WELLINGTON PRIMARY SCHOOL
Dudley Hill Road
Bradford
BD2 3DE
Head Teacher: Mrs Joy Wood

MINUTES

of the

Full Governing Body Meeting

Monday 17th March 2025 at 6:15pm

At the school

Governors Present (alphabetical)	Mark Jamieson (MJ, Chair), Hanna Johal (HJ), Tracy McMahon (TM), Andrea Mendonca (AM), Aaron Sidebottom (AS), Joy Wood (JW, Headteacher)
In attendance	Sally Hughes (SH, Clerk)

Agenda No.	Minutes	Action
41/24	**Welcome & apologies for absence** Apologies were received and accepted from Mubeen Ilyas (MI), Laura Sheffield (LS), and Tanny Yousef (TY). The meeting was quorate.	
42/24	**Declarations of interest in items on the agenda** None.	
43/24	**Any other business and requests for order variations** AS noted for the record that a former governor at Wellington, Sohail Khan, had passed away. JD has resigned from the governing body from today, rather than at the end of the school year.	
44/24	**Minutes of the last meeting, held 13/01/2025, and matters arising not covered elsewhere on the agenda** *(Minutes and action log circulated with this agenda)* **Resolved:** The minutes of the meeting held on the 13th of January 2025 were accepted as a true record. Proposed by TM, seconded by MJ, all in favour. **45/24 (Vote on academisation) taken at this point in meeting with agreement of everyone present:** Please note that this vote is only to ***either***: • Shelve this item until September 2025, ***or*** • Form a working group/subcommittee to consider this further. This is not a discussion on the merits or detriments of academisation, it is one vote to postpone a discussion or form a working group.	

	One minute of discussion took place around the appropriate level of background research, the absence of the governors who were strongly in favour of reconsidering academisation, and the irreversibility of the decision. Academisation has already been considered within the last 12 months and rejected. **Resolved:** Consideration of academisation will be postponed for a further 12 months, to be tabled again in March 2026. Proposed by JW, all in favour. **Action log item 4/24:** Governors joining the Resources committee. AM would like to join and HJ will consider it. **Action:** Clerk to add AM to committee list and send HJ the next meeting reminder and agenda. **Action log item 5/24:** Training for governors. TM has booked some training for governors and in April or May there is some training that AM could do. **Action log item 11/24:** Draft attendance policy. This has been circulated to governors, to be ratified later in the meeting. **Action log item 12/24:** Draft term-time leave of absence request pro-forma. JW stated that there is already a leave of absence form for staff who wish to ask for leave during term time, and TM proposed that staff fill in that form and attach a letter outlining their circumstances. **Resolved:** All were in favour of following this action, rather than creating a new form. **Action log item 24/24:** Parking outside the school. JW noted that this is in hand. A child in nursery was nudged by a car, and parents were encouraged to report this to the police. From both a safeguarding and a health & safety perspective, staff agreed to lock the gate from the car park to the school at the start and end of day so that children are not crossing the car park at all. Staff are willing to walk around to reach school as a trade-off. **Q Have you contacted the local authority (LA) about extending the yellow lines? A** AS has emailed the LA but is still awaiting a response. **Action log item 31/24:** Recruiting new governors. JD has drafted a letter to parents. JW will send this out (**Action)** To clarify for the record: MI is co-opted, but she could also be a parent. Elections are to start ASAP. **Action log item 33/24:** Insurance coverage for shovelling snow. TM contact the insurers regarding coverage for volunteers from the local community, staff, parents, and governors. The insurers said that staff and volunteers from the school would be covered subject to numerous requirements regarding training and provision of equipment. Volunteers from the community would not be covered in any event. TM will circulate the email. **(Action)** **Action log item 33/24:** Business Continuation Plan. JW has begun work on this and the work is ongoing. JW is working with a template to make a bespoke plan for Wellington. The policy on remote learning has been revised (to be ratified at 50/24) and the school's computing lead has provided CPD training to staff refreshing them on using Google Classroom. She has also created a handbook on this for staff. **Q Do all the pupils have access to IT? A** No, the school was able to loan families Chromebooks during the pandemic to those in greatest need. This wouldn't have been possible with the snowstorm occurring immediately after the holidays. **Q Could the school do an audit of the children in greatest need of IT? A** Yes, that would be useful and easy to do. **(Action)**	**SH** **JW** **TM** **JW/SLT**
45/24	**Vote on academisation.**	

