## 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 at Grove Primary at 4 pm on 23rd January 2020

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| Present: | Mrs R. Aldous, Executive HeadMr S. Clarke, Trust GovernorMrs J. Cutchey, Trust Governor, ChairMrs M. Corker, Trust Governor  | Dr E. Hepburn, Parent GovernorMs S. Holiday, Parent GovernorMrs S. Ross, Staff Governor |
|  |
| In attendance: | Ms A. Murray (Governor Services Clerk)Mr J. Wilkes (Asst Head)Miss S. Rogers |



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| **7.4** | **Pupil Premium and Primary PE and Sports Premium** |  |
|  | Governors received a report “PE Premium Impact Report 2019-20 Autumn Term” (copy in Minute Book)Sarah Rogers presented the report. The majority of the PE funds had been spent on the “PE Shed” and clubs which ran before, during and after school.Staff were working hard to ensure that every child had the chance to represent the school at a sports tournament; such experiences boosted confidence and pride.Funds had been used to provide transport to tournaments and attractive, new equipment.[JW arrived]Pupils with SEND had taken part in tournaments specifically designed to meet their needs.SH reported that, as a parent, this was an excellent opportunity for pupils.70% of pupils were now taking part in sports activities; during 2018/19 this level of participation had not been reached the summer term.**EH: Was the PE plan linked with the school’s mental health plans?**Yes, exercise was a key part of the CHIMP programme.**EH: Was take up at after school clubs still an issue?**The school was co ordinating the timing of after school clubs to maximise attendance. Numbers were rising rapidly e.g. an athletics event had been highly successful.**The Chair: Were there plans to produce a handbook for PE in line with other subjects?**This was already in hand.The Chair thanked Miss Rogers and colleagues for their hard work and commitment to increasing participation in sport. |  |
| **1** | **WELCOME AND APOLOGIES FOR ABSENCE** |  |
| 1.1 | Apologies for absence were received from Emma Hall, Lauraine Barnes, and Paul Usher. |  |
| 1.2 | Governors consented to these absences. |  |
| **2** | **PECUNIARY AND OTHER INTERESTS** |  |
| 2.1 | EH declared an ongoing interest: her brother Ross Hepburn was employed as a coach at the school. |  |
| 2.2 | Governors noted the requirement to complete and return a new declaration form if their circumstances changed. |  |
| **3** | **CHAIR’S ACTION/ UPDATE** |  |
| 3.1 | The Chair had agreed a pay rise for a member of staff; the rise would normally have been presented along with other cases but had been missed due to an oversight.  |  |
| 3.2 | The Chair advised that there was no business to report. |  |
| **4** | **ANY OTHER URGENT BUSINESS** |  |
|  | No items were raised. |  |
| **5** | **LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION** |  |
| 5.1 | There were no changes to report.  |  |
| 5.2 | The Clerk would advise Schools Choice that there were no vacancies, the database would be corrected. | Clerk (completed) |
| 5.3 | Governors noted the requirement to upload their details on GIAS, the national database of governors. |  |
| 5.4 | The Chair reported that the LGB had decided against establishing committees; all matters would be considered at the LGB meetings. |  |
| 5.5 | Governors **agreed** that the following governors would undertake the following monitoring roles:Safeguarding: Mr ClarkeSEND: Mrs CorkerH & S: Mrs Holiday |  |
| **6** | **Minutes** |  |
| 6.1 | To confirm the minutes of the meeting held on 28th October 2019 *(copy enclosed). The following sentence should have been included at 1.20* EH had declared a pecuniary interest as her brother was a sports coach at the school. |  |
| 6.2 | Matters arising from the minutes not already on the agenda.Item 1.14 The skill audit – the Chair would report back in due courseItem 1.23 All governors had confirmed they had read the new KCSIEThe Clerk had updated the permanent clerk of the change of date. | Chair  |
| **7** | **EDUCATIONAL PERFORMANCE** |  |
| 7.1 | **Academy Development and Improvement Plan** |  |
|  | Governors received an update on the current Academy Development and Improvement for 2020/21 (copy in Minute Book)Governors received “Westwood Primary School and Grove Primary School Curriculum” (copy in Minute Book).Governors received a report on science teaching by Paul Usher (Copy in Minute Book).The Head reported that the main change was an increased focus on “intent”, in view of the new Ofsted framework; the key driver was nurturing the well being and emotional health of pupils. The Curriculum was a synthesis of the following elements:* Core learning – numeracy and literacy
* Knowledge and understanding of the world – history and geography
* Creative learning – music, art, drama etc
* Positive Lifestyles – PE, SMSC
* Skills for life – behaviour
* Depth of learning – re in forcing learning

