



Westwood Primary School and Grove Primary School

Local Governing Body

MINUTES

Minutes of the meeting of the Local Governing Body of Grove & Westwood Primary Schools held at the Westwood Primary School at 4pm on **21st March 2019**.

Present: Jackie Cutchey (JC) – Trust Chair
Mary Corker (MC) – Trust, left the meeting at 17.27
John Hughes (JH) - Trust
Lauraine Barnes (LB) – W Staff
Sarah Ross (SR) - G Staff
Marie Smith – Trust

In attendance: Karen Mitchell (KM) – member of staff at Westwood, left at 16.25
Louise Creed (LC) – Associate (Assistant Head at Grove), joined the meeting at 17.34
Joshua Wilks (JW) - Associate (Assistant Heat at Westwood), joined the meeting at 17.34
Mandy DeBoise (Governor Services Clerk)

The Chair welcomed everyone and explained that Karen Mitchell was attending for the first part of the meeting.

1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	
1.1	Apologies for absence were received from Rae Aldous, Iona Ellyat and Emma Hall. Mike Chaplin (MCh) and Stephen Clarke were not present	
1.2	Governors consented to these absences.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made. AP1: LB and SR to check that all governors and staff have completed this for both schools.	LB/SR
2.2	The register was not updated for this meeting.	
3	<u>CHAIR'S UPDATE</u>	
3.1	The Chair introduced Karen Mitchell, a member of staff at Westwood, with responsibility for Mental Health, she is undertaking a course with Active Learning Trust, which is linked to the SDP. She has chosen Mental Health as her topic, and as part of her course work has presented a Policy on Mental Health.	

	<p>Q. <i>Will this policy be for both schools?</i> A. It can be, KM will check with RA.</p> <p>SR shared that there was a mental health champion at Grove, KM shared that she will be disseminating her training to staff at both schools.</p> <p>Following questionnaires, it was noted that staff had felt that Mental Health wasn't visible in the school, KM will try to address this as her course progresses.</p> <p>JH shared that Mindfulness would be something to explore to support this.</p> <p>JC asked KM to consider any further training that she felt would be useful to her and to consider targeting pupils that would benefit from these skills.</p> <p>JC invited KM to return when she was further through her course.</p> <p>Governors agreed to adopt the proposed Mental Health policy.</p> <p>MS shared that she is also undertaking training with the Trust and that her project is with regard to Communication. She has invited some chicks into school recently, which has led to positively improved behaviour, great language and communication opportunities and positive impact on the school work, as well as engaging parents in the experience.</p> <p>She would like to get some hens for the school.</p> <p>Q. <i>Where would they be kept?</i> A. It was proposed that the yr 1 area may be suitable, they would be free range during the days but penned during the night, but this does need further exploration.</p> <p>This would help promote a sense of duty and responsibility in children. It was noted that many more children came for quiet reading by the chicks than would be usually there.</p> <p>KM left the meeting at 16.25</p>	
3.2	There were no further updates from the Chair updates.	
4	<u>LOCAL GOVERNING BODY MEMBERSHIP</u>	
4.1	<p>JC shared that Maria Smith had joined as a Trust Governor.</p> <p>Maria asked if she would take over the responsibility for the website, as this was Jeremy's responsibility and he had resigned?</p> <p>AP2: JC/MS discuss with RA who would have responsibility for the website</p>	JC/MS
4.2	<p>It was noted that GIAS (Get Information About Schools) would need to be updated with MS details.</p> <p>AP3: LB to check who had responsibility for this with RA and the Trust</p>	LB/RA/Trust

