



Westwood Primary School

Westwood Primary School Local Governing Body

Agenda

Thursday 25th May 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
Mary Corker	Trust	P from 4.11 pm
Emma Hall	Trust	P
John Hughes	Trust	P from 4.13 pm
Karen Mitchell	Staff	P
Kerry Reed	Associate	Ap
Maria Smith	Staff	P
Iona Ellyat	Parent	P
Anna Ball	Parent	P from 4.13 pm

In Attendance:

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

Thursday 25th May 2017 @ 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm. Apologies for absence received from Kerry Reed, governors consented to the absence. Governors noted Mary Corker will be a late arrival.	
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 last meeting were approved as an accurate record.</p> <p>Matters arising: There were no matters arising, all actions have been addressed.</p>	
4.	<p>Headteacher's Report</p> <p>JC: Which class?</p> <p>EH: Mobility is due to children moving around?</p> <p>IE: If no absence between now and summer this will reduce?</p> <p>JC: Specific to children in year 2?</p>	<p>The headteacher presented her report, previously circulated, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Governors received an update on staffing and reviewed staffing arrangements for September. The number on roll for September is 210, the school is mostly full. Two new children will be joining after half term, one in reception and one in year 2. Governors noted the school does not have the capacity to take any more children into classes but mobility is still high, on the last census mobility was 20%, some of this relates to movement of children between schools. Governors noted the school has some children with education health care plans who choose Westwood and some looked after children with local foster parents, the school must accept children in these categories.</p> <p>Staff absence is slightly higher this year but is still quite low and not a cause for concern, it is likely the overall absence figure will reduce by the end of the summer term.</p> <p>Attendance is good at 96%, this is particularly so in years 3 and above, up to year 6. There is still a gap between pupil premium and non-pupil premium children, particularly in hard to reach families. 65% of children in year 2 are pupil premium and this year group has a high number of SEN children which has an impact. The school is working with those families where children's attendance is poor.</p>	

	<p>JC: Will the child go to high school as normal?</p> <p>JC: Compared to 2013/2014 this is a massive improvement?</p>	<p>Governors received an update on exclusions and a recent incident with a year 6 child which has led to a permanent exclusion for the remainder of the summer term. The parents have since made the decision to take the child off the school roll and discussions are taking place regarding high school provision.</p> <p><i>Mary Corker arrived at this point in the meeting (4.11 pm).</i></p> <p>Teaching is strong across the school; all teachers are at least good with a minimum of 50% outstanding teaching. Teachers are firmly in the good band and just short of outstanding. The school has made outstanding progress and now has consistently good teaching.</p> <p><i>John Hughes and Anna Ball arrived at this point in the meeting (4.13 pm).</i></p> <p>Performance management is in progress, all members of staff are on track but the final sign off has still to be completed. Governors noted some TAs are at the top of the pay scale and not entitled to a pay increment, teaching staff will be entitled to pay increments. The school has reviewed the budget to identify which staff members are entitled to an increment and letters will be sent out at the end of July.</p> <p>The school has a high proportion of SEN children which is currently at 30%. Governors received a breakdown of numbers within SEN categories across the school and noted most of these children have moderate learning difficulties, the number of children attending the school with behaviour needs has reduced. Three children with education health care plans will be starting at Ashley School in September.</p> <p>Governors received an update on safeguarding and behaviour incidents, governors noted there have been no recorded prejudice or racial incidents. The school continues to have a high level of safeguarding referrals which require support.</p>	
5.	<p>School Development Plan</p> <p>JC: Year 2 will make four points, maths is exceptional but what about writing?</p>	<p>Governors noted SEF judgements are the same as Ofsted outcomes. Governors reviewed progress made against school development plan targets.</p> <p>Governors reviewed current pupil progress and noted no class is standing out as not already having achieved expected levels of progress. Outcomes of the last pupil progress meeting suggest year 2 will make four points in all areas and the school has</p>	