Both schools held assemblies which focused on CHIMP themes every week.**Developing subject leadership**Joshua Wilkes (Asst Head) gave a report on a project to improve subject leadership.A pre project questionnaire had established that staff had limited confidence in their ability as subject leaders. A recent questionnaire had confirmed a marked rise in confidence since the project, which was led by JW.He had initially worked with senior staff; however, the learning had rapidly been shared within the whole staff group. For example, the quality of artwork had improved dramatically. SR reported that the project had affected leadership across a wide range of subjects.SR demonstrated the online resources which staff had developed during the project.**The Chair: Specifically, what had increased teachers’ confidence?**Staff were clear about their roles and responsibilities having been allocated time for professional development during the school day. Handbooks were being provided for all subjects.**EH: Could the results be shared with parents?**Information could be included in reports or covered during the parents briefing meetings.**SC: What was the deadline for the completion of the subject handbooks?**The end of term. **SC: What resources were offered to teachers to increase their knowledge base?**ALT offered a good range of courses, covering subject knowledge and general topics. The Chair would bring further information to the next meeting. **EH: Could the schools continue to offer the same level of release time to support subject leadership? Was this realistic?**SR replied that staff were working on skills which could be transferred, developing structures which could be used for different subjects e.g. short, medium, and long-term planning.The Chair thanked Mr Wilkes for his report and the passion he displayed for his work. [JW left.]The Chair suggested that governors should ensure they visited to observe the excellent curriculum offer in action. |  |
| 7.2 | **Feedback on Monitoring Visits/Schedule for 2019/2020** |  |
|  | **The Chair had met the music, art, and DT team** in December. **SH had undertaken a H & S walkabout** with the caretaker.**SH had also met the Attendance Officer** to discuss attendance. 26 children were regarded as persistent absentees. The school was working with the EWO to support these pupils.**EH would visit the school the following week;** her visit would focus on promoting mental health.**SC would undertake a safeguarding visit on 31 January to both schools.****The Chair had discussed reading expectations** with Mrs Peasgood.Yr 1 pupils found the move from reception quite challenging. There were plans to start guided reading at an earlier stage.The Chair had jointed pupils for lunch and the following topics had arisen:* Pupils pride in fund raising events
* Safety in the playground
* Their desire for interesting lessons

The Chair had met members of the school council; they were clear about their role and felt they were making an impact which was very pleasing.SC: There was a marked difference in reading levels between pupils who were reading at home and those who weren’t.EH: Could the school consider promoting the Suffolk Libraries summer reading challenge.**EH: Were there issues with parental literacy? Another school had offered literacy sessions.**Where the school was aware that parents had difficulties with literacy, discreet steps were taken to support the pupils.The Head reported that:* Reading was tracked very regularly. Grove would achieve strong phonics results, Westwood less so.
* KS1 and KS2 results were “on track”.
* More KS2 pupils were on track at the mid-year point than had been the case during 2018/19.
 | SC EH |
| 7.3 | **Pupil progress and attainment** |  |
|  | Governors received the following (Copy in Minute Book)Data Targets 2020 (one sheet of paper, data for both schools) |  |
| 7.4 | **Pupil Premium and Primary PE and Sports Premium**  |  |
|  | Governors received the following (copies in Minute Book) **Pupil Premium Grant Expenditure Report**: Review of 2018/19 and intended spend of funding for 2019/20Separate reports for Westwood Primary and Grove Primary.**PE Premium Impact Report 2019-20 Autumn Term** (one report for both schools)**PE Premium 2019/20** Separate reports for Westwood Primary and Grove Primary. |  |
| **8** | **SAFEGUARDING AND HEALTH AND SAFETY** |  |
| 8.1 | **Safeguarding update from the Principal** |  |
|  | The Chair suggested that the Scheme of Delegation was reviewed at the next meeting, this would help to clarify the LGB roles and responsilbities. No safeguarding report was received at this meeting. | Agenda  |
| 8.2 | **Report from the safeguarding governor** |  |
|  | See item 7.2 |  |
| 8.3 | **Report on health and safety**  |  |
|  | See item 7.2. |  |
| 9 | **COMPLIANCE**  |  |
| 9.1 | Policies for review or approval |  |
|  | No policies were presented for approval. |  |
| 9.2 | Trust Policies |  |
|  | No policies were presented for approval. |  |
| 9.3 | GDPR |  |
|  | No reports were received. |  |
| 9.4 | Website update |  |
|  | The Trust Compliance Officer oversaw the website which was compliant. |  |
| 9.5 | Educational Visits |  |
|  | No visits required approval. |  |
| **10** | **REPORTS FROM THE TRUST BOARD** |  |
|  | No reports were received. |  |
| **11** | **GOVERNOR TRAINING AND DEVELOPMENT** |  |
| 11.1 | The Head would clarify the Trust’s training offer to governors.  |  |
| 11.2 | The Clerk advised that Schools’ Choice provided training for members specifically targeted at local governing bodies; separate courses were provided for governors at maintained schools. A few courses were suitable for governors at maintained schools and academies.  |  |
| **12** | **GOVERNOR HEADLINES AND THE KNOWLEDGE** |  |
|  | The Clerk would arrange for all governors to receive Governor Headlines. The Knowledge was included within Governor Headlines twice per term.  | Clerk (Completed)  |
| **13** | **Reflection on the meeting**  |  |
|  | Governors noted that the partnership between the two schools appeared to be working well and there had been much progress during a short period. The Chair suggested that the partnership was increasingly well co-ordinated and staff skills were fully exploited.The Trust would be conducting a Learning Review the following week. |  |
| **14** | **DATES OF FUTURE MEETINGS** |  |
|  | Governors agreed the programme of meeting dates for the remainder of the 2019/20 academic year as follows:19th March 4 pm Westwood12th May 4 pm The Grove13th July 4 pm Westwood |  |

The meeting closed at 5.50 pm.

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| Signed |  |
| Date |  |

Action Log

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| Agenda Item | Action | By Whom | By When | Status |
| 5.2 | Update Sc Choice Database | Clerk  | ASAP | Completed  |
| 6.2 | Report on skill audit | Chair  | Next LGB |  |
| 8.1 | Add Sch of Del to Agenda | **Chair**  | Agenda |  |
| 7.2 | Present reports on visits | SC EH | Next LGB |  |