



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 **4th October 2018**

Present: Jackie Cutchey (JC) – Trust Chair
 Rae Aldous (RA) – Trust (Executive Headteacher)
 Mike Chaplin (MCh) – Trust
 Emma Hall (EH)- Trust
 Stephen Clarke (SC)– G Parent
 Iona Ellyat (IE)– W Parent
 Anna Ball (AB)– Parent
 Lauraine Barnes (LB) – W Staff
 Maria Smith (MS) – W Staff
 Kerry Read (KR)– Associate (Deputy Head at Westwood from 1.9.18)
 Louise Creed (LC) – Associate (Assistant Head Grove from 1.9.18)

In attendance: Mandy DeBoise (Governor Services Clerk)

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| 1 | <u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u> | |
| 1.1 | Apologies for absence were received from Jeremy Rowe(JR), Mary Corker(MC), Sarah Ross(SR) MS sent apologies of lateness and arrived at 16.36 | |
| 1.2 | Governors consented to these absences. | |
| 2 | <u>PECUNIARY AND OTHER INTERESTS</u> | |
| 2.1 | No declarations of pecuniary or other interests regarding items on the agenda were made. | |
| 2.2 | Governors noted the requirement to complete and return a new declaration form. AP1: To complete the Pecuniary Interest forms at the meeting on 6th December and file in minute book | |
| 2.3 | Governors noted the requirement to update the register of pecuniary interests and to publish it on the academy's website. | |
| 3 | <u>CHAIR'S UPDATE</u> | |

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| | The chair gave the following updates: JC explained the new constitution of the LGB as set out by the Trust in the Terms of Reference | | | | | | | | | | | | | |
| 4 | <u>ELECTION OF CHAIR AND VICE CHAIR FOR 2017/18</u> | | | | | | | | | | | | | |
| 4.1 | Governors determined that the end of term of office for the chair and vice chair would be the <i>first meeting of the autumn term 2019</i> in accordance with the Scheme of Delegation | | | | | | | | | | | | | |
| 4.2 | As a new joint LGB, Jackie Cutchey remains in the Chair for the 2018/19 academic year. Emma Hall was elected vice –chair for the academic year 2018/19 | | | | | | | | | | | | | |
| 5 | <u>LOCAL GOVERNING BODY MEMBERSHIP</u> | | | | | | | | | | | | | |
| 5.1 | <p>As from 1st September there will be one Local Governing Body over the two schools with 10 members:</p> <table> <tr> <td>Chair</td> <td>1 X appointed by the Board</td> </tr> <tr> <td>Executive Headteacher</td> <td>1 X exec for duration of appointment OR 2 X Heads for duration of appointment</td> </tr> <tr> <td>Head of Academy</td> <td>One for each academy to attend – non-voting</td> </tr> <tr> <td>Parent Governor</td> <td>One for each academy elected from community</td> </tr> <tr> <td>Trust Governor</td> <td>4 X appointed by CEO on behalf of Board (NB more to be appointed as required to ensure Trust governors are in the majority)</td> </tr> <tr> <td>Staff</td> <td>Up to 2 to be invited by Chair as appropriate to focus of meeting</td> </tr> </table> <p>Jackie Cutchey – Trust Chair Rae Aldous – Trust (Executive Headteacher) Mary Corker – Trust Mike Chaplin – Trust Emma Hall- Trust John Hughes - Trust Jeremy Rowe – Trust Stephen Clarke – G Parent Iona Ellyat –W Parent Anna Ball – W Parent (resigning from end of September) Sarah Ross – Staff (teaching) Lauraine Barnes – W Staff Maria Smith – W Staff</p> <p>Kerry Read – Associate (Deputy Head at Westwood from 1.9.18) Louise Creed – Associate (Assistant Head Grove from 1.9.18) Kelly Hough – Associate member</p> | Chair | 1 X appointed by the Board | Executive Headteacher | 1 X exec for duration of appointment OR 2 X Heads for duration of appointment | Head of Academy | One for each academy to attend – non-voting | Parent Governor | One for each academy elected from community | Trust Governor | 4 X appointed by CEO on behalf of Board (NB more to be appointed as required to ensure Trust governors are in the majority) | Staff | Up to 2 to be invited by Chair as appropriate to focus of meeting | |
| Chair | 1 X appointed by the Board | | | | | | | | | | | | | |
| Executive Headteacher | 1 X exec for duration of appointment OR 2 X Heads for duration of appointment | | | | | | | | | | | | | |
| Head of Academy | One for each academy to attend – non-voting | | | | | | | | | | | | | |
| Parent Governor | One for each academy elected from community | | | | | | | | | | | | | |
| Trust Governor | 4 X appointed by CEO on behalf of Board (NB more to be appointed as required to ensure Trust governors are in the majority) | | | | | | | | | | | | | |
| Staff | Up to 2 to be invited by Chair as appropriate to focus of meeting | | | | | | | | | | | | | |
| 5.2 | Governors noted that there were no vacancies for governors, it was decided by the Trust that the all the terms of office will continue until they expire and then be re evaluated | | | | | | | | | | | | | |
| 6 | <u>MINUTES</u> | | | | | | | | | | | | | |

