



# Westwood Primary School

Westwood Primary School Local Governing Body

## **MINUTES**

Thursday 24<sup>th</sup> May 2018 @ 4.00 pm held at Westwood Primary School

<b>Chair of the Committee:</b>	Jackie Cutchey	<b>Clerk to the Committee:</b>	Pauline Hart
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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 (MCh)	Trust	P left at 5.35pm
Mary Corker (MCo)	Trust	P
Emma Hall (EH)	Trust (Vice-Chair)	P
John Hughes (JH)	Trust	Ap
Lauraine Barnes (LB)	Staff	P
Kerry Read (KR)	Associate	P
Maria Smith (MS)	Staff	P
Iona Ellyat (IE)	Parent	P
Anna Ball (AB)	Parent	Ap

### **In Attendance:**

Sarah Ross (SR) Grove Staff Governor *from 4.27pm;*

Stephen Clarke (SC) Grove Parent Governor *left at 5.35pm;*

Julie Cover (JC) Grove Staff Governor

Jeremy Rowe (JR) Grove Trust Governor *from 5.35pm*

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**Westwood Primary School Local Governing Body**  
**MINUTES / ACTIONS**

**Monday 24<sup>th</sup> May 2018 @ 4.00 pm held at Westwood Primary School**

	Agenda Item	Items Discussed	Action
1.	Welcome from the Chair /Apologies	<p>The Chair welcomed everyone to the meeting and explained the format of the evening, in that they would start with Westwood Business followed by Alt Business and then Grove Business. Hence the agenda items would be taken out of order. All governors were welcome to all parts of the meeting.</p> <p>The Chair also gave information re the future of the LGB make up, which would be confirmed within the following couple of days.</p> <p>Apologies for absence were received from John Hughes and Anna Ball; governors consented to these absences.</p>	
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><b>Minutes of last meeting:</b> The minutes of the previous meeting held on 19<sup>th</sup> March 2018 (copy in the Minute Book) were approved as an accurate record and signed and dated by the Chair.</p> <p><b>Matters arising:</b></p> <p><b>Item 3 Matters Arising: Headteacher's report -</b> Lorraine Barnes gave Governors the following update on Rising Stars: LB met regularly with the class teachers in Rising Stars. She explained how Rising Stars was set up and that it was to support pupils who struggled academically and being in the main classroom environment. It started early last autumn and at the end of this term they would be integrated back into classes. Their skills and confidence had improved, so they would be ready to go back into class full time later this term.</p> <p><b>The Chair asked if Rising Stars ran all day.</b> LB explained that it just ran in the morning, but this was fairly fluid. The members of staff had done a fantastic job, but Target Tracker did not measure the type of progress these children were making; however there had been great improvement on the IEP targets.</p> <p><b>The Chair asked if it would continue next year.</b> LB replied that it probably would not as there did not seem to be the need. KR said that through the Rising Stars programme the school and teachers had learnt how to meet these children's' needs within the classroom.</p> <p><b>MCh asked if with taking children out of the classroom, had it made a difference to the remaining children.</b> LB said that it had given staff more time to concentrate on the other children.</p> <p>All other items had been addressed or were agenda items at this meeting.</p>	
4.	Review Membership	Review Membership and new – deferred to the next meeting in the light of the information shared by the Chair at the start of the meeting.	Clerk Agenda
5.	SDP and feedback from recent Learning Reviews or inspections	The Head informed Governors that this term KR had focussed on the vision for the school as it was now moving forward in a different direction. They needed to ensure the curriculum now in place, would be in line with the new vision.	

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		<p>Current affairs were being looking at more within assemblies and watching 'Newsland' clips.</p> <p>Learning reviews had taken place, with areas needing to be focussed on being targeted. Book Looks had been really strong this year. Andy Redman (Hub Leader) had commented that Learning Reviews were always at a high level and improving each time and not plateauing.</p> <p>Middle and Senior Leaders have had opportunities to develop when the Head was not present in the school. KR advised that children's writing was improving all the time, with regular moderation providing evidence. Shared leadership had helped to develop middle leaders and their sense of responsibility had improved. LB commented that on a learning walk in EYFS and KS1, it was good to see middle leaders taking the lead and stepping up.</p> <p>In the future the SDP would be written alongside the Vision rather than following the Ofsted format.</p> <p>KR advised that lunchtimes needed to be worked on this term and work with the lunch time supervisors and sports leaders was taking place. They were also planning to give children the opportunity of transferring leadership skills, learnt in the classroom, into the playground.</p> <p><b>The Chair asked how could Governors be more involved in the coming half term.</b> The Head suggested they came in and talked with the mid-day supervisor staff and also did pupil perception interviews. IE and EH volunteered to do this alongside MS who would work with them on this.</p> <p><b>The Chair asked if there was still a Parents' Forum.</b> KR reported that there was not, but a Friends of Westwood Group had started up. She would like a Parents' Forum to be in place, but the parents needed to take responsibility and it could be an opportunity to get parental voice in a positive way.</p> <p><i>Sarah Ross arrived at 4.27pm</i></p> <p>The Chair suggested governors could lead the Parents' Forum and it was agreed that this would be added to the SDP.</p> <p>It was noted that paired meetings between Governors and Staff had been very successful.</p> <p>The Chair reported that on their visit, the HMI advised that when schools were with the LA they could choose whether or not to take the advice given. Being with the ALT, however it was different as the ALT was accountable and responsible for funding and outcomes, so Governors' role of challenge and support was very important.</p> <p>The Head advised that at the start of the next academic year she 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.</p> <p>The Head said she would be looking at sharing staff across both schools, supporting each other. Yr6 staff had been working together across both schools already, which had really improved outcomes at Grove.</p>	<p>IE/EH /MS</p> <p>Head</p> <p>Head</p>
6.	Budget monitoring	<p><b>Current Budget 2017/18.</b> The Head distributed the current Monitoring Budget report and advised that red indicated negative variances. She went through the budget highlighting the following;</p>	

