



Westwood Primary School

Westwood Primary School Local Governing Body

Agenda

Thursday 7th December 2017 – 4.00 pm

| | | | |
|--------------------------------|----------------|--------------------------------|----------------|
| Chair of the Committee: | Jackie Cutchey | Clerk to the Committee: | Elaine Szpytma |
|--------------------------------|----------------|--------------------------------|----------------|

Attendees

| Name | Governor Type Trust/Parent/Staff/Associate | <u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent |
|-----------------|---|--|
| Jackie Cutchey | Trust (Chair) | P |
| Rae Aldous | Headteacher | P |
| Mike Chaplin | Trust | Ap |
| Mary Corker | Trust | P |
| Emma Hall | Trust (Vice-Chair) | P |
| John Hughes | Trust | P |
| Lauraine Barnes | Staff | Ap |
| Kerry Read | 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 7th December 2017 @ 4.00 pm

| | Agenda Item & Associated Challenging Questions | Items Discussed | Action |
|----|---|---|---------------|
| 1. | Welcome from the Chair/Apologies | The meeting commenced at 4.06 pm. Apologies for absence received from Lauraine Barnes, Mike Chaplin and Anna Ball; governors consented to the absences. | |
| 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 of previous meeting: The minutes of the previous meeting were approved as an accurate record subject to correcting Lorraine Barnes to Lauraine Barnes in the membership details.</p> <p>Matters arising:</p> <p>Item 2 – Declarations of Pecuniary Interest: Declaration forms have been circulated and completed by governors.</p> <p>Item 3 – Membership</p> <ul style="list-style-type: none"> • <i>Terms of Office:</i> All governors intend to continue. • <i>Governor Responsibilities:</i> The membership record has been updated • <i>Agree Arrangements for Reviewing Single Central Record:</i> The single central record will be reviewed next term. • <i>Agree Arrangements for Reviewing the School Website:</i> A review of the website has been completed. <p>Item 8 – Additional LGB papers including review of policies: The clerk has circulated the summary of governors’ responsibilities under the revised scheme of delegation. The child protection policy has been renamed.</p> <p>Item 9 – ALT Business: Governors have revisited the code of conduct. Safeguarding training is in hand and will take place in January 2018.</p> <p>Item 10 – Any Other Business: A hearings panel was convened; the hearing has taken place. The visits plan has been updated and circulated.</p> | Clerk amend |

| | | | |
|-----------|---|---|--|
| <p>4.</p> | <p>Headteacher's Report / Pupil Progress</p> <p>JC: Offering children breakfast as part of this?</p> <p>JH: All staff are offered flu jab?</p> <p>JC: Year three is a challenging year group?</p> <p>JC: Year three are also the poorest attenders?</p> | <p>Governors received a copy of the headteacher's report, key points arising from the discussion:</p> <p>School roll: The school has an increasing roll, but nothing has changed dramatically, with the exception of year 3, all year groups are full. An average of nine children per session are attending pre-school which will have an impact on the budget. Parents have been asked to confirm the sessions they require, the school is filling the gaps with other children to ensure there are up to thirteen children per session attending, five days a week.</p> <p>Exclusions: Exclusions have increased this term. The increase relates to children in the current year five / six who have experienced significant changes in their home life and are expressing challenging behaviour in school. This is being managed but has resulted in more fixed term exclusions being issued, the situation has improved over the last few weeks.</p> <p>Attendance: Attendance is good at 96% and in line with national. Persistent non-attendance has dropped, this was cause for concern at the start of the year but initiatives in place to improve attendance are having a real impact. Governors noted the school is open from 8.00 am to 5.00 pm and there is a morning club for every day of the week. Breakfast is provided where this has been requested but generally this is not required.</p> <p>Staff attendance / absence: The school has experienced a period of high sickness absence, due to a flu bug, and some longer-term illnesses which have had a negative impact on attendance figures. All staff members are offered a flu jab and sign-up for this is good. Governors noted longer term absences are being followed up by Occupational Health to ensure staff are being supported on their return to work.</p> <p>Progress: The data relates to the first Autumn half term; year one is not included in the progress data. Children should make around three steps progress per year, in reading nearly every class has made three or more steps progress. In year three another moderation has been held, it was noted some children had considerably regressed over the Summer break; around 60% of this year group are pupil premium children. In year five behaviour issues have had an impact on progress but current information on Tracker confirms years three and five are making more accelerated progress. The school is not concerned about the progress data, between Summer term 2 and Autumn term 1 all groups have made three steps progress. Year three were the poorest attenders but this has improved and is no longer the case.</p> <p>Governors noted year five has suffered turbulence related to staff changes, some of these children have had</p> | |
|-----------|---|---|--|

