



# Westwood Primary School

## Westwood Primary School Local Governing Body

### Agenda

Thursday 1<sup>st</sup> December 2016 – 4.00 pm

<b>Chair of the Committee:</b>	Jackie Cutchey	<b>Clerk to the Committee:</b>	Elaine Szpytma
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### Attendees

<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Jackie Cutchey	Chair	P
Rae Aldous	Headteacher	P
Scott Bessey	Trust	A
Mike Chaplin	Trust	P
Mary Corker	Trust	P
Emma Hall	Trust (Vice-Chair)	Ap
John Hughes	Trust	P
Karen Mitchell	Staff	P
Kerry Read	Associate	Ap
Maria Smith	Staff	Ap
Toni Craven	Parent	P
Anna Ball	Parent	Ap

**In Attendance:**

**Westwood Primary School Local Governing Body**  
**Agenda Items / Minutes / Actions**

Thursday 1<sup>st</sup> December 2016 @ 4.00 pm

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.06 pm. Apologies for absence were received from Maria Smith, Kerry Read and Anna Ball; governors consented to the absences. Governors noted the absence of SB and agreed the clerk should contact SB to thank him for his contributions to the governing body and confirm his willingness to continue as a governor.	Clerk
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of previous meeting:</b> The minutes of the previous meeting were approved as an accurate record.</p> <p><b>Matters arising:</b></p> <p><i>Item 3 Membership:</i> Emma Hall has been confirmed as Vice-Chair; the membership record has been updated.</p> <p><i>Item 4 – Minutes of previous meeting (governors’ self-review):</i> Some monitoring visits have taken place; this has been included as an item on the agenda for this meeting.</p> <p><i>Item 5 – Agreement of additional items to be covered (set up governors’ folder on Google drive):</i> The folder will be set up shortly.</p> <p><i>Item 8 – PE Premium:</i> JH has contacted the staff lead who is using documentation provided by JH; a visit was not required.</p> <p><i>Item 11 – ALT Business:</i> All DBS checks have been completed. JC has reviewed the school website which has also been reviewed by ALT and by ‘Primary Sites’ the organisation who manage the website.</p> <p><i>Item 12 – ALT Hub Briefing:</i> Information from the hub training has been circulated to team leaders.</p> <p><i>Item 13 – Confidential Item:</i> A hearings panel had been convened and a conclusion agreed.</p> <p><i>Item 15 – Any other business:</i> Apologies for KR have been noted; a review of reading and writing took place during the Excellence &amp; Standards Committee on 17<sup>th</sup> November.</p>	Headteacher Clerk

4.	Agreement of any additional items to be covered	There were no additional items identified for discussion.	
5.	<p>Head teacher's Report</p> <p><b>JH:</b> Never had this many children on roll previously? Attracting children from other schools?</p> <p><b>JH:</b> High mobility, is this related to moving house or moving school?</p> <p><b>MCh:</b> Local census data for mobility of council wards?</p> <p><b>JH:</b> Staff still having flu vaccine?</p> <p><b>MC:</b> How many children does this relate to?</p>	<p>Governors received a report from the headteacher, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Only ten places are available in school; reception is full and oversubscribed by two places. The rising number relates to limited places being available in other schools and Westwood becoming the first choice of school for some parents; the one form of entry status of the school is appealing to some parents which is helpful to the school.</p> <p>Governors received a copy of the RAISE Online document which compares where the school sits against other similar schools nationally. Governors noted mobility for the school is high with 21% moving in or out of the school; the school has a high number of FSM/Pupil Premium children. The primary reason for leaving relates to children moving house; this year there has been more movement into school than out but this also has an impact. With these children the school don't have a true picture of progress; children who have been with the school since the start might achieve well but the school is having to plug gaps for children coming into the school later, which can have a negative impact on the data. Children are moving between this area and the Northfield area which is north of the bridge. The school don't have access to the census data but this may be useful. Governors noted progress for KS2 children, whose prior attainment in KS2 was average, is an issue the school were aware of; governors discussed difficulties with RAISE online data in relation to middle attainers and pupil premium.</p> <p>There are fewer exclusions now; fixed term exclusions have dropped significantly, fewer blue incident forms are being handed in.</p> <p>Attendance has improved; attendance of non-pupil premium children is meeting national expectations; persistent absence has halved compared to last year.</p> <p>Staffing is stable, governors discussed arrangements in place to cover maternity leave. All teachers have met performance management targets. The staff absence rate has improved on last year, despite having a sickness bug in school, which is really positive. Staff members are being provided with the flu vaccine.</p> <p>Year 6 is on track to achieve a minimum of 75% in reading, writing and maths, the top marker is 81%. Around 25% may not achieve, this relates to five or six children, three of whom are SEN.</p>	



