

THE GOVERNING BODY OF WOODLEY SCHOOL & COLLEGE

Minutes of the meeting of the Governing Body held at 3.00 pm at the school on Thursday, 3 July 2025.

PRESENT

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

In Attendance

Mrs N West (Minute Clerk)
Mrs S Dodd (Deputy Head Teacher)
Miss L Pejica (Assistant Head Teacher)
Miss S Savage (Assistant Head Teacher)
Miss S Taylor (Assistant Head Teacher)
Ms C Thompson (Assistant Head Teacher)

The agenda was taken out of order.

117. ANY OTHER BUSINESS

Senior Leaders' impact reports

Mrs Dodd introduced the following members of the senior leadership team:-

Miss S Savage, Assistant Head Teacher
Miss S Taylor, Assistant Head Teacher
Miss L Pejica, Assistant Head Teacher
Ms C Thompson, Assistant Head Teacher

It was noted that all senior leaders have produced written impact reports which will be shared after the meeting. These staff members had joined the meeting to provide a brief verbal update for governors.

(a) Attendance

Mrs Beaumont provided an update on attendance. Mrs Beaumont explained that there has been a focus on raising whole school attendance with an additional focus on pupils below 50% and monitoring of pupils below 90%. Mrs Beaumont reported that attendance is impacted by pupils taking sensory breaks during term time. This is due to the fact that many pupils would find it difficult to go on holidays during the school holidays when it is busier.

Q: Are sensory breaks authorised?

A: Yes.

Mrs Beaumont explained that there are action plans for pupils with attendance below 50%.

Q: Can you tell whether sensory breaks have a positive impact for pupils?

A: Although pupils miss some learning, it does not have a big negative impact due to the nature of the small steps curriculum. Pupils usually reintegrate well

and look forward to coming back to school. Some pupils return more settled after having a sensory break.

(b) Safeguarding

Mrs Beaumont reported that there are currently 1 Child Protection and 23 Child in Need pupils.

(c) Teaching and learning

Miss Savage reported that there has been a focus on fundamentals and embedding these. There is an additional area for CPD focus which is Relationships. There has been a recent staff survey on CPD and this has been used to inform planning. The Intensive Interaction hub have offered support with training for staff and the aim is to also be able to deliver some training to parents.

Q: Do we need external quality assurance as well as internal?

A: There has been external quality assurance from Jackie Nellis who looked at quality of practice as well as Head Teachers from other Special Schools.

Q: What benchmarks are used for judgements?

A: The observation framework has been created based on the Autism Education Trust framework.

(d) Inclusion

Miss Taylor explained that all annual reviews for EHCPs had been completed. Five additional funding requests have been submitted. There have been very few late submissions of reviews and this has been due to reports being awaited from other professionals. Miss Taylor reported that there had been a visit during the local authority SEND review. Inspectors had chosen a random sample of EHCPs and validated all the processes.

Miss Taylor explained that part of her role is to oversee external training. The autism training is currently being held at Cathedral House and so far has been delivered to staff members from 32 different schools.

Q: Are the schools from within Kirklees?

A: Yes, and this has been from word of mouth rather than advertising.

Miss Taylor reported that next steps are to make targets for EHCPs more measurable and also increase training dates and professional evenings.

(e) Behaviour for learning

Miss Pejica explained that work is underway with Ms Hill to embed the core principles of PBS. Miss Pejica reported that the Tier 1 strategies are having a positive impact in reducing the number of incidents and physical restraints. There have also been less higher level incidents. Miss Pejica explained that next year there will be a focus on developing systems for post-incident support and restorative practice. Sleuth reporting will be streamlined and language used will be in line with school values. There will be CPD on this for staff. There will also be a focus on strengthening the PBS team to be data driven in order to be able to measure impact. This will involve the use of case studies.

(f) College and Post 14

Ms Thompson reported that since joining there has been a focus on meeting with staff, visiting Blossom and the allotments and reviewing the college curriculum to look at developing the accreditation offer. Destination plans for pupils will be reviewed starting with the older pupils.

Q: When do you start looking at next step destinations for pupils?

