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

MINUTES

of the

Full Governing Body Meeting

Monday 18th November 2024 at 6:15pm

Governors Present (alphabetical)	Jon Dolby (JD), Mark Jamieson (MJ, Co-chair), Laura Sheffield (LS), Aaron Sidebottom (AS), Joy Wood (JW, Headteacher), Tanny Yousef (TY, Chair)
In attendance	Sally Hughes (SH, Clerk, attending by Teams)

Agenda No.	Minutes	Action
15/24	**Welcome & apologies for absence** The absence of Mubeen Ilyas was noted. SH joined the meeting at 6:35pm owing to technical difficulties.	
16/24	**Declarations of interest in items on the agenda** None.	
17/24	**Minutes of the last meeting, held 16/09/2024, and matters arising not covered elsewhere on the agenda** See 27/24	
18/24	**Correspondence** None? SH joined the meeting at 6:35pm.	
19/24	**Headteacher's report (Autumn 2 = verbal report)** See Confidential Minute. Curriculum update. June/July data show that writing is high priority this year. A recent training day revisited this. Alison Philipson's work from last year [was reviewed?]. Another training day is set for 25 Novembert. Philip Web will be doing writing training. The aim for maths is to raise the attainment of the most able pupils. AS added that teaching is using Fluent in Five and reported that this is having a "re-energising" effect. He added that previous arithmetic teaching "let the scores down". Year 6 has three sets	

	up and running, and less-confident and less-able students are being given extra support. The December assessment will be compared to the baseline. **Q Are there any measures available now to show that we are on the right track?** Discussion followed around assessment and data capture: JW noted that the best teachers are always assessing children. Teacher judgement informs planning. AS concurred. With sufficient classroom assistants, same-day or next-day intervention allows quality first teaching, where progression doesn't happen until the current teaching is understood. Unit leaders are always monitoring progress and not waiting for data capture. JD noted that the writing formative assessment didn't carry forward owing to staff absence and that writing is becoming challenging owing to blogs and texting. JW stated that the school's attendance policy is now compliant. The school is embracing the new attendance requirements and has changed times of day [for lateness and absence?] and codings. The local authority has approved this. Training for Early Years staff includes a visit to Thackley Primary School, a school which was rated Outstanding. A less challenging cohort leaves more room to make improvements. The staff wellbeing working group is still meeting and making improvements for staff, such as the recent staff room "revamp". Attendance and Staff Wellbeing policies will be with governors soon. **Q Where is the teaching and learning data? A** TY stated that he was going to put it in AOB. **Action:** Clerk to put T&L as a standing item on each FGB agenda. Also for January agenda: • Progress and attainment from December 2024 (AS to obtain and provide copies) • Attendance (TM to obtain data and provide copies, also to attend meeting?) Note for clerk: If TM is invited to next meeting it is imperative to put times on the agenda to be adhered to so that meeting is completed within two hours. TY thanked JW for the report.	**SH**
20/24	**Safeguarding** As presented the Safeguarding update, beginning with Smoothwall, which the school uses for digital monitoring. Two e-safety incidents occurred outside of Smoothwall's oversight: one involved homophobic language being used in Playstation groups. This has been dealt with but is being brought to governors' attention. The second incident involved access to a game website which had some inappropriate content. This site has now been blocked. Two [Smoothwall identified?] incidents were flagged as bullying – this is how the incidents are recorded even though they were not directed against any individual. Offensive language being typed triggers the bullying flag. AS described how this is dealt with: first there is a conversation with the pupil. The second time there is a conversation with the pupil and their parents. The third time, the pupil's access is blocked.	