		<ul style="list-style-type: none"> <li>Teachers expenditure was predicted to be overspent (see commentary), mainly due to restructuring and maternity leave cover.</li> <li>Repairs and Maintenance predicted to be overspent by £22K, due to unexpected and essential repairs, however there was a healthy carry forward to cover this (see commentary for further details)</li> <li>Books – predicted overspend of £11,913, some of this due to trip expenditure. (see commentary).</li> <li>Educational Visits – over spent. LB explained that the cost of coaches was very expensive. There was a discussion re hiring local community minibuses, however this would require staff to sit a minibus driving test. MCh agreed to look into this.</li> <li>Educational Subscriptions was predicted to be overspent (see commentary)</li> </ul> <p>The In-year balance was -£47,662, however with a brought forward balance of £195,783 this gave a positive forecast carry forward, to next year, of £148,121, which was 12.62% and the ALT recommendation was 8%.</p> <p><b>Budget 2018/19</b> The Head distributed copies of the Strategic Budget 2018-2023 and explained how this had been drawn up. <i>Income</i> with the new NNF, Westwood was losing money, so would be awarded the minimum funding guarantee amounting to £18K over the following two years. <i>Expenditure</i> - The budget had been set based on this year's expenditure but being careful not to overspend as had been done this year. The Woodlands school costs would reduce over time.</p> <p>A balanced budget of £5,758 had been set which included an extra teacher in Yr6, however any staff leaving were not being replaced and an arrangement re the site manager was being considered; the Head gave further details on how the budget, re staffing, had been balanced. <i>Curriculum</i> had been reduced from £25K to £18K. The school was currently virtually full, with just two spaces. Governors received and noted the budget.</p>	MCh
9.	Reports from governor visits	Governors received an update on visits which have taken place since the last meeting. MCo reported that she had been into school to monitor the administration of SATs	
7.	Risk Register / RPA	<p><u>Westwood</u> It was noted that the main risks were finance and staffing related. There was high mobility in the school so although there were only presently 2 spaces this could change quite rapidly. They were trying to encourage those eligible to sign up for FSM. KF asked why Risk Ref 5 (Failure to recruit or retain pupils – School fails to meet floor standards) was scored as a probability of 3 and Risk Factor amber instead of green. There was some discussion and the Head agreed this should be changed to 2.</p> <p>Governors noted the content of the Risk Register.</p> <p><u>Grove</u> The main risks were finance and the school was still at high risk educationally. Potentially due to this there might be some issues with children leaving and not joining, although the situation was presently good.</p> <p>KR left the meeting at 4.52pm</p> <p>There was discussion re GDPR. New forms and letters were going out to parents re photos. The ALT had appointed a DPO (Data Protection Officer)</p>	Head