5	<u>MINUTES</u>																							
5.1	The minutes of the meeting held on 6 th December 2018 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.																							
5.2	<u>Matters arising from the minutes</u>																							
	<p>Matters arising from the minutes not already on the agenda</p> <p><u>Local Governing Body Action Points</u></p> <table border="1"> <tr> <th>Agenda Item</th> <th>Action</th> </tr> <tr> <td>1.1</td> <td>AP1: RA will liaise with trust with regard to re election or staying within the new LGB constitution. - ongoing</td> </tr> <tr> <td>4.2</td> <td>AP2: Clerk to remove from next agenda - actioned</td> </tr> <tr> <td>5.2</td> <td>AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses. – deferred to next meeting</td> </tr> <tr> <td>5.2</td> <td>AP4: Governors to sign and adopt the code of conduct – deferred to next meeting</td> </tr> <tr> <td>5.2</td> <td>AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting – deferred to next meeting</td> </tr> <tr> <td>9.1</td> <td>AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums. – deferred to next meeting</td> </tr> <tr> <td>9.1</td> <td>AP7: RA to inform governors of changes to the questions for next time that this is carried out. – LB shared that a questionnaire will follow from the Caterlink meeting.</td> </tr> <tr> <td>9.1</td> <td>AP8: RA to look at giving parents information with regard to progress in a different format. – School reports have been updated with regard to their format across both schools. Staff were advised on what info to give at recent parents evening. Parents felt these were too wordy and they have now been streamlined</td> </tr> <tr> <td>9.1</td> <td>AP9: RA to track responses of pupils not feeling that they are challenged – SR shared that this has been delayed due to Ofsted, this is being worked on for the future</td> </tr> <tr> <td>12.1</td> <td>AP10: JC, MC and MCh to signed on GH to confirm they have read KCSiE - actioned</td> </tr> </table> <p>It was agreed for the next meeting to be at Westwood with laptops to address the issues regarding declarations on GovernorHub.</p>	Agenda Item	Action	1.1	AP1: RA will liaise with trust with regard to re election or staying within the new LGB constitution. - ongoing	4.2	AP2: Clerk to remove from next agenda - actioned	5.2	AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses. – deferred to next meeting	5.2	AP4: Governors to sign and adopt the code of conduct – deferred to next meeting	5.2	AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting – deferred to next meeting	9.1	AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums. – deferred to next meeting	9.1	AP7: RA to inform governors of changes to the questions for next time that this is carried out. – LB shared that a questionnaire will follow from the Caterlink meeting.	9.1	AP8: RA to look at giving parents information with regard to progress in a different format. – School reports have been updated with regard to their format across both schools. Staff were advised on what info to give at recent parents evening. Parents felt these were too wordy and they have now been streamlined	9.1	AP9: RA to track responses of pupils not feeling that they are challenged – SR shared that this has been delayed due to Ofsted, this is being worked on for the future	12.1	AP10: JC, MC and MCh to signed on GH to confirm they have read KCSiE - actioned	
Agenda Item	Action																							
1.1	AP1: RA will liaise with trust with regard to re election or staying within the new LGB constitution. - ongoing																							
4.2	AP2: Clerk to remove from next agenda - actioned																							
5.2	AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses. – deferred to next meeting																							
5.2	AP4: Governors to sign and adopt the code of conduct – deferred to next meeting																							
5.2	AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting – deferred to next meeting																							
9.1	AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums. – deferred to next meeting																							
9.1	AP7: RA to inform governors of changes to the questions for next time that this is carried out. – LB shared that a questionnaire will follow from the Caterlink meeting.																							
9.1	AP8: RA to look at giving parents information with regard to progress in a different format. – School reports have been updated with regard to their format across both schools. Staff were advised on what info to give at recent parents evening. Parents felt these were too wordy and they have now been streamlined																							
9.1	AP9: RA to track responses of pupils not feeling that they are challenged – SR shared that this has been delayed due to Ofsted, this is being worked on for the future																							
12.1	AP10: JC, MC and MCh to signed on GH to confirm they have read KCSiE - actioned																							

	The minutes were agreed and signed.	
6	<u>REPORTS FROM THE TRUST BOARD</u>	
	There were no reports for this meeting	
7	<u>ACADEMY IMPROVEMENT</u>	
7.1	<u>Headteacher's report.</u>	
	<p><u>Grove Headteacher report and School Development Plan (SDP)</u> SR presented the Headteacher's report and summarised the following information:</p> <p>PP children's attendance is slightly weaker. This was discussed with the Ofsted inspectors, but they were happy with the measures that have been put in place.</p> <p>Staff contact parents with regard to absences, they offer a soft start, breakfast club, class breakfast.</p> <p>Most vacancies have been filled for staff, there has been an advert today for a member of staff for EYFS.</p> <p>The focus is with regard to children reaching greater depth. The SEND children were noted as a strength of the school by the Ofsted inspection</p> <p><i>Q. Why are there so many Education Health Care Plans?</i> A. Some children have joined the school with them, some have a family medical condition which means that each child will have one.</p> <p>Grove have been in touch with the LA with regard to timeliness of ECHP's going through and the paperwork has been very tardy in coming through.</p> <p>The SDP was well received by Ofsted they particularly liked the milestones. The leadership and management was scored as Good. See press release filed in minutes. Aspects of teaching, wellbeing and SEND were also noted as strengths.</p> <p><i>Q. It was noted that Ofsted consider that ALT is thought of 'to be in house' with regard to observations and judgements.</i> A. It was shared that ALT pay for external sources to moderate as well.</p> <p>LB shared that she met with the inspector, who had asked how they know that the judgements are correct and improving. LB shared that they use the No More Marking scheme, which is a recognised scheme</p> <p><i>Q. How can Ofsted still say the school requires improvement?</i> A. The school acknowledge that steps were in place for improvement but there hasn't been enough time to show enough evidence to move the school to a good judgement.</p>	

