



# Westwood Primary School

## Westwood Primary School Local Governing Body

### Agenda

Thursday 6<sup>th</sup> October 2016 – 4.00 pm

<b>Chair of the Committee:</b>	Jackie Cutchey	<b>Clerk to the Committee:</b>	Elaine Szpytma
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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
Scott Bessey	Trust	Ap
Mike Chaplin	Trust	Ap
Mary Corker	Trust	P
Emma Hall	Trust	P
John Hughes	Trust	P
Karen Mitchell	Staff	P
Kerry Reed	Associate	P
Maria Smith	Staff	P
Toni Craven	Parent	Ap
Anna Ball	Parent	P

**In Attendance:**

**Westwood Primary School Local Governing Body**  
**Agenda Items / Minutes / Actions**

Thursday 6<sup>th</sup> October 2016 @ 4.00 pm

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Action</b>
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm. Apologies for absence received from Scott Bessey, Mike Chaplin, Toni Craven; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	<p><b>Update the register of business interests:</b> All governors present had previously completed a declaration of business interests form; governors confirmed there was no additional information to be recorded.</p> <p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
3.	Membership	<p><b>Agree arrangements for Vice-Chair:</b> Governors discussed the role of Vice-Chair; Emma Hall agreed to take on this role, governors gave their approval.</p> <p><b>Review Terms of Reference and membership of sub-committees:</b> Governors reviewed terms of reference, previously circulated; no changes have been made to the terms of references. Governors noted that statutory policies are determined by ALT Trust Board. Governors approved the terms of reference</p> <p><b>Governors' Attendance:</b> Governors reviewed the attendance record 2015.2016, previously circulate, and noted the requirement for attendance to be published on the school web site. Scott Bessey has responsibility for health and safety but work commitments have made it difficult for him to attend over the last year. Governors discussed the responsibilities associated with the role, Karen Mitchell offered to take over responsibility for health and safety going forward; governors gave their approval.</p> <p><b>Review terms of office:</b> Governors noted terms of office, previously circulated; a copy has been included in the minute book.</p>	<p>Clerk update membership</p> <p>Clerk copy to School Office</p> <p>Clerk update membership</p>
4.	Agree Minutes from Previous Meeting / Matters Arising	<p><b>Minutes of last meeting:</b> The minutes of the last meeting were approved as an accurate record.</p> <p><b>Matters Arising:</b></p> <p><i>Item 9 – Governors' self-review:</i> RA and JC have met to discuss this; staff members will be contacting link governors just before or just after half term to arrange</p>	

		dates for visits. Governors will meet with team leaders before the next meeting and report back at that meeting.	Governors Clerk agenda
5.	Agreement of any additional items to be covered	<p>The headteacher wished to add two items to the agenda: Public Sector Equality Duty and Finance; governors agreed to cover the items at this point in the agenda, prior to the main business.</p> <p><b>Public Sector Equality Duty:</b> Governors reviewed the staffing information analysis and action plan for moving forward in Appendix 1 of the Public Sector Equality Duty Policy. Governors discussed difficulties completing an analysis of the cultural spread of employees, due to the location of the school and limited opportunities to recruit from ethnic communities or different cultures. Governors noted this is no different from other schools in the area which is has a predominantly white British population; the staffing at the school reflects the diversity of the community.</p> <p><b>Finance:</b> Governors received copies of the ALT Expenses Policy for School Based Staff and the Finance Controls Manual. Governors reviewed and noted information and adopted the policies.</p> <p>Governors discussed how to reduce the need for paper copies of documents in the future and agreed to a Governors' folder being set up on Google Drive. The headteacher will arrange for a folder to be set up on Google Drive and for governors to be given access to this. The clerk will populate the drive with minutes, agendas, papers for meetings.</p>	Headteacher Clerk
6.	School Development Plan	<p>Governors received a verbal update from the headteacher and noted a written report will only be provided once per term in future. Key points arising from the discussion:</p> <p>A very successful teaching and learning review took place last week; the school has addressed the issues raised in the previous report. Handwriting and presentation is developing and a massive improvement is being seen; handwriting guides have been introduced in literacy and topic books and this has made a huge difference. Feedback from the review highlighted excellent use of TAs across the school; teachers are deploying TAs effectively, which is a real strength of the school.</p> <p>The school has begun to update the curriculum area of the website to include more information about approaches to teaching and more examples of topics; subject leaders have been given time to update subject and class pages.</p> <p>The school has spent time on subject leadership this half term; subject leads have had input from ALT, have been trained in what the role requires and are putting together</p>	

