



Westwood Primary School

Westwood Primary School Local Governing Body
Agenda Wednesday 16th March 2016 – 4.00 pm

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

In Attendance:

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

Date of Meeting: Wednesday 16th March 2016 – 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm. Apologies for absence received from Mike Chaplin and Kerry Read; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on the agenda.	
3.	Minutes from Previous Meeting / Matters Arising	<p>The minutes of the last meeting were approved as an accurate record.</p> <p>Matters Arising:</p> <p><i>Item 9 – Parent Council / Communication with Parents:</i> A preliminary planning meeting has been held; the first meeting is arranged for 28/04/16.</p>	
4.	Agreement of any additional items to be covered	There were no additional items to be covered.	
5.	<p>Headteacher's Report</p> <p>SB: Have all outstanding issues prior to becoming an Academy school been dealt with?</p> <p>JC: Confident the school will meet EYFS and phonics predictions for this summer?</p> <p>JC: Year 2 and year 6 attainment level of 2/2B; can you</p>	<p>Governors received the headteacher's report to ALT Board, circulated prior to the meeting; a copy has been included in the minute book. The headteacher responded to questions from governors; key points arising from the discussion:</p> <p>Page 9 of the report relates to new Ofsted action points from the 2015 inspection and explains what the school are doing to meet key priorities, there are no repeat issues.</p> <p>The school are predicting 80-85% achievement for EYFS. Children who have been attending since nursery are at age expected levels when entering reception which means the school aren't having to put as much support in place. 75% achievement predicted for phonics based on current data and number on roll of 20; if more children join between now and the summer this will have an impact on percentages.</p> <p>Level 2 relates to those children beginning to be at the expected level; 2b</p>	

	<p>explain this?</p> <p>JH: Page 14, personal development, pupil leadership roles etc – I visited over a year ago to observe what took place in the playground, would there be a significant difference if I came in now to observe? Are opportunities for leadership being exploited?</p> <p>JC: What evidence is there to support an outstanding judgement for SMSC?</p>	<p>requires amending (this should be 2w) and relates to those children working at this level.</p> <p>Opportunities for leadership are in place across the school and not just around sport eg greeters, ICT monitors, playground buddies, lunchtime buddies, Eco warriors. The phase leaders have developed this with the children and discussions have taken place with the school council. The display boards identify who the leaders are and what they do; the children completed an application form to apply for the role. JH will arrange a visit to review PE premium and observe what is happening in the playground.</p> <p>Governors discussed opportunities for visits during the summer term and agreed:</p> <ul style="list-style-type: none"> • MC review pupil premium, discuss where money has been spent, who received support and impact • JH to review PE premium • SB to review health and safety, look at HandSAM and check this is up to date. <p>Following discussions with CB/AR (ALT) who felt the school was underselling itself in some areas the SEF judgements (page 10 of the report) have been changed.</p> <p>SMSC is evidenced through display work across the school, within the children's work and opportunities provided to visit SMSC activities eg visit to local church, assembly completed by Childline, Bollywood dancing etc; the SMSC online tracking system records examples. This is also evident in the way the children behave and captured in parent consultations and questionnaires with children. Everything is recorded and information is available on the school website.</p>	<p>JH arrange visit / complete monitoring form</p> <p>MC</p> <p>JH</p> <p>SB</p>
6.	Reports from Sub Committees/Governor Visits	Governors received an update on committee meetings which have taken place since the last meeting.	

Excellence & Standards:

The quality of the senior leadership team: The committee received an update on leadership roles in the school. The quality of the senior leadership team is very strong; they all clearly understand their role and are doing an excellent job.

Tracking Pupil Premium: Pupil premium money is being spent effectively. This is having an impact on individual children but there are no identifiable trends which makes it difficult to track the overall impact and identify where children are under-performing. In some groups pupil premium children out-perform non-pupil premium children.

SEF Judgements: The committee looked at SEF judgements which have since been updated. The overall judgement is that the school is a good school; governors are confident there is enough evidence of this with good examples of outstanding practice.

Finance & Premises:

Benchmarking: The committee received a benchmarking report comparing money spent against schools with similar FSM. The school is broadly in line with other schools.

Budget: The budget is in a healthy position, there are no concerns. The draft budget has to be set before 07/03/16 and will therefore be based on this year's funding.

Carry forward: The school is developing a strategic plan to spend money carried forward from previous years.

Personnel:

Promoting working in ALT: Governors need to ensure plans are in place to ensure the school is developing all staff to be able to step up to the next role, either at Westwood or in another ALT school. The committee put forward a proposal for ALT to produce a 'Working in ALT' pack to promote how staff have

