

Headteacher:  
Mrs A PEARCE  
Chair of Governors:  
Mrs J NISBET



WOODEATON MANOR SCHOOL  
WOODEATON  
OXFORD  
OX3 9TS

**Minutes of the full Governing Body meeting held on  
Tuesday 17 January 2017 at 7 pm**

<b>Present:</b>	Marella de Bruijn (MdB)	Co-opted Governor
	Tim Burns (TB)	Staff Governor <i>(to Item 17)</i>
	Claudia Cassidy (CC)	Parent Governor <i>(to Item 13.5)</i>
	Rebecca Edwards (RE)	Parent Governor
	Andy Foulsham (AF)	Parent Governor
	Phil Garratt (PG)	Partnership Governor
	Peter Hore (PH) (Vice Chair)	Co-opted Governor <i>(to Item 13.5)</i>
	June Nisbet (JN) (Chair)	Partnership Governor
	Anne Pearce (AP)	Headteacher <i>(to Item 17)</i>
	Mathew Phelps (MP)	Co-opted Governor <i>(to Item 17)</i>
Anne Purse (APu)	LA Governor	

*(The meeting was quorate)*

**In attendance:** Kit Howells, Clerk (KH)

<b>1.</b>	<b>Welcome and Apologies for absence</b> Apologies were received, and accepted, from: Kathryn Lewis (KL) Partnership Governor Jenny Yahia-King (JYK) Parent Governor Mel Dodds (MD) Parent Governor.	
<b>2.</b>	<b>Notice of any other business - None.</b>	
<b>3.</b>	<b>Declaration of Pecuniary or other Interests</b> There were no declarations of any Interests in Items on the Agenda.	
<b>4.</b>	<b>Minutes of the meeting held on 22 November 2016</b> The Minutes were accepted, signed by the Chair as a true record, and retained at the School for the Minutes file.	
<b>5.</b>	<b>Matters arising from the Minutes of 22 November 2016</b> None.	
<b>6.</b>	<b>Headteacher's Report</b> AP's report had been circulated; she briefed governors on the main issues.  <b>Pupil Roll:</b> The School is full with no capacity until at least next September (and the number of places available at that point will depend on current pupils' destinations). Due to increasing the roll numbers by 8, work is being done to adapt space in the former Residence, including adapting 6 bedrooms into 3 classrooms, and the Nurture room into a dining/assembly room. The Nurture room will move upstairs. The cost for all capital work and equipment is being paid by the	

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	<p>LA, and the cost of non-capital items will be met by the funded place money received for the extra pupils. Some of the new Y7 pupils from Northern House have experienced problems in settling. The Headteacher of Northern House School had visited to fully familiarise herself with the SEND profile of Woodeaton so that she is fully informed when considering Woodeaton places for her pupils.</p> <p><b>Staffing:</b> School is fully staffed with departing members replaced with new appointments who have settled well.</p> <p><b>Attendance:</b> A slight drop to 94.1% due to sickness absence in November and December. <i>Q: Do the absence figures include any pupil educated off-site at the Oxfordshire Hospital School?</i> <i>A: Yes, because the pupil remains on school Roll.</i></p> <p><b>Safeguarding:</b> -Governors noted 2 referrals in Term 2. Detailed Safeguarding issues taken at Item 11 below.</p> <p><b>Complaints:</b> None.</p> <p>Governors congratulated Matt Baker and his partner on the birth of their baby.</p>	
7.	<p><b>School Development :</b> <b>Raising Achievement Plan 2016-18 and SEF - updates</b> The updated summary SEF and updated summary RAP are on the School website. The SEF update includes a grid showing teaching performance over the last 3 years.</p> <p>The RAP had been discussed in detail by Curriculum Committee at its recent meeting. New priorities for the coming year include AP's agreed performance management objectives as well as other priorities agreed by Curriculum Committee to be appropriate, including priority work on cyber-bullying.</p>	
8.	<p><b>Finance Committee - verbal report of meeting held on 17 January; and ratification of Minutes of meeting 11.11.16</b> The Minutes of the meeting held on 22 November 2016, previously circulated, were ratified. The contents had been discussed at the last FGB meeting.</p> <p>PH reported on the meeting held immediately prior to this FGB meeting, where two matters were discussed. Minutes to follow.</p> <p>The Government has now issued its Consultation on proposals for Special Needs education formula funding. AP will respond</p>	PH

