

WOODFIELD SCHOOL

Meeting: Academy Trust
Date / Time: 26 November 2018, 5.30pm

TRUSTEES IN ATTENDANCE

Name	Category of Trustee	Present 01/10/18	Present 26/11/18	Present 28/01/19	Present 01/05/19	Present 24/06/19	Present ?
VACANT	Parent	N/A	N/A				
Rita Mills (RM) V Chair	Parent	Yes	Yes				
Rose Williams (RW)	Parent	Yes	Yes				
Margaret Ogunbayo (MO)	Parent	Yes	Yes				
VACANT	Member	N/A	N/A				
VACANT	Member	N/A	N/A				
Giles Seal	Co-opted	Yes	Apologies				
Adrian Hughes (AH) Chair	Co-opted	Yes	Yes				
Nick Cooper (NC)	Co-opted	Yes	Yes				
Renu Singh (RS)	Staff (Support)	Yes	Yes				
Kay Charles (KC)	Staff (ExOfficio)	Yes	Yes				
Tim Hunt (TH)	Staff (Teacher)	Yes	Yes				
VACANT	Local Authority	N/A	N/A				
ALSO PRESENT							
Simon Topping (ST)	Clerk	Yes	Yes				

MINUTES

No	Item	Action
1	<p>Welcome and introductions AH welcomed everyone to the meeting, which started at 6pm.</p> <p>The Trustees Questions (GQ) and comments are highlighted in bold to help make clear their strategic role to provide support and act as a critical friend. Actions arising from the meeting are also highlighted in bold, along with the initials of the person responsible. Unless stated otherwise papers had been circulated in advance of the meeting, are uploaded on the Trustees' hub, and copies are included with the meeting records.</p>	
2	<p>2.1 Apologies Absentees are noted above.</p> <p>2.2 Declarations of Interest The ESFA requires all declarations of interest to be made for transparency and these will be published on the school website. AH reminded governors to inform the clerk of any declarations of interest to ensure compliance with the academies financial handbook.</p> <p>KC is a Governor at The Village School (TVS), is the Chair of the Brent Schools Partnership (BSP) and is the Company Secretary for a Theatre and Opera company.</p> <p>No other declarations of interest were declared for the meeting.</p>	
3	<p>CLP and ESFA update A date for the conversion has still to be confirmed but there have been no further requests for information from the DfE or ESFA.</p> <p>The outcome report from the ESFA investigation is still waiting to be signed off by the minister. ACTION: KC has requested DG to draft a letter from the respective</p>	KC

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	<p>Chairs to request an update.</p> <p>The Executive Leadership Team (ELT) had met to review the joint staffing structures and explore options to progress joint working arrangements. The joint staffing structure will be consulted on with staff next term.</p> <p>TQ: is there a risk the MAT won't be set-up? It is highly unlikely as it has been approved in principle, but whatever the outcome both schools will be working together more closely.</p> <p>TQ: who is holding the process up? The DfE.</p>	
<p>4</p>	<p>Head-of-School report & updates</p> <p>NC presented the Head-of-School report and the updates and reports below had also been circulated:</p> <ul style="list-style-type: none"> • BSP SIS report Woodfield School 26.09.18 • KS5 Report October 2018 • Outcomes Report for 2017-2018 • Woodfield school dates 2019-20 <p><i>Trustees questions on the reports and updates</i></p> <p>TQ: how many parents attend the Personalised Learning Plan (PLP) day? 130/172.</p> <p>TQ: does the PLP day count as authorised absence? Yes, and taking it into consideration the attendance in Key Stage (KS)5 is above 95%.</p> <p>TQ: how are the Senior Leadership Team (SLT) dealing with racists incidents? The Pastoral Support team are delivering a number interventions but the SLT are expecting an increase in reporting as the way in which incidents are recorded has changed to make it more effective.</p> <p>TQ: are we involving the parents in the process? Yes, contact is made with the parents and they are invited to come to school to discuss the issue.</p> <p>TQ: are incidents reported to the LA? Yes.</p> <p>TQ: are equalities issues incorporated within the curriculum? Yes, and the equalities steering group will review these aspects to ensure it is being addressed as an ongoing theme.</p> <p>TQ: are racist incidents something we inherit from KS2, or does it arise internally, or externally? It is a mixture, but staff deciding on how they would like to record incidents was the first step to making the system more inclusive. Staff are also affected by the incidents and the SLT need to ensure they are supported.</p> <p><i>Challenge Partnership review</i></p> <p>The Challenge Partnership review report had just been received today and NC gave a summary overview of the findings.</p> <p>ACTION: NC is to circulate the report and Head-of-Schools report to the Trustees.</p> <p>Trustees thanked staff for their hard work preparing for the review and the outstanding external validation. Trustees commented the video clips of teaching for peer review were an excellent training and development</p>	<p style="text-align: center;">NC</p>

