

ACADEMY COMMITTEE MEETING



Date: Monday 9th October 2023 Time:
16.30

Venue: Woodford Primary School

Clerk: T Bhakar

Present: M Hurleston, E Drake, L Woolley, D Russell, S Stevenson

Apologies: J Richards

Action	Initials
Update and upload Register of Interests following RC's changes	TB
Update Link Governor Roles and Responsibilities document	ED
Update 2 nd year priorities to specify responsibility and end date.	ED
Share link to Prevent training	TB
ED to introduce subject leaders and governors to arrange school visit.	ED
Arrange EYFS training to be delivered at ACM2.	ED

Agenda – Part 1				
Category	Item	Notes	Action	
1	Governance Arrangements	Apologies	J Richards sent his apologies and the Committee accepted his apologies.	
		Membership: Introduction and Recruitment Update	There were no updates to be given for this item.	
		AOB items	There were no further discussions for AOB.	
		Register of interests	Governors confirmed the Register of Interests is accurate. Governors were reminded to inform the Clerk of any changes to their record. R Coyle has an update which will be updated and uploaded on the website.	

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	Code of Conduct	<p>Governors agreed to adhere to the Code of Conduct and Acceptable Use for IT Policy.</p> <p>RC suggested that the Acceptable Use Policy which refers to Twitter should be updated to 'X' as the brand has changed and that it may be relevant to add Linked In.</p> <p>LW took RC's point and noted that it would take time to update all Twitter references to 'X' but that this was</p>	
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		already underway.	
	Part 1 Minutes from ACM4	<p>Minutes were accepted and no amendments were suggested.</p> <p>All actions from the previous meeting have been completed.</p>	
	Scheme of Delegation	<p>This document has recently been updated to reflect this academic year. The policy has been updated to ensure that WPS compliant.</p> <p>There are two important changes to note:</p> <ol style="list-style-type: none"> 1. The Trust Board Committee structure has changed slightly. The delegations now reflect the changes to the Trust Board Committee structure. 2. The Executive team has now expanded and comprises of an additional Executive Head for the Secondaries and a Director of Education. Q RC: Should CFO be defined? It needs to be added for the reader to differentiate between CEO and CFO. <p>A LW: This point will be noted for the 2024-2025 update.</p>	
	Trust Board Update	Governors noted the update from the Trust Board. There were no questions.	
	Link Governor Roles and Responsibilities	<p>Link Governor Roles were discussed at ACM4 and DR was not present. DR voiced his concerns with being the right governor for STEM and MH/RC were happy to swap roles. Governors agreed:</p> <p>RC will be Link Governor for English DR – Humanities MH – STEM</p> <p>ED to update the Link Governor Roles and Responsibilities document to reflect the changes.</p>	

