

# WOODFIELD SCHOOL

**Meeting: Academy Trust**  
**Date / Time: 28 January 2018, 6pm**

## 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
VACANT		N/A	N/A	N/A		
Rita Mills (RM) <b>V Chair</b>	Parent	Yes	Yes	Yes		
Rose Williams (RW)	Parent	Yes	Yes	Yes		
Margaret Ogunbayo (MO)	Parent	Yes	Yes	Yes		
VACANT	Member	N/A	N/A	N/A		
VACANT	Member	N/A	N/A	N/A		
Giles Seal	Co-opted	Yes	Apologies	Apologies		
Adrian Hughes (AH) <b>Chair</b>	Co-opted	Yes	Yes	Yes		
Nick Cooper (NC)	Co-opted	Yes	Yes	Yes		
Renu Singh (RS)	Staff (Support)	Yes	Yes	Apologies		
Kay Charles (KC)	Staff (ExOfficio)	Yes	Yes	Yes		
Tim Hunt (TH)	Staff (Teacher)	Yes	Yes	Yes		
VACANT	Local Authority	N/A	N/A	N/A		
<b>ALSO PRESENT</b>						
Simon Topping (ST)	Clerk	Yes	Yes	Yes		

## MINUTES

No	Item	Action
1	<p><b>Welcome and introductions</b>  <b>AH welcomed everyone to the meeting, which started at 6.30pm.</b></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><b>2.1 Apologies</b>  Absentees are noted above.</p> <p><b>2.2 Declarations of Interest</b>  The Education Skills and Funding Agency (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 changes to their declarations of interest to ensure compliance with the academies financial handbook.</p> <p>KC is a Governor at The Village School (TVS), is 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><b>CLP and ESFA update</b>  This item was discussed under confidential business.</p>	
4	<p><b>Head-of-School report &amp; updates</b>  NC presented the Head-of-School report and the updates below had also been circulated:</p> <ul style="list-style-type: none"> <li>Ofsted School Inspection Handbook DRAFT</li> </ul>	

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- Staffing Structure January 2019
- Managing potential conflicts of interest

## *Racist incidents*

Racist incidents are now being recorded more robustly and the Equalities Steering Group will review other equality issues such as homophobia and gender. It is anticipated there will be an increase in reporting of these incidents as staff awareness increases and they are reported.

## *Parental complaint*

There had been 1 parental complaint relating to how a child was handled at school. The incident was investigated and the parents have been informed of the outcome and what steps have been taken to improve procedures.

## *Break-in*

There was a break-in at the end of last term but nothing was taken. There were some issues identified with the security company G4S and the alarm system which are being addressed.

**TQ: was the break-in reported to the Police?** Yes.

The Family Liaison Lead has introduced a new benefits advice surgery facilitated by Brent Carers Centre. Other parent workshops have included 'Transition to Adults' and 'Housing'.

The LA funding formula does not include sufficient resource to cover the therapeutic support, both schools use their own budget to subsidise therapies. Historically each school was given 2 extra notional places, approximately £40k, to pay for therapy services. However this is not sufficient as the schools have expanded well beyond their capacity when this arrangement was agreed.

## *Trustees questions on the reports and updates*

**TQ: why have only Black Caribbean pupils been identified as a target group for the Brent School Partnership (BSP) project?** Historically in Brent the performance of this group has fallen behind their peers and this is a Brent wide initiative. LM has been appointed to the Assistant-head post across WFS and TVS for a 2 year period and the post has a wider remit with respect to equalities.

**TQ: what happens when the post finishes?** It is 2 year fixed term contract as this is when the funding finishes but the post will be reviewed towards the end of the funding period.

**TQ: are all schools participating in the project?** The vast majority with 76 schools participating and they have each appointed a Black Caribbean Champion. There will be other initiatives to target parents including developing a phone application with resources.

**TQ: how many other LAs are doing this?** Just Brent as it has been identified as an issue here. There is also a Leadership and Succession planning project running alongside.