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	<p>following discussion with this Committee on some matters associated with the proposals, particularly the baseline figures for calculation which pre-date the introduction of Special School Sixth Forms in Oxfordshire (Oxfordshire being the last county in the country to introduce Special Schools Sixth Forms). AP had previously circulated the Consultation and accompanying notes from the Oxfordshire Special Schools Headteachers Association.</p> <p>The Committee inspected the current budget status noting it is satisfactory. The predicted surplus is over the clawback amount but expenditure can be committed during this financial year for agreed needs, including INSET training for interventions, TeamTeach training, new whiteboards and new laptops, as well as being available to meet increased heating costs if the winter is particularly cold. AP will manage these processes appropriately to the best financial advantage of the School.</p> <p>Next meeting: <i>Now agreed to be 2 May at 6 pm</i> (not 25 April as originally agreed). To discuss draft budget 2017-18.</p>	<b>Fin Comm</b>
9.	<p><b>Curriculum Committee – report of meeting held 10.1.17</b> The Minutes of the meeting held on 10 January 2017 had been previously circulated and JN briefed Governors.</p> <p>Governors were pleased to note that the proportion of <b>Outstanding teaching</b> has risen from 21.4% to 49.9% in the three years since the School was inspected by Ofsted.</p> <p><b>Pupils’ accessibility to learning</b> continues to be a major focus following Ofsted’s previous inspection where the focus had been on academic achievement, with no apparent understanding of the difficulties which are faced by pupils at Woodeaton. In order to find a way to ensure the School can evidence accessibility to learning, robust mapping and monitoring procedures have been put in place. TB explained the statements which are in place for each pupil to evidence where they stand in their ability to overcome barriers to learning in respect of autism (including emotional development and social communication), which show whether they are achieving, aware, engaged or overwhelmed, in order to link these with how pupils are achieving academically.</p> <p>Additionally, work has been done on <b>addressing barriers to learning at home</b>, to better understand where pupils are in their accessibility at home as well as at school. The associated documentation includes indicators such as personal hygiene, eating, sleeping, sensory issues, exercise, communication,</p>	