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	<p>tool.</p> <p><i>4.1 Term dates 2019-20</i> Trustees approved the term dates for the new academic year. The twilight Inset dates are still to be confirmed.</p> <p>Trustees thanked NC for the report and updates and staff for their hard work.</p>	
<p>5</p>	<p>Senior Leadership Team reports & updates</p> <p><i>5.1 Black Caribbean Achievement - Laurence Murray (LM)</i> LM had been appointed as the Black Caribbean Achievement champion across Woodfield School (WFS) and The Village School (TVS) and he gave a verbal update outlining the project. The new Assistant-head post is part funded by the BSP and will be for a 2 year period. The project has been set-up to address the Brent wide issue of under achievement for boys from Black Caribbean heritage.</p> <p>The scope of the project will include a review of the equality policy and behaviour policy and aim to prepare students for experiences they may encounter beyond school. An equalities steering group will be established and staff and governors will receive training to raise awareness of the issues. The BSP training programme had been circulated to the governors.</p> <p>TQ: what if this is not an issue for both schools? All schools in the borough are participating as this ethnic group are disadvantaged on many levels of society. The project will also identify areas of good practice and these will be shared with other schools. The project will also explore issues of inequality and community cohesion.</p> <p>A Trustee commented she had been involved with similar smaller projects focusing on the same issue, but nothing significant happened as the scope of the project was too narrow and there was no consideration given to its sustainability.</p> <p>TQ: what are they next steps? A Head-teacher from a Brent school is leading the borough wide project. The London Assembly has also given funding to develop diversity in leadership positions across London.</p> <p><i>5.2 Pupil Premium Funding (PPF) - Pam Ash (PA)</i> PA presented the PPF expenditure and impact report for 2017-18 and interventions had been analysed to determine cost effectiveness and impact. Gap analysis due to pupils impacted by deprivation and SEND is more complex than in mainstream provision. In general PPF pupils at WFS do well.</p> <p>The Occupational Therapy (OT) service has made a big impact and this is because pupils with OT identified in their EHCP had not been getting the service until the school had bought it in. The number of pupils with OT identified in their EHCP is also increasing year on year. The analysis had also identified that Teaching Assistants (TAs) and reducing group sizes had made an impact. Currently PPF stops when pupils turn 16 but Brent Special Schools have argued the pupils should receive PPF up until at least 19.</p> <p>TQ: are we still offering English after school? No, the staff member who was running the provision no longer has capacity. Pupils have access to the library and Quality First teaching is the priority.</p>	

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	<p>Trustees commented that provision mapping is a good exercise to ensure that disadvantaged pupils have the same opportunities as their peers.</p> <p>TQ: does the LA give the school a financial contribution for those children who don't receive OT? No, but it is health's responsibility to provide the service not the LAs. Historically special schools were not getting sufficient therapeutic support for their pupils so they decided to buy in the services. For example pupils needing support with Dysphasia should be supported by health but are not.</p> <p>Having OTs based within the school setting has many more advantages such as providing teachers with training/ strategies to support pupils, encouraging multi-agency working and a more co-ordinated approach to supporting pupils.</p> <p><i>5.3 Outcomes report - Dave Phillips (DP)</i> DP presented the Pupil Outcome report and a copy is included with the meeting records. In summary the vast majority of pupils are making outstanding progress and those who aren't have been identified and are receiving additional support. A trend to note is that pupils with less than 90% attendance are not making outstanding progress.</p> <p>TQ: is the data used in lesson observations? Yes, as it provides context to the overall process.</p> <p>Trustees thanked staff for the detailed data analysis which was accessible to read and useful to inform school improvement work.</p> <p>Trustees requested that Katie Henry attend the next GB meeting to present on the semi-formal curriculum. ACTION: ST is to ensure the item is tabled.</p> <p>Trustees requested that Paul Talbot attend the next Governors meeting to update on the 6th form. ATION: ST is to ensure the item is tabled.</p> <p>Trustees thanked staff for the presentations.</p>	<p style="text-align: center;">ST</p> <p style="text-align: center;">ST</p>
<p>6</p>	<p>Policies & Procedures for review & approval</p> <p><i>6.1 Exclusions</i> Trustees approved the policy.</p> <p><i>6.2 Complaints</i> Trustees approved the policy.</p> <p><i>6.3 Attendance</i> Trustees approved the policy.</p> <p><i>6.4 De-escalation</i> Trustees approved the policy.</p> <p><i>6.5 Careers</i> Trustees approved the policy.</p> <p><i>6.6 Total Communication</i></p>	

