

THE GOVERNING BODY OF WOODLEY SCHOOL & COLLEGE

Minutes of the meeting of the Governing Body held remotely (via Microsoft Teams) on Thursday, 27 November 2025.

PRESENT

Mr W Firmin (in the Chair), Mrs J Beaumont, Mrs C Drew, Mr A Higginbotham, Mrs Y Johnson.

In Attendance

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

30. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

There were no declarations of interest.

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

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

32. REPRESENTATION

The following matters of representation were noted:

(a)	<u>End of Term of Office</u>		
	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
	Warwick Firmin	LA	7.4.26
(b)	<u>Re-appointment</u>		
	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
	Judith Beaumont	Co-opted (staff)	25.11.25

It was reported that Warwick Firmin is willing to stay for a further term of office. A DBS check will be undertaken prior to re-appointment. It was confirmed that checks had been completed in relation to Judith Beaumont's re-appointment.

33. MINUTES OF THE MEETING HELD ON 2 OCTOBER 2025

RESOLVED: That the minutes of the annual meeting held on 2 October 2025 be approved and signed by the Chair as a correct record.

34. MATTERS ARISING(a) Head Teacher Performance Management (Minute 6(b) refers)

It was noted that the Head Teacher's Performance Management meeting had taken place.

(b) Friends of Woodley charity status (Minutes passim)

Q: Is there an update on the application for charity status?

A: This is still ongoing and expected to be completed after Christmas.

(c) Pupil numbers (Minute 11 refers)

It was confirmed that Mrs Johnson would take forward the discussion with Mrs Hobson around concerns about the increase in pupil numbers and the possible impact on health and safety.

(d) Kirklees Model Teacher Pay Policy (Minute 20 refers)

Q: Do teachers still submit an application for progression to the Upper Pay Scale?

A: Yes.

35. 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 the budget is on track. The School Fund balance is unchanged with no spending since the last report.

In relation to premises, Mr Firmin explained that there are some building issues which the local authority is looking at.

Q: Is there an update on progress of the new build?

A: Progress is not known at this point.

It was noted that a governor health and safety walkaround is due. It was reported that Mrs Johnson had emailed the School Business Manager to arrange a date for the visit. Mrs Beaumont will chase this up. Mr Firmin reported that there is a list of health and safety actions which are being completed.

In relation to staffing, Mr Firmin reported that a new PBS Lead has been appointed and there are ongoing recruitment exercises for ETAs and lunchtime supervisors.

Mr Firmin reported that finances and resources are effectively managed.

36. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

It was agreed that this item would be deferred to the next meeting due to the absence of the Head Teacher.

37. ACHIEVEMENT

It was noted that this would be discussed under Minute 38 below.

38. REPORTS FROM GOVERNOR SCRUTINY AND ENQUIRY MEETINGS

Mr Firmin referred to the scrutiny and enquiry calendar on Sharepoint. It was reported that meeting dates have been planned to tie in with middle leader reports. This aligns with the school training plan and reduces workload for staff. Mr Higginbotham suggested that the planned Achievement meeting for May be pushed back to June when more achievement data will be available.

Mr Firmin reported that the last meeting had included middle leader reports on Achievement, Curriculum and PBS. The middle leader reports had been added to Sharepoint and governor questions and answers from the scrutiny meeting had been included.

In relation to Achievement, Mr Higginbotham reported that progress meetings have taken place with all teachers. General targets are set for pupils and a personalised approach is then used to make the target more challenging if appropriate or easier if necessary.

Mrs Dodd joined the meeting at this point.

It was reported that Mr Mackie is undertaking a review of the curriculum pathways with Ms Thompson. The aim is to ensure clear learning strands of careers and independence.

It was reported that Miss Pejica had provided a review of the impact of PBS work since June. There is now a strong team of 5 working on PBS and there has been a focus on reviewing the overall practice. Teachers are being empowered to deliver PBS inputs at tier 1. There is better data monitoring following the change to Arbor. There was a governor comment about how it will be important to be able to measure the impact of PBS; Mrs Dodd explained that this had already been discussed since the enquiry and scrutiny meeting and will be evidenced in future reports.