Signed by…… Date……

	Taken at 44/24.	
46/24	**Update summary from Chair of Resources committee on last meeting, held 5/02/2025** *(Standing Item)* • **Safeguarding** • **Finance** • **Staffing** • **Other matters** This is a report on discussions that have already taken place and is provided for information only. **This item to be carried over to the next FGB meeting as LS, the Chair of the Resources committee, was not in attendance.** JW gave an overview of quarterly monitoring for the benefit of AM. AM asked if there is a risk register to sit alongside financial monitoring. TM replied that there is not, and a discussion followed. Benchmarking was also discussed, with AS reporting that the discrepancy in writing outcomes between both Y6 classes has been discussed at target setting meetings with the respective class teachers. (**Action log item 35/24)** One teacher had been absent when testing took place and was not secure that children were achieving standards. The Spring 1 half-term has shown a significant improvement. MJ thanked AS.	**SH**
47/24	**Headteacher's Performance Management (HTPM) Update** This has been successfully completed. JD and MJ were the two members of the HTPM committee, supported by external adviser Jean Pickerill.	
48/24	**Term-time staff leave of absence requests** Agenda stated that there were two requests to be voted on, but there is only one as the second request for leave falls under that staff member's conditions of service. Whole-year-round staff are contractually entitled to take leave during term time. They are encouraged not to do so, but such requests must be considered. Also see Action log item 12/24 at Agenda item 44/24, above. The second request for term-time leave of absence was discussed. The trip had been planned without knowledge of when the Easter holidays fell, and the dates were guessed at. For context, JW noted that the member of staff has had excellent attendance. **Q What would the impact be on the school? A** Supply cover would be needed, but the staff member has asked for unpaid time off. **Resolved:** Unpaid leave to be authorised. One governor abstained from voting, the rest were all in favour. **Q How will the leave taken during term by whole-year-round staff be communicated to governors? A** It will be covered in the HT report.	
49/24	**Teaching and Learning update** *(Standing Item)* Tracy McMahon presented an in-depth look at attendance. A paper report was circulated at the meeting. TM explained that national attendance data, for comparison, can't be printed. She explained that range of techniques used to encourage families to improve children's attendance where it is low. Vouchers, for example, have been used with some families. The school supports families with need and gets help from Bradford Council. Bradford	

Signed by…… Date……

	works closely with the families on the persistent absence list. The school uses a special code to record attendance where a child comes in after the register has closed. Families will be prosecuted for poor attendance but will probably continue to see the fine as a cheaper alternative to taking holidays during the schedules school breaks. TM stated that a lot of effort is going into improving attendance, and 93.52% (attendance figure for all year groups, over the whole school year) is probably ok, but school would like to see this figure be higher. **Q Why is N1 so low? A** Nursery attendance is not statutory. A governor commented that some lates are owing to siblings of various ages attending multiple schools and conflicts with parents dropping off. Further discussion followed around the possible impact of a breakfast club on lateness and the previous challenges of running the club. Despite questioning parents and receiving support for such a club, it was running at a £500 per month loss. **Q But what was the impact of the club on attendance? A** Take-up was too low to determine the club's impact on attendance. **Q Would a breakfast club help pupil-premium students?** More discussion followed. It was agreed that governors would like the next Teaching and Learning presentation to be on writing, from both KS1 and KS2 writing leads. Presentation to be limited to 20 minutes at the start of the next full governing body meeting. **(Action)** **Attendance reports were handed back to be redistributed at the next FGB meeting with comparisons. Nursery data to be removed?**	**JW (to arrange with subject leads) SH (add to agenda)**
50/24	**Policies to ratify** *(Standing Item)* • SEND policy This had been sent to MI to review, then picked up by TY. TY has not sent any information on his review. MJ offered to pick this up, as it is now urgent. **(Action)** • Behaviour policy (reviewed by MJ, due in March 2025) *(circulated with the agenda)* This has been checked with both SEND and Behaviour leads in school. **Resolved:** The Behaviour Policy is accepted. Proposed by MJ, seconded by TM, all in favour. • Revised remote learning policy – vote to approve or amend. Each unit leader has included their clear "offer" in the case of remote learning being required. This is the most significant change to the policy. Also there has been staff training on use of Google Classroom. **Resolved:** The Revised Remote Learning Policy is accepted. Proposed by HJ, seconded by MJ, all in favour. • Draft Business Continuity Plan – ongoing work. (See 44/24, above). JW added that she will also audit students' accessible IT. • Attendance Policy *(circulated with the agenda)* **Resolved:** The Attendance Policy is accepted. Proposed by AS, seconded by MJ, all in favour.	**MJ**
51/24	**Headteacher's Report** *(Standing item)*	

