



MINUTES

**WESTWOOD PRIMARY SCHOOL AND GROVE PRIMARY SCHOOL
ACTIVE LEARNING TRUST**

Minutes of the meeting of the Local Governing Body of Westwood Primary and The Grove Primary held remotely via 'Google Hangouts' at 4pm on Monday 7th December 2020

Present: Rae Aldous, Executive Head **RA** Sarah Holiday **SH**
 Lauraine Barnes **LB** Sarah Ross **SR** (from 4.19pm)
 Stephen Clarke **SC** Paul Usher **PU**
 Mary Corker **MC**
 Jackie Cutchey, Chair **JC**

In attendance: Paul Cunningham (Governor Services Clerk)
 Stephen Moore **SM** (until 4.25pm)

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| 1 | <u>WELCOME AND APOLOGIES FOR ABSENCE</u> | |
| 1.1 | Apologies for absence were received from Emma Hall and Eve Hepburn. | |
| 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. All governors present confirmed that there were no changes needed to their existing declaration. | |
| 2.3 | Governors noted the requirement to update the register of pecuniary interests and to publish it on the school's website. | |
| ADDITIONAL ITEM A | <u>NPQEL UPDATE FROM EXECUTIVE HEADTEACHER</u> | |
| | RA gave a presentation on her project work on improving attainment in KS2 children, liaising with Louise Creed (LC) to work across the Trust. RA noted that several children reach the required Level but few reach the Higher Level. RA will be working across all primary schools within the Trust, to focus on the areas that need to be developed in each school. LC has already presented to some schools, and RA and LC will be having meetings with individual schools, with feedback to the Trust on a monthly basis. | |



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| | <p>RA clarified that, for Grove, Westwood and Sidegate, the focus is on Pupil Premium children; for the other schools, the focus is on general KS2 attainment.</p> <p>(SR joined the meeting).</p> | |
| ADDITIONAL ITEM B | <u>HISTORY UPDATE FROM STEPHEN MOORE</u> | |
| | <p>SM gave a presentation on the plans for developing the history curriculum across both schools, including implementation and intent.</p> <p>He noted that the plans include development of both historical skills and knowledge. The plan is based on five pillars of history, in which children:</p> <ul style="list-style-type: none"> • work as historical enquirers; • develop an understanding of chronology and concept of time; • use a range of historical sources; • understand local, national and international history; • have opportunities to offer comparisons across historical periods. <p>Key Concepts are embedded in the curriculum plan, e.g. locality, comparative, migration and civilisation.</p> <p>The Curriculum has been split into two cycles to accommodate mixed age classes at Grove, but these cycles are not being used at Westwood.</p> <p>JC requested some children's work, perhaps in the Summer Term, and SM agreed to provide this.</p> <p>RA noted that SM will now be looking at the Geography and RE curricula.</p> <p>(SM left the meeting).</p> | SM |
| 3 | <u>CHAIR'S ACTION / UPDATE</u> | |
| | The chair reported that she had approved changes to salary bandings for Deputy Headteachers and Assistant Headteachers to reflect the responsibilities of their roles. | |
| 4 | <u>ANY OTHER URGENT BUSINESS</u> | |
| | None. | |
| 5 | <u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u> | |
| 5.1 | There were no changes to report. | |
| 6 | <u>MINUTES</u> | |