Signed by…… Date……

	Other flags resulted from the school business manager's tests (offensive language/bullying, violence, and vulnerable person).	
21/24	**Homework Club** JW explained that staff refused to continue running the club. It is a great loss, as many pupils suffer from a lack of time, space and support at home. Advice received from PACT HR is that staff cannot be directed to cover the club. **Q Can you ask for volunteers? A** MJ Has identified some volunteers among parents. **Action:** MJ to liaise with JW and AS during the school day to talk about viability of running club staffed by parent volunteers. **Q Could you also liaise with staff? Could there be a culture change? A** It is really hard now with extra SEND needs in the school. JW asked AS for his opinion, and he suggested that if staff were asked today, they would say No. **Q This is disappointing. How does Wellington compare with other schools in terms of after school activities and clubs? A** The choir is strong and is participating in Young Voices. Lunchtime clubs are good, but the school needs to buy in after-school provision. AS agreed that the school's offer is weaker in this respect than some other schools. **Q How many staff are needed to run the homework club? A** This is to be brainstormed.	
22/24	**Policies to ratify** TY asked AS if any policies have expired. AS replied that they have all expired. **Action:** Additional policies to be looked at in January: • Financial Transparency – TY to review • Charges and Remissions – LS • Complaints – JD • Live Learning – MJ • Remote Learning – MJ The live and remote learning policies are leftover from Covid-era teaching and have not evolved. JW to contact MI and ask if she wishes to continue as governor.	
23/24	**Governor matters** • **Training completed** JD has read KCSiE 2024. JD and MJ will complete HTPM training. • **Training requested** None • **Visits made** MJ visits regularly as a parent volunteer. **Q Is there a book that governors sign when they visit? A** Yes, and this is very helpful. Please ensure that you sign it when you visit. Zachia holds it on the front desk. LS has made a formal visit and report. JD would like to check the single central record.	

Signed by…… Date……

	In other governor matters, LS stated that this is her eighth year as a governor and she has no child at the school. She feels that it is time to volunteer elsewhere.	
24/24	**Parking outside the school (carried over from 16/09)** JD will email governors about this and it will not be carried forward to another agenda. (**Action**)	
25/24	**Academisation (carried over from 16/09)** There was discussion around work that had been done considering this in the past. JD stated that as a local authority maintained school, the position of fewer such schools means that there is less support. It is worth looking once more at the pros and cons. JW emphasised that if an ill-informed decision to academise is made, there is no way back to becoming LA maintained. Any such decision must involve staff. **Action:** Send research from previous investigations to SH to be recirculated to governors. At next FGB, vote to either park the issue for this year or do new and thorough research.	**All**
26/24	**Holiday dates 2025-26 (carried over from 16/09)** JW explained that holiday dates are set by the local authority, but the school sets five training days, which are holidays for students. The school proposes: • 1 September 2025 • 29 September 2025 • 24 November 2025 • 20 March 2026 • 20 July 2026 JW pointed out that it is important to have two of these days in the autumn term. **Q Are two days needed for Eid? A** It is hard to predict as we don't know when it will fall. **Resolved:** All agreed to these training dates for the 2025-26 academic year.	
27/24	**AOB** **Resolved:** The minutes of the meeting held 16/09/2024 were accepted as a true record. Proposed by JW, seconded by MJ, agreed by all. The local authority has nominated Andrea as a governor. A statement has been circulated and everyone has had a chance to read it. **Resolved:** The board is happy to accept Andrea as the new LA governor. The school business manager will give Andrea a Wellington email address tomorrow. Succession planning – LS would like to step down as a co-opted governor. Tracy McMahon [school business & office manager] could be co-opted in the short term. **Q Why is the school struggling to recruit co-opted governors? A** Police, industry, etc. prefer to volunteer with secondary schools. AS suggested that other headteachers might be interested. **Q Could you put a call out to parents? A** They are not our target audience, we are already heavy on parents, which is not ideal. JD commented that he had spoken to Morrison's head office, who circulated the vacancy, but there was no interest. LS added that she found the volunteering opportunity through work. **Q What about a recruitment site, like Reeds Volunteering? Actions:** JD to send JW a link to the	**JD, JW** **JD, TY**

Signed by…… Date……

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<tr><td></td><td>site to investigate further. JD to send the information shared with Morrison's to TY, who will circulate at Yorkshire Water.

Action: Clerk to make membership of the governing board a standing agenda item.

Resolved: All are in favour of TM joining the board in the short term.</td><td>SH</td></tr>
<tr><td>28/24</td><td>Date and time of next meetings:

All meetings convene at 6:15 sharp and conclude at 8:15, with any unfinished business carried over to the next meeting.

<table>
<tr><td>Resources Committee</td><td>Wednesday 27 November 2024</td></tr>
<tr><td>FGB</td><td>Monday 13 January 2025</td></tr>
<tr><td>Resources Committee</td><td>Wednesday 5 February 2025</td></tr>
<tr><td>FGB</td><td>Monday 17 March 2025</td></tr>
<tr><td>Resources Committee</td><td>Wednesday 26 March 2025</td></tr>
<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>
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The meeting finished at 8:06pm.

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