



# Westwood Primary School

**Westwood Primary School Local Governing Body**  
**Agenda Monday 11th July 2016 – 3.30 pm**

<b>Chair of the Committee:</b>	Jackie Cutchey	<b>Clerk to the Committee:</b>	Elaine Szpytma
--------------------------------	----------------	--------------------------------	----------------

**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	A
Mike Chaplin	Trust	P
Mary Corker	Trust	P from 4.02 pm
Emma Hall	Trust	P
John Hughes	Trust	Ap
Karen Mitchell	Staff	P
Kerry Reed	Associate	P
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: Monday 11th<sup>h</sup> July 2016 – 3.30 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 3.35 pm. Apologies for absence were received from John Hughes, governors noted the absence of Scott Bessey; governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	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><b>Item 9 – Governors’ self-review:</b> Governors agreed to arrange visits with link leaders for next term. Visits are to be arranged before the next meeting of the full governing body where possible; governors and link contact to discuss how to maintain monitoring role and keep contact going. No governors have currently had an opportunity to complete the E&amp;D training.</p> <p><b>Item 10 – ALT Business:</b> The clerk has circulated the questioning toolkit to governors.</p> <p><b>Item 13 – Any Other Business:</b> The clerk circulated the schedule of meetings, to be approved at this meeting.</p>	All governors
4.	Agreement of any additional items to be covered	Update on end of year budget.	
5.	School Development Plan / Update on attendance/progress  <b>JC:</b> Pupil premium absence? Similar to last year?	<p>The headteacher presented her report, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Numbers in school are still healthy, some children are leaving in year 2 to attend church school in year 3. Staffing continues to be stable, as reported at the last meeting. Attendance is currently at 95.4% which is slightly below national figure of 96%.</p> <p>Attendance: Total attendance is about the same as last year. There are some issues in reception and year 1, where children are more susceptible to illness; attendance improves further up the school. Year 1 is a small cohort, if five children are off this has a big</p>	

	<p><b>JC:</b> Were any sample papers provided? Not too far from national figure – 66%?</p>	<p>impact on the data. Absence is closely monitored at the school.</p> <p>Exclusions: There has been one permanent, fifteen-day exclusion due to incidents of physical assault towards staff members. A meeting is being held with other professionals to discuss what support can be provided to avoid permanent exclusion.</p> <p>Governors received an update on data headlines.</p> <p>EYFS: EYFS is showing a good level of development at 80%. This is the best result the school has had and is improving year on year; governors noted there is no particular difference in between pupil premium and non-pupil premium, which is good.</p> <p>Year 1 phonics: Year 1 phonics is at 65% and slightly below the national average. Phonics is improving every year but this is a small cohort and 25% of the cohort are SEN, some are severe SEN which has had an impact.</p> <p>Year 2 attainment: A new assessment system has been introduced; last year's data is not comparable. Teacher assessments are healthy and show an improvement on last year, particularly with writing. This is the first year with the new assessment system, writing has been moderated but this did not take place until June; the moderation has provided clarity on how to assess going forward.</p> <p>Year 6 attainment: Governors noted the predicted column relates to teacher assessment and SATs; for writing this is all based on teacher assessment. Attainment for math is excellent, SPAG is above average, reading was a problem; this has been discussed previously, there were issues with the complexity of the reading paper which has had an impact on all schools locally. A sample paper was provided but this was nothing like the actual paper. Reading and writing is 50% because of reading. Four appeals have been made for reading, due to papers having been miss-marked; if these are approved this will increase the figure by 16%. Governors noted a number of other schools have submitted work for re-marking. Year 6 has made massive progress in a short period of time.</p> <p>Governors noted expected standards for each year group. Progress in years 2 and 3 is slightly below where the school want them to be; plans to address this have previously been shared with governors. The school has bought into a programme called Pixl; this is an education package which will be implemented in September. 1:1 conversations are being held with</p>	
--	--	---	--

year 6 parents, at times convenient for parents, to talk through the most effective ways for parents to support their children at home. Collaborative work is taking place with Albert Pye School, which is now part of ALT; writing, reading and math standards meetings have taken place to share good practice.

EYFS afternoon nursery children have made exceptional progress; the majority have made more than six steps progress. In the morning nursery not all children have made as much progress; this is primarily due to attendance issues. Progress in reception is really good; achievement in GLD is at 80%. Children making slower progress are SEN or children who have reached the top goal quicker than others.

