

THE GOVERNING BODY OF WOODLEY SCHOOL & COLLEGE

Minutes of the meeting of the Governing Body held in school at 4.00 pm on Thursday, 29 January 2026.

PRESENT

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

In Attendance

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

51. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

Mrs Hobson declared that her son in law is employed by Kirklees Council and checks works carried out by the external contractors who are undertaking the new school build. This has been reported on the Declaration of Business Interests form.

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

The following item would be raised under Any Other Business:

- Enquiry and Scrutiny meeting dates

53. REPRESENTATION

It was noted that there are still 2 Co-opted Governor vacancies and 1 Parent Governor vacancy.

54. MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2025

RESOLVED: That the minutes of the meeting held on 27 November 2025 be approved and signed by the Chair as a correct record.

55. MATTERS ARISING

(a) Governor training (Minutes passim)

The Chair reminded governors to send evidence of training completed to Mrs Bunce.

Q: Have any more governors completed safeguarding training?

A: No.

(b) Friends of Woodley (Minutes passim)

Q: Is there an update on charity status?

A: This is still pending.

(c) Pupil numbers (Minute 11 refers)

Q: Has there been any further discussion around the concerns about increasing pupil numbers?

A: Councillor Jane Rylah visited school and had a tour of all the classrooms. Councillor Rylah had been very impressed by the staff and pupils, and how calm the atmosphere in school was.

Q: Did you discuss the new build with the Councillor?

A: The designs were discussed and the Councillor had been pleased to hear how school had been involved in the design process.

The Head Teacher had discussed the satellite provisions with Councillor Rylah and future challenges regarding capacity, particularly in college. There had also been discussions around training/careers and Councillor Rylah was supportive of the current plans.

Q: What will be the impact of the dry rot and the challenges regarding capacity and the transition to the new school?

A: The Head Teacher explained that dry rot had been discovered in 2 classrooms in the old wing. The classrooms have been closed as there are resulting structural issues and the rooms are not safe. The local authority is looking at some alternative arrangements and there is a proposal about using a building at Oak Primary School. The Head Teacher is in discussions with Martin Wilby, Head of Education Places who is managing the new build. There are ongoing discussions about the transition to the new build as well as the displaced pupils from the 2 classrooms. The proposal is that Explore classes would move as these pupils are younger and more resilient and would deal with the move better. The space at Oak Primary is currently being used as storage so it is difficult to see the space properly and there will be a lot of planning involved if the move is to go ahead. There will also need to be communication with parents but this cannot take place until the proposal is confirmed. The aim would be for pupils to move directly from the building at Oak Primary to the new build as a move back to Woodley and then to the new build would be very difficult and disruptive for pupils.

Q: This will take up a lot of senior leadership time, is there a need to increase capacity?

A: The Local Authority has agreed to fund additional senior leadership capacity in relation to the new build, consideration is being given to the best way to do this.

Q: What is the future of the satellite provisions once the new build is complete?

A: Blossom will stay. There is currently capacity for 14 students at Blossom. The PAN is 194 and the capacity at the new build is 180. The future of Woodley Moor is unknown.

It was agreed that it would be useful for governors to chase the Local Authority about the future of Woodley Moor. If Woodley Moor closes, the number of classes would reduce.

Q: Could Woodley Moor become the college building?

A: No, it is too small.

(d) Reports from Governor Scrutiny and Enquiry meetings (Minute 38 refers)

The Chair referred to the positive comments in the previous meetings and reiterated that the reports received during these meetings are excellent quality and make a huge difference for governor understanding.

56. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS(a) School Development Plan/Self-Evaluation Form

The Head Teacher reported that the senior leadership have been working on the School Development Plan and this had been shared as part of the Head Teacher's report ahead of the meeting. The Head Teacher explained that the School Development Plan includes judgements based on the new Ofsted framework. Senior leaders have self-evaluated to create a SEF. The Head Teacher explained that under the new framework Ofsted will give gradings on the following areas:-

- Safeguarding
- Inclusion
- Curriculum and teaching
- Achievement
- Attendance and behaviour
- Personal development and wellbeing
- Leadership and governance
- Post 16
- Early Years (not applicable in this setting)

The Head Teacher explained that each area will be graded as one of the following:

- Exceptional
- Strong standard
- Expected standard
- Needs attention
- Urgent improvement

The exception to this is Safeguarding which will be deemed as 'met' or 'not met'.

