

The committee were updated by the Head teacher on a number of ongoing matters.

Digital Platform

Work has progressed at a rapid rate regarding our computing platform. The steps identified at the last committee meeting have progressed as follows:

- The Upgrade school Wi-Fi network had been completed
- The school has appointed Realsmart as the agent to manage Single-Sign-On (SSO) and integrate Google Apps for Education (GAfE)
- The school has also begun to migrate its online learning platform from Learning Possibilities to Realsmart while maintaining the TreeHouse branding
- The aim to provide 26 touch screen handsets to staff to promote integration of GAfE is in phase 1 with 10 handsets distributed to Digital Leaders. A further 20 have been ordered for provisioning before end of summer term
- An update website with migrate hosting to Realsmart is *in development*
- Partial laptop replacement cycle (using cheaper Chromebooks to replace old laptop units) is in phase 1 with *60 Chromebooks purchased*.

In addition to the above actions the school has also migrated its email hosting to secure Education Gmail. A review of subscription services is being carried out to work toward universal single-sign-on across digital services.

Pupil Premium

An update on the action steps identified at the previous committee meeting was provided:

- An evaluation of the effectiveness of interventions has been completed by the SENCo
- School monitoring systems to ensure pupils are identified accurately for appropriate interventions have been improved
- The school menu of Pupil Premium interventions for 2014-15 has now been completed.
- All interventions can now be costed and published as a full data set on the website

West Barnet Partnership

3 Headteachers' meetings and school visits have now taken place. The following actions have occurred:

- A jointly hosted NPQML (National Professional qualification for Middle Leadership) course has been commissioned and 3 Woodcroft staff enrolled
- Speech and Language Service jointly commissioned with Broadfields, London Academy, Deansbrook and Woodcroft to buy back a shared service for 3 days over 39 weeks at a revised cost of £34,891.
 1. The speech therapists time and cost will be divided up equally amongst the four schools.
 2. Invoice to one school who then will charge the other schools
 3. Timetable for the speech therapist to be agreed through liaising with the four schools.

Office & Foyer Development

To improve office efficiency and security the following actions have taken place.

- Office computers updated to bring into line with Windows 7 OS and create finance desk
- Office desks, door access and window reorganized to make the Reception more visible and welcoming to parents and visitors. This also improves security, reduces disturbances to main office and creates a secure screened desk area for Finance Officers

4D Effectiveness

Lauren Cox completed qualitative Audit of use and has developed an action plan to encourage further curriculum integration. 2 days training was commissioned for 11th & 12th June to enable year group teams to work together, alongside a 4D Consultant Trainer, to plan a unit of work using the 4D suite

Kitchen Grant Application

Barnet have indicated that kitchen works will progress according to schedule outlined below:

WOODCROFT SCHOOL KITCHEN REFURBISHMENT Summer 2014			
Task	Duration	Start	Finish
Design	20 days	Mon 28/04/14	Fri 23/05/14
Tender	15 days	Mon 26/05/14	Fri 13/06/14
Works	45 days	Mon 30/06/14	Fri 29/08/14
Hand over/Final account	1 day	Mon 01/09/14	Mon 01/09/14

Note: Draft plans have now been received. Companies have visited as part of the tendering process. A revised start date of 14th July has been indicated.

Budget

The Headteacher and School Business Manager, Louise Jackson, provided a thorough report on school finances. In summary the budget presented as on track and without significant issue. The following items should be noted:

2013-14 Year End Outturn

2013-14 Year End Outturn Comparison with the forecast was accurate to 0.5%

- Forecast under spend of £209,456
- Actual £220,000
- Difference £10,544 (less than 0.5% of budget)

The variance was due to additional funds received of; £4705 Early Years, £8827 additional SEN Statements, £ 4000 of additional grant and reimbursements such as for Fair Access and the Travel Plan. A £7000 Insurance claim for caretaker was offset by relief caretaker's costs of £9000.

Budget 2014-15 Actual v Committed with % Budget Spent

Salaries should be around 8% (1/12 year)

E01 TCH Teaching Staff 7.9%

E03LSA Support Staff 8.2 % due to additional TA for new LAC SEN pupil

E27SWM Budgeted £8100 for 2x class. From September 2014 3x class due to Y4 bulge year. This will effectively double the charge.

CE04ICT £17,765 for new Wi-Fi network to needs to be vired out of New Construction.

2014-15 School Development Plan

Subject Evaluations

All subject leaders have evaluated last years plan. Emphasis now placed on IMPACT of action and not competition of tasks.

Data Analysis

Data analysis that was completed for the 2013 academic year, in addition to in year progress monitoring demonstrates the following key aims for the new plan.

1. **Improve the consistency of in-year pupil progress** through effective assessment for learning including the moderation and evaluation of the impact interventions to support progress
2. **Improve transition arrangements** to ensure pupils are prepared for the next key stage (or year group)
3. **Improve the average APS** of pupils through provision of more effective differentiation and challenge.

Staff Consultation

Whole school consultation on priorities took place on 22nd April 2014 and was attended by Liz Court

3 Year Planning Model

The school planning model is moving to a 3 year plan with a detailed 1 year plan. A Staff INSET on 2/3/14 introduced the forms and expectations. Deadline for completion was by 16th June to enable the creation of a comprehensive whole school plan before the end of term

Proposed Strategic Aims

PROPOSED WHOLE SCHOOL STRATEGIC AIMS	
Computing	<ul style="list-style-type: none">• Implement the digital platform
Curriculum	<ul style="list-style-type: none">• Implement a Woodcroft curriculum in line with NC2014
Assessment for Learning	<ul style="list-style-type: none">• Improve the consistency of in-year pupil progress• Improve transition arrangements• Improve the average APS

Universal Free School Meals

From September 2014 all infant children will receive a universal free school meal. DfE Guidance is available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/287804/UJFSM_DEPARTMNTAL_ADVICE.pdf

Pupil Premium

The school is conducting a Pupil Premium Review. This will enable the following:

- A Published Statement to be available on the website for the 2013-14 academic year and current offer.
- Updated intervention monitoring is in place. All pupil premium areas are currently being evaluated and reports for each budget aspect will be in place by September 2014
- A copy of the DfE document 'Condition of Grant' was available and distributed for Governor Consideration.

Financial Management

Governor Audit

The Governor Audit was introduced for the Committee to review and annotate.

Financial Management Policy

Postponed until next meeting to enable the Head and School Business Manager need to review the document in light of recent financial guidance for the DfE.

Critical Incident Planning

Ratification of the policy was postponed until next meeting due to time limitations

Governor Financial Competencies

Governors were asked to update their Financial Competencies Evaluations prior to the next Committee Meeting.

Staffing Structure

The Headteacher presented a revised staffing structure for consideration. Points to note included:

1. Upgrade of Network Manager to that of Network and Communication Manager Position with additional responsibilities:
 - Project management
 - Website and Telecommunications
 - Health and Safety
2. Creation of an Early Years Intervention manager (non-class based)
3. Clarification of Pupil Premium Support Roles and PE Teaching

Appraisal / Performance Management

The Chair of Governors has requested a meeting with the Headteacher to review his performance management targets for 2014-15. All staff have had their targets set, had a professional interview and been observed teaching. New Appraisal Teams have been agreed by SLT. The Head will conduct a joint observation with each team leader and their respective teachers before the end of term

Richard Burrows
June 2014