



# Westwood Primary School

## Westwood Primary School Local Governing Body MINUTES

Wednesday 18<sup>th</sup> July 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

<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent</b>
Jackie Cutchey	Chair	P
Rae Aldous	Headteacher	P
Mike Chaplin (MCh)	Trust	A
Mary Corker (MCo)	Trust	P left at 5.28pm
Emma Hall (EH)	Trust (Vice-Chair)	Ap
John Hughes (JH)	Trust	P
Lauraine Barnes (LB)	Staff	P left at 5.25pm
Kerry Read (KR)	Associate	P left at 5.25pm
Maria Smith (MS)	Staff	P left at 5.25pm
Iona Ellyat (IE)	Parent	P left at 5.25pm
Anna Ball (AB)	Parent	P left at 5.28pm

### **In Attendance:**

Stephen Clarke (SC) Grove Parent Governor;

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

**Wednesday 18<sup>th</sup> July 2018 @ 4.00 pm held at Grove 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 and then Grove Business.</p> <p>The Chair also advised that there would be one LGB covering both schools as from 01.09.18</p> <p>Apologies for absence were received from Emma Hall. Mike Chaplin was not present. Governors consented to these absences.</p> <p>Stephen Clarke (Parent Governor from Grove) was welcomed to the meeting.</p>	
2.	Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
	Extra Item - Vision for the School	<p>KR and LB explained that during the Summer Term the new Westwood vision had been shared with the staff, which was based around the now established curriculum.</p> <p>KR gave Governors the background of this vision, that this came following a training on the Ofsted Framework which advised that the school's ethos should be running through all the curriculum. A clear Curriculum intent had been established in Yr3 downwards and this was now moving into KS2. The school had outgrown the original vision.</p> <p>The Vision Statement from the Trust had been adapted by Westwood and all staff had played a part.</p> <p>The school's strapline was 'Inspiring Life Long Learners'.</p> <p>The curriculum design across the whole school was discussed and a poster had been produced, which was now on the website.</p> <p><i><b>Our Vision: At Westwood we believe that all children are unique, they have the right to create and lead their own learning pathways. We aim to achieve this through an inspiring environment that ignites curiosity and offers meaningful experiences. This is facilitated by highly skilled adults that nurture care and educate.</b></i></p> <p>RA explained that the SDP would be written around four headings (as emboldened above), but would also follow Ofsted headings. RA drew Governors attention to the SDP Priorities (See P6 of Headteacher's Report) and how these fell into the above 4 headings/areas of focus. LB said reference to the vision statement would be seen in anything that was looked at in the School.</p> <p>JC commented that she was pleased to see a clear rationale for this.</p> <p>KR said that outcomes would speak for themselves and these would be constantly reviewed and monitored. RA explained the different ways of monitoring. KR reported that Westwood was one of a few schools moving in this direction, however strong data in Yr1&amp;2 was evidence of this working. It had been 'grown' with and by the staff. There was some discussion and it was agreed that this approach and curriculum was right for the pupils at Westwood; Grove pupils were different, so their curriculum needed to meet their needs.</p> <p>KR and LB were thanked for all the work carried out in this area and for presenting it in a very clear way.</p>	

3.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of last meeting:</b> The minutes of the previous meeting held on Thursday 24<sup>th</sup> May 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 4 – Review of Membership and new:</b> It was agreed to wait until they received further information from ALT. Action in the Autumn Term.</p> <p><b>Item 5 – SDP and Feedback from recent Learning Reviews or Inspections:</b> IE reported that she had lunch with a varied group of KS2 and a few Yr3 pupils. They were all very enthusiastic and had a lot of opinions which she shared with Governors highlighting the following:</p> <ul style="list-style-type: none"> <li>• Liked Yr6 looking after younger pupils;</li> <li>• Pleased with larger portion sizes, but would like more choices and be involved in this;</li> <li>• Asked for an outside area for the older children to eat packed lunch;</li> <li>• Like the outside field space but would like more play equipment;</li> <li>• They wanted staff to be stricter as behaviour had got worse;</li> <li>• Liked clubs but wanted more at lunch time;</li> <li>• Could they have more equipment out at lunch time – they were willing to get it out and pack away again;</li> <li>• Liked the idea of Friendship Monitors, although some did it for the name;</li> <li>• Would like more healthy snacks to be made available.</li> </ul> <p>KR explained the plans in citizenship and PSHE to provide a tuck shop with a saving plan for pupils to buy healthy snacks and small stationary items. JC said these pupils clearly had a voice and were very empowered and she suggested that the Head needed to be seen to be responding to some of these issues.</p> <p>RA said the School Council will be restarting in September, which will be an ideal forum.</p> <p>KR said that a lot of what the pupils said were things which the SLT felt and were aiming to move forward on them.</p> <p>IE was thanked for her time and extensive report.</p> <p>KR said there was some money in the PE Premium money which could be used for a permanent structure for all children to use. RA advised that there was some funding from the ALT which could be applied for. There was a discussion re the use of PE Premium money; over two thirds being spent on buying external coaches.</p> <p><b>Governors to Lead Parents Forum to be added to the SDP – RA reported that this was in hand.</b></p> <p><b>Calendar of schools' timetable and activities to be emailed to Governors at the beginning of the academic year for them to indicated where their expertise lay for them to support and monitor. RA would do this.</b></p> <p><b>Item 6 – Budget Monitoring.</b> MCh offered to look into possibly hiring local community busses. Carry forward to next meeting.</p> <p><b>Item 7 – Risk Register /RPA.</b> RA had changed the Risk register as discussed. <b>Action Closed.</b></p> <p>GDPR to be an agenda item at each WGB meeting.</p>	<p>JC/MA</p> <p>RA</p> <p>MCh</p> <p>RA/JC</p>
4 5	Headteacher's Report Pupil Progress	Governors received a written report from the Headteacher (copy in Minute Book) and she highlighted the following and invited questions:	

