



Westwood Primary School

Westwood Primary School Local Governing Body

Agenda

Thursday 5th July 2017 – 4.00 pm

Chair of the Committee:	Jackie Cutchey	Clerk to the Committee:	Elaine Szpytma
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Attendees

Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Jackie Cutchey	Chair	P
Rae Aldous	Headteacher	P
Mike Chaplin	Trust	P from 4.26 pm
Mary Corker	Trust	P
Emma Hall	Trust	P
John Hughes	Trust	P
Karen Mitchell	Staff	P
Kerry Reed	Associate	P
Maria Smith	Staff	P
Iona Ellyat	Parent	P
Anna Ball	Parent	Ap

In Attendance:

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

Thursday 5th July 2017 @ 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the chair / apologies	The meeting commenced at 4.10 pm. Governors noted the absence of Anna Ball.	
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>Minutes previous meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters Arising:</p> <p>Item 5 – School Development Plan:</p> <p><i>Approach other schools re joint bid to Schools' University:</i> The end of the year is not the right time to do this; JC will email other ALT schools in North Suffolk with respect to compiling a joint bid in the autumn term.</p> <p>Item 8 – ALT Business: Governors indicated they would appreciate a lead from ALT being on each table for future sessions; the clerk will feedback to ALT.</p>	<p>Chair</p> <p>Clerk</p>
4.	<p>Headteacher's report and review of data</p> <p>IE: If more than 30 does this have an impact on behaviour?</p> <p>MC: Is there a limit to how many you accept?</p>	<p>Governors received the headteacher's report, previously circulated, a copy has been included in the minute book / Google drive. Key points arising from the discussion:</p> <p>The school is full but is continuing to receive applications from looked after children and children with EHC plans; the school is unable to turn these requests down even if this takes the school over its admission number. An additional child will be attending in year 2 next year which will take the group up to 32. Managing behaviour is a strength of the school and the number of serious incidents has not increased, but this can put pressure on lunchtime arrangements. Governors noted children with EHC plans have significant needs which the school is unaware of until the child begins attending the school which puts pressure on classes. The school is unable to turn down a request unless the decision is made by the Secretary of State. The school has informed the local authority it will not be taking any more children into school during the summer term but children will go on a waiting list to start at the agreed point.</p>	

