



Westwood Primary School

Westwood Primary School Local Governing Body

Agenda

Thursday 20th April 2017 – 4.00 pm

Full Governing Body

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	Ap
Mary Corker	Trust	Ap
Emma Hall	Trust	Ap
John Hughes	Trust	Ap
Karen Mitchell	Staff	Ap
Kerry Reed	Associate	P
Maria Smith	Staff	P
Iona Ellyatt	Parent	P
Anna Ball	Parent	Ap

In Attendance:

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

Thursday 20th April 2017 @ 4.00 pm

Full Governing Body

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.07 pm. Apologies for absence received from Mike Chaplin, Mary Corker, Emma Hall, John Hughes, Karen Mitchell, Anna Ball. Governors consented to the absences; there were sufficient governors present for the meeting to be quorate.	
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 February meeting had been cancelled due to the Ofsted inspection. The minutes of the meeting held on 1st December were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 1 – Apologies for absence: Scott Bessey has confirmed he is no longer able to continue as a governor, the school has written to Scott to thank him for his contribution.</p> <p>Item 3 – Matters arising from the minutes: Google drive has been set up for governors. Governors have been provided with contact details, the clerk has uploaded documents to the drive and circulated an instruction guide to governors. The login details for JC need updating, the headteacher will arrange for a new login to be provided.</p> <p>Item 7 – Pupil Premium / PE Premium: An update on PE Premium will be received at this meeting.</p> <p>Item 9 – Feedback on governor monitoring visits: An update on visits will be received at this meeting.</p>	Headteacher
4.	Membership	<p>Resignations: Resignations have been received from Scott Bessey and Tina Craven. The school has a full complement of governors and will not be replacing Scott.</p> <p>Appointments: Iona Ellyat has been appointed as Parent Governor to replace Tina Craven.</p>	

<p>picture; how many points are you expecting? Boys are out-performing girls?</p> <p>JC: Some have education care plans?</p> <p>JC: Easter school, how many children attended?</p> <p>JC: Reading progress is still slightly lower?</p>	<p>six points progress, there are more girls in this year group with SEN. Governors noted attainment is different between pupil premium and non-pupil premium children, attainment matches with progress made.</p> <p>Year 3 is the best year group and there are no significant differences across the year. The school is expecting non-pupil premium children to make more progress because these children are not attaining as well but this will right itself as the children come through the school; all children are on track to achieve five to six points progress by the end of year 3.</p> <p>In year 4 pupil premium children are not making quite as much progress and aren't attaining as well as non-pupil premium children. SEN children are making progress against IEPs but progress is not significant enough to record on the tracking system, this can have a significant impact on the data. Some of these children also have education care plans.</p> <p>In year 5 attainment for pupil premium children looks low, attainment for non-pupil premium children is better. Governors noted the need to look at the data when compared against progress made the data evens out and is on track.</p> <p>In year 6 progress has been quite exceptional with four to five steps being achieved. Governors noted there had been issues with the teaching for this group when in year 5; a significant amount of support has been put in place for this class which is now paying off for these children.</p> <p>The gap between pupil premium and non-pupil premium children opens up again in years 5 and 6 and non-pupil premium are making better progress. There are issues related to non-attendance of pupil premium children for things such as Easter school. Attendance at Easter school was good, with fourteen or fifteen children attending each day; more able children didn't attend each day but there is an issue with attendance of pupil premium children. Reading was a strength for this year group in year 5 but writing and maths were areas for development, the school has focussed on these areas. The group are where they should be in reading but not as strong in other subjects. The group is on track to be where they should be by the end of the year.</p> <p>A new system is being introduced in EYFS; this is an individual tracking system and every child is assessed at six month milestones. It is possible to look at progress for individual children but currently it</p>	
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		<p>isn't possible to pull off information for a whole cohort; KR is joining a national panel to review this.</p> <p>There are several children in the morning nursery who are pupil premium. Children who complete the full nursery year have usually caught up by the end of the autumn term in Reception. In EYFS there is very little difference between pupil premium and non-pupil premium. In Reception, there is a gap but this is not a massive gap and at this stage in the year the gap has usually been closed. There are still difficulties getting parents to fill in forms for pupil premium;</p> <p>Non-pupil premium children achieve expected standards quicker than pupil premium children. There are difficulties engaging pupil premium families, particularly during the summer months, and this is something the school needs to address. Governors noted the school Facebook page is having an impact, celebrations being posted are motivational for the children, particularly older children who look at social media.</p> <p>Governors thanked the headteacher for her report and noted that progress is monitored closely for all children and the school continues to hold pupil progress meetings.</p>	
6.	<p>Review of PE Premium Plan</p> <p>JC: Differentiation? Staff training?</p>	<p>Governors received the PE premium plan, which has been reviewed with JH and updated. There are a range of activities to differentiate for the needs of all children eg gym trail, hand gym, assistive resources for SEN. Governors reviewed staff training needs which have been included on the plan. Most the funding is spent on clubs, activities and attending tournaments. Governors reviewed the impact measures for the activities, noting had confirmed their approval of the plan. Governors agreed this is an effective plan and confirmed their approval.</p>	
7.	SEF	<p>No changes have currently been made to the SEF. Governors noted the judgements contained within the Ofsted report were in line with the school's judgements. The SEF will be updated at the end of the year to include details for the summer term, a new development plan will be brought to the next meeting.</p>	Headteacher
8.	Professional triad meetings	<p>KR provided a verbal update on triad meetings.</p> <p>TA and teacher triads are taking place. Spring outcomes are still to be typed up, these are correlated for each triad group at the end of each session. The aim is about increasing subject knowledge from year group to year group, sharing</p>	

