



ACADEMY COMMITTEE MEETING

Date: Monday 7th July 2025
 Time: 4.30pm
 Venue: Woodford Primary School

Clerk: N Burgess
 Present: M Hurleston, F Fraser, C Wills, E Drake, S Stevenson, L Woolley, D Russell and H Naden (for part of the meeting)

	Action	Initials
1	Inform the Clerk of any changes to their record of business interests	All
1	Circulate dates of Director of Primary visits	ED
1	Contact Link Teacher to set up a visit to school	All
4	Governors to complete all of the mandatory training modules	All
4	Send completed training certificates to the Clerk for retention	All

Agenda – Part 1			
Category	Item	Notes	Action
1	Governance Arrangements	H Naden attended to present to Governors the Music curriculum and extra-curricular opportunities at Woodford Primary School. In EYFS and KS1 the pupils are taught using Charanga, an online platform which is accessible to both staff and pupils. Pupils are able to explore music via composing activities, singing and learning to play musical instruments. The children experience a variety of musical activities during the lessons. In KS2 there will be whole class music lessons to enhance the music learning of the children. In year 3 the children will start to learn to play the recorder. In addition, in KS2, there will also be a school choir and keyboard lessons offered as extra-curricular opportunities. The school are hoping to build in opportunities for local community performances in the future. DR offered to assist with links to local care homes and churches. Governors were pleased to see the plans to develop community links going forward.	
		Apologies were received and accepted from C Coyle.	

		AOB items	There were no other items of business to raise which were not covered in the agenda for this meeting.	
		Declarations of interest in any of the agenda items	There were no declarations made in any of the agenda items.	
		Register of interests	Governors were asked to inform the Clerk of any changes to their register of business interests.	All
		Minutes of previous meeting	Minutes of the meeting held 10 th March 2025 were <u>approved</u> as a correct record of the meeting and there were no matters arising.	
		Membership and roles and responsibilities	Governor Link roles were discussed. Link roles are for Governors to link with a specific area, to arrange visits to school and complete a record of visit template. SEND (DR) and Safeguarding (CC) visits should be done termly, and all other links should be at least one visit per year. Governors are asked to specify any particular areas of interest. Following this meeting ED will update the list and circulate before the end of the year. Governors are asked to arrange their relevant Link visit before the Autumn term meeting, and should contact their Link Teacher to arrange.	ED All
		Scheme of Delegation	There are material changes to the report to the Scheme of Delegation.	
		Trust Board update	Governors reviewed the Trust Board updates from their February and May meetings and had no further questions.	
2	School Performance and Accountability	Pupil Outcomes	Governors reviewed the summer term whole school data. In EYFS 83% of pupils had achieved GLD. In terms of the small number of children who did not achieve GLD the support will continue for these pupils into KS1 with catch-up provision. Leaders are aware of the context behind each of the individuals. Q – Is it realistic that these pupils can catch up? A – We take a holistic approach and look at each child as an individual and plan interventions accordingly.	

			Governors were delighted to note that 100% of pupils in year 1 had achieved their phonics screening check. KS1 outcomes were reviewed and how the results provide a solid transition into KS2 for the pupils. ED informed Governors that the pupils moving into year 3 would have the same teacher as in year 2. Q – Is it usual to stay with the same class? A – We allocate our staff on their skill set, preference and pupil needs. All teachers are qualified as a primary school teacher, and can therefore work across all year groups. ED discussed how in year 2 the pupils are assessed in every lesson as well as end points in Autumn, Spring and Summer terms to be able to identify any potential barriers. It was noted that in terms of the data, as the cohort is only 30 pupils it can make a big difference to the percentages. It is important to review the data as a whole, but to also drill down in more detail.	
		School Development Plan	Governors reviewed the RAG rated School Development Plan and noted the progress against the actions. A discussion took place around how best to share the context around the visions and strategies to Governors. The pupil outcome summary review provides the context to the KPIs. In school the bookshelves have been reviewed to ensure inclusivity, and how this is reflected over the 8 years. CPOMS is used by all staff to record any safeguarding concerns and is good for reporting. The next SDP, currently in draft format, will be a 2-year plan. This plan will also include an area for the school thematic goal. It will be a shared goal to strive to achieve in one year. The overarching goal is to support the children with their behaviour. In EYFS the children are learning to manage their behaviour and the ability to self-regulate and to understand how they are feeling. The wish is to ensure support staff who work with the children to empower them to be able to support the children, and to give teachers the confidence to contribute. Leaders are looking at what it should look like in a classroom, to be able to support teachers with	

