenge Partner report is to be resent to governors. Action: The HT to send the Challenge partner report to all governors.</p>
9.0	<p><b><u>TRAINING FOR GOVERNORS</u></b></p> <p>Discussed in item 3</p>
10.0	<p><b><u>Preparation school</u></b> <b><u>Sharing Ofsted preparation sheet</u></b></p> <p>The chair will send the preparation Ofsted sheet to all governors annolised it was noted to be useful for the governors regarding their Ofsted preparation.</p>

	<b>Action: The HT to send governors the Ofsted Preparation sheet annolised.</b>
11.0	<p><b><u>POLICY REVIEW</u></b></p> <ul style="list-style-type: none"> <li>• Menopause</li> <li>• Responding to repeat racist incidents</li> <li>• New ICT filter monitoring</li> <li>• Repeat Racist incident protocol</li> </ul> <p><b>Action: All polices are to be sent to the governors to read and if there are any comments to inform the chair.</b></p>
12.0	<p><b><u>Training attended by Governors</u></b></p> <p>All governors were encouraged to attend training when sent to them for the new academic year.</p>
13.0	<p><b><u>Outcome Document Headlines</u></b> <b><u>Appendices Headlines</u></b></p> <p>All items reported in confidential minutes pt. 2.</p>
14.0	<p><b><u>Students on Part time timetable</u></b> <b><u>Students on Travel plans</u></b></p> <ul style="list-style-type: none"> <li>• One year seven child maybe moving to Drumbeat School.</li> <li>• A Year 10 student is on a reduced timetable due to serious concerns, all relevant agencies are involved.</li> <li>• There are five students on travel plans, who leave the school early for various reasons. Travel plans are not reviewed due to the school being aware if there were to be any changes.</li> </ul>
15.0	<p><b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b></p> <p>Governors discussed the boards meeting dates. It was agreed the next FGB meeting will be held in September, to discuss link governor dates and other matters.</p> <p><b>Action: The clerk will arrange new meeting dates and send to governors; the dates will be subject to change regarding the schools reporting of data.</b></p>
16.0	<p><b><u>ANY URGENT BUSINESS AND ITEMS FOR NEXT MEETING</u></b></p> <p>n/a</p>
17.0	<p><b><u>Staffing</u></b></p> <p>The HT reported the Assistant Headteacher will be leaving they will not be replaced, and the full time ICT teacher will be leaving. They have employed an ICT teacher for 1.5 days who will be employed as a Teacher Assistant for 3.5 days a week. Supply staff will be leaving by the end of the school year.</p>

Sign: \_\_\_\_\_

*M. Prince*

Date: \_\_\_\_\_

27/9/23.

## **Actions;**

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- Reading with the students to be discussed at the next FGB meeting.
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