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| 6.1 | The minutes of the meeting held on 18 th July 2018 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair. | |
| 6.2 | <u>Matters arising from the minutes</u> | |
| | <p>Matters arising from the minutes not already on the agenda.</p> <p><u>Grove School Local Governing Body Action Sheet</u></p> <p><u>Date of Meeting: Thursday 24th May 2018</u></p> <p>Item 7 Risk Register/RPA: GDPR to be an agenda item at each WGB meeting - RA/JC - actioned</p> <p>Item 7 – School Development would be available at the next meeting 4.10.18 -actioned, sent by email to governors</p> <p>Item 12 – Health and Safety check. – actioned: MCh had undertaken a Health & Safety walk with SC. A report would be brought to the next meeting. (copy in minute book). – MCH has checked on H & S at Grove, water checks were compliant, five members of staff had been first aid trained, three members have undertaken paediatric first aid training, asbestos has been removed from the site. Cleaners have had training, the work regarding fire and emergency lighting has been booked in. The requirements from the audit are being worked through and are in hand. JC suggested that the next visit is a joint school visit with a focus on the results of the H & S audit</p> <p>Governors to visit the school, following the Head emailing them a calendar of the schools' timetable and activities. – RA / Governors – actioned: RA has provided the calendar for governor visits and school activities</p> <p>Item 4 – Review Membership and new: – Deferred to the next LGB meeting. (4.10.18). -RA/JC – actioned: No change.</p> <p>Item 8 - Grove– Health and Safety – An updated Health and Safety report would be brought to the next LGB meeting (4.10.18) – RA shared that there is an audit being carried out before half term AP2: deferred to next meeting (6.12.18)</p> <p>Item 9 – Governor visits. JR to check the website for the PP report and if necessary follow this up. - JR AP3: deferred to next meeting (6.12.18)</p> <p>Item 13 – Personnel Issues. Agenda item 4.10.18) - RA/JC - resolved</p> <p><u>Westwood Primary School Local Governing Body Action Sheet</u></p> <p>• <u>Date of Meeting: Wednesday 18th July 2018</u></p> <p>Item 3/ 4 – Review of Membership and new: Deferred to the next meeting RA/ JC Agenda 4.10.18 actioned</p> | |

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| | <p>Item 3/ 5 – SDP and feedback from recent Learning Reviews or Inspections: Governors to lead Parents Forum to be added to SDP. - no longer relevant</p> <p>At the start of the next academic year the Head would email Governors a calendar of the schools’ timetable and activities and ask Governors to indicate where there their expertise lay for them to support and monitor. AP4 RA to action</p> <p>Item 3/ 6 – Budget Monitoring MCh offered to look into possibly hiring local community busses. – MCh – AP5: deferred to next meeting (6.12.18)</p> <p>Item 3/7 Risk Register/RPA: GDPR to be an agenda item at each WGB meeting RA/JC Agenda 4.10.18 - actioned</p> <p>Item 6 Headteacher’s Report: The data demonstrating progress had been sent to governors. RA would transfer this info onto purple cards for Governors. – RA has this in hand, for next meeting</p> | |
| 7 | <u>GOVERNORS’ CODE OF CONDUCT</u> | |
| | Governors to sign and adopt the code of conduct AP6: deferred to next meeting (6.12.18) | |
| 8 | <u>WEBSITE UPDATE</u> | |
| | <p>Caroline Driver, the compliance officer for trust carried out an audit for both websites and has produced an action plan for both schools. Grove has been updated and re audited, and is now up to date.</p> <p>Westwood is almost up to date; the curriculum is being delivered differently so this needs updating and the governors page also need to be updated.</p> <p>JR was nominated as the named governor for website compliance, to check twice yearly in the Autumn and Summer terms. RA shared that the senior staff at both schools have been allocated sections of the website for which they have a responsibility to keep as up to date as possible.</p> | |
| 9 | <u>GIAS (Get Information About Schools)</u> | |
| | <p>Governors noted the requirement to upload their details on to the national database of governors. RA agreed to ensure that this action was completed.</p> <p>AP7: RA to ensure that this is carried out</p> | |
| 10 | <u>ACADEMY IMPROVEMENT</u> | |
| 10.1 | <u>Academy Development and Improvement Plan</u> (copy circulated separately and in minute book) | |
| | <p>RA presented the School Improvement for 2018/19 for both schools (copy in Minute Book).</p> <p><u>Grove</u></p> | |