| 6.1 | The minutes of the meeting held on 12 th May 2020 and 12 th October 2020 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair. | | | | | | | | | | | | | | | | |
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| 6.2 | <u>Matters arising from the minutes</u> | | | | | | | | | | | | | | | | |
| | <p>12th October:</p> <table border="1" data-bbox="464 544 1370 853"> <thead> <tr> <th data-bbox="464 544 644 611">Agenda Item</th> <th data-bbox="644 544 1034 611">Action</th> <th data-bbox="1034 544 1182 611">By Whom</th> <th data-bbox="1182 544 1370 611">Completed?</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 611 644 714">6.4</td> <td data-bbox="644 611 1034 714">Ask the relevant members of staff to contact the link governor</td> <td data-bbox="1034 611 1182 714">RA</td> <td data-bbox="1182 611 1370 714">Yes</td> </tr> <tr> <td data-bbox="464 714 644 853">11.2</td> <td data-bbox="644 714 1034 853">Create a Google Doc to record that governors have read the relevant sections of KCSIE</td> <td data-bbox="1034 714 1182 853">SR and LB</td> <td data-bbox="1182 714 1370 853">Yes, LB has created this.</td> </tr> </tbody> </table> | | | | Agenda Item | Action | By Whom | Completed? | 6.4 | Ask the relevant members of staff to contact the link governor | RA | Yes | 11.2 | Create a Google Doc to record that governors have read the relevant sections of KCSIE | SR and LB | Yes, LB has created this. | |
| Agenda Item | Action | By Whom | Completed? | | | | | | | | | | | | | | |
| 6.4 | Ask the relevant members of staff to contact the link governor | RA | Yes | | | | | | | | | | | | | | |
| 11.2 | Create a Google Doc to record that governors have read the relevant sections of KCSIE | SR and LB | Yes, LB has created this. | | | | | | | | | | | | | | |
| 7 | <u>EDUCATIONAL PERFORMANCE</u> | | | | | | | | | | | | | | | | |
| 7.1 | <u>Executive Headteacher's report</u> | | | | | | | | | | | | | | | | |
| | <p>Governors received reports for each school from the Executive Headteacher:</p> <p><u>Grove:</u></p> <p>NOR: 296 full-time, and 25 part-time Nursery. The afternoon Nursery has not been open, but RA reported that number are now sufficient to open the afternoon sessions.</p> <p>Attendance: very strong at 97.8%, with no holidays. No families have decided not to send their children to school.</p> <p>Covid restrictions: several members of staff had to isolate in November for two weeks due to a staff member testing positive. The school closed for one day in order for arrangements to be put in place. One class was taught from home with live online lessons throughout the day using 'Google Classroom', and RA reported that this had gone very well, with strong attendance at the remote sessions.</p> <p>Data predictions: Year 6 data is looking strong, as is the KS1 data (although these tests will not be taking place this year). Phonics screenings results showed that 81% met the standard.</p> <p>JC commented that the 'greater depth' results for KS2 were very impressive, including for disadvantaged children (albeit that there are only a small number of such children).</p> | | | | | | | | | | | | | | | | |



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| | <p>RA reported that the quality of teaching is strong, with recent teaching appointments having been very successful.</p> <p>School Development Priorities: training has been more difficult online, as it is not as easy to obtain feedback from participants, compared to face-to-face training. The 'No Outsiders' programme has been very successful in addressing diversity and equality. Next steps: reviewing reading, to ensure that children remain engaged.</p> <p>Events and visits (across both schools): although it has not been possible to visit anywhere, there have been some visits to school and many online events.</p> <p><u>Westwood:</u></p> <p>Attendance: three families are not sending their children to school. Persistent absence is very high, partly because children were not in school in the Summer Term to 'catch up' lower Autumn Term attendance.</p> <p>Data: KS1 phonics tests are likely to score around 70%, largely due to the seven EHCP children in this group.</p> <p>SEN external support: both schools are struggling with obtaining support for EHCP children. The relationship with the LA SEND Team is very strained. Pupils are often let down by the LA systems and inability to complete paperwork within the legal timeframes. SR and RA had met with Tracy Winward, who is the line manager to the local team. She provided a single point of contact, which has made it easier to access the members of staff, but it has not ensured that paperwork is completed and returned within statutory timeframes. LB noted that the responses from Cambridgeshire LA are much better than their equivalents in Suffolk.</p> <p>JC agreed to raise this with the Trust Board. Governors agreed to make representations to the LA as an LGB, and RA agreed to draft this and liaise with JC to agree a final version.</p> | <p>JC RA & JC</p> |
| <p>8</p> | <p><u>SAFEGUARDING, WELLBEING AND HEALTH AND SAFETY</u></p> | |
| <p>8.1</p> | <p><u>Pupil and staff wellbeing</u></p> | |
| | <p>Governors noted that this had been covered in the Headteacher's report.</p> <p>RA noted that Chloe Mansi has started as a Family Support Worker.</p> <p>RA stressed the importance of staff wellbeing, and she reported that she carries out weekly checks with staff to ensure that they are ok. She noted that PPA at home remains an option for staff.</p> | |