		<p>evidence which supports this.</p> <p>EYFS is consistently outstanding and the quality of teaching is good across school, TAs are effective. Governors have focussed on supporting key leaders in school in getting teaching and learning to good and now need to look at their wider role in school and aspects of personal development. Governors discussed what they could promote across the school from September. From September, the headteacher will provide a list of all activities happening in school to which parents have been invited, where possible governors will attend these events and provide information in the newsletter to promote what governors have been doing in school.</p> <p>In Reception 70% of children are achieving a good level of development, 80% of children are passing phonics and the school should be in line with the national figure this year.</p> <p>Current year 2 results are a concern, this is a weak class with high levels of SEN and pupil premium children, results this year are likely to be below national. Governors noted there is a high level of mobility in this year group, progress is in line with national but the starting point for most of these children was lower. The school must ensure it has a programme in place to meet the needs of this group. Going forward the school will need to give careful thought to staff placed with this group. A structured year 3 classroom may not appropriate for some of these children who will go into a nurture SEN group; additional external support is in place for these children.</p> <p>Year 6 attainment was below national last year but this year the school is predicting this will be significantly above national.</p> <p>Current year 4 children were in Reception when the school went into special measures, there is a high level of SEN and high mobility in this class and only 31% achieved a good level of development at the end of EYFS.</p> <p>Governors reviewed priorities for the school development plan and received a copy of the 2017/2018 school development plan, a copy has been included in the minute book. Links to the main objectives were summarised in the headteacher's report and linked to the outcomes of the Ofsted inspection.</p> <p>Quality of teaching: Middle ability children are making sufficient progress to obtain high standards.</p>	<p>Headteacher Clerk agenda</p>
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6.	<p>Reports from Governor Visits</p> <p>JH: Are we to continue with subject monitoring visits?</p>	<p>Governors received an update on visits which have taken place since the last meeting and noted JC made an informal visit this afternoon to spend some time with year 6 children.</p> <p>The Ofsted inspection had disrupted the subject monitoring visit schedule. Governors agreed to revisit subject monitoring in the autumn term with a focus on enquiry based learning and discussions with middle leaders. Leadership, teaching and learning and personal welfare are three key areas in the school SEF, governors were asked to think about the areas they would like to work within in preparation for the next meeting. Governors agreed to include monitoring actions as an agenda item for the autumn term meeting in October.</p>	<p>Governors</p> <p>Clerk agenda</p>
7.	<p>Additional LGB Papers including review of policies:</p>	<p>To adopt updated ALT HR policies:</p> <ul style="list-style-type: none"> • Grievance Procedure • Sickness Absence Management Policy • Disciplinary Rules • Disciplinary Procedure • Safer Employment Policy • Appraisal Policy <p>Governors noted ALT have aligned support staffing policies for Cambridge and Suffolk and developed their own pay scale to ensure fairness and equity. Governors discussed benefits of this, noting it is optional for staff members to move across. This has been a massive piece of work for ALT, consultations have taken place with unions, the briefing note outlines the reasons for the change in the policies.</p> <p>Governors adopted the policies.</p>	
8.	<p>ALT Business</p>	<p>Governors discussed the hub briefing session held on 10th May 2017. Governors felt the self-evaluation activity had been useful but was rushed, not enough time had been allocated to complete this and some governors had felt completely overwhelmed. Governors suggested future activities could be aided by a lead governor from ALT or a headteacher being positioned on each table to lead the process. JC agreed to feedback views to ALT.</p>	<p>JC</p>
9.	<p>Meeting structure</p>	<p>Governors discussed changes to the structure of the governing body and noted ALT will monitor finance going forward but governors will still be required to review personnel issues. Governors provisionally agreed to hold two meetings per term, one meeting will relate to standards and will focus on teaching and learning, the other meeting will focus on policies and ALT business, personnel items will be discussed by Trust governors at the end of this meeting.</p>	

10.	Items to be deemed as confidential	There were no additional items for discussion.	
11.	Any Other Business	There was no other business.	
12.	Personnel Issues	<p>There were no additional personnel issues for discussion. An update on staffing has been included in the headteacher's report, a copy has been included in the minute book.</p> <p>Performance Management Recommendations will be reviewed at the next meeting.</p> <p>The meeting closed at 5.03 pm.</p>	Clerk agenda
13.	Date of Next Meeting	<p>Full governing body: Governors agreed to change the date of the next meeting to Wednesday 5th July 2017 at 4.00 pm. An update on data and pupil premium will be provided at the next meeting. Confidential personnel issues will be discussed after the formal meeting closes.</p>	Clerk agenda