	<p><b>JC:</b> Were any of the re-marks successful</p>	<p>action plans for the next stage of subject leadership.</p> <p>The school continues to develop Talk for Writing, in particular third stage invention. KP explained to governors what this stage includes; governors noted staff training has taken place and a succession of staff meetings have been booked to review progress.</p> <p>The school has looked at reading this half term and introduced DERIC coding (DERIC: decoding, explain, retrieval, interpret, choice), using resources from Pixel to support this. Governors noted new interventions in place to develop reading and the range of different materials available; the headteacher and KP explained how these are being used across the school.</p> <p>Westwood is the highest performing school locally for maths and one of the highest for grammar. Governors noted none of the re-marks for grammar were successful, this was the same across other schools. Governors noted the system for measuring progress is complicated, Westwood children are making good progress in reading, writing and grammar; 81% of KS2 children are predicted to achieve at expected levels in reading, writing, grammar and maths. Governors noted KS2 has not been working on the new curriculum for a full four years; the high number of SEN in one year group may have an impact on this year's data.</p>	
7.	<p>Pupil Premium Update: Outcomes and New Plan</p> <p><b>JH:</b> Are pupils just tested in year 6, are there any internal tests?</p> <p><b>JH:</b> Is there evidence to show how the gap has closed from year 5 to year 6?</p> <p><b>JC:</b> What has had the biggest</p>	<p><b>Pupil Premium:</b> Governors received an update from the headteacher, key points arising from the discussion:</p> <p>In year 6 there was a slight difference between pupil premium and non-pupil premium in reading, the gap was larger in writing which pupil premium children find harder; it is anticipated Talk for Writing will help in reducing this. Last year there was a high proportion of SEN; it is possible non-pupil premium children may outperform pupil premium children this year.</p> <p>Children are tested nationally but the school also do some tests. The school tracks progress in every year group and knows that the gap is closing for every year group. The data for SEN children needs to be removed as this can have a negative impact where there is a small cohort, but the school can explain this.</p> <p>Pupil premium information is on the website and explains what the school has been working on. This year the focus has been on closing the gap between pupil premium and non-pupil premium for attendance and persistent absence; pupil premium attendance is not as good as non-pupil premium but has improved significantly since last year. Governors noted persistent absence data has improved, there has been some improvement in pupil premium attendance. Having high quality TAs and teachers in the</p>	

	impact in closing the gap?	<p>classroom, year 6 additional after school club and paying for high quality staff to deliver this has had a big impact. Governors noted the work Mrs W is doing has also had a massive impact. The school has also been working on lateness and ensuring children get to school on time.</p> <p>Governors noted this year's pupil premium plan is similar to last year and is cohort driven ie based on individual classes, strengths and weaknesses in individual classes. The school uses a range of strategies which are highlighted within the document on the website.</p> <p>Governors thanked the headteacher for her report.</p>	
8.	PE Premium	<p><b>PE Premium:</b> Governors received an update from the headteacher, key points arising from the discussion:</p> <p>All pupil premium money was spent last year but there are difficulties demonstrating impact of this. Governors discussed issues and initiatives which were explained by JH. Governors agreed impact is not being demonstrated properly in paperwork and evidence files are not in place to show this. JH agreed to work with staff lead to ensure the school have information in place to fully demonstrate the impact PE premium is having. Governors noted PE premium and PP are two key areas Ofsted will ask questions about.</p>	JH work with staff lead
9.	<p>Reports from Sub Committees /Governor Visits</p> <p><b>JH:</b> Leadership responsibility, can you explain focus for visit?</p> <p><b>JH:</b> Pupil leadership?</p>	<p><b>Governor Visits:</b> Governors received an update on visits which have taken place since the last meeting:</p> <p><i>JC:</i> Visited RA and reviewed direction, how groups will meet, ways forward for full governing body. JC had met with AR (ALT) after the governor briefing session / completion of the teaching and learning review. AR has indicated the quality of teaching is outstanding across the school, with some outstanding features; there were no issues with behaviour and the way staff dealt with issues.</p> <p>Governors discussed arrangements for future visits and noted the staff lead will make contact with them just before or just after half term to arrange a visit. Governors should look at the leadership section in the school development plan, the member of staff involved will bring a copy of the school development plan and will talk about these areas during the visit, including pupil premium plan and PE premium plan. Pupil leadership is included within the pupil welfare element of the school development plan. Governors noted three governors have been allocated to each area with one element allocated to each governor, resulting in three elements as a group to refer back to full governing body for further discussion. Governors noted one visit sheet should be completed with three points to feedback to governors.</p>	<p>All governors</p> <p>Clerk agenda</p>