RA summarised the headteachers report, she explained the Pupil Premium for the school, commenting that, although entitled, many families do not claim for this and this is something that needs to be encouraged.

The budget position was shared although this is managed by the Trust. There was a strong carry forward despite a slight in year deficit. Several staffing positions have become redundant through natural causes e.g., shared caretaker and teaching assistants, who had left, were not replaced

RA stated that Phonics needs to be strengthened and is an area for development.

Maria Smith joined the meeting at 16.36

Although EYFS has improved and it is still an area for development and this is being carefully monitored and this will be an ongoing focus for Governors

On p4 Pupil progress was tracked differently by the previous Head Teacher, the children have made the progress needed but this data needs to be checked, the standard of work needs to be regularly monitored. The monitoring needs to be robust across both schools

Leadership and Management – RA explained that there is a new team in place. TeALIF, (teaching and learning improvement framework), has been really useful tool, and the team are holding teachers to account by strategic questioning and thorough monitoring.

Pupil Premium – This is being spent on teaching assistants for Quality first teaching (QFT) in the classroom and to develop children’s social skills and buying into forest schools, at times there are children who are not resourceful, resilient and good at relationships. The children at Grove are more generally more passive, they need to become more excited about learning and working as part of a team. JC commented that this could be a focus for monitoring visits

PE Premium -There is a new PE coordinator, funds are going into extracurricular clubs for the school, the rugby club are coming in to support. Playground equipment is also being invested in, as well as a new equipment

Benchmarking

Q. How confident are that we can identify the benchmark with the children’s needs?

A. The teachers are monitoring against a specific agenda eg SEND, looking for the usual markers and having healthy challenge of what the work should like, therefore knowing what they are building on and how the progression should look. Teachers felt they were getting more from looking at other children books. We look at - Where are the children? How do they know where they are? What is the next step? How will you get them there.? This is also carried out across the schools for a school to school comparison. There is also a trust member who tracks this every half term. It is also using teacher judgements and addressing needs as they arise, not just every term.

Academy Improvement Group (AIG):

JC shared that she had recently met with the David Hilton, Director of School Development and Improvement, discussing every area of improvement, AIG

meet every term to reassess progress towards improvement. There is a summary document from this meeting

AP8: RA to bring summary letter to next meeting

Q. How confident are that we will be around National in KS1?

A. RA responded that she was really confident, she said that 50 % of children are already at the expected levels.

Q. What is in place to improve quality of writing?

A. A scheme called 'Talk for Writing' and adaptations from using different tools across 2 years, for assessment, curriculum development. Spelling and grammar has been tweaked, asking the children what they think they need and parent forums should help inform areas of weaknesses.

Q. How are the parents?

A. RA reported that the parents seem more positive than usual, they are happy to speak to other adults in the school, as well as their child's class teacher. It was felt that the Facebook page has engaged many parents and been very well received.

Improvement plan – JC drew everyone's attention to the dates for measures to be in place, and suggested that governors use this when they come for their monitoring visits. This links to the expectations that should be in place. JC suggested that governors use the 3 documents: Governor visits calendar, the Head Teachers report and the School Development Plan and use them to monitor against and challenge.

Both schools:

The trust carried out a survey in KS2 for mental health, the areas where children show the most concern is with regard to having troubles sleeping and anxiety – it was noted that all the trust schools have a similar pattern. As a Trust this was discussed and thought this may have relations to screen time, the Trust are going to approach this in the same method across all schools for consistency. It has been discussed the possibility of showing this on a plate for the children, 'for good mental health', limited screen time, exercise time, 5 veg a day etc, so it is a visual resource that the children can see clearly and is easily understood.

It was acknowledged that mental health needs to be a focus across the trust.