The Head Teacher explained that senior leaders had self-evaluated school as Expected Standard in Curriculum and Teaching (although Teaching is deemed to be Strong), Achievement, Attendance and Behaviour and rated the following areas as Strong Standard; Inclusion and Leadership and Governance. Personal development and wellbeing is rated as Needs Attention. The judgement for Safeguarding is 'met'.

Q: What happens if Ofsted gives a judgement of not met for Safeguarding?

A: A short window is given to improve in the areas which have been identified.

The Head Teacher explained that an Inclusion section has been added to the School Development Plan and a Human Resources section will also be added.

Q: The report states that 24 staff members are on Stage 1 attendance, is this higher than usual?

A: There has been an improvement in terms of following attendance monitoring procedures. Staff absence has been particularly challenging this week with 25 additional phone calls of staff ringing in sick, in addition to existing ongoing

absence over a 2 day period. This has been with minor ailments such as headaches and colds.

Q: What does the % completed mean on the actions for the School Development Plan?

A: The staff member with responsibility for this action determines how much of the action has been completed.

Q: Is there a reason that 4 of the safeguarding targets are at 0%?

A: These targets have only just been added.

As the School Development Plan is an ongoing document, it was agreed that it would be beneficial to add a target date column at the end to give a better idea of whether progress is on target or not.

Q: There are also some missing bits under the Quality of Education section?

A: This section has been updated since the report was circulated to governors. The updated version will be circulated to governors.

Q: The safeguarding section refers to a safeguarding incident, was this referred to the LADO?

A: No, there was no adult/staff member involved.

(b) Attendance

The Head Teacher reported that attendance has declined, however, attendance is still higher than other special schools in the local authority. It was reported that a small group of pupils have a big impact on attendance data.

It was reported that there has also been a change in how absence is recorded and more absences will now be recorded as unauthorised absence.

Q: How are sensory breaks recorded?

A: Sensory breaks would be recorded as authorised. Sensory breaks can be beneficial for pupils as destinations can be too busy during school holidays. Pupils often return to school more settled after a sensory break.

57. ACHIEVEMENT

It was reported that an Achievement report will be shared at the next full Governors' meeting.

The agenda was taken out of order at this point.

58. 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 the end of December 2025 had taken place. There are some areas of under and overspend but overall the budget is on track. The forecast is for a balanced budget or slight carry forward. It was noted that although this is a positive situation, the budget for this year did include a healthy carry forward.

In relation to premises, Mr Firmin explained that there is a list of actions which is currently being worked through, some are complete and some are ongoing. There have also been some minor repairs in the outdoor play area. The main issue in terms of premises is the dry rot which was discussed earlier in the meeting. It was reported that this will be a long programme of works and this will be put out to tender.

Q: Who will pay for these works?

A: School will have to contribute to the cost.

It was reported that Mrs Johnson had undertaken a health and safety visit. There is a list of actions which have been completed including recent PAT testing. A comprehensive Health and Safety Action Plan had also been shared with governors.

Mr Firmin reported that Finances and Resources as well as Health and Safety are being effectively managed in school.

59. REPORTS FROM GOVERNOR SCRUTINY AND ENQUIRY MEETINGS

The Chair explained that the Scrutiny and Enquiry meeting had been very effective and a lot of information had been received. It was noted that as most governors had been in attendance at the meeting and reports had been produced, there would just be a summary of the meeting discussed tonight.

Governors had discussed EHCPs. Miss Taylor, Assistant Head Teacher, had reported that the second cycle of EHCP reviews by teachers had been undertaken. This was quality assured by Miss Taylor. An anonymised EHCP was also shared with governors during the meeting. The parent governor had commented that the quality of EHCPs was strong.

There had been a discussion about consultation for places. There has been a significant increase in demand with 43 requests to join since September. This has been for children from within and outside the Local Authority. It was noted that the college applications for Year 11 Woodley pupils have not yet been received and this is outside the control of the school but may cause complaints from parents.

Q: Who deals with this process?

A: The Local Authority EHCP team.

Q: What is the likely position in terms of demand for places and allocation?

A: Work has been started on predicting this information and can be shared with governors.

It was reported that Miss Savage, Assistant Head Teacher, and Miss Gartside, Acting Associate Assistant Head Teacher, had updated governors on teaching and learning. There had been a lot of staff training focused on independence and positive relationships. This has been delivered on a carousel system. There is a weekly triage system for pupils who need additional support and this is used for strategies to be discussed. A recent successful example of this was a pupil and family who were supported with individual targets and supported by therapists.

It was reiterated that reports from Scrutiny and Enquiry meetings have been of a very high standard and they are a great resource for governors and help to reduce governor workload as it reduces the number of governor visits needed.

Q: Is there an impact on staff wellbeing? Do the reports cause a lot of additional work?

A: It is a great way for staff to develop their leadership qualities, increase confidence and own their roles.

60. REPORTS FROM LINK GOVERNORS

It was reported that Mrs Johnson had undertaken a health and safety visit. A Health and Safety Action Plan had been shared on Sharepoint.

It had been noted that the Health and Safety Policy was out of date. This has now been updated and shared with governors.

There has been ongoing work on student trips and risk assessments. The School Business Manager has completed Evolve training and signs off risk assessments before trips take place. Normal operating procedures and evacuation plan documents at draft stage have been shared with governors.

It was reported that Mrs Hobson and Mrs Johnson had visited school to look at pupil folders. Folders from 2 classes had been reviewed and governors felt that folders were comprehensive and had improved since the last visit. The folders contained lots of relevant and accessible information including All About Me information and Boxall profiles. Governors had checked work against targets and checked that marking reflected the learning objectives. Governors commented that storytelling and creative writing was good with extended pieces of work. Barriers to creativity were addressed and some students had their stories scribed for them.

Q: Is the system easy to follow?

A: There is a moderation sheet which is easy to use and includes clear guidance.

It was reported that ECTs are given additional support with pupil folders.

Mrs Hobson reported on attendance at a profession evening. A speech and language therapist talked about developing language through play and lots of ideas for games and activities were shared. Mrs Hobson reported that the event was very well attended.

Q: How many people attended?

A: Approximately 50, including some staff members.

Mrs Drew reported on a wellbeing visit to school with Reverend Francis and Mrs Davidson. It was reported that wellbeing sessions before and after school have been set up for staff to drop in with issues to discuss, these do not have to be work related problems. There will be a twilight session in the summer about resilience. It is hoped that this will help with short term staff absence. Mrs Drew explained that there have been some great events including the Christmas fuddle, pantomime trip and Christmas market. There is also a weekly gift voucher wheel for staff to win prizes. Staff really appreciate this and think it is fun. The aim is to achieve the Bronze wellbeing award by October 2026.

Q: How many pupils went on the pantomime trip?

A: Only a few pupils stayed behind. It was a really good trip and very well-organised. Most pupils had not been to the theatre before so it was great to see them enjoying the show so much and dancing.

61. REVIEW/APPROVAL OF POLICIES

The Health and Safety Policy had been circulated ahead of the meeting.

RESOLVED: That governors approve the Health and Safety Policy.

62. MONITOR SCHOOL IMPROVEMENT PLAN

It was reported that Mrs Dodd has created a system for quality assurance. An example was shared for the school cycle of CPD in relation to file scrutiny. The system involves a continual cycle of Dynamic Strategic Planning, followed by CPD, followed by informal monitoring, followed by formal monitoring, followed by feedback. Each stage includes narrative/notes of what happened at each stage. This feeds into the School Improvement Plan.

It was reported that senior leaders have embraced the system and have all produced their own following training delivered by Mrs Dodd.

Q: How did the most recent file scrutiny go?

A: 27 out of 32 responses have been received. All files are set up and improvements can be seen. There has been an increase from 78% to 100% of complete files.

It was noted that the system helps to upskill senior and wider leaders.

Q: Are all senior leaders using this system for their areas?

A: Yes, it can be applied to most areas.

Mrs Beaumont shared a further example of the CPD cycle of the Single Central Record.

Q: Did it take a long time to produce?

A: No, and the information from it can be used to produce impact reports.

63. STAFF WELLBEING

Q: Staff wellbeing was discussed earlier in the meeting but how is senior leadership wellbeing?

A: Staff absence has had a big impact on senior leaders and it has been a challenging period.

64. SCHOOL PROJECT

This item had been covered earlier in the meeting.

65. GDPR

It was noted that there were no GDPR issues or updates to report on.

66. THE FRIENDS OF WOODLEY

This item had been covered earlier in the meeting.

67. ANY OTHER BUSINESS

Enquiry and scrutiny meeting dates

It was agreed that the next meetings would take place at 1.15 pm on 6 March, 1 May and 19 June 2026.

68. DATES OF FUTURE MEETINGS

RESOLVED: That the next full Governing Body meeting be held at 4.00 pm at the school on Thursday 19 March 2026.

69. 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
n/a	n/a	n/a