Kirklees Directorate for Children & Young People DfE: 7001

THE GOVERNING BODY OF WOODLEY SCHOOL & COLLEGE

Minutes of the annual meeting of the Governing Body held at 4.00 pm at the school on Thursday, 2 October 2025.

PRESENT

Mrs R Hobson (Chair), Mrs J Beaumont, Mrs C Drew, 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)

1. ELECTION OF CHAIR

The minute clerk took the chair.

Before requesting nominations, it was agreed that the term of office of the new Chair would be two years.

Nominations were sought and received for Mrs Hobson.

RESOLVED: That Mrs Ruth Hobson be elected Chair for a period of two years.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence had been received from Mr Firmin and Mr Storey. These were accepted with consent.

There were no declarations of interest.

The Governing Body also confirmed the following:

2.1 Approve the Governors' Code of Conduct

RESOLVED: That the new NGA model Governors' Code of Conduct was agreed.

2.2 Declaration of Business Interest information

It was confirmed that all governors had completed Declaration of Business Interests forms.

It was noted that the new school website is being developed. It was agreed that the Governor section of the old website would be updated in order to be compliant.

2.3 Get Information about Schools

The Chair confirmed that the Get Information About Schools (GIAS) is up to date.

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

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

4. REPRESENTATION

The following matters of representation were noted:

(a) End of Term of Office

Name	Category	With Effect From
Judith Beaumont	Co-opted (staff)	24.11.25

(b) Appointment of a Co-opted Governor
(To replace/re-appoint Judith Beaumont)

RESOLVED: That governors approve the re-appointment of Mrs Beaumont as Co-opted Governor.

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

RESOLVED: That an election take place for the Parent Governor vacancy.

The Head Teacher confirmed that there is potential interest for a new Co-opted Governor. This will be explored further. The Chair will also explore a scheme recommended by the local authority for attracting governors to schools.

The Head Teacher suggested that it would be useful for the Vice-Chair or other interested governors to look at training for Chair of Governors for succession planning purposes.

5. ELECTION OF VICE-CHAIR

RESOLVED: (i) That nominations be accepted from governors not present at the meeting.

(ii) That the term of office of the Vice-Chair be one year.

Nominations were sought.

RESOLVED: That Mr Storey be elected Vice-Chair for a period of one year.

6. REVIEW OF COMMITTEES

(a) Membership of Committees

Governors agree to continue with the current Circle Model of Governance. A draft annual plan had been circulated to governors. This will be reviewed and re-circulated once confirmed.

Committee membership was agreed as follows:

Staff Dismissal Committee

All non-staff Governors would be eligible for this Committee, which would be called by the Chair when necessary, subject to Governors' availability.

Dismissal Appeals Committee

All non-staff Governors would be eligible for this Committee, which would be called by the Chair when necessary, subject to Governors' availability. The Head Teacher or Governors that were part of the initial decision or staff Governors cannot be part of this Committee.

Complaints Panel

All non-staff Governors would be eligible for this Committee, which would be called by the Chair, when necessary, subject to Governors' availability.

Pay Committee

Vice-Chair
Mr W Firmin

Pupil Discipline Committee

All non-staff Governors would be eligible for this Committee, which would be called by the Chair, when necessary, subject to Governors' availability.

(b) Head Teacher's Performance Management

Panel membership was agreed as follows:

Chair
Vice-Chair
External – Jackie Nellis, School Improvement Adviser

It was agreed that the Head Teacher Performance Management meeting will take place on 23 October 2025.

(c) Terms of Reference of Committees

RESOLVED: That governors adopt the Kirklees Model Terms of Reference.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That governors be appointed to the following specific responsibilities:

Governor Training contact	Mrs Beaumont/Mr Higginbotham
Governor for Children Looked After	Mrs Hobson/Mrs Drew
Child Protection Governor	Mrs Hobson/Mrs Drew
Safeguarding Governor	Mrs Hobson/Mrs Drew
Early Years Governor	Reverend Francis
College Governor	Mrs Johnson
Wellbeing Governor	Reverend Francis
Equality Governor	Mr Firmin
Pupil/Sports Premium Link Governor	Mr Firmin
E-Safety Governor	Mr Storey
GDPR Governor	Mr Storey
Health and Safety Governor	Mrs Johnson
Website Compliance Governor	Mrs Hobson

RESOLVED: That link governors be agreed as follows:

Teaching and Learning	Mrs Beaumont, Mrs Hobson, Mrs Johnson
Communication	Mrs Drew, Reverend Francis
Achievement	Mr Firmin, Mr Storey
EHCPs	Mr Firmin, Mrs Johnson
Behaviour & Attitudes	Mrs Drew, Reverend Francis, Mr Higginbotham
Personal Development & Wellbeing	Mrs Drew, Reverend Francis
Resources	Mr Firmin, Mr Storey
Safeguarding	Mrs Drew, Mrs Hobson
Leadership & Management	Mrs Hobson, Mr Storey

8. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

(i) Planning and conducting the affairs of the school to remain solvent.