Q: How do middle leaders feel about the questions from governors?

A: The questions are similar to those posed by senior leaders so it is not an issue.

Mrs Johnson expressed that the middle leader reports had been very impressive and useful for governors.

Q: Is this a lot of extra work for middle leaders?

A: No, middle leaders already produce impact reports – these are now just planned into the enquiry and scrutiny calendar to make the impact more efficient and timely for governors.

39. REPORTS FROM LINK GOVERNORS

It was reported that Mrs Hobson had completed a visit in relation to Teaching and Learning with Miss Savage. The written report had been uploaded to Sharepoint. Mrs Hobson had expressed that the impact reports from middle leaders were excellent and thanked Mrs Savage for the report. Mrs Dodd reported that Miss Savage had also found the visit extremely useful.

40. SAFEGUARDING

It was reported that Mrs Hobson had met with Mrs Beaumont at the end of October and a check of the Single Central Record had been undertaken. Mrs Beaumont provided a summary of Mrs Hobson's written report and explained that Mrs Hobson had said that the

new system is good. The old system had been kept for a period of overlap to ensure that all information had been transferred correctly. The Key guidance had been used to undertake a check of the Single Central Record and only a couple of minor gaps had been identified. These have since been addressed.

Q: How may entries are on the Single Central Record?

A: This includes all staff, governors, regular visitors and some supply staff.

It was agreed that the format of the Single Centre Record would be shared with governors at a future meeting.

Q: Which system is used for the Single Central Record?

A: SAMPeople, this system can also be used for tracking absence and also acts as a staff database and staff are able to request time off etc through it.

Mr Firmin explained to governors that the new Ofsted framework will mean that schools will either 'meet' or 'not meet' safeguarding requirements. Mr Firmin reminded governors that as everyone has a responsibility for safeguarding, it is good practice to refer to safeguarding in governor visits and governor reports. Mr Firmin explained that a local authority health and safety briefing for governors had outlined that there may be concern if low level safeguarding incident reporting numbers are low as it could be that all incidents are not being recorded. Mrs Beaumont assured governors that reporting via CPOMS in school and college is thorough. It was reported that senior leaders have attended an introductory session on safeguarding toolkits.

41. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Policies for approval had been circulated ahead of the meeting.

Q: Are there any changes to the policies?

A: The Attendance Policy has been amended to include an action plan for Persistent Absence. This is to ensure that procedures are followed in relation to sending work home and monitoring of pupils who find it difficult to attend.

RESOLVED: That the Governing Body approve the following policies:

Attendance Policy
Medication Policy
SEND Policy
Charging and Remissions Policy

42. STAFF WELLBEING

Mrs Drew reported that a meeting will be taking place with Mrs Davidson and Reverend Francis before Christmas in relation to staff wellbeing. At the last discussion, it was noted that everything was working well in terms of wellbeing.

It was reported that Mrs Davidson and Mrs Dodd had completed Mental Health at Work first aid training recently which had given some ideas to take forward.

43. GOVERNOR TRAINING AND GOVERNOR VISITS

It was reported that pupils will be having a Christmas lunch on 17 December 2025 and governors are welcome to join.

44. SCHOOL PROJECT

It was reported that groundworks are currently being completed at the site.

45. GDPR

It was noted that there have been no GDPR issues.

46. THE FRIENDS OF WOODLEY

It was reported that the next event will be the Christmas Fayre on 10 December 2025. Friends of Woodley have recently donated funds to school for crafting activities for pupils.

47. ANY OTHER BUSINESS

There were no items of Any Other Business.

48. DATES OF FUTURE MEETINGS

RESOLVED: That the next full Governing Body meeting be held at 4.00 pm at the school on Thursday 29 January 2026.

49. 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.

50. WHAT DIFFERENCE HAS THIS MEETING MADE?

Governors agreed that it was great to hear the positive feedback about the middle leader reports from the Enquiry and Scrutiny meetings.

The meeting closed at 5.10 pm.

ACTION LOG:

Minute	Action	By Whom
n/a	n/a	n/a