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	JW gave a verbal report, adding that there has been a permanent exclusion, the first since 2018. The exclusion panel hearing was held on the 10th of March and JW's decision to exclude was upheld. There is a window for appeal, and an appeal hearing would be held by a new and independent panel. JW explained the PEX procedure and added that the school felt they could not mitigate the risk posed by keeping the pupil at Wellington. **Resolved:** A Year 5 residential to take place on the 9th – 11th of July was formally approved by governors. Proposed by HJ, seconded by MJ, all in favour. Staffing The school has successfully supported an employee through SCITT (School-Centred Initial Teacher Training), and this employee can now cover another's maternity leave. Another HLTA would like to become a SCITT trainee. Absence for one day per week training is not covered [financially] by the programme, but it is a suitable way for the school to "grow their own" teachers. A governor commented that they liked the idea but queried whether there could be a caveat that they stay and teach at the school afterwards. TM replied that there may not be a post available for them, and JW added that such a caveat would not be legally binding. **Q Are there any clawback fees? A** The employee would revert to being a HLTA while waiting for a post. **Resolved:** HLTA to be accepted as SCITT trainee. Proposed by TM, seconded by AM, all in favour. Attainment & Progress At the 13th January FGB meeting, there was an in-depth look at December's data. The school uses data to form intervention groups. "O Track" is the data manager software, managed by AS. Staff attend progress meetings well-prepared. Finance Year-end procedures make this a busy time. The 2025/26 budget has been received but some information is still outstanding. Work on this is assisted by the bursar. Premises Only the roof is still outstanding. TM reported that she had emailed today asking for the school's capital contribution back. The job has gone out to tender, and the cost will be carried forward. Safeguarding Fire marshals need to be trained — the insurance company needs the date of training to provide a quote. **(Action)** TM informed governors that she has the log-in for SSS training if anyone wants it, governors just need to ask her. Curriculum JW reported that there are so many high points regarding curriculum, with lots of enrichment activities taking place. JW referred governors to the Headteachers Report and Safeguarding Report, which have been emailed out. **Q Back to finance: Has the energy broker been sorted? A** Yes. The school is using Forward Energy UK from the 1st of April as its broker. The email that went out to governors appeared to cause some confusion. JD could not get in to sign the energy contract, which was time-limited and the email was only to authorise JW to sign as it was higher than the delegated amount of £10k. The email was not asking governors to vote on broker or supplier approval or other details of the transaction, as TM had already been authorised by governors to "do the groundwork" (use a broker and to choose a supplier). JW is deeply indebted on behalf of the governors and wished to	**All govs**

Signed by…… Date……

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<tr><td></td><td>record her appreciation for the amount of time-consuming work undertaken by TM, enabling the school to achieve more favourable energy costs through a broker.

Q Solar panels for the roof were previously mooted. How far has this gotten? A Ten schools within Bradford were going to be part of a pilot project involving solar panels, however the Bradford legal department cancelled their participation.</td><td></td></tr>
<tr><td>52/24</td><td>Governor matters (Standing Item)
These have been covered throughout the meeting</td><td></td></tr>
<tr><td>53/24</td><td>AOB</td><td></td></tr>
<tr><td>54/24</td><td>Dates and times of next meetings
<table><tr><td>Resources Committee</td><td>Wednesday 7 May 2025</td></tr><tr><td>FGB</td><td>Monday 12 May 2025</td></tr><tr><td>Resources Committee</td><td>Wednesday 25 June 2025</td></tr><tr><td>FGB</td><td>Monday 14 July 2025</td></tr></table></td><td></td></tr>
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The meeting finished at 8:15pm.

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