2	School Performance & Accountability	Review School Development plan priorities	<p>ED led a discussion on the School Development Plan. Woodford's SDP now follows the template used across the three primary schools.</p> <p>ED focused on the Ambitious Curriculum section of the SDP.</p> <p>Q MH: What is EYFS and 8YO? A ED: EYFS is the Early Years Foundation Studies and refers to KS1.</p> <p>8YO is the 8 Year Overview we have for where we would like Woodford to be. This way we can see how each subject has progressed.</p> <p>There is a thematic goal in mind to make improvements in the area of assessments. ED explained that this will be the focus for all the primaries in the Trust.</p> <p>Phonics will be the second set of statutory assessments and the school is ensuring everything is in place.</p> <p>Subject leaders can work with those across the Trust primaries to make sure that everything is covered and each subject is growing.</p> <p>ED will discuss the RAG rating and the progression of this.</p> <p>Q MH: What is the marketing strategy used for? A LW: we use it for a range of things: admissions for preschool and reception, website content development as our audience shifts to parents/carers of pupils at the school as well as prospective parents/carers and ideas to foster community links.</p> <p>LW and ED visited Redrow to advise that they could not assure buyers of new properties that they are not guaranteed a place at Woodford if they live on the development. The school is already over-subscribed.</p> <p>Places are awarded as the crow flies. Woodford is a one form entry school so only 30 reception places available each year.</p> <p>Q RC: Are we pushing for a two-form entry?</p>	
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			A LW: It is all about basic need vs demand. There are	
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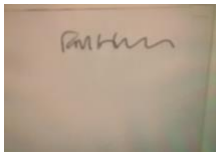
			<p>schools in the Stockport area with places that are not filled. Some schools are at two thirds capacity. We would love to expand but this would only happen if there is a need.</p> <p>MH believes it is inevitable Woodford will become a tw- form entry in the medium term rather than the short.</p>	
		<p>Behaviour and Safeguarding including Attendance Update</p>	<p>There has been lots of Safeguarding training at Woodford. Prevent Training is open to Governors. *Action* TB to send link for Prevent Training.</p> <p>Attendance overall has been good. It is important that governors hold leaders to account to ensure the school is proactive in promoting good attendance.</p> <p>National attendance numbers are not great. We are ensuring that we have a culture of knowing where the children are. We are encouraging parents to send children in even when slightly under the weather as school will send them home if not well enough to be in.</p> <p>DR notes this must be difficult given the messaging during the pandemic.</p> <p>LW insists it is about finding a balance and working in partnership with parents/carers.</p>	
3	Governor Monitoring	Record of Visits	<p>JR's Record of Visits was circulated. The dates have been set for JR to visit termly.</p> <p>*Action* dates to be set for subject leaders and governors to meet.</p>	
		Policies	<p>Policies are reviewed annually. The school uses a Stockport Safeguarding Policy template and adapts this to reflect the needs of our school community. We also have an overarching Trust Safeguarding Policy.</p> <p>LW explained that Woodford would also invite the Safeguarding lead to review safeguarding arrangements periodically.</p> <p>It is a subject that is talked about all the time.</p>	

		Finance Update	<p>The school's monthly accounts were shared.</p> <p>Q MH: Why is the forecast in deficit?</p> <p>A ED: At the moment, the pupils we have on roll are very young and therefore require higher supervision rates. As the school grows and more children come in, staffing costs will level out.</p>	
		Health and Safety Update	<p>ED provided governors with a comprehensive update of the works happening over the summer at Woodford. Key points are as follow:</p> <ul style="list-style-type: none"> - Lockdown and fire practice took place with the children this week. - The playground surface was re-laid due to dipping. - <p>Q RC: Children tend to walk and scoot to school. What safety support is provided?</p> <p>A ED: Stockport Council provide a safety awareness programme for pupils in Year 2. We will use these sorts of services to supplement our curriculum work in Personal Social Health Education (PSHE) which includes keeping safe in different situations.</p>	
		Check website compliance (publication of all required details on Governance and SEND Report	<p>The website is compliant in terms of the publication of statutory documents.</p>	
4		Review Trust training plan	<p>Governors reminded that Safeguarding and GDPR training needs to be completed every Academic year.</p>	

	Governor Development		<p>LW also reminded Governors to look at NGA and undertake relevant training. Governors are encouraged to meet other Governors.</p> <p>ED asked Governors if there is any training that could be offered by the school.</p> <p>It was agreed that EYFS training will be provided at ACM2 for the first fifteen minutes.</p>	
		Clerk to minute any training undertaken by Governors since the last meeting	<p>No new training undertaken to note.</p> <p>Governors reminded that the new date for the Governors' Conference is 29th November 2023 and were encouraged to attend to make links with other Trust Governors.</p>	
5	Community Engagement	Stakeholder engagement	<p>Buster from Redrow visited to remind children not to play or enter building sites. The assembly Buster featured in was made age appropriate and every pupil was given a book and a high viz safety vest for all children.</p> <p>Parents' Evening was held where Class Teachers met parents to discuss their child and settling in.</p> <p>There is discussion for a Defib in the community. We are happy to support but are waiting for some clarification about a suitable location that is both secure and accessible outside of school hours.</p>	
	AOB		No other business to be discussed.	
	Meeting Dates:	04.12.2023 25.03.2024 15.07.2024	Meeting dates have been confirmed.	
Governors received the School Development Plan				
ED provided a comprehensive Finance Update				
Training for ACM2 was agreed				

Meeting closed at 18.00

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