

Westwood Primary School

Local Governing Body

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	Parent	P
Mike Chaplin	Trust	P
Mary Corker	Trust	P
Emma Hall	Parent	P From 4.05 pm
John Hughes	Trust	P
Karen Mitchell	Staff	P
Kerry Parlane	Associate	P
Jo Viner	Staff	P

Westwood Primary School Local Governing Body

Agenda Items / Minutes / Actions

20th May 2015 – 4.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
1.	Welcome from the Chair/Apologies	The meeting commenced at 4.00 pm. EH apologies for delayed arrival, all governors present.	
2.	Declaration of pecuniary interest relevant to agenda items	None	
3.	Agree minutes of previous meeting / matters arising.	<p>The meeting scheduled for 17/03/15 was cancelled due to the Ofsted Inspection. Governors reviewed the minutes from the last meeting held on 28/01/15.</p> <p>Item 4 Headteacher's Report:</p> <p><i>High quality of marking & feedback:</i> Congratulations passed on to staff members.</p> <p><i>RAISE Online:</i> Part of Ofsted visit.</p> <p><i>SEN policy:</i> Approved by committee.</p> <p>Item 5: Reports from Sub-Committees/Governor Visits:</p> <p><i>Monitoring visits:</i> Have taken place</p> <p><i>Pupil role models:</i> JH visited; spoke with JV about team leaders, responsibility and dividing up playground.</p> <p><i>EH joined the meeting at 4.05pm.</i></p> <p>Item 8 – Other Issues:</p> <p><i>New website:</i> Photographs not added. JC/RA have uploaded summary of what governors do; will update for the current term.</p> <p><i>Membership Vacancies:</i> There is a</p>	

	<p>JC: This would be really helpful to the school; provide an opportunity to bring another parent on board!</p>	<p>vacancy for a Trust governor; SB is currently parent governor whose child is due to leave the school. Proposal to appoint SB as Trust Governor; appoint a new parent governor. An official letter will be sent to parents. A parent whose child is in Reception has already expressed an interest; invite this parent to fill the vacancy if there are no other expressions of interest.</p> <p>Staff governor vacancy as JV is leaving to take up a new post. KP already attends meetings as Associate. The school will inform staff of the vacancy; proposal that KP be appointed as staff governor if there are no other expressions of interest.</p> <p>Governors agreed to the proposals.</p> <p>The minutes of the previous meeting were agreed as an accurate record.</p>	<p>Clerk update membership</p> <p>RA inform parents of vacancy</p> <p>RA inform staff of vacancy</p>
4.	Agreement of any additional items to be covered	None	
5.	<p>Headteacher's Report</p> <p>SB: Maximum school can take?</p>	<p>Governors received a copy of the Spring Term report with the papers circulated for the cancelled meeting. The headteacher tabled the most recent Summer Term report. Copies of the documents have been included in the Minute Book. A condition survey has been completed recently; the buildings and premises plan is a draft document.</p> <p>Key points arising from the discussion:</p> <p>Number on roll: Current NOR 183. The school will lose 17 children from year 6 but gain 30 in reception and are oversubscribed for September. Admission number is 210; maximum of 30 in each class.</p> <p>Nursery: The Nursery is full and having to turn children away. KP is investigating setting up an afternoon nursery. DfE have confirmed no application is required but there are financial implications.</p>	

<p>JC: Still need a teacher!</p> <p>JC: We don't want to be in a situation where we offer a Nursery place and can't offer Reception?</p> <p>JC: Attainment may not be quite where it needs to be but progress is being made?</p>	<p>Funding is per child, there is a need to ensure there are enough children attending for staffing costs to be met (15 plus for this to be viable). Children can be admitted for 5 terms from the age of 3 years or during the term in which they are going to be 3. The proposal would be for 2 cohorts, those about to go into Reception and others. The older children will attend am; the younger children pm to ensure the school are able to accommodate the children moving into Reception. This could be managed from January 2016 subject to approval of finance committee and governors.</p> <p>Staffing: Staffing changes were summarised in the report and discussed in more detail at the Personnel Committee on 13/05/15.</p> <p>Attendance: Attendance is not meeting national benchmark (Ofsted). Ofsted only had data up to half way through the second half of the Spring term. During the first half of the Summer term attendance has improved (97.7%). Attendance is generally better during the Summer term; there are fewer absences due to sickness. The current overall figure is 95.4%; this is an improvement on last year. If the position remains the same during the second half of the Summer term the school are on track to achieve 96%.</p> <p>Attainment: Year 6 SATs took place last week; predictions indicate a big increase on last year, consistent with targets and national figure. Pupil premium versus non pupil premium was an issue for Ofsted; there were large gaps between pupil premium and non-pupil premium on last year's data (2014). There are fewer gaps now and groups are closer to national figure.</p> <p>Year 2 shows an improvement on last year when there were no children achieving level 3. Improvements are expected in reading, writing and maths this year. Reading has already increased; a larger proportion of children are making progress.</p>	<p>Agenda Finance Comittee</p> <p>Update next meeting</p> <p>Update next meeting</p>
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		<p>Reception is more difficult to predict due to high mobility within the group; both high and low attainers leaving and joining. Picture on a termly basis is very different. There are lots of intervention groups within Reception. The school continue to have progress meetings, review pupil premium and non-pupil premium targets, put in place interventions to remove gaps in between. Predicting around 60% achieving a good level of development. Ofsted confirmed pupil premium is being spent effectively, approved the documentation being used.</p> <p>Ofsted: The inspection report was circulated prior to the meeting. Ofsted highlights summarised in the headteacher's report. Points identified for further improvement will be put into next year's School Development Plan. Any immediate needs will be addressed. The headteacher formally recorded her thanks to governors and staff for their hard work and support over the last 2 years. Thanks also recorded to parents and children, who have all been instrumental in moving the school forward. Governors acknowledged the positive outcome had been achieved through consistently hard work by everybody concerned and requested the headteacher pass on their congratulations.</p> <p>School improvement and self-evaluation: The report summarised key issues the school have been working on since the last governors' meeting. The SEF/ aide memoire and SIP have been updated. The Phase Plans will be written in September when the two new phase leaders take up post.</p> <p>School Development Plan: The new plan will be shared with governors at the next meeting. The report summarised items to be included in the 2015/2016 SDP. This includes areas for improvement identified by the school and those identified by Ofsted. Some areas may be completed over the Summer Term eg marking and feedback.</p>	<p>Update next meeting</p> <p>RA inform staff</p> <p>SDP next meeting</p>
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6.	Health & Safety	Covered in Headteacher's Report	
7.	Reports from Sub Committees/Governor Visits	<p>Reports from Committees: Committees met twice prior to this meeting: 11/02/15 (pre-Ofsted) and 20/05/15. The minutes of the February meeting were agreed as an accurate record. The minutes from 20/05/15 were in draft form and subject to approval. Key points arising:</p> <p>Personnel: There was an ongoing schedule for reviewing policies. Governors received an update on performance management. All staff members are on</p>	