			behaviour and to be able to get on with teaching. Once behaviour is right everything else naturally follows. There are resources, systems and routines in place and staff are empowered to meet the needs of all of the children. It was noted that every class is different and that staff know the children very well and are able to adapt accordingly. Q – Can you give a practical example? A – Yes, movement breaks to support transition to independent work. Leaders would also like to develop oracy skills within the classroom as an action. The SDP will be RAG rated termly and updated ongoing, before review by Governors at AC meetings next academic year. ED commented that the SEF document had been uploaded with the meeting papers for Governor’s information. This would be updated further following the publication of the new Ofsted inspection framework. Q – Is the SEF document statutory? A – It varies between statutory and non-statutory, but there would have to be a good reason for a school not to have a SEF. Q – Is it a statutory document which would be shared with parents? A – No, it is a school document which we can share with Governors. We also share with other primary schools in the Trust to work collaboratively.	
		Director of Primary termly report	Governors were informed that the visit is made by LW to spend time in school to focus on actions and to look at progress towards KPIs. Actions against actual outcomes are reviewed and action plans are also part of the review. It is also an opportunity to look at the monitoring schedule. Governors are invited to attend any of the visits. MH commented that he had attended the last meeting, and that the level of detail of the visit is exceptional, and very informative for Governors if they are able to attend. DOP visit dates will be circulated for Governor’s information. Governors had no further questions.	

3	Governor monitoring	Finance update including pupil numbers	Governors reviewed the Management Accounts for May 2025. ED commented that there was a delay due to funded hours for preschool and wraparound being received. There was also a delay in Kids Club payments, with parents being asked to bring their payments up to date by the end of term. Governors also noted that some of the building costs were high, and that this was due to the school size. Many of the costs would be the same, despite there are only EYFS and KS1 classes. ED confirmed that all spending costs were under review. An example given was art resources. Instead of resources in all classrooms there will now be an art area which all teachers can access. ED wished to record thanks to the PTA for their allocation of funds to the school. The PTA have been incredibly generous and supportive, and this has included for music equipment, library books for the year 3 and money to each class for items outside of the school budget, for example Lego sets or rugs. Work on the budget is done in close liaison with the Trust, and all decisions are reviewed. ED commented that she felt very well supported by the Trust, and that pressures will ease as the school grows. Q – In terms of internet and utilities the costs are high? A – This is due to the need to have them as a school, but they are not variable in terms of the size of the school. <u>Pupil numbers</u> There will be 30 pupils joining Reception in September. The school will be full in all year groups, which is a very fortunate position to be in, whilst being mindful of other schools in the area. Q – How is the perception of availability of school places on the estate? A – It has changed for the better, and the message in the community is clear and understood. We have a community of 111 pupils in school. Q – Is there a prospect of further houses? A – This decision is still with planners. Q – Does the school serve the wider Woodford
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			community? A – Yes, there are some children from wider Woodford, not just from the development. A long discussion took place around the availability of places as opposed to the number of houses on the estate and the potential addition of more. There is a need to manage the expectations of families, although there could be potential to expand the school in the future, this would be difficult if there are already school places available in the local area. ED commented that this was the first year that all preschool children had obtained a place in Reception.	
		Policies	There were no policies for approval at this meeting.	
		Link Governor Record of Visits	<u>Phonics</u> RF commented she had been overwhelmed at the recent visit to see the plan which had been produced up to year 6, and to see how this fits together including in other subjects. It was also good to hear of the collaborative approach.	
		Safeguarding and SEND Link Governor updates	ED detailed the last Safeguarding visit to school by CC. CPOMS concerns were noted and the number which staff had reported. It was noted that it was important to be aware that some pupils were in difficult circumstances. Q – Is that normal to see? A – It is difficult to know as a percentage of how this compares to other schools. It is important to remove the assumptions of the area and the houses we serve. Staff are aware that there is no downside to recording a concern. Q – How do you know the system works? A – Staff tell ED and report via CPOMS and this is good evidence to catch safeguarding concerns. It can sometimes simply be a child's interpretation or a misunderstanding. Tracking is available since the school opened, we have a very robust system in place to be able to monitor ongoing.	