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	<p>Trustees approved the policy.</p> <p><i>6.7 Assessment</i> Trustees approved the policy.</p> <p><i>6.8 E-safety</i> Trustees approved the policy.</p> <p><i>6.9 Anti-bullying</i> Trustees approved the policy.</p> <p><i>6.10 Collective Worship</i> Trustees approved the policy.</p> <p><i>6.11 PSHE</i> Trustees approved the policy.</p> <p><i>6.12 Conflicts of Interest</i> Trustees approved the policy subject to any final comments being made by the end of term.</p>	
7	<p>GB minutes 1 October 2018</p> <p><i>7.1 Accuracy</i> Trustees agreed the minutes as an accurate record of the last meetings business. The signed copy was passed to the NC for retention with the Board records.</p> <p><i>7.2 Matters arising</i> CE had interviewed a number of candidates for the SMSA vacancies but none were appointed. Trustees proposed using a website called Next Door to advertise the vacancies. The possibility of setting up a Choir and after school/ holiday clubs is still being explored.</p> <p>TQ: what is the barrier to setting up the clubs? Getting the right staff to run the clubs, the costs and transport arrangements. There are also issues with equality of opportunity if only some pupils can access it.</p> <p>TQ: could Greenhouse Sports be used? Potentially, but parents had to part pay and then there was a change in personnel and there were some issues with the new staff. Options for using external providers could be explored, including having a reduced rate for using the premises and costs could be met by the parents.</p> <p>TQ: what are the challenges for staff? There were a lot of behavioural issues to manage which put pressure on staff including the SLT. The LA used to provide grants/ play schemes but these have stopped because of the funding cuts.</p> <p>Parent Trustees commented that children in mainstream provision have a choice in terms of after-school provision and so should children in special schools.</p> <p>ACTION: CE is to explore options and consult with pupils and parents and feedback.</p>	CE

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	<p>All other actions had been completed and/ or are discussed elsewhere in the minutes and there were no outstanding matters arising.</p>	
<p>8</p>	<p>Finance <i>8.1 Finance updates</i> The 2017-18 annual accounts had been audited by Landau Baker and they were recommended by the Resources Committee to the Board for approval. The introduction of the report is being changed to reflect the involvement of the ESFA earlier in the year regarding a number of financial irregularities.</p> <p>Trustees approved the 2017-18 annual accounts and auditors report. ACTION: the final version is to be signed off by AH and NC and submitted to Companies House before 31 December.</p> <p><i>8.2 Virements</i> The Resources Committee recommended £103k in virements as detailed in the budget monitoring report for approval. Trustees approved the virements.</p> <p>TQ: what was the outcome regarding paying back the loan? There was a discussion regarding repaying it back immediately, or continuing to 2033 at a lower interest rate at 4%, or paying back 1/3 immediately and then waiting.</p>	<p>NC/AH</p>
<p>9</p>	<p>Trustees <i>9.1 Vacancies) / New members</i> Vacancies are detailed in the attendance table at the beginning of the minutes. Advice had been sought from the ESFA for permission to appoint new members to WFS GB and a response is outstanding.</p> <p><i>9.2 Training available / attended</i> Trustees were encouraged to attend training to support their development and training is available from the LA, BSP and the School. Trustees were reminded to send copies of training certificates to Rihana Hussain/ Blue Sky for inclusion with the Board records.</p> <p>The subscription to the Key is being is being renewed.</p> <p>AH is scheduled to attend the termly meeting with LA Senior Officers this week.</p> <p><i>9.3 LA termly Governance report</i> Trustees were reminded to review the termly governance report from the LA and to be aware of key issues for the GB to consider by term. The report is available via the link provided on the meeting agenda and is also emailed to Trustees from LA Trustee Services.</p> <p><i>9.4 Visits and feedback</i> Parent engagement The Family Liaison Officer meets monthly with parents and staff members are invited to present on a range of topics. Feedback from parents attending the events has been positive.</p> <ul style="list-style-type: none"> • 23 parents attended the briefing on safeguarding including cyber bullying. • 21 parents attend the workshop on RSE. • 14 parents attend the coffee morning on transitions. 	

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	<ul style="list-style-type: none"> • 23 parents attend the workshop on ESA. <p>Trustees discussed if the comments could be collated and posted on the website to encourage attendance at future events.</p> <p>TQ: are the materials from presentations available to parents who don't attend? Yes.</p> <p>There was 1 parental complaint and this had been dealt with.</p> <p>RM is the link trustee for safeguarding and is also the parent liaison. RM regularly meets with PA and there are no pupils on the Child Protection (CP) register and 5 children are on the Child in Need (CiN) register.</p> <p>An external grant of £10k had been secured for a bike track and 2 other bids for grant funding have been submitted.</p>	
10	<p>Any other urgent business</p> <p><i>10.1 Post 19 provision</i> Anne Hayward (AH) is leading on the consultation for the post 19 provision and has interviewed staff from TVS and WFS and is scheduled to meet parent and pupil representatives. There will be an outcome report following the consultation that will be shared with Trustees when ready. In Derby they have a post 19 hub including social care, housing, etc where cases are triaged and families are worked with in a holistic way.</p> <p><i>10.2 Ofsted</i> KC is a representative on the HMI regional Heads forum and a new Ofsted framework is being developed. KC had put forward TVS and WFS to pilot the new framework. The schools won't be graded and the process will help to shape the new framework.</p>	
11	<p>Next meeting dates & times</p> <p>WFS LGB</p> <p><i>Spring term</i> LGB - Monday, 28 January, 5pm</p> <p><i>Summer term</i> LGB - Wednesday, 1 May, 5pm LGB - Monday, 24 June, 5pm</p>	
12	<p>Confidential business Confidential business is recorded separately.</p> <p>The meeting concluded at 8.34pm.</p>	

Signed: _____
Board Chair

Date: _____