| | | | |
|--|---|--|---------------------|
| | <p>JC: Do all these children have an EHC plan?</p> | <p>significant changes to their home life, six members of this year group have moved into significant SEN and this skews the data. To address this the school has put in place a 'Rising Stars' group, this does have a focus on social skills and communication but is not a nurture group; work is targeted to the needs of these children, targets are set in manageable steps for the children. Some of the children have an EHCP, some struggle with the social and communication aspect ie the group work and team work aspects. These children now have individual work stations and are being taught in a different way, to take account of these difficulties and ensure they make progress. A staff restructure has taken place, the strongest TAs have been moved into this year group to support the teaching. Governors agreed to review the impact of this initiative and receive an update on points progress for the 'Rising Stars' group at the next meeting.</p> <p>Year one has moved from the early years tracker to the Target Tracker, progress has only just been added to the system and a progress monitoring meeting is taking place next week. The new curriculum the school is developing to key stage two, and the transition from Reception, are having an impact; over 70% of the year one cohort this year are where they need to be and the same picture is being shown within the year two group. A significant number of children are at the level they need to be at.</p> <p>Baseline Data: Governors reviewed baseline data, year on year children in nursery are coming in without the skills required but year on year pre-school children are catching up and are where they should be when they enter reception, a higher percentage of children are exceeding expectations. There is a significant gap in reception between pupil premium and non-pupil premium children, this is typical but the gap has closed by the time these children get to key stage one which will have a positive impact on year six as classes move through the school. Baseline data shows an improving picture for the school, opening the nursery to two-year olds has been beneficial.</p> <p>Teaching across the school is strong, the last teaching and learning review is the best the school has had, with almost all lessons being graded good or better. Where teaching was not at good there are mitigating circumstances but there has already been a marked improvement and it is anticipated 100% of teaching will be graded as good or better by the next review in February.</p> <p>Priorities: The school's key priority relates to developing enquiry based learning. This is still in its infancy, training and preparation is in place, an assessment for learning specialist, Clare Gadsby, has visited the school and has been working one to one with three teachers. Clare has been working with the school around self-assessment and developing this strategy and this work is having a</p> | <p>Clerk agenda</p> |
|--|---|--|---------------------|

| | | |
|--|---|--|
| | <p>significant impact; she will be returning in the summer term to continue her work with the school.</p> <p>Development of the woodland school continues. A great deal of work has been put into clearing the space which is now being used as an outdoor classroom. The woodland school curriculum is directly linked to EBL enquiries, it is curriculum focussed and has had an impact on conduct and behaviour. Governors were invited to visit and observe.</p> <p>Support for pupil premium children continues. At the lower end of the school a lending library is being developed, this is not just for books but for puzzles, toys, games etc, anything which will help encourage parents to engage in educational play with children. A homework club has been opened at lunchtimes and the library is open at lunchtime, extra curriculum activities continue. Next half term a review of the Talk for Writing process is taking place and a maths review; the school has been working with Grove Primary School on this element.</p> <p>Self Evaluation: Leadership and management remains good and the school continues to focus on developing the subject leaders and the middle leadership team. This is being done through enquiry based learning, subject leaders are responsible for developing their curriculum areas and are being supported to do this. Teaching and learning is good; pupil behaviour and welfare is outstanding, outcomes for pupils is good. Year two and year six data for GLD and SATs is the strongest it has ever been. EYFS is outstanding and some school to school support is taking place with Grove Primary. Overall effectiveness is good and moving forward. The school continues to work well within the hub, subject leaders' and standards meetings continue to have an impact, the ALT Leading Active Learning programme has been a real strength for Westwood and is having an impact across the school.</p> <p>The Science enrichment day has taken place, children were involved in a bridge building activity competition, the winning team represented the school at the ALT science day which provided opportunities to present work and display work at other schools; the children enjoyed the competitive element.</p> <p>Health & Safety: A HandSAM / health and safety audit has taken place, the report has not been received but the site manager has confirmed HandSAM is 100% up to date and there are no health and safety issues to be addressed.</p> <p>Parent questionnaires: Feedback from the questionnaires is very positive but points raised are being addressed by the school eg website development. Governors reviewed the outcomes of the questionnaire and noted there may be</p> | |
|--|---|--|