6	SDP/SEF	<p><b>Staffing:</b> Current teachers, Classes and Responsibilities were noted, which JC felt was very helpful and clear. The Headteacher informed Governors of the staff changes for September which included 2 NQTS joining and 2 trainee teachers (currently TAs at the school).</p> <p><b>Attendance:</b> 95.3% was slightly lower than last year which was 95.7%. Reception was difficult to calculate, and generally lower attendance was in classes with more Pupil Premium pupils, but they continue to work with these families. KR said that 2 fines had been issues, but it took 2 terms to be processed, however attendance had now improved in these cases. Governors were pleased to hear that there had not been many holiday requests. IE asked what the relationship between the school and the families who got fined was like. KR reported that initially they were very cross, but mellowed once they had seen the figures. There was a discussion regarding poor attendance during which RA reported that there were only a few families involved. SC asked if anyone went to visit these families. KR replied that they did, and they arranged for them to be picked up and brought to school. RA advised that they were offered a place at Breakfast Club.</p> <p><b>Exclusions:</b> These were noted. IE asked if they were repeat offenders. RA explained that each entry was one child with their exclusions totalled. KR advised that there were a lot of internal exclusions which was more beneficial for the children.</p> <p><b>Data – Headlines</b> KS1 were very strong, well above national with expected, it was however more difficult to get pupils to greater depth. Ofsted had queried why there were not more at greater depth and KR had explained and shown evidence of accelerated learning from a low starting point. Half the class were disadvantaged pupils. Y1 Phonics - 80% met the standard, 33% disadvantaged being 4 children. Those not achieving were on the SEND register, however individual case studies showed that progress was very good EYFS Profile – 77% with Good Level of Development was slightly lower than the previous year. Nursery – KR gave Governors a verbal report of the data which indicated that most of the children progressed so well after joining pre-school at age 2 and following on to nursery from age 3, that they were now prepared for Reception. The majority of the children would be at age expected level moving into Reception. This was a true reflection on the positive changes in place in the Nursery environment.</p> <p><b>Results – end of Key Stage 2 (Yr6)</b> Expected progress was 5 points per year; with this cohort however, it sat at 6-7 points which indicated great teaching culminating in excellent results. Reading – 93%. RA reported that they had changed the ethos for reading across the whole school, which was reflected in the results. Writing was 87%; GPS 83%; Mathematics 83% and RWM was 80%. The target was 75%. There were not so many at Greater Depth, but this was just the cohort this year. Governors were informed that the Yr6 team would be working across both schools in the future.</p> <p>SC asked if there was a lot of working across the 2 schools now. RA reported that there was quite a lot and this would be increasing.</p> <p>The data demonstrating progress had been sent to governors. RA would transfer this information onto purple cards for Governors.</p>	RA
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7	Budget Monitoring	RA informed Governors that the ALT had approved the budget for the next academic year. The final summary for this year would be done during the summer. Westwood was expecting £100K carry forward, but they needed to be very prudent as this could be needed to support the budget in the future.	
8	Health and Safety Monitoring	Karen Jarvis from the Trust had been to Westwood and a small action plan was being worked on. A Health and Safety audit was planned for the Autumn Term and HanSAM was up to date.	
9.	Reports from governor visits	<p>Governors received an update on visits which have taken place since the last meeting. See matters arising for report from IE. JC reported that she came into school regularly.</p> <p>It was noted that copies of written reports of Governor Visits were in the Governor Visits File.</p>	
10	Additional LGB Papers including review of policies	There were no policies to be approved/adopted.	
11	ALT Business	There were no updates on ALT business.	
12	Any Other Business	<p>Thanks were extended to KR for taking on the Acting Headteacher role at Westwood and for her hard work in that role. She will continue to do the day to day running of the school. KR felt it had been a successful year with a strong leadership team and thanks to LB as well.</p> <p><i>KR, MS, LB and IE left at 5.25pm</i></p>	
13	Confidential Personnel Issues	See Confidential Minutes.	
14	Date of Next Meeting	<p>Thursday 4<sup>th</sup> October 2018 at 4.00pm Thursday 6<sup>th</sup> December 2018 at 4.00pm Thursday 21<sup>st</sup> March 2018 at 4.00pm</p>	

	<b>Thursday 23<sup>rd</sup> May 2018 at 4.00pm</b> <b>Thursday 11<sup>th</sup> July 2018 at 4.00pm.</b>	
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Meeting closed at 5.35pm

Signed:..... *J. Cutchey*.....  
(Chair)

Date:..... *4.10.18*.....

As from 1<sup>st</sup> September there will be one Local Governing Body over the two schools:

Jackie Cutchey – Trust Chair

Rae Aldous – Trust (Executive Headteacher)

Mary Corker – Trust

Mike Chaplin – Trust

Emma Hall- Trust

Jeremy Rowe – Trust

Stephen Clarke – Parent

Iona Ellyat – Parent

Anna Ball – Parent (resigning from end of September)

Sarah Ross – Staff (teaching)

Lauraine Barnes – Staff

Maria Smith – Staff

Kerry Read – Associate (Deputy Head at Westwood from 1.9.18)

Louise Creed – Associate (Assistant Head Grove from 1.9.18)