

THE GOVERNING BODY OF WOODLEY SCHOOL & COLLEGE

Minutes of the meeting of the Governing Body held in school at 4.00 pm on Thursday, 19 March 2026.

PRESENT

Mrs R Hobson (Chair), Mrs C Drew, Mr W Firmin, Reverend T Francis, Mr A Higginbotham, Mrs Y Johnson, Mr A Sugden (Head Teacher).

In Attendance

Mrs N West (Minute Clerk)
Mrs S Dodd (Deputy Head Teacher)

70. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mrs Beaumont and Mr Storey; these were accepted with consent.

71. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

There were no items notified to be raised under Any Other Business.

72. REPRESENTATION

The following matter of representation was noted:-

Re-appointment

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Warwick Firmin	LA	8 April 2026

73. MINUTES OF THE MEETING HELD ON 29 JANUARY 2026

RESOLVED: That the minutes of the meeting held on 29 January 2026 be approved and signed by the Chair as a correct record.

74. MATTERS ARISING**(a) Building issues (Minute 55 (c) refers)**

Q: Is there an update regarding the work on dry rot?

A: The work is planned for the summer. There are ongoing discussions with Martin Wilby, Head of Education Places, with regards to pressures on the building space and the impact this is having on staff and pupils. Governors were concerned about this issue and the possibility that classrooms may have to be temporarily closed on a rolling basis.

Q: Are parents aware?

A: Yes, there has been an increase in behaviour incidents and there have been discussions with parents about this. There has also been a student suspension.

Q: Does this impact on staff wellbeing?

A: Yes, and pupil wellbeing.

(b) Pantomime trip (Minute 60 refers)

Following the success of the pantomime trip, the Chair was pleased to report that there had been a recent cinema trip for pupils in Pathway.

75. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's report had been circulated ahead of the meeting. The following areas were discussed:-

(a) ECT feedback

The Head Teacher explained that there had been positive feedback about the provision and support for ECTs in school. There is 100% achievement in terms of meeting required criteria.

Q: How many ECTs are in school currently?

A: 5 at present.

(b) School Development Plan/Self-Evaluation Form

The Head Teacher explained that Mrs Dodd has delivered senior team staff training on the new Ofsted framework. The Head Teacher reported that a SEF is not mandatory but is good practice. A new school SEF will be created based on the new Ofsted gradings. This is important as schools must meet all the criteria in each heading in order to meet the Expected grading. If one criterion is not met, then that area would be graded as Needs Improvement. The Head Teacher explained that the SEF will be presented at the next full Governors' meeting.

The Head Teacher explained that school is currently felt to be at Expected in most areas. There are some areas of strength which are Inclusion and Leadership and governance. An area for improvement is Personal development and wellbeing, the improvement to be made in relation to this area is evidencing Personal development.

(c) Number on roll

The Head Teacher reported that the current number on roll is 186 and this is also the same expected number for September 2026, although this includes 5 possible leavers across year groups. These pupils are either moving with support from school as student needs cannot be met or some pupils are moving out of area.

(d) School development plan actions

The Head Teacher explained that following feedback at the last full Governors' meeting, an extra column has been added to the report to show how much time has been used against the current deadline.

It was noted that new targets have been set in relation to safeguarding but these have not been added as yet.

The Head Teacher reported that the action plan is working really well as a live document as it helps leaders to take ownership and track progress against targets.

Q: There does not appear to have been a lot of progression in relation to the curriculum under Quality of Education, is there a reason for this?

A: There has been a lot of groundwork in relation to this target. Some exciting changes are underway including thematic learning. A recent example of this was pupils across school making bug hotels. Staff and pupils looked at all the bug hotels in a display and this created a fun sense of competition and helped pupils to understand that the whole school had taken part in this theme. The next theme will be Green and Grow.

It was reported that a carnival event is being held in school next Tuesday and governors were welcomed to attend.

Q: Is there a positive feeling about the current school position?

A: Yes, the action plan shows great development and progress.

Governors reported that they also felt reassured that the school is in a strong position in relation to the School Development Plan.

Q: Has there been a recent staff questionnaire?

A: A new staff questionnaire is being developed to take place after Easter.

Q: Will there be a section for the college in the SEF?

A: Yes, Post 16 provision will be added to the SEF.

Governors were pleased to note that Arbor seems to be working well. The Head Teacher agreed that this is an improvement and added that a workflow package had also been purchased.

76. ACHIEVEMENT

An Achievement report was shared on screen for governors. Mr Higginbotham shared an overview of the themed projects including some pictures of bug hotels and scrap books which had been created for the most recent theme.

Mr Higginbotham reported on AQA units which were being worked towards in Key Stage 4.