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	<p>friendships and ‘screen time’, as well as covering whether there are additional external support services in place. The documents for completion by parents had been trialled at Parents &amp; Carers session on 16 January, at which AF had been present; he reported it is mainly straightforward. Parents had been assured that the purpose is non-judgemental, but that the information gathered assists staff in teaching and caring for pupils, and is also useful for evidencing need for additional resources when pupils transition to different destinations at post-16. JN had also attended the session, at which a parent had responded that sharing the document with the child’s paediatrician would be helpful.</p> <p>MP is also using the proformas in the Residence, to evidence pupils’ development in life and independence skills, and emotional maturity.</p> <p><i>Q: There is a concern about overload on staff in terms of collecting data; it is possible to relieve this load?</i>  <i>A: The collection of data could be linked to annual reviews in order to stagger timing of collection through the year and consideration will be given to best timing.</i></p> <p>Noting that these documents are works in progress, TB will forward them to KH for upload to GovernorHub.</p> <p>The Committee had reviewed and updated the <b>Raising Achievement Plan</b> (RAP). The current Y11 cohort’s predications were reviewed. It is noted this is a smaller cohort with different needs and abilities to that of last year’s Y11.</p> <p>The Curriculum Review was discussed.  <i>Q: Will the School have to consider narrowing the range of choice, due to pressure to ensure specific achievements in Y11?</i>  <i>A: Yes, it is likely that this will be necessary due to the pressure for all pupils to achieve Level 5 (equivalent to a GCSE ‘C’ grade) in core subjects English Language and Maths. A firm decision has not yet been taken; ongoing discussions are being held, as well as looking nationally at what other Special Schools are doing. However, evidence from significant feedback provided by pupils who have transitioned to College after school indicates that the pressure to try and gain this level at the same time as studying a new vocational College course in a new environment is too much for them, causing them to struggle even to attend the lessons with high risks of dropping out of College.</i>  Parent Governors report similar experiences, with the much-reduced support available exacerbating the pressures of a</p>	<p>TB</p>
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	<p>complete change of environment and daily life. Colleges find it difficult to manage high-performing autistic students, and find the lower-performing students easier as they join specifically tailored SEN courses to meet their needs.</p> <p>Currently the curriculum remains as broad as it has ever been, but staff are considering whether the range is too large for the current cohort to manage. It may be possible to tailor breadth and range of curriculum to each cohort depending on needs.</p> <p>Meanwhile, it was agreed that the intervention programme should continue to focus on Literacy and Numeracy.</p> <p>Discussions continue on how best to meet pupils' needs when they come to the end of Y11 in the knowledge that Colleges often cannot provide the resources necessary to support pupils when they transition. Woodeaton does not have capacity to provide breadth of learning for a large cohort into 6<sup>th</sup> Form.</p> <p>Next meeting: 4 April at 5.30 pm.</p>	
<p><b>10.</b></p>	<p><b>Premises Committee – any issues</b> APu reported that the quarry fence has now been erected and governors noted the good cooperation between the School and quarry owner in this regard.</p> <p>Governors were pleased to note that all Premises-related action in the RAP as set last April had now been completed, including new ceiling downstairs, main stairwell decoration, staff room reinstatement, and establishment of a meeting room.</p> <p>Next focus is on conversion of some bedrooms to classrooms in Residential area, to meet the current needs.</p> <p>Next meeting: 22 April at 5 pm.</p>	<p><b>Prem Comm</b></p>
<p><b>11.</b></p>	<p><b>Safeguarding (<i>Standing Item</i>): any issues</b> -AP briefed on the strengthened safeguarding procedures now put in place for all children who are absent, including visit to pupil homes by Head or Deputy Head when necessary. AP explained these in detail; they have been well received by parents who are following the new procedures. -Staff have all completed the safeguarding quiz. AP encouraged governors to do this. -The focus in school currently is on cyber-bullying.</p> <p>TB tabled new statistical recording documentation introduced as part of strengthening Safeguarding systems and briefed Governors on its contents and usefulness to enable pinpoint</p>	

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	<p>monitoring of pupils who are the subject of safeguarding issues, and who are also in receipt of pupil premium or other grants and/or external agency support. The documentation also includes those pupils whose safeguarding files are currently dormant so that monitoring is assured and cross-referencing can occur to inform staff. Governors noted the current percentages for pupil groups and congratulated TB on introduction of this useful recording and monitoring tool which supports and strengthens the School's already very robust safeguarding procedures.</p>	
12.	<p><b>Academy status options (<i>Standing Item</i>)</b>  PG's attendance report from Oxfordshire Teaching Schools Alliance (OTSA) session: 'Academisation: what are the options' on 10 November, and JN's attendance report from the DfE's Academies Show on 23 November, had been previously circulated. Their contents were noted.</p> <p>Governors agreed that while there is no current urgency to move forward on conversion, it was necessary to ensure the FGB is kept up to date with national and local activity. While many schools in the County have converted, nationally the picture is different. In addition, it is important to take account of the unusual and unique aspects of Woodeaton and its current status and premises; it is agreed that the risks of change currently outweigh any perceived benefits that might accrue. The Academy Group will therefore continue to meet regularly for information-gathering. AF and PG will liaise with regard to next meeting date in March, to be confirmed with the Group (JN and AP) after AF has ascertained availability of colleague to join the meeting to share personal experiences.</p>	<p><b>AF/PG</b>  <b>PG</b></p>
13.	<p><b>Governing Body</b></p> <p>13.1 <b>Parent Governor (vacancy/ resignation of T. Kerswell)</b>  Now filled by Mel Dodds for a 4-year term of office.</p> <p>13.2 <b>Governor visits to school – if any (reports), and those planned – to link with RAP</b>  JN: Visit in December to discuss new safeguarding arrangements, including tracking pupils' destinations.  JN: Joined 16 January Parents &amp; Carers session on cyber bullying, and barriers to learning at home.  AF: Visit in December to talk about computing curriculum.  AF: Attended Christmas lunch.</p> <p>AF has offered to talk to pupils about careers in IT and will do jointly with a work colleague.</p>	<p><b>AF</b></p>