A: As soon as possible. In EHCPs this starts in Year 9 but the aim is to start discussions as soon as possible so families are aware.

(g) Achievement

Mr Higginbotham reported that destinations for school leavers include Woodley College, Barnsley College, Camphill and Kirklees College. There have been some additional AQA unit awards making a total of 191 for the year. Mr Higginbotham explained that the final data drop of the academic year will be used for personalised pupil targets.

Governors thanked senior leaders for their updates.

Q: How can you collect more data without increasing workloads for teachers?

A: Feedback from other Head Teachers was that there is too much tracking at Woodley, however this is deemed to be appropriate and is not too onerous for staff as tracking forms part of the marking process. In terms of behaviour tracking, the aim is to use the data strategically and reflect on the incidents. There is a sense that behaviour improvement is working and this is backed by the data which shows that year on year serious incidents have reduced even with an increasing cohort.

Q: How is the curriculum preparing pupils for adulthood?

A: For school pupils, this is about ensuring transition into college is seamless with consistent structures.

Q: Will there be a post 14 pathway?

A: Yes, the current situation is that demand for college places is too high. There is an expectation from school parents that their child will automatically get a place in college and this can lead to disappointment. The aim will be to address this earlier in EHCPs so that families can plan. There is a wide range of different destinations for pupils.

Q: How far is Kirklees College from being able to be a next step for Woodley pupils?

A: The setting at Kirklees College fits some of Woodley's most able pupils. The issue is that pupils here receive a lot of care and nurture and this is something which is not always present in next step destinations. For most Woodley pupils, Kirklees College is too vast a setting.

Mrs Dodd, Mr Higginbotham, Miss Pejica, Miss Savage, Miss Taylor and Ms Thompson left the meeting at this point.

118. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

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

The following items would be raised under Any Other Business:

- Senior Leader impact reports
- Head Teacher/Senior Leader wellbeing

120. MINUTES OF THE MEETING HELD ON 15 MAY 2025

RESOLVED: That the minutes of the meeting held on 15 May 2025 be approved and signed by the Chair as a correct record.

121. 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) Safeguarding training (Minute 77(h) refers)

Governors were reminded about safeguarding training. The Chair confirmed that all key responsibilities are covered in terms of governor training but it will be useful to develop a matrix so there is an overview of training attended.

(d) Return to work interviews (Minute 103 refers)

It was noted that return to work interviews following staff sickness absence are now working better.

122. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher provided the following updates:

(a) Governor Action Plan

It was reported that the Governor Action Plan had been updated by the Head Teacher and Chair.

(b) College provision

The Head Teacher reported that the College provision is now deemed to be Requires Improvement/Good. The Head Teacher is working with senior leaders to improve this and all are confident that this can be done quickly. The focus will be to improve the quality of teaching and quality of the curriculum. Mrs Johnson stated that lots of good work had been observed during visits to college.

Q: How is Blossom working?

A: Blossom is great. At the moment, it is task driven with pupils learning practical skills, the next steps will be to develop employability skills. The aim will be to encourage companies to job carve.

123. ACHIEVEMENT

Mr Firmin reported on a governor visit in relation to assessment and achievement in June 2025. A written report had been shared ahead of the meeting. The visit had focused on how the curriculum meets individual needs as well as links to B Squared. Mr Firmin

reported that there is a clear view on meeting pupil needs and what skills they need for their future. Mr Firmin explained that the curriculum is tailored to meet individual needs and the EHCP is crucial for this. He then reported that subjects are broken down into small learning steps and teachers make this work for individuals. It was reported that learning is assessed continually through observations which are recorded on iPads with photos and evidence. Evidence is collected in B Squared and collated and this is used to plan next steps for pupils. This evidence also feeds into EHCPs. Mr Firmin reported that the system is complex but it is working well. It provides evidence based information and is a robust system.

124. SAFEGUARDING

Mrs Beaumont provided an update on the Children and Family Team. The team have been trying to attract more parents to coffee mornings. A session yesterday was attended by only 2 parents. Mrs Beaumont reported that staff will be talking to other schools to try and find some successful methods for attracting parents. Mrs Beaumont explained that relationships with outside agencies are good. There is currently a waiting list for CAMHS but families can be referred to the learning disability service who contact parents and triage. This gives parents hope and they feel listened to.