10.	Additional LGB Papers including review of policies:	<p><b>ALT Model Pay Policy 2016 / Briefing Notes:</b> Governors received the policy and briefing notes for adoption; governors adopted the policy.</p> <p><b>Special Educational Needs Policy / SEN Information Report:</b> Governors noted the policy must be reviewed annually and noted changes have been made to the date, numbers on SEN register for different categories, name of SENCO. Governors approved the policy.</p> <p><b>Safeguarding Policy:</b> Governors noted the policy should be updated annually. Governors noted changes have been made to comply with the “Keeping Children Safe in Education Act 2016” and the more recent September 2016 update; all areas of the policy have been update in line with requirements. The school queried the requirement for the designated senior leader to be on the premises at all times and have confirmed, if not on the premises, they must be contactable by mobile phone within the locality. Governors noted the changes and approved the policy.</p> <p><b>Attendance Policy:</b> Governors noted the changes and approved the policy.</p>	
11.	ALT Business	<p>To receive an update on any relevant ALT business:</p> <p><b>Safeguarding regulations:</b> Governors noted that new safeguarding regulations have been introduced which were discussed at ALT hub briefing. The policy has been reviewed at this meeting and changes which needed to be made have been made.</p> <p><b>Updated HR Policies from ALT:</b> Governors noted updated policies will be forwarded by ALT; the policies have been approved at ALT Board level and cannot be changed.</p> <p><b>DBS Checks:</b> All governors have to complete an enhanced DBS check; governors noted these are now transferable across organisations for a fee of £10.00. The school office will check all governors have this in place.</p> <p><b>Review of school website:</b> JC will conduct a review of the website with the headteacher; the clerk will email the attendance record to MR (school office) for inclusion on the website.</p>	<p>Headteacher check with MR</p> <p>JC/Headteacher</p> <p>Clerk</p>
12.	ALT Briefing 28/09/16	<p>The ALT briefing had been held at Carlton Manor on 28<sup>th</sup> September; this had been a useful meeting. Key points from the meeting:</p> <p><i>Safeguarding:</i> Ensure safeguarding policies were reviewed and updated, reviewed earlier in this meeting. JC will conduct a safeguarding checklist when reviewing the website.</p>	<p>JC review</p>

		<p><i>DBS:</i> Ensure all governors hold a current enhanced DBS, discussed earlier in this meeting.</p> <p><i>Governor visits:</i> ALT circulated some paperwork as an outline for visits, with pointers as to what should be expected from a governor's visit to school. The headteacher will circulate this to team leaders.</p> <p><i>Suggestions for future training:</i> Governors noted JC suggested some future training around the difference between strategic planning and day to day operational planning might be helpful to governors.</p>	Headteacher
13.	Items to be deemed as confidential	Governors noted a permanent exclusion has been made in year 4; the school took advice from ALT. A hearing is to take place on Wednesday 19 <sup>th</sup> October; governors will need to convene a panel.	JC with ALT
14.	Other issues previously identified above	There were no additional items to those previously covered.	
15.	Any Other Business	<p><b>Apologies for next meeting:</b> KP gave apologies in advance for the meeting on 1<sup>st</sup> December.</p> <p><b>Excellence &amp; Standards Committee:</b> Governors agreed to review reading and handwriting at the next meeting</p>	<p>Clerk note</p> <p>Clerk agenda</p>
16.	Date of Next Meeting	<p><b>Full governing body:</b> Thursday 1st December at 4.00 pm</p> <p><b>Committees:</b> The next committee meetings will be held on Thursday 17<sup>th</sup> November 2016, please note this is a change to the circulated date of 24<sup>th</sup> November:</p> <ul style="list-style-type: none"> <li>• Finance and Premises at 4.00 pm</li> <li>• Personnel at 4.30 pm</li> <li>• Excellence &amp; Standards at 5.00 pm.</li> </ul> <p>The meeting closed at 5.36 pm.</p>	

Signed Chair: Jackie Cutchey .....

Date: 1<sup>st</sup> December 2016 .....