It was discussed that every child will worry about things differently, social anxiety, keeping safe, worry for their parents, the parent's anxieties worry the children. It was discussed how this impacts their behaviour. It was also noted that substance abuse and gangs is also impacting the children

AP9: To be on agenda for next meeting. RA to ask mental health leads to carry this out termly

It was suggested that there could be a box for children to post their worries in. Parents should be invited to be part of this. It was suggested that the survey could develop more in-depth questions for the older children. Screen time was considered to be a significant issue, what screen? what are they watching? playing? Social media etc? age appropriate? The children need to know what a Healthy diet for mental health looks like.

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| | <p>Westwood Primary School</p> <p>Pupil Premium(PP) - is above the national, this is without the predicted reception children, again the school need to approach new parents to encourage them to sign up for this. The budget is healthy, there is a large carry forward. There is more flexibility with the budget due to the PP, the school will be being careful with which staff are replaced. The expense of the Executive Head is more than we have usually had.</p> <p>The EYFS score requires all 5 markers to be met, the whole picture is difficult to get, this is typical of most schools.</p> <p>Development is focussing on embedding role of subject leaders for Quality First Teaching, the middle management team need to take more responsibility for developing the curriculum in their subject areas. Also working with and alongside Grove to develop them.</p> <p>PP funding pays for seven Teaching Assistants and has a significant impact. The focus is for staffing, forest schools and Speech & language, to ensure that children meet the expected levels of attainment and progress.</p> <p>Q. JC do you share Speech and Language Therapists? A. Yes, they are shared across the Trust schools, mainly working with identifying need in EYFS.</p> <p>RA explained that the Suffolk School Improvement Summary (SISS) is a really good document that includes everything that schools and governors need to be aware of.</p> | |
| 10.2 | <p><u>Report on results</u></p> | |
| | <p>RA presented a report on pupil assessment and results (copy in the Minute Book) and drew governors' attention to the following:</p> <p><u>Grove</u> The data was strong, at the end of KS2 achieving above National, 83% and the progress data was also positive. The next stage is the disadvantaged children getting better results at in depth writing. There is a whole new teaching team in KS1, the quality now good so this should improve with Quality First Teaching being better than previously experienced.</p> <p><u>Westwood</u> Data is above National in every area. The arrows compare to Fischer Family Trust 50, which is a tool that predicts what the children should achieve. The results are all above this prediction, so really pleasing outcomes. In KS1 improvement in greater depth is needed, this is really difficult for our children, especially in Maths. RA commented that staff need to understand how to produce this evidence and will be working with them to do this. KS2 reading progress was 3.7 which is excellent.</p> | |
| 10.3 | <p><u>Pupil Premium and Primary Sports premium</u></p> | |

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| | <p>Governors discussed the use and impact of the pupil premium and primary sports premium in Item 10.1 and agreed for JR to ensure that this information was published on the school website.</p> <p>AP10: JR to check PP and PE and Sports funding is published on the website</p> | |
| 10.4 | <u>Performance management</u> | |
| | <p>Governors discussed the arrangements for the performance management of all staff and Performance reviews:</p> <p>RA has been reviewed. Reviews will now occur in July for all staff to be approved by the Trust. All teaching staff have data targets for their classes, as well as the quality of teaching and learning.</p> | |
| 11 | <u>BUDGET ITEMS</u> | |
| 11.1 | <u>Budget monitoring report</u> | |
| | The budget is monitored by the Trust and no papers were presented at this meeting | |
| 12 | <u>POLICIES</u> | |
| 12.1 | <u>Policy Review</u> | |
| | <p>Governors agreed to establish a policy review schedule.</p> <p>AP11: RA agreed to ensure that this action was completed by 6.12.18</p> | |
| 12.2 | <u>Policies for review and approval</u> | |
| | <p>Governors reviewed and approved the following policies:</p> <p>SEND Policy and SEND report approved</p> | |
| 12.3 | <u>Trust Policies</u> | |
| | <p>Governors received and adopted the Statutory policies from the trust board.</p> <p>Rae, Please can you list the policies</p> | |
| 13 | <u>SAFEGUARDING AND HEALTH AND SAFETY</u> | |
| 13.1 | <u>Keeping Children Safe in Education (KCSiE) 2018</u> | |
| | <p>Governors noted the requirement to read the relevant parts of Keeping Children Safe in Education and agreed to inform the safeguarding governor when this had been done. The safeguarding governor would keep a record confirming this.</p> <p>AP12: Governors to sign sheet for KCSiE updated</p> <p>AP13: RA to send required training on Safeguarding for all governors to complete</p> | |
| 13.2 | <u>Review of safeguarding policy</u> | |
| | AP14: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting (6.12.18) | |