| | | | |
|----|--|--|--|
| | <p>JC: 13% of parents don't know if the school is well led and managed? How can parents not know if their child is happy in school?</p> | <p>some misinterpretation of questions and the 2% response to a question probably relates to one parent. The school would like to run its own PTA, parents are indicating they can help to fund raise, clear the woods and help out generally. The school is in a better place now, a new member of staff will lead on this and has arranged to visit Red Oak Primary to meet with the Chair of their PTA and see how they are managing this. Governors confirmed their approval and thanked Miss Read for an informative report.</p> | |
| 5. | <p>Pupil Premium</p> <p>JC: What single thing had the greatest impact last year?</p> <p>JC: Years five and six 50/50 pupil premium / non-pupil premium?</p> | <p>Governors received the Pupil Premium Plan, noting pupil progress meetings are held termly, outcomes will be updated once these have taken place. When pupil premium children enter key stage two the gap widens, the school continues to focus on ensuring this gap reduces. Pupil premium children do not generally achieve greater depth, with the exception of the year four class which has a higher percentage of pupil premium children than other classes. Pupil premium information is on the website, a range of activities and initiatives are in place to help close the gap for these children.</p> <p>Initiatives need to be practical and focus on things which are not happening at home eg reading, homework. Quality first teaching is having an impact, the pupil premium budget supports this, there are two TAs in every class to target children who need the most support. Enrichment opportunities continue to ensure children can engage in visits and are able to participate in wider experiences. Developing the woodland school is having an impact.</p> <p>Pupil premium numbers can fluctuate upwards or downwards but roughly on average there is now a fifty / fifty split in every class; the school is significantly above national and pupil premium is monitored closely.</p> | |
| 6. | <p>PE Premium</p> <p>JH: Will the money be invested in something which will help to introduce new activities? Something which will last?</p> <p>JH: Staff members</p> | <p>Governors received the PE premium plan, JH has visited and is providing support.</p> <p>The funding for PE has increased and almost twice as much money is now available. Next year there will be an expectation healthy living will be a component of the PE premium plan (JH). Elements of healthy living are already an integral part of the plan, governors agreed it might be helpful to include an additional box on the plan to easily identify anything related to healthy living. Governors discussed opportunities to invest in projects to help introduce new activities and provide resources which will be of legacy benefit to the school in the future eg astro turf area, traversing wall, floodlights. Governors noted current staff members know where the money is being spent, they know how to record this and they know how to record the impact. There will be a handover period for the new member of staff coming in, JH will visit to meet with both staff members, KR will arrange for staff members to</p> | |