Mrs Beaumont reported that the holiday club will be running from 18 – 22 August 2025 with 30 pupils attending. There has been a great response from staff and funding has also been secured of £1500 which means that the fee has been reduced from £25 to £15 per day.

Q: Do pupils attend every day?

A: No, pupils attend one day.

Q: What about the issue last year when pupils did not attend?

A: There will be clearer expectations set out in the letter this year which stress that there are limited spaces and risk assessments have been carried out which mean that if students do not attend then places cannot be reallocated.

The Chair confirmed that it was positive to see that that team has grown and Mrs Beaumont has more support. This is important as having 3 school sites makes safeguarding more complex. The Head Teacher reiterated that there are higher expectations and responsibilities placed on school by the local authority.

The Chair reported that parent and pupil feedback at the recent social evening was that families are happy with Woodley and pupils feel safe.

125. FINANCIAL MANAGEMENT AND MONITORING

It was noted that the 3-year budget plan had been shared with governors. Mr Firmin confirmed that after 2 months the budget is on track and there are no issues. Mr Firmin confirmed that the budget is in a healthy position and is well-managed. It was noted that additional funding for some pupils has not been agreed for this year.

Q: Is this the case for other schools?

A: This is not known.

126. REPORTS FROM GOVERNOR SCRUTINY AND ENQUIRY MEETINGS

Reverend Francis provided an update on wellbeing. An action plan is being developed in relation to the Mental Health in Schools award and a further meeting will be held next week with Mrs Davidson, Mrs Drew and Reverend Francis. It was noted that there is an ongoing recruitment for a middle leader role with responsibility for wellbeing.

127. REPORTS FROM LINK GOVERNORS

Mrs Johnson provided a report on the Blossom art fayre. This was part of a Kirklees wide arts festival. Mrs Johnson explained that there was some great work with lots of creative ideas. Mrs Johnson reported that it is very enjoyable to be able to visit Blossom and see how happy students are and how they are developing. A written report had been produced in relation to the visit.

Mrs Johnson provided feedback on the summer fayre. It was noted that the event was well-attended and it was nice to see staff members in attendance with their families. A written report had also been produced in relation to the summer fayre. Governors wished to thank Mrs Drew and the Friends of Woodley for all the hard work organising the summer fayre.

The Chair reported that a visit had taken place to look at school bus arrivals at the start of the day. It was reported that the wider leadership team took an active role and it was nice to see that parents and pupils were greeted and there were safe procedures in place.

Mrs Drew and Reverend Francis had undertaken a governor visit in relation to speech and language. Both agreed that the speech and language team are a great asset to the school and were impressed by the enthusiasm and professionalism displayed. It was reported that the team have a tiered support structure with a universal offer for all pupils, a targeted level of support for 41 pupils and specialist support for 21 pupils.

128. POLICIES FOR REVIEW BY FULL GOVERNING BODY

There were no policies for review at present.

129. GOVERNOR TRAINING AND GOVERNOR VISITS

Governor visits had been covered under Minutes 126 and 127.

130. SCHOOL PROJECT

It was reported that work on the outdoor learning space at Woodley Moor had been completed yesterday. Photos were shared with governors and governors agreed that the area looks great and has exceeded expectations.

131. GDPR

There were no GDPR issues to discuss.

132. THE FRIENDS OF WOODLEY

It was reported that there is an upcoming meeting to ratify the charity status.

133. ANY OTHER BUSINESS

Head Teacher/Senior Leaders wellbeing

It was reported that all senior leaders are undertaking PRICE training this week. It has been a very busy period and all staff are tired.

It was noted that senior leader roles and responsibilities for next year will be shared with governors once these have been agreed.

134. DATE OF NEXT MEETING

RESOLVED: That the next full Governing Body meeting be held on 2 October 2025.

135. 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 5.15 pm.

ACTION LOG:

Minute Ref	Action	By Whom
	n/a	