		<p>good practice, staff professional development and developing dialogue with other colleagues. Staff members are given an opportunity to share good practice; MS confirmed all involved learned a lot from each other which can be taken away and applied in other classrooms. Topic development has been triggered by the triads, triad outcomes are informing the school development plan and providing opportunities to see how new initiatives are working. TAs are now at such a high standard bespoke training rather than whole group training is now being put in place.</p> <p>The school is looking at mixing teachers and TAs together to enable all to see different elements of practice. The groups will need to be well balanced between experienced and less experienced staff members but all will move around next year to get a wider picture.</p>	
	<p>JC: Will your triads change next year?</p>		
9.	<p>Reports from Sub-Committees / Governor Visits</p>	<p>Sub-Committees: A verbal update to celebrate the Ofsted outcome had been held in March; all three committees met as one meeting. Key points to feedback:</p> <p>Finance: Governors shared the budget forecast, looked at the February forecast and reviewed where the budget should be for this state in the financial year. Governors reviewed the ALT forecast for next year which needs to be reapproved by 31st May. Governors noted they no longer have responsibility for setting the budget and monitoring this through the year, the budget will be approved by ALT Board and then presented back to governors at the end of July for adoption rather than approval. ALT will monitor the budget and make governors aware of anything they need to know as a result of this monitoring. The clerk will include adoption of the budget as an agenda item for the first meeting of the autumn term.</p> <p>Personnel: The committee approved the staffing structure and proposals for next year. An honorary payment for a member of staff who has undertaken additional work at the school was approved.</p> <p>Governor visits: An Ofsted inspection has taken place, there were no additional governor visits to report.</p>	<p>Clerk agenda autumn term</p>
10.	<p>Additional LGB Papers including review of policies:</p>	<p>There were no policies for approval at this meeting.</p>	
11.	<p>ALT Business</p>	<p>Governors received an update on ALT business, key points arising from the discussion: Governor vacancies: Governor vacancies should</p>	

		<p>be reported to ALT as soon as possible to enable ALT to update their records and amend NGA membership. Governors noted the clerk holds a database of governors which is copied to ALT, vacancies are reported as soon as the clerk is made aware.</p> <p>Terms of office and end dates: These should be reviewed and, if required, an election process commenced for staff and parent governors and the process for renewal commenced for trust governors. Governors noted terms of office were reviewed in the October meeting, there are currently no vacancies.</p> <p>DfE Documents: The DfE has published an updated version of the Governors' Handbook. https://www.gov.uk/government/publications/governance-handbook.</p> <p>The DfE has also published a new Competency Framework which outlines six "principles and personal attributes" for governance ie strategic leadership, accountability, people, structures, compliance and evaluation. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf.</p> <p>Governors noted that, in the case of ALT, the amendments relate mainly to Board of Trustees level, but school governors need to be aware of the updates and their role within the process. Articles and a summary of the main amendments for both the Governors Handbook and the Governance Competency Framework can be seen on both the NGA and The Key websites. The clerk has uploaded the documents to the governors' folder on Google drive and agreed to circulate a copy to the chair.</p> <p>External health and safety report action plan: An external audit has taken place and each school has been given an action plan. Governors are asked to monitor this as part of their health & safety responsibilities and reassure themselves that progress is being made. Training, where identified by the Audit is being offered to schools. Governors noted Westwood are still awaiting a copy of the report, the school is not aware of any issues.</p> <p>DBS checks for governors: Governors were reminded it was now a mandatory requirement for governors to complete a DBS check as soon as possible; all governors who commenced in the autumn term should have completed this. Governors noted DBS checks have been completed for all governors.</p>	Clerk
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		<p>Date of next ALT governors' session: This will take place on 10th May at Carlton Manor (5.30 pm). Topics will include an update on the new Governors Handbook and Competency Framework, an update on changes to future schools funding and feedback from the recent ALT Governors Survey. Governors were asked to note the date.</p> <p>Heateacher's Report: The headteacher's report contains various information that ALT is required to collate; going forward a copy of the report will be sent to ALT with the minutes.</p>	Governors
12.	Items to be deemed as confidential	<p><i>MS left the meeting at this point (4.55 pm).</i> Governors discussed confidential staffing items. Key points arising from the discussion:</p> <p>There has been a resignation in EYFS, the school is recruiting a TA and a member of staff is providing extra cover until the new member of staff is appointed.</p> <p>Governors noted contract changes from fixed term to permanent for two staff members from September.</p> <p>A new teacher has been appointed for September for year 2.</p> <p>Governors discussed changes to TA contracts and reviewed proposals for September.</p> <p>Governors noted final staffing arrangements have still to be confirmed, an update will be provided at the next meeting.</p>	
13.	Any Other Business	There was no other business, the meeting closed at 5.09 pm.	
14.	Date of Next Meeting	<p>Full governing body: Thursday 25th May 2017 at 4.00 pm</p> <p>Committees: Governors agreed to cancel the committee meetings scheduled for 11th May 2017, the clerk will inform absent governors. Committee items will be included in the headteacher's report at the next meeting on 25th May. Governors agreed to review the meeting structure at the next meeting.</p>	<p>Clerk</p> <p>Clerk agenda Clerk agenda</p>