(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls.

(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.

(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

(v) That the financial limits of the Head Teacher's delegated authority be approved as a £10,000 spending limit and £10,000 budget virement.

9. MINUTES OF THE MEETING HELD ON 3 JULY 2025

RESOLVED: That the minutes of the meeting held on 3 July 2025 be approved and signed by the Chair as a correct record.

10. MATTERS ARISING

(a) Pupil Premium Strategy (Minute 77(b) refers)

It was noted that the Pupil Premium Strategy is not yet on the school website.

(b) Friends of Woodley (Minute 132 refers)

Q: Is there an update on the application for charity status?
A: Yes, this is now in the final stages and should be in place by the beginning of November.

It was noted that Melanie Davidson has joined Friends of Woodley and Janet Bedford has been appointed as trustee.

It was reported that the end of year event arranged by Friends of Woodley for staff was attended by Mrs Johnson. Mrs Johnson reported that it was a lovely event with food, games, a quiz and baking competition. Suzanne Porter organised staff nominations and awards. Governors wished to thank all those involved in creating such a successful event.

(c) Wellbeing (Minute 126 refers)

It was confirmed that Mrs Davidson has been appointed as a middle leader with responsibility for wellbeing. Governors agreed that this is a positive step.

11. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

A draft report Leadership and Management: 2025/26 Strategic Focus SDP was circulated to governors. The Head Teacher explained that a meeting had taken place with governors about the vision for the school and priorities were determined. The aim is to build on the foundation that has been built now that a structure and appropriate staffing is in place.

Q: Is the plan for one year?
A: The 5 key areas are longer term plans but the actions below form the one-year plan for 2025/26.

Q: What are the plans for college?
A: There are some elements which are working well and will stay in place. There are some elements to embed and some new things to introduce. The curriculum is being reviewed and will be an outcome-based curriculum with a focus on careers.

Q: What will the key workers in college do?
A: This is a new approach. Key workers will support students to find the right next steps and future destinations. It will be a destination-led curriculum which may lead to employment, college or an apprenticeship.

The Chair commented that developing life skills for students had been a recommendation from the last Ofsted review and was pleased to note that pupils are being better prepared for adulthood.

Q: How many pupils are currently on roll?
A: 183.

Q: Is there a cut-off point in terms of numbers on roll when safety will become an issue?
A: There is no legal cut-off point. The Head Teacher confirmed that discussions have been ongoing with the local authority about the need for another provision for pupils with complex needs.

It was agreed that Reverend Francis, Mrs Hobson and Mrs Johnson would meet to discuss the situation with regard to pupil numbers and pupil safety and would contact local councillors.

12. FINANCIAL MANAGEMENT AND MONITORING

The Chair reported that budget information had been circulated to governors. It was reported that at Month 5, 37% of the budget had been spent. A balanced budget is expected even though the budget was planned based on slightly higher pupil numbers of 187.

The Chair explained that spending on resources had reduced due to better planning and purchases being made through middle leaders. There is a balance of £9,310.50 in the School Fund with no current planned spending. It was noted that DFC funding had been used for the Woodley Moor playground and low energy lighting.

The Chair reported that the flooring had been replaced in Thrive. There have also been some repairs in the small playground and outside playground including the trampoline. The steps have been repaired in the new building. The Chair explained that the caretakers had cleared the attic over the summer.

It was noted that an emergency generator is currently in use following a loss of power which meant school had had to close for the morning. The power will be reinstated tomorrow.

Q: Is the emergency generator safe?
A: Yes, it is enclosed.

The agenda was taken out of order at this point.

13. GOVERNOR DBS REQUIREMENTS

RESOLVED: That new appointments will be restricted until their DBS certificate has been seen and verified.

RESOLVED: That for reappointments a new DBS will be required, and governors reverted to designated status until verification is complete.

Governors wanted to seek further clarification about the requirements for the level of DBS check for governors and whether there is a cost to school.

Mrs Beaumont left the meeting at this point.

14. REPORTS FROM GOVERNOR SCRUTINY AND ENQUIRY MEETINGS

The Chair provided an update. Governors had received an update from Mrs Drew and Reverend Francis on Communication. Governors had reviewed impact reports which were positive. It was noted that behaviour incidents and physical restraints had reduced.

Q: Is the drop in behaviour incidents due to the use of PBS?
A: Yes.

15. REPORTS FROM LINK GOVERNORS

There was no update under this item.