| | | | |
|----|--|--|-------------------------------|
| | <p>are leaving in February, what is in place for new staff member?</p> <p>JH: There is a big push on mental health, are there any plans for staff members to complete a mindfulness course?</p> <p>JH: In the Sainsbury Schools Games Award last year the school should have achieved a silver award but didn't?</p> | <p>contact JH to arrange a date.</p> <p>The school is working on mindfulness, children are being trained to do children's yoga which finishes with a mindfulness session; the woodland session finishes with earth time which also relates to mindfulness. Governors agreed mindfulness could form part of the healthy living programme. As part of a trust initiative a member of staff is embarking on mental health training and joint hub training is to take place. Governors noted the school has a high proportion of pupil premium children, there is a possibility of a reduced fee or free training with PAWS.B (JH), the school will explore this further.</p> <p>Governors noted if accurate records are kept and everything is up to date the school should be able to achieve a silver award this year. Everything needs to be up to date by February (JH), JH will share this information with staff members when he meets with them.</p> | <p>KR</p> <p>KR</p> <p>JH</p> |
| 7. | Budget Monitoring | <p>Governors noted the budget is now monitored by ALT, governors adopted the budget.</p> <p>Governors received an update on the current budget position, noting the budget is in a good place with a forecast carry forward of £167k. Some additional costs relate to the appointment of the Executive Headteacher position to support Grove Primary School, these costs will eventually be shared between both schools. The school has budgeted for the return of two teachers going on maternity leave who may or may not decide to return to their posts. Two members of staff have already been employed to cover maternity leave to ensure some consistency for the children.</p> <p>The budget is in a healthy position now and for next year. Going forward a staffing review may be necessary, it is currently too far ahead to make any decisions.</p> | |
| 8. | Health & Safety Monitoring | <p>MS has visited to review health and safety and met with the site manager; governors received an update. A detailed inspection of the health and safety management system took place, the annual audit has been reviewed. In the 2016 audit the school achieved 76%, the site manager put in place an action plan to address issues; training has been put in place. The HandSAM online system has been tailored to meet the needs of the school, some adjustments have been made to the water risk assessment, tanks have been cleaned, dead legs have been removed, the system is flushed out every Monday. The site manager shared the plan for lighting which is gradually being replaced with emergency lighting, risk assessments were reviewed.</p> <p>Governors noted the school achieved 100% in the recent</p> | |

| | | | |
|-----|---|--|----|
| | | health and safety audit, the formal report has still to be received and will be shared with MS once this is available. | |
| 9. | Governor monitoring visits | <p>JH: Visited to review PE premium plan, discussed earlier in the agenda.</p> <p>JC: Discussed leadership with Lauraine Barnes and Josh Wilkes the discussions support the information provided by KR in her report in relation to EBL projects and how subject leads are looking for ways to evidence this in all subjects, rising stars and enrichment activities.</p> <p>IE/MC: Visited every classroom, reviewed long terms plans on wall, next steps for children, discussed EBS. Staff were positive and enthusiastic and acknowledged there is more work to be done but the children were responding positively. Planning of next steps is shared between teaching teams including TAs. Staff meetings focus on progression and how children progress in reception and year one moving forwards into year two to develop a thorough understanding of how this links through. Differentiation was clear during the visit, hot medium, mild challenge was a common thread; in lower year groups children are guided towards the appropriate task level. A well differentiated maths challenged was observed in KS2. Approaches are enabling staff to cover all elements of the curriculum and has improved team working skills, staff indicate increased pupil independence, increased pupil engagement and response, there is a marked improvement in phonics data. Staff members are very positive about teaching triads and confirmed they are gaining useful techniques from other areas of the school to apply in their own practice. A report has been completed and included in the visits folder.</p> <p>IE: A review of the school website is in progress, an update will be provided at the next meeting.</p> <p>EH: Attended the meeting with the leadership team with JC.</p> <p>The monitoring plan for next term is in place, this has a lighter touch than last term and will be circulated. KR will ask the senior leadership team to email contact governors to agree dates for visits.</p> | KR |
| 10. | Additional LGB Papers including review of policies: | There were no policies for approval at this meeting. | |
| 11. | ALT Business | Governors discussed the recent ALT hub briefing session for governors. Governors who attended enjoyed the session and felt this had been well received by governors. | |
| 12. | Any Other Business | There was no other business other than the confidential staffing item. | |

| | | | |
|-----|---|---|--|
| 13. | Confidential Personnel Issues <i>(Trust governors to remain for this item)</i> | There were no confidential staffing issues to discuss, staff governors remained for this item. Governors noted staffing changes, there are no gaps in staffing and the school has a consistent staff team for the rest of the year. | |
| 14. | Date of Next Meeting | The next meeting will take place on Thursday 27 th March 2017 at 4.00 pm The meeting closed at 5.26 pm. | |