		record, display energy certificates, policies re medicines, health and hygiene. HandSAM has been checked and also progress made against the audit action plan and compliance with RIDDOR; this was a very positive report.	
6.	School Development Plan  <b>JH:</b> Have you considered displaying information in areas where parents congregate eg a school community noticeboard?	Governors received a copy of the audit trail, a copy has been included in the minute book. The audit trail identifies where the school is in relation to SDP priorities. Governors noted, to share this information, a new display has been placed at the entrance to the school and on the website. The focus area this half term has been on handwriting (reviewed in the Excellence & Standards meeting), maths curriculum, talk for writing; the impact this is having was evident in the teaching and learning review. Governors discussed opportunities to share information with parents and noted that parents don't necessarily access the website; governors agreed this might be something to discuss with the Parent Forum. The school has a Facebook page and there is a mechanism on there for parents to ask questions. The newsletter is helpful (TC), this is included on the website and contains key dates and information about what is happening in the school. Governors agreed sending out a monthly newsletter would be useful.	
7.	Pupil Premium / PE Premium	The PE premium plan is in place, JH helped to set up monitoring systems and governors noted action is in place. The majority of PE premium spending is on extra- curricular clubs and activities and transport to tournaments; some of the money is also used to support lunchtime playground activities. The school has recently bought in badminton equipment to support badminton activities. JH agreed to review the PE premium plan and provide a summary at the next meeting.  Governors received the pupil premium plan, previously circulated; a copy has been included in the minute book. Governors noted that, at this point in the year. there is not much impact to record on last year. In the majority of classes there aren't significant gaps between pupil premium and non-pupil premium children; in some classes pupil premium do better than non-pupil premium children, depending on whether or not they are SEN. The majority of the money is spent on additional teaching and ensuring the school has highly quality teaching staff.  Pupil premium for nursery provision is not funded in the same way. There is a significant amount of paperwork for parents to complete which is causing difficulties; the school is not claiming as much as is possible for nursery children.	JH
8.	Performance Management Overview	All teachers have achieved performance management targets with 77% meeting targets and 33% exceeding targets. All teaching staff entitled to a pay award have received one. 86% of TAs met targets, 14% exceeded	

	<p><b>JC:</b> Any teachers moving to the upper pay scale?</p> <p><b>JC:</b> Can you explain how teachers move through the threshold to the upper pay scale?</p>	<p>targets, 12% have a support plan in place. All TAs entitled to a pay award have received one; some are already at the top of the pay scale. All support staff have met targets.</p> <p>One teacher considered a move to the upper pay scale but didn't have the evidence required to meet the criteria; this member of staff is rethinking about this for next year. To move to the upper pay scale teachers have to be able to show an impact, in a similar way as those who have teaching and learning responsibilities; they have to be able to demonstrate a whole school impact ie impact on the wider school and not just their own teaching.</p>	
9.	Governor Monitoring Visits	<p>Governors received an update on monitoring visits which have taken place. Key points arising from the discussion:</p> <p><b>MC /JC:</b> Met with KR to focus on teaching and learning across the school, including support of TAs; this included discussion on phases within school. KR felt EYFS was now judged as good with outstanding features, due to frailties caused by staff changes, but there are many outstanding features. The KS1 enquiry based learning project had been discussed. Year 1 data is not currently strong enough, there has not been as much improvement as the school would have liked eg in phonics, which is another reason to ensure the curriculum meets the needs of these learners; JC/MC were reassured careful monitoring is taking place.</p> <p>The maths focus is on four operations using inspire maths as a basis for ideas; a phonics support programme is in place where necessary in KS2 but not all children need this. There was some discussion of the programme for TAs which reflects the SDP and individual personal needs and feeds into performance management, discussion included areas where additional support may be required from some staff members. Governors noted the work of the TAs is judged to be a strength of the school.</p> <p>Professional triads have been introduced, this is working well and staff involved are running this themselves; early outcomes have been very positive. KM confirmed her own positive experience of using this approach in school; this has been helpful in developing understanding across year groups.</p> <p>Other meetings are scheduled to take place later in the month; governors will receive feedback at the next meeting.</p>	Clerk agenda
10.	Reports from Sub Committees/Governor Visits	<p><b>Finance and Premises Committee:</b> The committee met on 17<sup>th</sup> November, key points arising from the meeting:</p> <ul style="list-style-type: none"> <li>The budget is in a healthy position with a predicted carry forward of £174k; there are plans to spend this on professional development, curriculum and enrichment activities.</li> </ul>	