Mr Higginbotham explained that Spring progress meetings have recently taken place. Teachers used progress pie charts to be able to look at student data in more detail.

Mr Higginbotham reported that Evisense training has been delivered for support staff. Evisense is used to capture evidence of practical learning. Mr Higginbotham explained that scrutiny undertaken since delivery of the training shows an improvement and staff are now more confident in using this to link to the small steps of progress.

Governors agreed that it was good to see the support and training in place for staff in relation to this. It was reported that the training had been very well-attended and staff are upskilled as a result.

Mr Higginbotham shared an example new mid-year report on screen. This includes attendance information, 5/6 photos of pupils undertaking activities and teacher comments. Mr Higginbotham explained that B Squared can be used to generate report comments which link to specific outcomes.

Governors agreed that it was very nice to receive mid-year reports as there is there was a gap in parent communication at the middle of the year.

77. SAFEGUARDING

The Chair reported that a meeting had taken place with Mrs Beaumont and the safeguarding audit had been completed. The Chair explained that Mrs Beaumont had attended a course on improving attendance. The course explained the correlation between absence and safeguarding in terms of educational neglect. If children do not attend school regularly, it makes it more difficult for staff to be able to monitor potential safeguarding concerns. The new Attendance Policy will be discussed later in the meeting.

78. FINANCIAL MANAGEMENT AND MONITORING

Mr Firmin updated governors on the resources meeting. A written report and budget information had been uploaded to Sharepoint for governors to read.

Mr Firmin reported that a detailed review of the budget up to Period 11 had taken place. Some areas of under and overspend had been discussed in the meeting and the budget is on track with a possible small carry forward. Mr Firmin explained that a significant saving had been made on absence insurance. Supply cover has been used effectively and efficiently. Mr Firmin reported that the budget was well presented and is clearly well managed.

Mr Firmin explained that the draft budget had been received and will be approved at the full Governors' meeting in May. It was noted that the budget has increased and is expected to be over £8,000,000.

Mr Firmin reported that a donation has been received for the School Fund and the balance is currently £9,000, there is planned spending on new bikes.

Mr Firmin reported that the DFC budget and spending had been reviewed in detail at the meeting. He also reported that premises works had been completed during February half-term and there are planned further works for Easter and the summer. These include an upgrade of kitchen facilities at Blossom and fixing of roof leaks.

It was reported that construction works at the new school site are expected to commence in June 2026.

It was reported that two Health and Safety walks have been undertaken and some small issues identified had been remedied immediately.

The SFVS was circulated to governors. The Chair explained that this had been completed by the School Business Manager and Head Teacher with input from the Chair.

RESOLVED: That governors approve the SFVS.

79. REPORTS FROM GOVERNOR SCRUTINY AND ENQUIRY MEETINGS

The Chair explained that the Scrutiny and Enquiry meeting had had a focus on therapies. Mrs Zaman from the Positive Behaviour team had outlined the tiered level approach and was very knowledgeable. Governors had asked about staff wellbeing and how staff feel about therapists and PBS staff. It was reported that staff feel supported and the PBS team coach and model helps to upskill staff. Governors agreed that the PBS team have delivered successfully what they set out to achieve.

A written report from the Communication team was circulated to governors which included responses to governor questions.

A written report was also circulated in relation to Occupational Therapy. The report outlined the tiered approach and how the therapy is specific to pupils with autism.

Q: How often are therapists in school?

A: The Communication team is 2 members of staff who make up 1 FTE. This works well and there is a handover in the middle of the week. There is always a Sensory Occupational Therapist on site too.

It was reported that staff are welcoming and supportive of therapists.

80. REPORTS FROM LINK GOVERNORS

It was reported that Mrs Johnson had undertaken 2 health and safety visits. The first visit included the old building, pod and college. A written report had been added to Sharepoint. Mrs Johnson explained that there were no areas of concern and there are good systems in place with staff training in place for incident reporting. Mrs Johnson explained that there is a safe environment and any issues which arise are resolved quickly.

Mrs Johnson reported on the second visit which was to look at the outdoor areas. The trampoline and climbing area had been out of use due to flooding during the recent bad weather. Mrs Johnson reported that a path and drainage have been installed and the area is now being used again.

Mrs Johnson also updated governors on a visit during Careers week. Mrs Johnson had observed classes visiting a police van and reported that the transition between classes worked well and children had really enjoyed the experience. Mrs Johnson stated that a written report will be shared.

The Chair reported on a visit during Careers week and explained that there had been a great programme organised for pupils of all ages. A lot of events had taken place during the week and this included a visit from a plumbing company which included a practical task which had engaged some pupils really well. During the Careers week visit, the Chair also completed a whole school walkaround. The Chair reported that the atmosphere was very calm. The Chair had spoken to pupils and asked whether they are happy in school, the response was that pupils are very happy.