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| 14 | <u>GDPR</u> | |
| | 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. | |
| 15 | <u>REPORTS FROM THE TRUST BOARD</u> | |
| | No reports were presented as the first Trust Board meeting hasn't yet taken place. AP14: RA to bring reports from Trust Board to next meeting | |
| 16 | <u>COMMITTEES AND WORKING PARTIES</u> | |
| 16.1 | JC confirmed that there were no committees | |
| 16.2 | <u>Appointment of committee chairs</u> | |
| | JC confirmed that there were no committees | |
| 16.3 | <u>Committee minutes and working party reports -</u> | |
| | JC confirmed that there were no committees | |
| 17 | <u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u> | |
| 17.1 | <u>Appointment of governors to individual monitoring roles</u> | |
| | Governors agreed that the following governors would undertake the following monitoring roles: SEND - MC Safeguarding - SC PP – MC PE and Sports Funding – John Hughes (Trust) Website - JR H & S – MCh | |
| 17.2 | <u>Programme of monitoring visits 2018/19</u> | |
| | Governors agreed the programme of visits for Grove 2018/19 as shared at the meeting (copy in minute book). | |
| 17.3 | <u>Governor Monitoring/Focused Visits</u> | |
| | Governors received a report from Mike Chaplin on his visit to Grove school last term, discussed in Item 6.2, which had focused on Health and Safety (copy in the Minute Book). | |
| 18 | <u>ANY OTHER BUSINESS</u> | |
| | Q. Are the schools linked to the local Church for activities? A. RA shared that the school are in contact with the church for community activities, It was noted that KR will be taking maternity leave from the end of the Autumn term | |

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| | JC signed a document for items not covered under the RPA insurance. It was noted that a Benchmarking report was not received for Westwood. | |
| 19 | <u>DATES OF FUTURE MEETINGS</u> | |
| | Governors confirmed that the next meeting would be held at 4pm on Thursday 6 th December 2018, at Grove. Governors agreed the programme of meeting dates for the 2018/19 academic year as follows: Thursday 21 st March 2018 at 4pm Thursday 23 rd May 2018 at 4pm Thursday 11 th July 2018 at 4pm changed to Monday 15th July 4pm | |

The meeting closed at 17.53.

Signed

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Date

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Action Log

| Agenda Item | Action | By Whom | By When |
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| 2.2 | AP1: To complete the Pecuniary Interest forms at the meeting on 6 th December and file in minute book | All Govs | 6.12.18 |
| 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 | RA/MCh | 6.12.18 |
| 6.2 | AP3: Grove – Governor visits. JR to check the website for the PP report and if necessary follow this up. | JR | 6.12.18 |
| 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. | RA | ASAP |
| 6.2 | AP5: Westwood – MCh offered to look into possibly hiring local community busses. | MCh | 6.12.18 |
| 7 | AP6: Governors to sign and adopted the code of conduct (copy I to go in the minute book) | All govts | 6.12.18 |
| 9 | AP7: Governors noted the requirement to upload their details on to the national database of | RA | 6.12.18 |

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| | governors. (GIAS). RA agreed to ensure that this action was completed. | | |
| 10.1 | AP8: RA to bring summary letter from AIG meeting to next LGB meeting | RA | 6.12.18 |
| 10.1 | AP9: RA to ask mental health leads to carry this survey out termly | RA | Before next term |
| 10.3 | AP10: JR to check PP and PE and Sports funding is published on the website | JR | |
| 12.1 | AP11: RA agreed to ensure that this action was completed by 6.12.18 | RA | 6.12.18 |
| 13.1 | AP12: Governors to sign sheet to acknowledge the updated KCSIE 2018 | All Govs | 6.12.18 |
| 13.1 | AP13: RA to send the required training on Safeguarding for all governors to complete | RA | ASAP |
| 13.2 | AP14: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting (6.12.18) | All Govs | 6.12.18 |
| 15 | AP15: RA to bring Trust reports from Trust Board to next meeting | RA | 6.12.18 |

Documents from meeting: _____

Governor Visits 2018-2019

Governor Visits 2017-2018

Grove Primary Data Analysis 2018

Grove School Improvement Plan

Grove Primary School PE Premium 2018/2019

Grove Primary Pupil Premium Spending 2018/19

Grove Head Teachers Report to the ALT board

Grove Primary Mental Health report

Grove Suffolk School Improvement Summary

Westwood Primary Data Analysis

Benchmarking report Card

Westwood School Improvement Plan

Westwood Primary Head teacher report to ALT

Westwood Pupil Premium Spending 2018/19

Westwood Primary Mental Health Data