		<ul style="list-style-type: none"> <li>• A health and safety audit has taken place and discussed earlier in this meeting; an action plan has been compiled and is being monitored.</li> <li>• The school has a comprehensive buildings premises plan which is kept up to date to ensure the environment continues to be maintained.</li> </ul> <p><b>Excellence &amp; Standards Committee:</b> The committee met on 17<sup>th</sup> November, key points arising from the meeting:</p> <ul style="list-style-type: none"> <li>• Leadership reports were received from Lauraine Barnes and Louise Creed. In handwriting and presentation progress in KS2 is most striking; older children have the fine motor skills to move the handwriting on quickly. Governors examined books and observed some outstanding handwriting skills. In relation to Pixl and testing, it was helpful for governors to where children are now in terms of progress.</li> <li>• Governors reviewed the audit trail and key facts sheet, discussed at this meeting. Governors were reminded of the need to remain familiar with the key facts in the documents.</li> </ul> <p><b>Personnel Committee:</b> The committee met on 17<sup>th</sup> November, key points arising from the meeting:</p> <ul style="list-style-type: none"> <li>• Performance management has been completed for teachers; performance management for support staff will be completed by Christmas, an update has been provided at this meeting.</li> <li>• Staffing is stable, recruitment and retention of staff is good; the school has successfully filled a maternity vacancy.</li> <li>• ALT HR policies have already been approved by ALT Board and were adopted on behalf of the governing body.</li> </ul>	
11.	Additional LGB Papers including review of policies:	There were no policies for approval at this meeting.	
12.	ALT Business	The headteacher reported that all ALT schools are involved in developmental visits with other schools. Schools have been asked to identify an area of key strength and write a proposal to advertise this to other schools for them to visit to observe; this information is also used by the school to identify other schools to visit to develop their own practice. Westwood have used early years as their example and fourteen colleagues from ALT schools have visited; some	

		are returning and KR has been invited to visit other schools by headteachers. Westwood are visiting Albert Pye School in February to find out more about talk-less teaching.	
13.	Items to be deemed as confidential	There were no items deemed to be confidential.	
14.	Other issues previously identified above	There were no additional items previously identified for discussion.	
15.	Any Other Business	<p><b>DfE Visit:</b> Governors noted a representative from the Regional Commissioner's office will be visiting ALT schools. The visit is scheduled to take place on 14<sup>th</sup> December for about an hour; AR (ALT) will also be present. Governors noted the format of the visit, which usually involves a tour around the school and a look at key assessment areas.</p> <p>Governors were invited to join the school for Christmas events.</p> <p>The meeting closed at 5.12 pm.</p>	
16.	Date of Next Meeting	<p><b>Full governing body:</b> Thursday 23<sup>rd</sup> February 2017 at 4.00 pm</p> <p><b>Committees:</b> The next committee meetings will be held on Thursday 30<sup>th</sup> March 2017 as indicated:</p> <ul style="list-style-type: none"> <li>• Finance and Premises at 4.00 pm</li> <li>• Excellence &amp; Standards at 4.30 pm</li> <li>• Personnel at 5.00 pm</li> </ul>	