**TQ: what does detention look like?** The pupil spends time with the year group leader to discuss the incident and a restorative approach is used to make amends to those affected.

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	<p><b>TQ: when pupils come out of lessons due to their behaviour is it time limited?</b> Yes, usually for a maximum of half a lesson.</p> <p><b>Trustees thanked the Attendance Officer for their hard work on following up on attendance related issues that is reflected in the attendance data.</b></p> <p><b>RW had participated in the interviews for new Assistant Head-teacher.</b></p> <p><b>Trustees thanked NC for the reports and updates.</b></p>	
<p><b>5</b></p>	<p><b>Senior Leadership Team reports &amp; updates</b>  <i>5.1 School Leavers – Paul Talbot (PT)</i>            PT presented a verbal update of leavers in Years 14, 13, 12 and 11 and the notes from the update are included with the meeting records.</p> <p><b>TQ: how many pupils do you expect to take in each class in 6th form next year?</b> 8, currently there are 10 but this figure is high and the Senior Leadership Team (SLT) want to reduce this.</p> <p><b>TQ: how are the attendance figures?</b> At 95.02%, the figure would have been higher except for the Personalised Learning Plan (PLP) review day that took place. However the benefits of the PLP day outweigh the 1 days loss of attendance.</p> <p><b>TQ: are any leavers Not in Education Employment or Training (NEET)?</b> 1 and they are coming back to WFS as a volunteer and will be signposted to the First Rung apprenticeship programme.</p> <p><b>TQ: do we have any gaps in staff in the 6th form?</b> 1 Teaching Assistant (TA) is leaving in a few weeks time and a new teacher will be required for September. The Senior Leadership Team (SLT) have been listening to staff regarding staffing levels and needs in each year group. An issue is that some new staff have limited SEND experience which puts pressure on more experienced staff to support them. There is a London wide recruitment challenge to find quality staff with relevant experience.</p> <p><b>TQ: the LA reviewed the 6th form EHCPs in July and then again in October, but the July reviews had not been agreed, can the school put pressure on the LA to ensure the EHCPs are up-to-date and accurate?</b>            Yes, however the officer leading this age group in the LA has not been in post.</p> <p><b>TQ: how many staff work in the 6th form?</b> 19, but some are specialist teachers who may only teach 2 periods per week.</p> <p><b>TQ: did the school appoint to the School Meal Supervisor Assistant (SMSAs) vacancies?</b> No as the candidates were not strong enough to appoint.  <b>ACTION: NC is to send RM the JDs to advertise via a local platform.</b></p> <p><b>TQ: how does support funding work post 16?</b> Pupils are not eligible for Pupil Premium Funding (PPF).</p> <p><b>TQ: do pupils receive the Education Maintenance Allowance (EMA)?</b> It is for 16-19 year olds who are leaving or about to leave compulsory education and it is means tested.</p>	<p style="text-align: center;"><b>NC</b></p>



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	<p>RM had signed off the annual accounts on behalf of the Board for submission to Companies House.</p> <p>All other actions had been completed and/ or are discussed elsewhere in the minutes and there were no outstanding matters arising.</p>	
<p><b>8</b></p>	<p><b>Finance</b> MO and AH gave an overview from the Resources Committee that had met before the Board meeting. <b>ACTION: the draft minutes from the meeting will be circulated to Trustees when ready.</b></p> <p><i>Virements</i> The Resources Committee had reviewed and proposed the virement below to the Board for approval to comply with the Trusts scheme of delegation. The Resources Committee recommended to vire £260k from salary cost centre 0102 to agency cost centre 0241. <b>Trustees approved the virement.</b></p> <p><i>Contracts for approval</i> The Resources Committee had reviewed and proposed the contracts be awarded below to the Board for approval to comply with the Trusts scheme of delegation. Quotes for the tenders are retained with the Trusts financial records.</p> <p><i>ICT upgrade and telephony</i> <b>Trustees agreed the contract be awarded to Connecting Cloud.</b></p> <p><i>Science room refurbishment</i> <b>Trustees agreed the contract be awarded to Innova.</b></p> <p><i>Calm room and office area</i> <b>Trustees agreed the contract be awarded to DBK builders</b></p> <p><b>TQ: who is the lead for procurement?</b> The CFO.</p> <p><i>Service Level Agreements (SLAs)</i> In the event the Multi Academy Trust (MAT) is not created by 1 March it was proposed to:</p> <ul style="list-style-type: none"> <li>• Extend the Executive Head-teachers SLA for another 12 months</li> <li>• Set-up a SLA for the Chief Financial Officer for 12 months</li> <li>• Set-up a SLA for the TVS Sight Manager to work 2 days a week for 12 months</li> <li>• Set-up a SLA for the TVS Finance Manager to work 1 day a week for 12 months.</li> </ul> <p><b>Trustees agreed to the proposal.</b></p>	<p style="text-align: center;"><b>ST</b></p>
<p><b>9</b></p>	<p><b>Trustees</b> <i>9.1 Vacancies / New members</i> We have persistent vacancies on the current board as shown in the attendance table. No further appointments have been made or are planning to be made ahead of the conversion date (as at the time of the meeting).</p> <p>The future structure is a matter for the Trust not WFS / CLP shadow board and will / is being discussed at shadow meetings to ensure full compliance to</p>	

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	<p>governance requirements and compliance with EFSA standard operating procedures.</p> <p>There have been 2 potential new members identified for the CLP Board: Dr McDadeer and Mr Aaron Blank.</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><b>TH attended training on Raising the Achievement of Black Caribbean Boys and Succession planning.</b> <b>RW attended training on Raising the Achievement of Black Caribbean Boys before Christmas.</b></p> <p><b>TH circulated a copy of the BSP training programme.</b></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 Trust to consider by term. The report is available via the link provided on the meeting agenda and is also emailed to Trustees from LA Governor Services.</p> <p><i>9.4 Visits and feedback</i> RM presented an update on safeguarding following her link visit and in summary:</p> <ul style="list-style-type: none"> <li>• there are no children on the Child Protection register at present</li> <li>• There are 25 open cases where multi-agency support plans are in place</li> <li>• 3 referrals had been made to Brent Family Front Door (BFFD) and 1 family are waiting for a Social Worker to be assigned</li> <li>• A bimonthly benefits advice surgery has been set-up</li> <li>• The safeguarding policy had been reviewed with PA</li> <li>• Posters promoting safeguarding have been placed around the school.</li> </ul>	
<p><b>10</b></p>	<p><b>Any other urgent business</b></p> <p><i>10.1 Residential</i> The SLT proposed residential trips to:</p> <ul style="list-style-type: none"> <li>• Locker-brook (5 days)</li> <li>• Gordon Brown Centre (2 days)</li> <li>• Frontier Centre (2days)</li> </ul> <p>NC confirmed that the trip leaders had also been on WFS trips to these locations on prior trips with our pupils - these are not new locations or facilities for our staff. <b>Trustees approved the residential trips and AH signed off the risk assessments.</b></p> <p><b>TQ: have we used the residential centres before? Yes.</b></p> <p><b>Trustees thanked staff for taking the pupils on residential trips and for their hard work supporting the pupils when away.</b></p>	
<p><b>11</b></p>	<p><b>Next meeting dates &amp; times</b></p>	

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	<b>WFS LGB</b> <i>Spring term</i> Shadow CLP board - 4 February, time TBC.  <i>Summer term</i> Resources – Wednesday, 1 May, 4.30pm LGB - Wednesday, 1 May, 6pm LGB - Monday, 24 June, 6pm	
<b>12</b>	<b>Confidential business</b> Confidential business is recorded separately.  <b>The meeting concluded at 9.15pm.</b>	

Signed: \_\_\_\_\_  
**Board Chair**

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