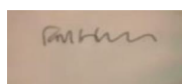
		Behaviour and Safeguarding update, including attendance	<u>Suspensions</u> Governors noted that pupil suspensions had increased since the last meeting. Q – Can you explain the instances for suspensions? A- There were a number of suspensions this year, involving a small number of pupils. This number will revert to 0 at the start of the new year but Governors will still receive the information to be able to monitor trends over time. Q – Is there any pattern? A – We have incidents recorded on CPOMS. Incidents can link to behaviour but also be a safeguarding referral. <u>Attendance</u> ED was proud to share that during the Ofsted inspection the Inspector had described attendance as magical. The school are still working hard to address attendance, to look into individual cases and to look at any patterns or concerns. Leaders are confident they can detail attendance and the stories behind the individual issues. Persistent absence has considerably dropped since last academic year and is vastly below national average. Governors had no further questions.	
		Health and Safety update	The Critical Incident Plan (CIP) has been a focus for this year. This has sadly been in response to national very sad events in school and child settings. A table top discussion had taken place in school with teachers and admin staff. Scenarios were set to prompt staff discussion and some additions were made to the plan as a result. It was felt it was best to plan for every eventuality, where possible, whilst acknowledging it is difficult to think of everything. The discussion had been a very useful exercise to do. The CIP was reviewed by Trustees at the Audit and Risk committee meeting. Paper copies of the CIP are held off site by key staff members. Q – Are children aware of evacuation procedures? A – Yes, they are as we have practiced fire evacuation, including after school. We teach the children in an age appropriate way, but in some cases it may be safer to keep the children in the building, for example a dog on the school site. It is a balance between the right amount of information without causing unnecessary alarm.	

			Q – Is there different alarm sounds? A – It is the same sound, but with a different message, so that staff know what to do. Comfort comes from being prepared. We also have specific information for office staff in the event of a call being received.	
		School Risk Register	Governors noted the updated Risk Register.	
4	Governor Development	Review Trust training	Thanks were offered to Governors who had already completed all of their training. Governors are asked to ensure they have completed the mandatory modules before the end of the academic year, and to contact the Clerk if there were any issues in accessing the training.	All
		Training completed	Governors are asked to send their training certificates to the Clerk for retention.	All
5	Community Engagement	Stakeholder Engagement	The Ofsted report was included in the meeting papers. Leaders and Governors were very proud of the report. ED commented that she had received some lovely feedback from parents following publication of the report, including a poem. Thanks were offered to RF and MH for meeting with inspectors as part of the inspection.	
	AOB		Governors asked for their thanks be recorded to staff for the excellent inspection outcome.	ED
		Meeting dates:	Monday 13 th October 2025 at 4.00pm Monday 9 th March 2026 at 4.00pm Monday 6 th July 2026 at 4.00pm	

Impact of Meeting / Key Outcomes

Governors received a presentation on the Music curriculum at Woodford Primary School
Link Governor roles and responsibilities were reviewed
Governors reviewed pupil outcomes
SDP was reviewed, and also the draft revised SDP
Director of termly visits were discussed and Governors invited to attend
Governors reviewed the management accounts
Governors discussed the Critical Incident Plan

Meeting closed at 6.00pm



M Hurleston
Chair of Academy Committee
13.10.2025

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