

WOODFIELD SCHOOL

Meeting: Academy Trust Date / Time: 1 October 2018, 5pm

TRUSTEES IN ATTENDANCE

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

MINUTES

No	Item	Action
1	<p>Welcome and introductions AH welcomed everyone to the meeting, which started at 5.41pm.</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.</p> <p>ACTION: Trustees were asked to complete the annual declaration of interest pro-forma and return it to the Clerk. ST is to update the Trustee declarations and the 2017-18 attendance details for the website.</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>	All ST
3	<p>CLP and ESFA update This item is recorded under confidential business.</p>	
4	<p>Appointments & elections for the new academic year All of the elections and appointments below are effective until the MAT goes live when the elections and appointments will be reviewed again.</p>	

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	<p>4.1 Board Chair Trustees appointed AH as the Chair.</p> <p>4.2 Board Vice Chair Trustees appointed RM as the Vice Chair.</p> <p>4.3 Appointment of Resources Committee Members (inc. Chair) Trustees appointed MO (Chair), AH, RW, NC and KC to the Committee.</p> <p>4.3 Appointment of Responsible Trustees 4.3.1 Head-teachers Performance Management KC will complete the performance management for both Heads of School. As KC is seconded from The Village School (TVS) the agreement is that TVS Governors will complete KCs performance management with input from Woodfield Trustees.</p> <p>4.3.2 Link Trustees Safeguarding Trustees appointed RM as the safeguarding link with Pam Ash (PA).</p> <p>Progress & Achievement Trustees appointed AH as the progress and achievement link with NC.</p> <p>SEND Trustees appointed RW as the SEND link with PA.</p> <p>Evaluation & strategic development Trustees appointed AH as the evaluation and strategic development link with KC.</p> <p>Health & Safety (H&S) Trustees appointed TH as the H&S link.</p> <p>ACTION: NC is to send ST a copy of the Trustee link grid.</p>	NC
5	<p>Head-of-School report & updates NC presented Head-of-Schools report and the updates/ reports below had also been circulated:</p> <ul style="list-style-type: none"> • 6th form attendance and punctuality report • 2018-19 SEND information report • Child Protection / Safeguarding Children report • Equality & Cohesion Policy 2018 • Finance Policy & Procedures 2018-2019 • School Development Plan (SDP) 2018-20 • Self Evaluation Form (SEF) September 2018 • Staffing structure September 2018 • Finance, HR and Site report • WFS Budget Forecast Return 2018-19 • WFS and CLP draft conflict of interest policy and procedure • WFS pay policy 2018 • WFS Head-teachers report 01.10.18. <p>Trustees questions on the reports and updates TQ: how can we improve attendance? By continuing with the strategies already in place and with strong partnership working with parents and the</p>	

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	<p>Family Liaison Officer.</p> <p>TQ: can we offer incentives to improve attendance? Yes, its already 1 of the strategies used through issuing certificates for good attendance etc. WFS attendance is good when benchmarked with the national average for special schools.</p> <p>Trustees discussed offering an iPad or similar item for good attendance but it could potentially discriminate against children with complex medical conditions.</p> <p>TQ: was there a drop in 6th form attendance from 2016-17? No, in 2017-18 it had improved by 1.82% from the previous year. 6th form attendance this academic year is above 98%. WFS has little or no truancy and generally poor attendance is linked to children with complex medical needs.</p> <p>TQ: is there a date set for the Challenge Partners to visit the school? Not yet.</p> <p>TQ: is there a distributed model for observing the quality of teaching and learning across the school? Yes, and NC leads the moderation process.</p> <p>TQ: with regards to pupil destinations are there any young people the SLT are concerned about? 1 young person is Not in Education Employment or Training (NEET) and this is being followed up with the family. In terms of positive outcomes 1 young person got a catering job with the Savoy, he had work experience at TVS and was also supported by the Princess Trust.</p> <p>TQ: has the engagement issue with Alperton Community School been resolved? No and the SLT are looking for other schools to develop partnerships with for pathways into mainstream provision.</p> <p>TQ: do any young people move into residential provision post 19? Some.</p> <p>TQ: why doesn't the school have a choir? With regards to music the school currently provides: music lessons, music golden time, concerts at the end of each term, singing in assembly's and activities facilitated by Brent Music service.</p> <p>ACTION: the SLT are to explore if there is interest in setting up a choir and report back to the Trustees.</p> <p><i>5.1 SDP 2018-20 and SEF</i> Trustees approved the SEF and SDP. ACTION: Trustees are to send any comments/ questions on the documents to NC.</p> <p>There is a refocus by Ofsted to ensure schools have an engaging curriculum in place to meet the needs of all pupils. WFS recently completed a SEND curriculum review and actions to address recommendations arising from the review have been taken forward.</p> <p>Trustees thanked NC for the report and updates and staff for their hard work.</p>	<p style="text-align: center;">NC</p> <p style="text-align: center;">All</p>
6	<p>Senior Leadership Team (SLT) reports & updates There were no updates from other members of the SLT.</p>	