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<p><b>13.3</b></p> <p><b>Governor training needs and attendance reports</b></p> <p>It was agreed that all Governors will look at the new Governance Competency framework and raise any issues for discussion at the April FGB meeting or in the interim if necessary. KH will also look at the Framework and advise if required.</p> <p>KH was thanked for her consistent updates to Governors of Press Headlines, NGA briefing and Schools News.</p> <p><b>13.4</b></p> <p><b>Governor Liaison / Link roles – to amend due to staff changes; and Committee membership – Mel Dodds</b></p> <p>Current liaison link roles and Committee membership lists had been previously circulated. It was agreed that AP will adjust the staff links and inform KH, who will revise the lists and circulate to Governors for information.</p> <p>It was agreed that MdB will not be a SEN link.</p> <p>KH will ask new Governor MD if she would join Premises.</p>	<p><b>All Govs</b></p> <p><b>KH</b></p> <p><b>AP(done)</b></p> <p><b>KH(done)</b></p> <p><b>KH(done)</b></p>
<p><b>13.5</b></p> <p><b>GovernorHub HealthCheck</b></p> <p>The GovernorHub HealthCheck document had been previously circulated. It was agreed that account will be taken of the new governance framework and then this will be revisited in April.</p>	<p><b>JN/AP</b></p> <p><b>KH</b></p>
<p><b>14.</b></p> <p><b>Date of next meeting - Tuesday 25 April 2017 at 7 pm</b></p> <p><i>Apologies from PG noted.</i></p>	<p><b>All to note</b></p>
<p><b>15.</b></p> <p><b>Dates of Committee meetings - to feed into FGB meeting on 25 April</b></p> <p>Finance Committee: 2 May at 6 pm (<i>NB revised date</i>)</p> <p>Premises Committee: 22 April at 5 pm</p> <p>Curriculum Committee: 4 April at 5.30 pm</p> <p>Academy Working Group: tba in March</p>	<p><b>Fin Comm</b></p> <p><b>Prem Comm</b></p> <p><b>Curric Comm</b></p> <p><b>AF &amp; PG to fix date</b></p>
<p><b>16.</b></p> <p><b>AOB – none.</b></p>	
<p><b>17.</b></p> <p><b>Headteacher Appraisal Group – meeting of 28 November 2016 – verbal report from Chair</b></p> <p><i>This Item was taken with no staff members present.</i></p> <p>The Group had met with the appointed Adviser, and then with AP, to discuss performance over the last academic year. JN reported that AP had exceeded her targets in a difficult year, including a significant building project and the Group recommended appropriate recognition. Governors <b>agreed</b>, thanking AP for her continuing hard work and commitment to ensure that Woodeaton remains a high quality provider of provision to pupils who need its specialist care. Governors have already agreed AP’s targets for this year. JN will write to AP to confirm FGB’s decision.</p>	<p><b>JN</b></p>

*The meeting closed at 9 pm  
KH/22.01.17*

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