

Westwood Primary School

Westwood Primary School Local Governing Body
Agenda Wednesday 2nd December – 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	Ap
Mike Chaplin	Trust	P
Mary Corker	Trust	Ap
Emma Hall	Trust	P
John Hughes	Trust	P
Karen Mitchell	Staff	P
Kerry Parlane	Associate	P
Maria Smith	Staff	P
Tina Craven	Parent	P
Anna Ball	Parent	P

In Attendance:

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

Date of Meeting: Wednesday 2nd December 2015 – 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm; the Chair welcomed governors to the meeting. Apologies for absence received from Mary Corker and Scott Bessey; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to this agenda.	
3.	Agree Minutes from Previous Meeting / Matters Arising	The minutes of the previous meeting were agreed as an accurate record. Matters Arising: <i>Item 8 – Governors Visits:</i> A report has been completed for the Harvest Festival visit. The majority of governors have visited; all governors have booked visits.	
4.	Agreement of any additional items to be covered	None	
5.	Headteacher's Report JC: Admitting 12 new children to afternoon nursery in Spring/Summer? EH: Afternoon group won't go in with reception group? JC: Had to buy new	The report had been circulated prior to the meeting; a copy has been included in the minute book. Governors were asked to come to future meetings with prepared questions to ask the headteacher about the report. The headteacher presented the report, key points arising from the discussion: Afternoon Nursery Provision: The provision is being trialled over the spring/summer; the school need to ensure the afternoon is financially viable before going any further. Numbers will be kept to twelve; the afternoon group will move to the morning session in September. The school have five or six expressions of interest for Autumn admissions and have been approached for provision for three year olds; the Local Authority is also signposting children towards the nursery. The afternoon nursery needs to remain as provision for younger children otherwise there is a risk of overfilling reception. The two groups will be kept separate; there will be a shared area but otherwise the groups will be kept apart. The garden will be used and the school are purchasing some toddler friendly resources. There is a statutory requirement for	Governors note and action

	<p>resources?</p> <p>JC: Keep a record of this for governors, alongside data?</p> <p>JC: How do governors feel about this?</p> <p>JC: Even better if? How are you ensuring all aspects are tackled?</p>	<p>children to have their feet on the floor when sitting; the tables and chairs were too high. There is a statutory requirement for adult to child ratio in relation to staffing. The school have the required number of staff and a high adult to child ratio; adults are of high quality.</p> <p>Attendance: There is an issue with attendance which is below all national figures. Data includes everybody involved on roll at the school. Nine children counted as missing in education are having an impact on the data ie they leave the school but don't register at another school and therefore have to remain on school roll. A year 6 child in school on a part time timetable is also having an impact on the data. If the figures for these children are removed the school are at 96% which is above national. The school have spoken with AR (ALT) and are producing some graphs to show attendance; there are no alternative suggested actions other than what the school are already doing.</p> <p>All other ALT schools give penalty notice for term time holidays; Westwood is the only school not giving out penalty notices and are under pressure to do this. Attendance is on track at 92% which is good for this time of the year. Governors discussed issues; the main issue relates to parents not getting children to school on time rather than unauthorised holiday. Many parents are not in a position to pay fines; this action could cause them further difficulty if it results in court action. After discussion governors agreed not to issue penalty notices.</p> <p>Teaching and Learning: Teaching and learning reviews are taking place and provide a summary of what is going well in the school. These are held once every half term with AR (ALT). There is an ongoing process eg book looks, learning environment checks, observations with NQTs, peer teaching opportunities, peer observations. How to address response to marking is discussed in senior leadership team meetings; KP meets with TAs every half term and all information is filtered back through TA training; some on 1:1 basis where individual feedback is given. If support is needed for a member of staff another staff member is identified to do this. There has been a massive review of marking this term; opportunities for children to respond requires further work. Examples of marking and feedback will be brought to the spring term meeting of the Excellence & Standards Committee. A talk for writing development day is being held in January</p>	<p>Clerk agenda</p>
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	<p>JC: Worth thinking about a different approach to homework?</p>	<p>with other ALT schools.</p> <p>Health & Safety: HandSam is up to date; KJ (ALT) visiting on 14/12/15 to undertake spot check.</p> <p>Events and visits: Dates for Christmas productions are available on the website; governors were invited to attend the disco on the last Thursday of term and were also invited to attend the Christmas dinner which will be followed by entertainment in the afternoon.</p> <p>Parent survey: Overall a positive response; key action identified relates to ensuring parents are aware of how bullying and prejudice are dealt with in the school. Work is being done on pupil voice; a survey with KS2 has recently been completed. A group of children in Year 3 have indicated they don't feel safe on the playground; the school are looking into this. A development plan is being written for the children who are being asked what they want for the school; many comments are around additional clubs at lunchtime, after school clubs etc. Governors agreed a useful focus for the governors' forum for parents would be to talk to parents about what works well at home and seek parents' views about how to manage this.</p> <p>Governors thanked the headteacher for her report.</p>	<p>Governors to note</p>
<p>6.</p>	<p>Reports from Sub Committees/Governor Visits</p> <p>JH: Current carry forward more than 8%?</p>	<p>Governors agreed that for future meetings each committee will decide on three strategic items discussed which need to be reported back to FGB and recorded in the minutes.</p> <p>Finance Committee: Governors had discussed strategic plan for carry forward and sought advice from ALT on a reasonable amount for carry forward which was 8% of the delegated budget. The current carry forward is more than 8% primarily due to systems in place when the school transferred to become an academy. The school were unable to access some of the carry forward due to finance issues which have been addressed and they are now able to access this money. Some money from the carry forward has already been spent on ICT work. Governors discussed the requirement to complete business interest forms; these were completed at the meeting.</p> <p>Personnel Committee: Governors had reviewed and agreed the updated whole school pay policy. RA/JC had completed a basic review of information on the school website; policies will be</p>	<p>Chair of Committee</p>