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7	<p>Policies & Procedures for review & approval</p> <p><i>7.1 Conflict of Interest Policy Draft</i> Trustees noted the draft policy which is to be further consulted on.</p> <p><i>7.2 Academy Financial Handbook 2018</i> The academies financial handbook has been updated and Trustees were asked to familiarise themselves with the handbook. https://www.gov.uk/government/publications/academies-financial-handbook</p> <p><i>7.3 Finance Policy and Procedures 2018</i> Trustees approved the policy.</p> <p><i>7.4 Pay Policy 2018</i> Trustees approved the policy.</p> <p><i>7.5 Equalities and Cohesion Policy 2018</i> Trustees approved the policy.</p> <p><i>7.6 Child Protection and Safeguarding Policy 2018</i> Trustees approved the policy.</p> <p><i>7.7 KS5 Attendance Policy 2018</i> Trustees approved the policy.</p> <p><i>7.8 Punctuality Policy</i> Trustees approved the policy.</p> <p><i>7.9 Keeping Children Safe in Education (KCSiE)</i> The most recent version of the document had been circulated to Trustees and peer-on-peer abuse is an issue that has been identified as an area of focus nationally. ACTION: RM is to raise the issue within the context of her safeguarding link role.</p>	RM
8	<p>GB minutes 2 July 2018</p> <p><i>8.1 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>8.2 Matters arising</i> All actions had been completed and/ or are discussed elsewhere in the minutes and there were no outstanding matters arising.</p>	
9	<p>Trustees</p> <p><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, Modern Governor and the School. Trustees were reminded to send copies of training certificates to Rihana Hussain/ Blue Sky for inclusion with the Board records.</p>	

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	<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> RW and AH had attended the LA annual Governors conference in June. RM had completed a safeguarding link visit with PA and is due to visit again next week. TH had completed a Health and Safety (H&S) walk and reviewed the statutory H&S compliance checklist.</p>	
<p>10</p>	<p>Any other urgent business <i>10.1 Parents feedback</i> Parents had commented they would like more after-school and holiday clubs and if these could be explored by the SLT. ACTION: the SLT are to explore and report back.</p> <p>TQ: parents raised if there was an adequate level of lunchtime supervision in place? This is being reviewed including increasing the level of supervision in KS5. The needs of the pupils varies in each key stage and the supervision needs to be flexible enough to address this.</p> <p>TQ: can changes that are made be communicated to parents via newsletter? Yes.</p> <p>2 complaints had been received from parents in relation to the autumn half-term holiday dates. The LA half term dates are 21-25 October break and WFS 29-2 November. The WFS dates were moved back a week to balance the number of weeks in each half-term. This presents childcare issues for some parents that have children in other schools and Trustees discussed the implications. Going forward the dates for the new academic year will be agreed at the 2nd autumn term Board meeting. ACTION: a letter explaining the rationale for the decision is to be sent to parents. ST is to ensure the item is tabled going forward.</p> <p>Trustees approved the 2018-19 term dates.</p> <p><i>10.2 2018-19 Budget update</i> The budget had to be adjusted slightly over the summer to take account of a number of changes. Trustees had been consulted on and approved the budget changes via email. Trustees formally approved the changes to the budget.</p>	<p style="text-align: center;">NC</p> <p style="text-align: center;">NC ST</p>
<p>11</p>	<p>Next meeting dates & times WFS LGB <i>Autumn term</i> LGB - Monday, 19 November, 5pm Resources - Monday, 19 November, 4pm</p> <p><i>Spring term</i> LGB - Monday, 28 January, 5pm</p> <p><i>Summer term</i></p>	

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	LGB - Wednesday, 1 May, 5pm LGB - Monday, 24 June, 5pm	
12	Confidential business Confidential business is recorded separately. The meeting concluded at 8.34pm.	

Signed: _____
Board Chair

Date: _____