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| 9 | <u>FINANCIAL PERFORMANCE</u> | |
| 9.1 | <u>Budget monitoring report</u> | |
| | Both schools have had to produce a list of insurances not included in the main school insurance, and RA agreed to circulate this document to governors. | RA |
| 10 | <u>COMPLIANCE</u> | |
| 10.1 | <u>Policies for review or approval</u> | |
| | Governors reviewed and approved policies as shown in the Policy Register. | |
| 10.2 | <u>Trust Policies</u> | |
| | There were no Trust policies requiring review. | |
| 11 | <u>REPORTS FROM THE TRUST BOARD</u> | |
| | <p>There were no reports from the Trust Board.</p> <p>JC noted that the Board have been very supportive of schools during the Covid outbreak.</p> <p>RA reported that the scheduled learning reviews had been postponed until January.</p> <p>LB and SR commented that the support from the Trust during RA's sickness absence had been excellent.</p> <p>RA thanked LB and SR for their work in managing both schools during RA's absence, and JC reiterated this on behalf of the LGB.</p> | |
| 12 | <u>REPORTS FROM GOVERNORS' MONITORING</u> | |
| 12.1 | <p>JC reported that she had met with LB to review writing. She noted that the data could be reviewed in the Spring Term to ensure that progress is being maintained.</p> <p>JC had also met with Josh Wilkes, who is Associate Leader within the Trust, concerning subject leadership. He had commented that the middle leaders in both schools were developing well, and that the learning review had asked probing questions of those leaders and that they had responded well.</p> <p>JC commented that the schools' own judgement of leadership across both schools as Outstanding is fair and correct.</p> <p>LB commented that Mel Robinson, Danielle Gillings and David Stride at Westwood had stepped up as the senior staff on site to keep the school functioning whilst SLT were self-isolating.</p> <p>JC noted that the Early Years review had been deferred to next term.</p> | |



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| | <p>PU reported that he had met with SR and LB concerning Pupil Premium (PP), including how the money is spent across the two schools. This is a mix of pastoral care and interventions for learning, with a focus on additional staffing to support these children. A range of strategies are in place to narrow the attainment gap between PP children and other children.</p> <p>He commented on how proactive both schools had been in providing remote learning for pupils. He also praised the importance of the 'quality first' teaching.</p> <p>PU reported that he had met with SR concerning PSHE, including the 'No Outsiders' project, assemblies and the range of visitors to school.</p> <p>SC reported that he had met with Sarah Rogers to discuss plans for Pupil Premium funds. He noted that the Astropod at Grove is leaking, and needs to be replaced, and he asked if the Trust could contribute to this? RA reported that the PTFA could bid to local Councillors for their locality funds.</p> <p>SC also reported that he had reviewed safeguarding systems and procedures, and both schools' systems were robust and secure. He has also reviewed the Single Central Record (SCR) for both Grove and Westwood, and this was fully in place, with no issues in either school.</p> <p>SC reported that he had met with Chloe Mansi and Dawn Williams, and he commented that he was confident that this handover was going well.</p> <p>RA read out a report on attendance from Emma Hall, which included how attendance is recorded, and the incentives in place to support attendance.</p> | |
| <p>13</p> | <p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> | |
| <p>13.1</p> | <p>Governors noted that the link governor for training had received the termly report from governor services.</p> <p>JC noted that several governors had attended remote safeguarding training. She noted that the part of the session on 'County Lines' had been especially useful.</p> <p>RA noted that a new online training programme for governors is being made available by the Trust. JC noted that this programme includes sessions on 'Holding Senior Leaders to Account' and 'Preparing for Ofsted', which she suggested all governors could access as a group, one in each of the next two terms.</p> | |
| <p>13.2</p> | <p>Governors discussed the local governing body's requirements for training and development for the new academic year in line with School Improvement and Development Plan priorities and agreed to advise the clerk or the central office of any bookings relating to the</p> | |



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| | Governor Training Programme or whole local governing body training requests. | |
| 19 | <u>DATES OF FUTURE MEETINGS</u> | |
| | Governors agreed the programme of meeting dates for the remainder of the 2020/21 academic year as follows: Monday 8 th February 2021 Monday 29 th March 2021 Monday 24 th May 2021 Tuesday 13 th July 2021 All meetings to commence at 4pm. | |

The meeting closed at 5.27pm.

Signed

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Date

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Action Log

| Agenda Item | Action | By Whom | By When | Status |
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| ADD ITEM B | Provide examples of children's work in history for the Summer term LGB meeting | SM | Early Summer Term 2021 | |
| 7.1 | Raise the problems with the LA's SEND team with the Trust Board | JC | | |
| 7.1 | Draft a letter to the LA on behalf of the LGB, about the poor quality of service from the SEND team and liaise with JC to agree a final version. | RA & JC | | |
| 9.1 | Circulate to governors the list of insurances not included in the main school insurance | RA | | |