		<p>track, some are eligible for increases. The committee discussed initiatives to engage teachers at the top of the pay spine to progress onto upper pay spine. The expectation is that they will take part in wider school activities; where targets aren't met they will revert back to the main pay spine. JV is leaving to take up a new post and spending some time at the new school. The new school are making a financial contribution to this arrangement. Governors thanked JV for all her hard work and wished her luck in her new role.</p> <p>Finance: From the start of next year the cap on the budget from Suffolk formula will be removed. The school will have approximately £100k more money next year enabling them to update ICT eg replace whiteboards and complete any other capital spending. The roof is the next big issue for the school but not imminent. The headteacher reported a condition survey had been completed yesterday. Around £5k is required to replace the water heater for the boiler. The new toilets in year 1 are almost complete.</p> <p>Governor Visits: Some progress has been made regarding 20mph speed restrictions outside the school (SB). Negotiations have taken place with the relevant authority; Westwood is the only school who don't have this in place. It is likely some action will be taken, which will improve safety at the school.</p>	<p>Agenda finance committee</p> <p>Update next meeting</p>
8.	<p>Additional LGB Papers including review of policies:</p> <ul style="list-style-type: none"> • SEN Policy <p>ALT Reports:</p> <ul style="list-style-type: none"> • Benchmarking 	<p>Reported earlier in the meeting.</p> <p>Benchmarking: Governors noted the report. Governors noted that ALT's sponsorship costs are lower than those of others. ALT are looking into spending money in schools (RA). Condition surveys are being carried out, anything above £10k can be put forward. ALT will prioritise across the schools and share out the money available.</p>	

	<ul style="list-style-type: none"> • ALT Business Plan/Report <p>SB: Depends if it affects the way you get support. Is this too many schools?</p> <p>JC: 5 is a nice workable group?</p> <p>JC: Support for finance?</p> <p>JC: Supporting ALT schools to continue work within the local cluster – is there any extra input from cluster schools?</p> <p>JC: We don't want to become too insular?</p> <ul style="list-style-type: none"> • Health & Safety • Governor skills audit 	<p>ALT Business Plan/Report: Governors were asked to consider the draft business plan and report.</p> <p>Governors discussed the vision regarding number of schools ie 15 with at least one secondary school in each hub. Support is available when needed (RA). Increasing to 5 schools, rather than the original 3, has brought new ideas. Working with deputy headteachers (KG) has added new dimensions across the schools; added skills and resources. Things get done quicker (JV); often they have already been done somewhere else. Next year NQTs may not have resources in this school (KG) but we can send them to the other schools eg to observe. This has already happened.</p> <p>Having 5 schools has provided opportunities; this was limited with only 3. AR (ALT hub lead) manages this well, he tailors support and manages personalities well. The school value AR, his experience and knowledge and what he provides for Westwood and the wider Hub community. This is helpful to the schools.</p> <p>There will be something in place for this).</p> <p>This is going to happen; a meeting is being set up with AR (ALT) and Carlton Colville. Westwood are already working with Carlton Colville as are Grove, Red Oak and Pakefield.</p> <p>Others schools are being invited to Hub events eg NQTs. Within the family of schools there is a good early years group who have been completing joint moderation visits, supporting NQTs, including Carlton Colville, Northfield, Albert Pye.</p> <p>Health & Safety: Covered earlier in the meeting. Governors noted that Health & Safety compliance at the school is good.</p> <p>Governor skills audit: ALT has requested governors complete a skills audit</p>	
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		to inform planning for future governor training. Governors were asked to complete the skills audit for the next meeting in July. The clerk will recirculate the document.	All Governors Clerk recirculate
9.	Items to be deemed as confidential	Confidential staffing item: Discussed at the Personnel Committee, a copy of which has been included in the Minute Book.	
10.	Other issues	None	
11.	Date of next meeting	The next meeting of the full governing body will take place on Monday 6 th July at 4.00 pm. The meeting closed at 4.55 pm.	

Signed by Chair:

Date: