



## Westwood Primary School and Grove Primary School

### Local Governing Body

### MINUTES

Minutes of the meeting of the Local Governing Body of Grove & Westwood Primary Schools held at the Westwood Primary School at 4pm on **6<sup>th</sup> December 2018**

Present: Jackie Cutchey (JC) – Trust Chair  
Rae Aldous (RA) – Trust (Executive Headteacher)  
Mike Chaplin (MCh) – Trust, left the meeting at 18.08  
Emma Hall (EH)- Trust  
John Hughes  
Stephen Clarke (SC)– G Parent  
Iona Ellyat (IE)– W Parent  
Lauraine Barnes (LB) – W Staff  
Sarah Ross (SR) - G Staff  
Jeremy Rowe (JR) – Trust

In attendance: Joshua Wilks (JW) - Associate (Assistant Head at Westwood )  
Louise Creed (LC) – Associate (Assistant Head Grove)  
Mandy DeBoise (Governor Services Clerk)

The Chair welcomed everyone and RA demonstrated GovernorHub (GH) to governors.

<b>1</b>	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	
1.1	Apologies for absence were received from Mary Corker. Jeremy Rowe has resigned with effect from today's meeting. Anna Ball and Maria Smith's term of office finished during the summer. <b>AP1: RA will liaise with trust with regard to re election or staying within the new LGB constitution.</b>	
1.2	Governors consented to these absences.	
<b>2</b>	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
2.2	Governors completed and returned a new declaration form.	

2.3	Governors noted the requirement to update the register of pecuniary interests and to publish it on the academy's website – This will be carried out on GH, where a spreadsheet can be generated and uploaded to the website	
<b>3</b>	<b><u>CHAIR'S UPDATE</u></b>	
	The chair gave the following updates: JC said that she was delighted with the HMI report and will address this as it arises throughout the meeting. The records of employment and accountability were meticulous, and the report gave clear action points. The comments from the original report have now been addressed but it was important to keep improving. She extended thanks to all involved.	
<b>4</b>	<b><u>LOCAL GOVERNING BODY MEMBERSHIP</u></b>	
4.1	Jeremy Rowe has resigned, Anna Ball and Maria Smith terms of office have expired, see item 1.1	
4.2	Governors noted that there were no vacancies for governors, it had been decided by the Trust that the all the terms of office will continue until they expire and then become the above format. <b>AP2: Clerk to remove from next agenda</b>	
<b>5</b>	<b><u>MINUTES</u></b>	
5.1	The minutes of the meeting held on 4th October 2018 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> and signed by the Chair.	
5.2	<b><u>Matters arising from the minutes</u></b>	
	Matters arising from the minutes not already on the agenda.  <b><u>Grove School Local Governing Body Action Points</u></b>  Item 6 Headteacher's Report: The data demonstrating progress had been sent to governors. RA would transfer this info onto purple cards for Governors. – <b>RA has this in hand, for next meeting</b>  Agenda Item Action 2.2 AP1:To complete the Pecuniary Interest forms at the meeting on 6th December and file in minute book – <b>actioned in meeting</b> 6.2 AP2: Grove– Health and Safety – An updated Health and Safety report would be brought to the next LGB meeting (6.12.18) following H & S Audit before half term - <b>Inspection was carried out this week, report will follow in the new year.</b> 6.2 AP3: Grove– JR to check the website for the PP report and if necessary follow this up.- <b>This will be JH for the future</b> 6.2 AP4: Westwood – RA to email Governors a calendar of the schools' timetable and activities and ask Governors to indicate where their expertise lay for them to support and monitor. – <b>actioned via GH</b> 6.2 AP5: Westwood – MCh offered to look into possibly hiring local community busses. - MCh has approached two resources, they both operate on a voluntary donation - .	

	<p><b>New AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for these.</b></p> <p>7 AP6: Governors to sign and adopt the code of conduct (copy to go in the minute book) - still to be <b>actioned</b></p> <p><b>New AP4: Governors to sign and adopt the code of conduct</b></p> <p>9 AP7: Governors noted the requirement to upload their details on to the national database of governors. (GIAS). RA agreed to ensure that this action was completed. – <b>This has been uploaded for Westwood but RA was unable to upload for Grove at the moment, due to issues with GIAS, RA is waiting for GIAS to reply back and will action</b></p> <p>10.1 AP8: RA to bring summary letter from AIG meeting to next LGB meeting – <b>actioned (previously circulated on Governor Hub)</b></p> <p>10.1 AP9: RA to ask mental health leads to carry this survey out termly - <b>in hand</b></p> <p>10.3 AP10: JR to check PP and PE and Sports funding is published on the website – <b>this will be now be action by JH</b></p> <p>12.1 AP11: RA agreed to ensure that a policy review was completed – <b>RA has put these on the website and ensured that there is a link to the ALT website.</b></p> <p>13.1 AP12: Governors to sign sheet to acknowledge the updated KCSiE 2018 – to be actioned on GH</p> <p>13.1 AP13: RA to send the required training on Safeguarding for all governors to complete – PREVENT, Channel and FGM.</p> <p>13.2 AP14:<b>New AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting</b></p> <p>15 AP15: RA to bring Trust reports from Trust Board to next meeting - <b>actioned (previously circulated on Governor Hub)</b></p> <p>The minutes were agreed and signed</p>	
<b>6</b>	<b><u>GOVERNORS' CODE OF CONDUCT</u></b>	
	Governors agreed to signed and adopted the code of conduct at the next meeting. See AP4, item 5.2.	
<b>7</b>	<b><u>WEBSITE UPDATE</u></b>	
	Website check reports were previously circulated on GovernorHub. The Compliance officer will check the websites annually but RA and compliance officer check every time they are updated with information.	
<b>8</b>	<b><u>GIAS (Get Information About Schools)</u></b>	
	Governors noted the requirement to upload their details on to the national database of governors. RA agreed to ensure that this action was completed, see item 5.2.	
<b>9</b>	<b><u>ACADEMY IMPROVEMENT</u></b>	
9.1	<b><u>Ofsted Action Plan\Academy Development and Improvement Plan</u></b> (copy circulated separately and in minute book)	

RA presented the reports for 2018/19 for both schools (copy in Minute Book and on GH).

**Westwood Headteacher report and School Development Plan (SDP)**

It was reported that the school is full, bar two places, with some year groups being oversubscribed. It was noted that his helps with regard to Pupil Premium funding. Attendance is good at 95%-96%, There has been a change in staffing: Maternity leave began last week, earlier than the expected January. Staff absence has been higher than usual, due to some compassionate circumstances and a member of staff with a broken ankle.

The progress and attainment data is on the GH from the October data drop. It was reported that everything is on track using gaps analysis. All performance management has been completed, with some staff exceeding targets. LC and JW are now doing SENDCO role sharing by key stage, both are undertaking the National SENDCO Award.

It was shared that the SDP has reverted back to its previous format falling in line with Ofsted headings rather than vision headings. Working alongside Grove has given insight into how to develop Westwood further. The Enquiry Based Learning (EBL) strategy hasn't worked as well as was hoped, so RA will look to make curriculum changes to further progress.

**AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums.**

LB, Literacy Lead, and JW, Maths lead, shared that across the classes that they observed they judged 3 to be good and the rest outstanding, they reported good consistency and behaviour management, good environments for independent learning, good deployment of TA's and the outcomes from training that has taken place. Progress was clear from class to class however it was noted that some TA's need more bespoke training in making observations, SEND provision needs further development and consistency across classes needs to be shared. RA said that the academy were looking to develop Makaton throughout the school, little by little, taking on board HMI comments with regard to differentiation.

Q. Were the observations supported by members of the Trust?

A. It was only LC and JW who carried these out.

RA shared that she wants to encourage middle leaders to develop further. HMI commented that every teacher is a leader. This will be developed by giving subject leads key responsibility for certain areas.

Q. *Is there any incentive for staff to do this?*

A. RA said that whilst there is not any financial gain. The staff are offered a leadership programmes through the Trust, National Professional Qualification for Middle Leader training (NPQML) which offers a national qualification, that would be recognised if they then moved on. It was noted that staff need to take responsibility for daily occurrences that happen around the school, not just the subjects, staff should take responsibility for leading the support staff as well, for examples, TA's in the first instance.

RA commented that a range of questionnaires have been completed, and the percentages are good. (included in report)

Q. *In the pupil survey why it doesn't the percentage add up 100?*

A. It was reported that this was because the response wasn't in the first category.

Q. What ages were these from?

A. Years 1, 2 and 6

Q. *Bullying and behaviour responses were 'always and mostly', why would this be?*

A. Staff would have to be completely consistent across the school in how they talk to children for certain circumstances and children's perceptions are not always the same, for example, on child may think they have been bullied, whereas another may think nothing of it.

Q. *Do parents also pick up on bullying from the children's responses?*

A. It was commented that it would seem that parents ticked 'don't know' as they had not experienced bullying so this would not be seen as a negative response.

Overall governors felt that these were strong responses.

**AP7: RA to inform governors of changes to the questions for next time that this is carried out.**

RA shared that Trust have changed how it records incidents of safeguarding and bullying, every incident is included in new the report, however many of these aren't serious incidents just falling outs at play time. There needs to be training of all staff regarding the recording of these incidents. RA commented that there have been many more referrals to the Designated Safeguarding Lead, where many of these are not real referrals and not required.

Q. *Were the skewed figures sent to the Trust?*

A. RA said that this had been sent to the Trust and they are looking at categories and considering transferring the categories that used to be recorded on paper on to the electronic system. The inflated incidents of safeguarding would normally be recorded on paper, but now every follow up meeting, adds on a new record, when mostly they are a continuation of previous issue.

### **Grove Headteacher report and School Development Plan (SDP)**

It was reported that Grove were also full, excepting year 6, attendance is good. There are more parents at Grove who take children out of school for holidays, but this doesn't appear to affect their learning. Persistent absence s lower than National. There have been some staffing changes due to TA's leaving, however the new TA's are happy to work across both schools which is really helpful and it is hoped that this will developed further. Staff absence is good, there is less absence than Westwood.

The progress and attainment is the same as Westwood, teacher performance is being addressed through capability procedures and the leadership team are now looking at HLTA's and TA's, again being supported by capability procedures.

*Q. Is there the capacity to support these teachers?*

A. It was reported that the school are and will continue to share staff and skills across both schools, with regard to Key Stage and subjects, coaching strategy opportunities will be set up so that staff can see outstanding teaching, be supported with planning and be helped to put together sequences for teaching.

*Q. Has there been any impact yet?*

A. It was reported that progress is already being seen, staff are trying new ideas and strategies that they observed in the outstanding teaching observations.

*Q. How is being received by staff?*

A. It was commented that teachers have been positive and feel supported in a non-threatening manner. CPD has been changed to include planning and specialist training has been shared across the schools. A very robust monitoring has been taking place, the Trust has been supporting in this.

RA shared that as an executive head it was lovely to see the members of the Senior Management Team (SMT) taking leads in this and being able to take an overview, the SMT all took responsibility for their own actions and RA felt that she was able to be a critical friend to them, this has never happened before.

Her Majesty's Inspection (HMI) report was shared (copy in minute book and on GH). It noted that all the correct actions have been taken and addressed.

*Q. How do staff use assessment data?*

A. Teachers should analysis their own teaching and move the children to the next learning objective so that the children can move fluidly through their learning and by knowing what the assessment bands are for the lessons before it is taught.

*Q. How confident are you that the teaching of phonics has improved?*

A. JW carried out a phonic review and observed all teaching in KS1, he noted that planning needed improvement and that TA's needed greater subject knowledge. CPD and planning has now been developed, stripping it right back so that TA's feel skilled in teaching groups of children to a high-quality session, also they now get support from the teachers when they have to deliver teaching to groups. Next steps training is still required. Teacher training will take place in the new year to upskill them. Gaps analysis will support with grouping children appropriately for spelling and other groups etc. TA's can visit and observe what a good session looks like and what can they take from this. It was noted that it is also important for staff to be using the correct language and terminology across the schools and he is looking at the cross curricular use of phonics as well.

Questionnaires and parent's forum, only 6 parents attended so this is positive.

It was shared that holiday homework had not been well received. Bullying was the same as for Westwood. Parents had asked if giving progress information could take a different method, RA shared that this will be looked at for the future.  
**AP8: RA to look at giving parents information with regard to progress in a different format.**

It was noted that the important responses were in the 90's. Not all classes have completed the pupil's questionnaire, this is not a percentage but an actual figure.

	<p>It was noted that there still needs to be a culture change with regard to the teachers taking responsibility for their children's behaviour.</p> <p>Q. <i>Can you track the responses, as some pupils say they are never being challenged?</i>  A. RA said that she would do this.</p> <p><b>AP9: RA to track responses of pupils not feeling that they are challenged</b></p> <p>It was noted that the staff questionnaire was strong.</p>	
9.2	<b><u>Report on results</u></b>	
	<p>RA presented a report on pupil assessment and results (copy in the Minute Book) and drew governors' attention to the following:</p> <p>Reading, Writing and Maths are on track.</p>	
9.3	<b><u>Pupil Premium and Primary Sports premium</u></b>	
	Discussed at last meeting. JH to have the responsibility for ensuring that this is published on the website.	
9.4	<b><u>Performance management</u></b> All performance Management as taken place, as discussed item 9.1 and Headteachers Report (Copy in minute book)	
10	<b><u>Budget Items</u></b>	
10.1	It was reported that the budgets for both schools are on track.	
11	<b><u>POLICIES</u></b>	
11.1	<b><u>Policy Review</u></b>	
	Governors agreed to establish a policy review schedule.	
11.2	<b><u>Policies for review and approval</u></b>	
	No policies were reviewed at this meeting.	
12.3	<b><u>Trust Policies</u></b>	
	No policies were adopte at this meeting.	
12	<b><u>SAFEGUARDING AND HEALTH AND SAFETY</u></b>	
12.1	<b><u>Keeping Children Safe in Education (KCSiE) 2018</u></b>	
	<p>All Governors signed, except JC, Mc, and MCh have signed on GH to confirm that they had read the relevant parts of Keeping Children Safe in Education.</p> <p><b>AP11: JC, MC and MCh to signed on GH to confirm they have read KCSiE</b></p>	
12.2	<b><u>Review of safeguarding policy</u></b>	
	Not discussed at meeting	

13	<b><u>GDPR</u></b>	
	<p>Caroline Driver is the Data Protection Officer for the Trust. It was noted that Governors must use their school website addresses, personal emails addresses will no longer be used.</p> <p>SR ad LR have been trained by the compliance officer, in turn, they will train staff. They reported that they have had to respond and act on some information from the Trust and that they have carried out a monitoring walk, the findings of which have been shared with the Trust.</p> <p><i>Q. Have there been any breaches?</i>  A. There has been one where first names had been used, when sharing information, this was changed to initials.</p> <p>Overall it was felt that both schools were compliant.</p>	
14	<b><u>REPORTS FROM THE TRUST BOARD</u></b>	
	None discussed at meeting	
15	<b><u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u></b>	
15.1	It was noted that the responsibility of governors to individual monitoring roles has all be entered on GH.	
15.2	The Programme of monitoring visits 2018/19 has been shared on GH.	
15.3	To receive reports from governors who have carried out a monitoring visit	
	<p>(copies in the Minute Book).</p> <p>JC visited Grove on 12.9 18 for the Academy Improvement Groups (AIG) learning walk and shared that she had identified an action with regard to monitoring.</p> <p>On 17.10.18 JC attended a learning review to visit classes and speak to pupils – The action from review was that KS1 data needs to be addressed.</p> <p>On 1.11.18 JC met with EYFS to consider progress against milestones – she shared that there was evidence of accelerated learning particularly by boys who had not attended the nursery.</p> <p>On 13.11.18 KH, the English Lead, carried out a learning walk with a focus on progress against milestones, KH was extremely positive about the school and leadership, she felt that everybody understood their roles in how to move the school forward so that all milestones will be met.</p> <p>On 7.11.18 IE visited the schools linked to SDP and the recent TA training. She shared that she saw TA making observations on tablets, all provision maps were displayed and that all TA's had a common target linked to assessment. She noted that changes to carpet time arrangement allowed for staff to be free to set up areas of room and record data for children and key workers have been established.</p>	