Mrs Drew commented on home/school communication in relation to a minor incident with the school bus breaking down on site. Parents had received a phone call the next day explaining what had happened and Mrs Drew felt that this was above and beyond but provided good reassurance for parents.

81. REVIEW/APPROVAL OF POLICIES

It was agreed that the following policies would be carried forward for discussion at the next meeting:-

- Behaviour Policy including Restrictive interventions, including use of reasonable force, in schools
- Exclusions Policy

The Food and Nutrition Policy had been circulated ahead of the meeting.

Q: How much are the life skills rooms used for food preparation?

A: In the newer building, it is used less. In the old building, Blossom and college the areas are very busy and a timetable is used to manage this.

Research is being done into accessing breakfast club funding and it is possible that school can access £43,000 national funding. The offer in relation to the breakfast club will be reviewed. The Chair reported that staff are very positive in encouraging pupils to try new foods.

RESOLVED: That governors approve the Food and Nutrition Policy.

The Attendance Policy had been circulated ahead of the meeting.

RESOLVED: That governors approve the Attendance Policy.

The Provider Access Policy had been circulated ahead of the meeting.

RESOLVED: That governors approve the Provider Access Policy.

The Normal Operating Procedures and Emergency Plan had been circulated ahead of the meeting. It was reported that the statutory guidance has been adapted by the School Business Manager to make a bespoke plan for the school. Governors commented that a lot of work had gone into the creation of the policy. The next step is to create evacuation plans for each classroom.

RESOLVED: That governors approve the Normal Operating Procedures and Emergency Plan.

The RSHE Policy had been circulated ahead of the meeting. The Chair explained that staff, parent and governor consultation had taken place on the policy and the policy is sensitive to pupil needs and has had input from speech and language therapists. The policy has supporting documents and resources which can be shared with parents to support discussions at home, for example 'my body is changing'.

RESOLVED: That governors approve the RSHE Policy.

82. SCHOOL PROJECT

There was no further update under this item.

83. GDPR

The Chair reminded governors that school email addresses should be used for governor business to ensure data confidentiality. There was also a reminder about destroying and securing confidential information and paperwork. Mr Higginbotham reported that an AI system is being explored to ensure GDPR compliance.

84. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were reminded about training resources available from the National College. The Chair requested that governors be invited to the next AET training session.

It was noted that the Chair had attended the recent Governor briefing session. The Chair reported that the briefing covered the new Ofsted framework and highlighted the governance section.

85. STAFF WELLBEING

Q: How is staff wellbeing?

A: As mentioned earlier in the meeting, issues with the building are having a negative impact but overall staff are more positive this half-term. There has been positive feedback following a union meeting and absence has reduced.

Mrs Dodd outlined the reflective approach which will be used in relation to the new staff questionnaire.

It was reported that wellbeing drop ins are available for staff and this is working well.

Reverend Francis and Mrs Drew will be undertaking a governor visit in relation to wellbeing next week.

The Head Teacher explained that there is a focus on supporting staff to take ownership for their own wellbeing and this will include signposting to help which is available. The Head Teacher outlined the Employee Healthcare offer which includes physio and counselling sessions which staff members can self-refer for. Staff have also completed Resilience training.

Q: Do you ask about wellbeing in performance management meetings?

A: This is not always specifically referred to but it is usually included in progress meetings.

Q: How many unions are represented in school?

A: Staff are members of 3 unions but only 1 union has a representative in school.

Q: Would it be possible for governors to have an overview sheet of systems used in school and their purpose?

A: Yes, this can be developed and it will also be a useful reference document for new staff.

86. THE FRIENDS OF WOODLEY

It was reported that a meeting is taking place next week.

87. WHAT HAS BEEN ACHIEVED DURING THIS MEETING?

Governors felt that the following had been achieved:-

- Excellent Head Teacher report received
- Evidence that the governing body is strong with active challenge of the school
- Evidence that Enquiry and Scrutiny meetings are effective and have become a natural part of school life with high quality reports being produced.

The Head Teacher wished to thank governors. It was reiterated that although there are governor vacancies, in terms of skills gaps there are no areas lacking. The purpose of recruiting more governors is more important in relation to succession planning rather than a particular need at the present time.

88. ANY OTHER BUSINESS

There were no items of Any Other Business.

89. DATES OF FUTURE MEETINGS

RESOLVED: That the next full Governing Body meeting be held at 4.00 pm at the school on Thursday 14 May 2026.

90. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.

The meeting closed at 6.00 pm.

ACTION LOG:

Minute	Action	By Whom
81	<u>Policies</u> Behaviour Policy and Exclusions Policy to be brought forward for discussion at the next meeting.	Head Teacher