		<p>developed through ALT, encourage succession planning for ALT staff. ALT have since responded to this and produced some wallet folders and paperwork with ALT branding which can be given out to prospective people interested in working in the school or across the Trust (RA). The school can add their own information and plan to get these circulated to teacher training institutions.</p> <p><i>Staffing:</i> The committee discussed two future staffing scenarios and agreed in favour of supporting scenario 1 which will leave the deputy out of class to support groups of children in KS2.</p> <p><i>Staff absence and well-being:</i> Absence across school in all areas is low which is very positive; the staff well-being survey results were very positive.</p> <p>Governor Visits: Governors received an update on governor visits which had taken place since the last meeting. TC had visited with KR to discuss actions and outcomes for gifted and talented children and events run for gifted and talented children across the hub. There are opportunities to get the parent forum more involved in fund raising for these events and for Music. There are also opportunities to get the local community more involved to help understanding eg family café with challenges for the more able children.</p> <p>RA confirmed county music services have been secured for one class in next year's budget.</p>	
7.	ALT Business	<p>Governors received an update from ALT; key points arising from the discussion:</p> <p><i>Health & Safety Policy:</i> Governors noted their responsibilities. Finance and Premises is the health and safety committee; SB is H&S governor who visits and reports back to the committee. Health and safety is a standard agenda item at finance and premises. An external review of health and safety is to take place (RA); a representative from HandSAM is coming in to complete this.</p>	

		<p><i>Admission Arrangements:</i> Admission arrangements have been standardised. All ALT schools are complying with Suffolk arrangements for this year; next year ALT have their own admission arrangements which are broadly in line with Suffolk. The school has a responsibility to publish the admission arrangements on their website by 15th March 2016.</p> <p><i>Reporting of Governors' Minutes / Meetings:</i> Governors noted their responsibilities; the clerk already provides ALT with a copy of the draft minutes. The school will ensure the approved minutes are made available on the website.</p> <p><i>DBS checks for governors:</i> All governors have to hold an enhanced DBS certificate; KM is liaising with MR to update her DBS to an enhanced certificate.</p> <p><i>Admission Appeals Panel:</i> ALT is responsible for conducting appeals and would welcome volunteers to serve on appeals panels.</p> <p><i>ALT Governor Sessions:</i> The next ALT meeting for governors takes place on Tuesday 12th April, 5.30 pm at Red Oak Primary School; all governors have received an invitation.</p>	
8.	Additional LGB Papers including review of policies:	<p>Governors received the ALT policies, circulated prior to the meeting.</p> <ul style="list-style-type: none"> • Formal Scheme of Delegation (Feb 2016) • Detailed Arrangement to Deliver the Scheme of Delegation (Feb 2016) • Governor Roles (07.08.15) • Governor Welcome Pack (2016) <p>Governors noted:</p> <ul style="list-style-type: none"> • the 'Detailed Arrangement to Deliver the Scheme of Delegation;' has useful information relating to delegated responsibilities. • the 'Governor Roles' document is a useful aide memoire for governors. Governors were asked to review the document before making their next 	All governors

		visit. The document identifies statutory committees which governors are required to serve on; in these instances, RA will contact governors for availability.	
9.	Governor self-review	<p>Governors reviewed their roles and responsibilities. Initially governors had been assigned to specific roles linked to issues raised in the first Ofsted inspection; the school has moved forward since then and some of the areas are no longer key issues in the same way they were. Governors reviewed the key areas Ofsted will report on as identified in the SEF: leadership and management; the quality of teaching, learning and assessment; personal development, behaviour and welfare; outcomes for pupils; effectiveness of EYFS provision; overall effectiveness.</p> <p>Governors were asked to review the SEF and consider where their skills best fit and identify areas they would be interested in monitoring. Governors agreed to consider future training requirements at the next meeting, after the ALT governors' session on 12th April.</p>	Clerk agenda
10.	Parent Council	Governors had received an update in Item 3 – Matters Arising.	
11.	Items to be deemed as confidential	Governors received a confidential update on staffing changes and pupil cases, included on page 20 of the report; a copy has been included in the minute book.	
12.	Other issues previously identified above	There were no identified items for discussion.	
13.	Any Other Business	<p>ALT Teaching and Learning Review (RA): A teaching and learning review with AR (ALT) has taken place. Teaching was judged to be outstanding, no lessons were judged less than good; the quality of TA support in classes was good, with really good learning taking place. Issues around marking and feedback in literacy and math have been addressed. There are still some issues with topic which will be addressed next term to ensure the topic books reflect the same quality of work as the English and math books and</p>	

		<p>ensure there are opportunities for English and math development across the curriculum.</p> <p>Year 2 provision is really strong; the Reception children worked really well with the younger children. It was difficult to pick out the 2 year old children, who were playing alongside the Reception children but didn't stand out as having specific needs.</p> <p>Newspaper Article (RA): Next week the Lowestoft Journal are including a report on ALT schools and how the Lowestoft Hub are working to improve outcomes for children. There will also be a report on 2 year old nursery provision and the quality of the NQT provision.</p> <p>ALT Information (JC): The government are undertaking a review of multi academy trusts; there are some cases where schools are still failing. A government committee is undertaking an in depth review of math. There are no major issues with ALT who do a sterling job.</p>	
14.	Date of Next Meeting	<p>Excellence & Standards Committee: Wednesday 11th May at 3.30 pm</p> <p>Finance & Premises / Personnel Committees: Wednesday 11th May at 2.00 – 3.00 pm, commencing with Finance & Premises Committee.</p> <p>Full Governing Body: Wednesday 18th May at 4.00 pm</p> <p>JC is unable to attend the FGB meeting scheduled to take place on 4th July. Governors agreed to rearrange this to take place at 3.30 pm instead of 4.00 pm on Monday 11th July.</p> <p>The meeting closed at 4.53 pm.</p>	

Signed Chair: Jackie Cutchey

Date: 18th May 2016.....