	<p>JC: Is there a gap between pupil premium and non-pupil premium children?</p> <p>JC: How many children have EHC plan?</p> <p>JC: Year 2 also poorest attendance?</p>	<p>Governors reviewed data sheets noting 70% of children in EYFS achieved a good level of development. There have been several transitions between teachers, due to maternity leave, and a high number of SEN in the group, the school is above national and pleased with the results. A high number of children moved into exceeded level for writing and maths; the results have been moderated and the school has confidence in the judgements made. Excellent progress had been made in phonics, the school has ensured a smooth transition from early years to reception with phonics which has had a massive impact. There is no gap between pupil premium children and non-pupil premium children, the number of pupil premium children in this group is smaller than in other groups across the school.</p> <p>Year 2 data has been more challenging this year. A teacher left part way through the year, mobility has been high throughout the year. This group has around 35% SEN, there are two children with an EHC plan, two additional children being assessed and a high percentage open to social care in some way, this is a high needs group. The school is being proactive in supporting and monitoring attendance. Year 2 progress in maths is very strong, reading progress is also strong, progress in writing weaker but SEN children are making good progress in writing.</p> <p>Year 6 attainment is outstanding, the number achieving expected levels is significantly above national for reading, writing and maths. Governors noted this group has experienced the most amount of change in terms of staff and curriculum since year 2; gaps have closed and closed quickly, attainment and progress is outstanding. KR provided governors with an update on the support and extra-curricular activities put in place to support this group, governors noted every teacher has had some involvement with this class and the results reflect the strong teaching team in the school. Pupil premium and non-pupil premium children have made significant progress. The results for pupil children are lower because two of the children have significant SEN and their progress has an impact on the data; when these children are taken out of the data progress for pupil premium is almost identical to that of non-pupil premium children.</p> <p>Attendance is around 95%, year 2 attendance is an anomaly from the rest of the school, attendance for this group is around 93%. Governors noted over half of the class has a social worker or some involvement with family support.</p> <p>The headteacher recorded her thanks to all the staff at the school, if it was not for the work they do the children would not be achieving as well. Governors extended</p>	
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	<p>JH: What is the school doing about the year 2 data?</p> <p>JC: Some are leaving?</p>	<p>their thanks and congratulations to all the staff at Westwood School for their achievement and hard work in securing the attainment and progress of the children.</p> <p>Mike Chaplin arrived at this point in the meeting (4.26 pm).</p> <p>The school has a plan in place to support year 2 next year, SEN children will not cope with the KS2 curriculum and need to be taught in a different way, a nurture group will be in place for them. Two of the school's most skilled TAs will be working with these children, one TA has already been working with the children during the summer term. Educational Psychologists have been working with children and the school has a clear picture of what their needs are and how best to support them. One or two of these children only just missed achieving the expected standard, the school is aware of where the gaps are to support these children. One child is moving to other specialist provision, applications will be made for other children if this is required. The school is addressing attendance issues but governors noted there are complex issues outside of school which are having an impact on the children's ability to get to school and their learning and performance in school.</p> <p>Exit data for the nursery children this year is the best it has been, the school is beginning to see the benefits of having the toddler group. 100% of the children were well below the level they should be on entry to the nursery. Progress has been immense and 72% of the children entering reception are at age expected levels, 73% have made accelerated progress, the gap has closed and children are where they need to be to make progress in school.</p> <p>This year's pre-school group started in September, the data is not as strong but toddlers need longer to close the gap; 40% are where they need to be, 60% still need to make progress. Governors noted 100% of the group were significantly below expectations on entry, 80% of the group has made accelerated progress and 20% are making expected progress. The strength of the staff has been around supporting families and parents, numerous interventions have been put in place this year to support parents which has had a significant impact. All children are now toilet trained, can pour out cereal, make their own drinks, dress themselves etc, this is due to the support which has been put in place for parents and is a real success of the pre-school.</p> <p>In reception, the number of children working at greater depth and above expected levels has increased and this puts the children in a strong position moving forward throughout the school.</p>	
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	<p>JC: One of the things children spoke about in KS2 school council interview was that they would like to do more outside?</p> <p>JC: Can we encourage kitchen to do a taster day?</p> <p>IE: Who can view the page?</p>	<p>Governors received an update on behaviour incidents, noting these relate to two or three specific children over the year, fixed term exclusions relate to the same children. There have been slightly more racist incidents this year which relate to a localised set of children the school is dealing with and is not a pattern across the school. The school holds regular assemblies to celebrate differences, behaviour is well managed at the school and is not a cause for concern.</p> <p>Governors received an update on safeguarding and referrals to DSL, 160 referrals have been made, some monitored, some multi-agency referrals, this equates to around 35% of the school roll, 62% of the referrals relate to one class. Numbers of safeguarding referrals are high and this relates to the high number of pupil premium children attending the school. Governors noted the school continues to pay for visits etc for these children to ensure they have enrichment experiences. The school is continuing to fund enrichment activities and clubs.</p> <p>Governors discussed opportunities for children to engage in outdoor activities and noted the woodland area is not being used sufficiently, the school has a plan in place to develop this. Governors noted children really enjoy working in the woodland (KM).</p> <p>KM provided governors with an update on the Cooking Club, children have the opportunity to prepare quick and easy wholesome meals and an opportunity to try the meals which is helping to encourage children to take free school meals. The kitchen does provide taster days regularly but some parents still prefer to provide children with a packed lunch rather than take up free school meals. Going forward the school is looking at taking a different approach to taster days.</p> <p>The Arts Festival held last Tuesday was successful and well attended by parents. The school is developing the Arts curriculum and considering an Arts Award for next year. Feedback from parents has been positive, children were very proud and the event was well supported by other ALT schools in the Lowestoft hub.</p> <p>The school's Facebook page is proving to be very successful and having a positive impact on parents. Governors noted comments are monitored but the page is being respected by parents. The school can see who follows the page and have lists of children who can't be included. Everything published is purely educational and closely monitored.</p> <p>The school development plan was discussed in detail at the last meeting, there were no additional updates to add.</p>	
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7.	Reports from governor visits	There were no visits to report since the last meeting.	
8.	Additional LGB papers including review of policies:	There were no policies for approval / adoption at this meeting.	
9.	ALT Business	There was no additional ALT business to report.	
10.	Items to be deemed as confidential	<p>Staff members were not present for this element of the meeting and left the meeting at 5.23 pm.</p> <p>This item was discussed after item 12. Governors discussed a confidential staffing matter, a copy has been included in the minute book.</p>	
11.	Any other business	<p>This item was discussed prior to item 10.</p> <p>Finance audit: An audit has taken place, governors noted KR is now in charge of signing off the credit card.</p> <p>Excellence & Standards Committee: No terms of reference have been agreed for the Excellence & Standards Committee. Governors agreed to set up a working party to review this.</p>	Chair/Head
12.	Date of next meeting	<p>This item was discussed prior to Item 10.</p> <p>Governors approved the schedule of future meetings, the clerk will circulate with the minutes.</p> <p>The next meeting will be held on Thursday 5th October 2017 at 4.00 pm.</p>	Clerk

13.	Confidential Personnel Items (<i>Trust governors</i>)	<p>Governors received an update on performance management from the Headteacher. Key points arising from the discussion.</p> <p>Governors reviewed recommendations for pay awards as outlined in the headteacher's report. Governors noted there may be a request from a staff member already at M6 to move into UPS1, a written application must be received by October. Governors noted staff members already on UPS1 must make a written application to move on to UPS2.</p> <p>Governors reviewed recommendations for pay awards for identified TAs and office staff as outlined in the headteacher's report. Governors noted staff members who moved across to the ALT pay scale are not entitled to an increment this time, those who didn't move across are entitled to an increment.</p> <p>Governors approved the headteacher's recommendations.</p>	
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