		<p>and there was strong guidance coming out. A toolkit would be available for staff. The school website needed to be linked to the ALT website for access to policies. Staff had GDPR training coming up soon. The school needed to have a GDPR compliant officer. They were currently looking at the possibility of having someone across the three local schools (Pakefield High, Grove Primary and Westwood Primary) who were part of the trust. It was noted that GDPR needed to be an agenda item at each WGB meeting.</p> <p>The Head assured Governors that all that was required to be in place by 25.5.18 was in place.</p> <p><i>KR returned to the meeting at 4.58pm</i></p>	Clerk
8.	Health and safety monitoring	<p>Governors received an update on Health &amp; Safety and HandSAM tasks. HandSAM – Westwood’s was up to date, however Grove’s needed addressing</p> <p>Karen Jarvis would be doing H&amp;S walks shortly and would be sending reports.</p> <p><b>Progress with the H&amp;S Action Plans – Westwood had produced a plan and Grove’s was in progress and currently being addressed.</b></p> <p>Staff at Grove had undertaken Fire Ward and First Aid training. MCh had done a site visit at Grove.</p> <p>MCh had done a site visit at Grove.</p>	
10	Additional LGB Papers including review of policies:	There were no additional LGB Papers.	
11	ALT Business	<p>The Chair apologised that she had not attended the training on Thursday and asked Governors for feedback.</p> <p>LB reported that she found it useful and worthwhile. The New Safeguarding Tool the ALT was directing schools to use looked good. It was noted that SC was well placed to support both schools with safeguarding, due to his line of work.</p> <p>The Head explained how the Safeguarding tool worked and Informed Governors that both primaries and the Pakefield High School had opted to use it immediately.</p> <p><b>'Inventory' - new system for signing into the school premises, also connected to SIMS with late and absent pupils, so had huge potential. LB asked if the school infrastructure was large enough to handle these new systems.</b></p> <p>Governors were informed that the ALT was currently doing an ICT survey in all their schools and had some funding to improve ICT infrastructure in schools requiring upgrading. There was some discussion as to whether the schools would still use paper copies for Safeguarding referrals as well as online.</p> <p>KR and LB felt this new system would be good re efficiency and also re being GDPR compliance.</p>	
	Governor Training Item	<p><u>Woodland School presentation from Westwood</u></p> <p>LB informed Governors that this had been very successful with each class in the school having an hour a week timetabled for this activity. Lindsay Moore (Instructor) and LB met to put plans together for the year for each year group, which were mapped against the curriculum and the pupils' interests. They were now in their third term. TAs had some training in order to document pupils' learning and progress. LB carried out monitoring visits for quality assurance purposes. The instructor also meets with class teachers. Awards have been developed for various areas eg gardening, nature, woodland worker, woodland superstar. From the Autumn they would be working towards</p>	

		<p>the John Muir Award and will also have Woodland ambassadors. The Head informed Governors that this model would be brought to Grove and LB would be supporting this development.</p> <p><u>PIXL tracking presentation from Grove and assessment</u>  SR Informed Governors that PIXL was an assessment tool for tracking pupils progress, which was being trialled in Yr6. Reporting was available at co-hort and individual levels, so gaps were easily identified for interventions to be put in place. Progress was looked at 3 weekly, so pupils were being pushed into age related and greater depth bands. It was good for understanding pupil progress and where gaps in their learning was. They were looking to use some of the aspects of this tool in other years. EH challenged the extent of use of this tool. SR gave more details. IE asked if intervention were for individuals or for groups. SR said this was fluid, with teachers' and TAs' involvement, according the needs at the time.  The Chair asked if PIXL how great its impact in improving outcomes for Yr6 was. SR said it had been extremely useful especially in upskilling staff, so they know what to teach in order to get the results required. PIXL focused teachers on the teaching needing to be done.</p>	
9.	Any Other Business	<p>IE asked if there was any progress re the crossings outside the school. LB reported that she had been to a meeting with some parents and councillors on 14.5.18 re '20 is Plenty'. Although it had initially been agreed that there was a need, it was discovered that a larger area around the vicinity of the school had been surveyed and signs had been put up everywhere apart from outside the school. Parents were being extremely supportive, and Peter Aidous was picking up this issue personally and directed them to a website 'Crashmat' where near misses could be logged. Junior Road Safety club was involved. KR said there had been a real community response and felt that parents had been extremely supportive. '20's Plenty' had now been agreed for a second time. IE asked for a timeframe. LB replied up to 3 years, however the zig-zags outside the school had been repainted that day. MCh said they could ask the Police to come and do a speed watch and members of the public could be trained to use the traffic gun.</p> <p>Governors asked if there had been any more news re the toxic caterpillars at Grove. The Head said photographs had been sent away and they were waiting to see if they were the toxic ones.</p> <p>6.00pm MCo, LB, JC, MS, SR, IE, KR AND KTP left the meeting</p>	
13	Confidential Personnel Issues ( <i>Trust governors to remain for this item</i> )	<p>Westwood – The Head gave Governors an update on confidential staffing issues affecting the school in the Autumn.</p> <p>Grove – The Head explained the history of overstaffing at the school and how this was being addressed. She gave an update for staffing in September explaining that quite a few new good quality teachers were starting, including the returning maternity teachers. New arrangements for site managers were considered and discussed. She also explained how teaching would be carried out across the year groups.</p> <p>Governors received an update on disciplinary issues, where management advice had been given and now resolved.</p>	
14	Date of Next Meeting	Dates still to be set once the arrangements for the LGBs had been agreed.	

Meeting closed at 6.10pm

Signed: *J. Cant. Cherry*  
(Chair)

Date: 18.7.18