		<p>added to the website as these are updated.</p> <p>Excellence & Standards: This had been a short meeting, governors agreed terms of reference for the committee and a basic agenda for future meetings. Governors had agreed to convene a parents' forum after Christmas and include information in the school newsletter. The scaling wheel had been reviewed.</p> <p>Governors Visits: MCh had met with KP and looked at work being done with TAs and EYFS provision. TA training last year related to the school agenda; this year it is more structured to what TAs feel they need guidance and support with eg Talk for Write, Marking Policy. MCh has agreed to observe Talk for Write and attend early excellence group training with KP.</p> <p>JH had met with DD and reviewed all PE documentation eg policy, programme of study, schemes of work, assessment, differentiation, PE premium. Suggestion was to set up somebody with some additional time to work with TA for around one hour per week. There was discussion about raising the profile of PE and sport in school eg notice board, school games award; the silver award is achievable for the school without incurring extra work.</p> <p>JC had visited to discuss performance management and development of leadership roles, succession planning. Key elements of discussion related to how outcomes of performance management are recorded and impact on teaching and learning throughout the school. The senior leadership team is working well; high quality training is already having an impact on phase leader roles, who have also been supported by RA/KP throughout the term.</p> <p>Governors were reminded of the need to complete governor visit reports after each visit.</p>	Governors to note
7.	Additional LGB Papers including review of policies:	Governors were made aware of GEL online training for governors; subscription is approximately £150 per school.	
8.	Items to be deemed as confidential	<p>Governors discussed a confidential staffing item, summarised in the headteacher's report. A copy of the report has been included in the minute book.</p> <p>Governors discussed un-validated RAISE online data providing an in depth analysis of the school's attainment data. Governors agreed this should be</p>	

		included as an agenda item for the next Excellence & Standards Committee for more detailed discussion.	Clerk Committee agenda
9.	Parent Council / Communication with Parents	<p>Governors discussed proposals and agreed:</p> <ul style="list-style-type: none"> • Parent governors to be involved initially, EH also to be involved • Timing for meetings to be around 2.30/2.45 pm • KP to lead with DD • To hold a pre-meeting first to organise, then arrange meeting for new year • KP to liaise and set date 	<p>Parent governors /EH</p> <p>KP/DD</p> <p>All involved</p> <p>KP</p>
10.	Actions arising from ALT Briefing	The updated scaling wheel was tabled at the meeting and areas for further development discussed; this will be reviewed again with ALT in the summer term.	
11.	Other issues previously identified above	None	
12.	Any Other Business	Kerry Parlane is to be married; from 01/01/16 her name will be Kerry Reed.	Clerk note
13.	Date of Next Meeting	<p>An NQT conference is being held on 24th February which clashes with scheduled committee meetings. Governors agreed to rearrange committees to take place on 9th February 2016. Governors agreed to cancel the meeting scheduled for 13th January 2016, which was too soon after the Christmas break.</p> <p>Excellence & Standards Committee: Wednesday 9th February at 3.30 pm</p> <p>Personnel & Finance Committees: Wednesday 9th February at 2.00 – 3.00 pm, commencing with Personnel Committee.</p> <p>Full Governing Body: Wednesday 16th March at 4.00 pm</p> <p>The meeting closed at 5.30 pm.</p>	