Governors received an update on the school review, commissioned by ALT and conducted by Liz Tennant; governors received a copy of the report which will be shared with staff members in September. Key points arising from the discussion:

- Leadership and management is going well; this includes governors. The headteacher expressed thanks to EH who came in at short notice to speak with Liz Tennant on the day; the reviewer was impressed with the way governors support the school.
- School evaluations and judgements are good; the school has an accurate view of where it is and what it needs to do to improve.
- The quality of teaching is good with some very strong teaching; the school's observation judgements agreed with the reviewer's judgements. Governors noted the wording in the report gives the impression some teaching was not so good; it was only possible to look at one class, the reviewer did not see any teaching which was not good.
- EYFS is a strength of the school and is led really well.
- TAs have a positive impact on learning; there was a minor issue relating to the way in which some TAs are deployed in terms of group size but this was the reviewer's personal opinion and not considered to be a cause for concern.
- Westwood is a calm school and children are well behaved; standards and KS2 are on an upwards trajectory and middle leaders are aware of next steps. Marking is strong and there is evidence of

		<p>progress in children's books.</p> <ul style="list-style-type: none"> <li>• Some further work is required relating to development of NQTs as subject leaders; this is already included in the school's development plan.</li> <li>• There are issues to address relating to year 5 attainment and progress which the school is aware of; handwriting is an issue and all children should be using joined up writing from reception. The school acknowledges this is an area for improvement and this has been included in the development plan.</li> <li>• Curriculum expectations could be made more explicit on the website for parents. The hall is noisy at lunchtimes and could be quieter; this is difficult to manage due to the acoustics of the hall.</li> </ul> <p>Governors noted that all points being raised are light touch, there is nothing negative about the quality of teaching and nothing for governors to be concerned about (JC).</p> <p><b>Mary Corker arrived at this point in the meeting (4.02 pm)</b></p> <p>Governors noted safeguarding and SEN numbers require updating and the next report will include a 2015/2016 summary. A health and safety audit took place last week; the school is awaiting the report but no major issues came out of the visit. Governors noted the Ringsfield visit for all year 5 children had been heavily subsidised by the school but had been a huge success; the children thoroughly enjoyed the visit and staff members gained a lot from the experience.</p> <p>Governors wished to record their enormous thanks to all staff members and all involved with the school for their hard work and dedication.</p>	
6.	Reports from Sub Committees/Governor Visits	<p><b>Reports from sub-committees:</b> There were no committee meetings to report since the last meeting of the full governing body.</p> <p><b>Governor visits:</b> There were no governor visits to report since the last meeting of the full governing body.</p>	
7.	Additional LGB Papers including review of policies:	There were no policies for review at this meeting.	

8.	Items to be deemed as confidential	There were no additional confidential items for discussion.	
9.	<p>Other issues previously identified above</p> <p><b>JC:</b> Of funds received for this year the school has spent an extra £16,700?</p> <p><b>JC:</b> ALT has suggested 8% as a reasonable amount in reserve if over budget. How can the school balance the budget if not allowed to include reserves?</p> <p><b>MC:</b> Can do Ringsfield trip again next year?</p>	<p>Governors received a copy of the end of year budget; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Forecast is slightly higher; there was an error in pupil number adjustments and an extra £18,000 had been received from government at the end of July. Due to being received so late in the year, this sum will be included in the carry forward figure. More pupil premium money is due to come in; this amounts to £100k more than originally expected. The teaching budget forecast is coming in at a slightly lower figure due to savings made in maternity leave payments.</p> <p>The school expected to spend £34,500 on buildings and maintenance but spent £70,000 over the year. There is an overspend of £10k in curriculum, general trips and expenditure for children, which relates to activities the school runs for children free of charge. Some areas look as though they are going to be overspent but the school is aware of this; this will be counteracted by savings being made in staffing areas. The school is forecasting a higher expenditure than predicted which will put the budget in deficit. Expenditure is more than income but has been counteracted by savings made in staffing. The school is not allowed to set a budget using carry forward money so next year could also show a deficit situation. Governors noted the budget is tight for the next two years and the school may have to draw on previous reserves to balance this. This is the format ALT use for budgeting; the bottom line is that the school is in a healthy position due to a surplus of around £121k going forward next year but this can't be used for staffing. The school can buy resources and services but can't sign up for anything long term. Governors noted capital is £6k; the school has spent £70k this year and are in a good position where maintenance is concerned.</p>	
10.	Any Other Business	<p><b>School events:</b> EYFS held an open garden morning; the school fete was a real success and raised around £800; a successful sports day has been held. Some year 1 and 2 parents have indicated they would prefer sports day to include more competitive events; the school will rethink this for next year to ensure there is a balance. MCh offered to share the approach taken at Pakefield which includes a mixture of events.</p> <p><b>Other business:</b> The headteacher wished to formally record her thanks to KR who had done an excellent job of covering the school during her recent absence.</p>	

		The Chair recorded her thanks to all staff and particularly to RA/KR for their commitment throughout the year. The Chair thanked governors for their continued attendance at meetings and support for the school. Governors were reminded to come into school to meet with their link member of staff, before the next meeting on 6 <sup>th</sup> October and think about areas they can become more involved with in relation to priorities within the school development plan.	All governors
11.	Date of Next Meeting	<p><b>Schedule of meetings:</b> Governors approved the schedule of meetings for 2016/2017, previously circulated; a copy has been included in the minute book.</p> <p><b>Full governing body:</b> The next meeting will be held on Thursday 6<sup>th</sup> October 2016 at 4.00 pm.</p> <p><b>Committees:</b> The next committee meetings will be held on Thursday 24<sup>th</sup> November 2016 as indicated:</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 4.18 pm.</p>	

Signed Chair: .....

Date: 6<sup>th</sup> October 2016.....