16. ACHIEVEMENT

A progress data analysis report had been circulated ahead of the meeting.
Mr Higginbotham explained that the report is in a new format and is being used to ensure that the curriculum is appropriate for each class.

Mr Higginbotham explained that in the Recognition pathway, 2 out of the 4 classes achieved the required progress. It was noted that the lack of progress in 2 of the classes was due to teacher absence. In Woodley Moor, all classes achieved or exceeded progress. In the Discovery pathway, 2 classes achieved or exceeded, 1 class was below and 1 class was significantly below. Following a meeting with the class teacher of the class significantly below, it was established that there is not a teaching issue but the class needs a functional skills curriculum.

Q: Are the pupils in this class older?
A: Yes.

On the Investigate pathway, 3 out of 4 classes made expected or better progress. It was established that the curriculum was not appropriate for the other class.

It was noted that progress for vulnerable groups is broadly in line with other pupils.

Governors agreed that the report is very detailed and thorough but also easy to understand.

Q: Do the teachers in the classes who have not made the required progress feel supported?
A: Yes. To form a judgement on teaching, this is not just based on progress/ achievement data. It is triangulated with lesson observations and work folders.

17. <u>SCHOOL DEVELOPMENT PLAN: PRIORITIES 2025/26</u>

This item had been covered under Minute 11.

18. <u>GOVERNING BOARD DEVELOPMENT: ACTIONS AND PRIORITIES 2024/25</u>

There was nothing to report under this item.

19. <u>SAFEGUARDING</u>

The Chair reported that Mrs Hobson and Mrs Drew had attended face to face Safeguarding training. It was confirmed that Reverend Francis and Mrs Johnson had completed online Safeguarding training.

The Chair had also met with Mrs Beaumont in relation to the PSE curriculum and the correct use of language in terms of sexual abuse and domestic violence.

The Chair confirmed that Safeguarding policies are up to date and safeguarding in school is very secure.

20. <u>THE SCHOOL TEACHERS' PAY AND CONDITIONS ORDER 2025 AND MODEL TEACHER PAY POLICY</u>

RESOLVED: That governors approve the Kirklees Model Teacher Pay Policy with removal of Performance Related Pay.

21. <u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u>

RESOLVED: That the Governing Body approve the following policies:-

Complaints Policy
Whistleblowing Policy
Parent Code of Conduct (C Drew as link governor)
Safeguarding and Child Protection Policy (R Hobson as link governor)
Acceptable Use Policy for Staff (C Storey as link governor)
Acceptable Use Policy for Students (C Storey as link governor)
Acceptable Use Policy for Supply Staff and Visitors (C Storey as link governor)

Attendance Policy (R Hobson as link governor)
Child on Child Abuse Policy (R Hobson as link governor)
Home Visits Policy (C Drew)

22. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were asked to send a record of all governor training completed to Mrs Bunce.

The Chair reported on a governor visit to the summer holiday club. The Chair reported that the club was well organised and children had really enjoyed it. The Chair had been particularly pleased to see pupils heading out on trips.

Q: Is a risk assessment completed for every trip?
A: There is a separate form for local visits but most trips require a full risk assessment.

Q: Who has overall responsibility for risk assessments?
A: The School Business Manager.

It was agreed that it would be useful for Mrs Johnson to have an overview of Evolve as Health and Safey Governor.

The Chair reported on a learning walk visit to school. The Chair confirmed that all staff had been welcoming. The atmosphere had been calm and was the best the Chair had ever witnessed. The Chair had visited classrooms across school and saw pupils transitioning between activities, working in groups and saw one group working on a design for a new cycle shirt for the Head Teacher. The Chair reported that there was more OT equipment in school and being used.

Mrs Drew reiterated that behaviour was improved and stated that no challenging behaviour had been witnessed at home time for a long time.

The Head Teacher confirmed that establishing the classroom fundamentals had had a positive impact on behaviour.

23. SCHOOL PROJECT

It was reported that demolition works had been completed at the new school site.

24. GDPR

It was noted that there have been no GDPR issues.

25. THE FRIENDS OF WOODLEY

This item had been covered under Minute 10.

26. ANY OTHER BUSINESS

There were no items of Any Other Business.

27. DATES OF FUTURE MEETINGS

RESOLVED: That the next full Governing Body meeting be held at 4.00 pm at the school on Thursday 27 November 2025.

28. 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.

29. WHAT DIFFERENCE HAS THIS MEETING MADE?

Governors agreed that the discussion about DBS checks had been useful and it had been good to receive a detailed update on achievement.

The meeting closed at 6.10 pm.

ACTION LOG:

Minute	Action	By Whom
n/a	Staff Wellbeing Staff wellbeing to be added as a standing item on the agenda	Clerking Service
n/a	Meeting Achievement 'What has been achieved in this meeting' to be added as a standing item on the agenda.	Clerking Service