	<p>On 1.11.18 SC visited with a focus on safeguarding and GDPR. He reported that the children were fully engaged in their learning, he was really pleased to see how the school was progressing. He questioned staff with regard to safeguarding concerns and how they were progressed, he reported that everybody that he spoke knew the correct procedures. He shared that he checked files, data and records, all were secure and meticulously kept. There was a concern raised with regard to the security of standalone computers.</p> <p>On 2.11.18 AB attended for safeguarding meeting – It was shared that all information was secure and filed appropriately, this was greatly improved. It was noted that AB has recently undertaken the Safeguarding Trainers training and will train staff in school, in the new year.</p> <p>It was reported that Single Central Record has been updated and is very impressive, this is reflected in HMI report, all personal files are secure. Safer recruitment, LADO processes and DBS are all compliant.</p> <p>RA said every new member of staff will have a full induction of safeguarding which will also include a tour. She shared that all documents and practice is up to date, secure and comprehensive.</p> <p>On 13.11.18 LB met with groups of children from KS2 and talked about teaching and learning. She reported that the children were very excited about the celebration assemblies and parents are invited as well, children shared that there are lots of clubs at lunchtimes as well as after school and enjoyed the woodland school.</p> <p>On 5.11.18 MC visited to monitor learning behaviours and parent voice – see report filed with the minutes.</p> <p>MCH left at 18.08</p> <p><b>Westwood:</b> On 2.11.18 SC shared that he had met with LB and Dawn, the Family support worker with regard to safeguarding and GDPR. He reported that the children’s files were secure. He asked about reporting of and procedures for PREVENT and Female Genital Mutilation(FGM), he reported that he was satisfied that records kept within a secure safeguarding folder. He noted that safeguarding board in staff room has too much information on it, some of which is no longer relevant. He said needs to have main relevant information. SC shared that RA is fully updated of any safeguarding concerns and that she signs a form when she carries checked the concerns. He shared that he randomly accessed records and all were compliant.</p>	
16	<b><u>ANY OTHER BUSINESS</u></b>	
	<p>JC shared that she will attend the Chairs briefing and that there will be a whole governor body training in Summer.</p> <p>The Chair thanked governors for all the visits that they have undertaken thus far.</p>	
17	<b><u>DATES OF FUTURE MEETINGS</u></b>	

	<p>Governors confirmed that the next meeting would be held at 4pm on Thursday 21<sup>st</sup> March 2019, at Westwood.</p> <p>Governors agreed the programme of meeting dates for the 2018/19 academic year as follows:</p> <p>Thursday 16<sup>th</sup> May 2018 at 4pm at Grove (changed from 23<sup>rd</sup> May)  Monday 15<sup>th</sup> July 2018 at 4pm at Westwood (changed from 11<sup>th</sup> July)</p>	
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The meeting closed at 18.28

Signed

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Date

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#### Action Log

Agenda Item	Action	By Whom	By When
1.1	AP1: RA will liaise with trust with regard to re election or staying within the new LGB constitution.	RA	Next meeting
4.2	AP2: Clerk to remove from next agenda	clerk	Next meeting
5.2	AP3: MCh will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses.	MCh/LB/SR	Next meeting
5.2	AP4: Governors to sign and adopt the code of conduct	All governors	Next meeting
5.2	AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting	All governors	Next meeting
9.1	AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums.	RA, JW and LC	ASAP
9.1	AP7: RA to inform governors of changes to the questions for next time that this is carried out.	RA	
9.1	AP8: RA to look at giving parents information with regard to progress in a different format.	RA	
9.1	AP9: RA to track responses of pupils not feeling that they are challenged	RA	Next meeting
12.1	AP10:JC, MC and MCh to signed on GH to confirm they have read KCSiE	JC, MC, MCh	ASAP

**Documents from meeting ( previously shared on GovernorHub):**

Governor Visits 2018-2019 Grove

Governor Visits 2018-2019 Westwood

Reading Points Progress Grove Autumn

Writing Points Progress Report Grove Autumn

Maths Points Progress Report Grove Autumn

Steps Attainment Summary Report Grove Autumn

Grove Primary School SEF Summary

Grove 27 November 18 website review Doc.

Record of Pupil Premium Spending 2018/19

Letter Grove AIG Autumn

Safeguarding Policy 2018 - Grove

Grove PP Spending Doc 18-19

Reading Points Progress Westwood Autumn

Writing Points Progress Report Westwood Autumn

Westwood 27.11.18 Website check

Maths Points Progress Report Westwood Autumn

Westwood School Development Plan 2018/19 – Jan Doc.

Westwood Primary AIG

Westwood Pupil Premium Spending 2018/19

Westwood Safeguarding Policy Oct 2018

Minutes 4.10.18

PE Premium 2018-9

School Development Plan 2018-19

ALT Board Minutes 10.10.18 for website

HMI report