	<p>JC gave a big thank you to governors who attended the inspection and huge congratulations to the staff of Grove for having two keys areas judged as good and coming out of the previous category of Inadequate.</p> <p>SR shared that Key priorities and strategies have come from the inspection.</p> <p>The confidential staffing papers were shared amongst governors but not discussed at the meeting. It was noted that there were many staff related items.</p> <p>Funding used for PP was noted as a strength for Ofsted.</p> <p>JH noted that following the last meeting he had checked the PE funding and there was approx. £5000 unaccounted for on the website. He commented that it hadn't been updated on the website for the inspection. It was noted that it was the similar for Westwood. He shared that it is important that this is up to date on the website.</p> <p>AP4: LB to check with JW, who is responsible for this.</p> <p>SR shared that KS1 data has previously been a concern. The school has been carrying out lots of tracking and this is much improved. The GDS targets are on track, year 3 came out as a weaker cohort however progress is looking stronger. The governors considered the data papers and SR summarised them. SR shared that pupils were making expected progress but are looking to make accelerated progress.</p> <p><u>Westwood Headteacher report and School Development Plan (SDP)</u></p> <p>LB noted that there were now many similarities between the school. LB shared that whilst the school was currently full there is high mobility at this school which makes tracking progress more difficult. Attendance is a concern with PP children. This is monitored by the office and pastoral staff and LB has now taken responsibility for this and meets regularly with staff and contacts parents to discuss difficulties and support for families.</p> <p>The data for end of year 2 last year seemed really strong, however this didn't transfer to year 3, it became apparent that the children hadn't embedded their learning over the summer holidays. There were some issues with regard to the year 3 teaching approach as it is now more formal in year 3, this has been adopted earlier in with children in year 1, to better prepare children for years 2 and 3.</p> <p>Recent monitoring has shown the children to be much more focussed since the staff changes. The Teaching & Learning was graded as good, the yr1 children are making accelerated progress, the work is now of a much higher standard both in quality and quantity.</p> <p>It was noted that tables have been reintroduced into the classroom and handwriting has become much improved, year 6 teaching is really strong.</p> <p>There has been interschool curriculum development and monitoring as well as subject lead development.</p> <p>Phonics and spelling are still areas of focus along with SPAG and teaching timetables to offer more structure and routine for the children.</p>	LB
--	---	----

Q. What is in place for teachers that require improvement?

A. It was shared that the one of the Newly Qualified Teachers has left, the other has been supported by LB, team teaching, phase teaching and shared staff meetings and observations of outstanding teaching. It was felt confident that she would make the improvement required.

Q. Is there knowledge of other outstanding schools in the area?

A. It was shared that this knowledge is more by word of mouth and networking meetings.

Q. Due to the 'Trust' system the wider experience is lost?

A. It was felt that this is partly the case especially as so many schools are now a part of MAT's. Moderation is still shared with LA. It is important to draw on the networks that people have, and due to social media it is more transparent to gain information.

It was noted that SEND is still a challenge, 27 % are still on the register. JW and LB have responsibility for the JW is doing the NASEN accredited SENDCo course.

It was shared that several parents are looking at alternative specialist provision but there are not the places available in the County. Outreach have been supporting the schools to help with the needs of the children. The LA has failed these children and some parents are now going to Tribunal

The SDP priorities have been updated. EYFS is considered to be judged as outstanding by the Trust. Middle leaders are still being supported. The building plan is well underway to improve and maintain high standards.

The behaviour policy has been brought in line with Grove's, the token system has been removed and replaced by house points. It has made the children feel much more positive, there has been a significant drop in exclusions since January. Less incidents reports, it was felt children, parents and staff are happy to be at school.
MC left the meeting at 17.27

Joshua Wilks and Louise Creed joined the meeting at 17.34
LC shared the updates with regard to the curriculum development following the HMI visit at Grove and the rigour of the curriculum:

She commented that both herself and JW had considered what both schools were providing, and where their gaps were, in not only the curriculum, but the teaching of it as well. JW shared that the subject leaders are being developed along the curriculum so that there are clear markers on what children need to achieve to be successful learners. The vocabulary is being extended. The staff are working together to develop the subjects, expectations and what learning needs to be achieved, they are also looking at development of vocabulary and equipping the children to be participants within their learning.

They are looking for cross curricular teaching opportunities and those subjects that need to be standalone subjects, there have been different pockets of training that have been tapped in to to raise the expectations of the teaching and learning.

	<p>It was noted that the quality of the topic books is much improved, there was a significant improve in quality and quantity and children's attitude to learning.</p> <p>There are documents on the ALT website within the subject areas, vocabulary was being sent home to be shared with parents.</p> <p>JC said that it would be good to see examples of children's work for the next meeting.</p>	
7.2	Ofsted Action Plan/Academy Development and Improvement Plan - discussed in item 7.1	
7.3	Governors' Action Plan - not discussed at this meeting.	
7.4	Pupil progress and attainment – included in the Headteacher's report	
7.5	Pupil Premium and Primary PE and Sports Premium – included in the Headteacher's report	
7.6	Public Sector Equality Duty – included in Headteacher's report	
7.7	Governor Headlines and The Knowledge – not discussed at this meeting	
8	<u>FINANCE ITEMS</u>	
8.1	Finance monitoring report – No reports were discussed.	
8.2	Review staffing structure – It was noted that there are staffing changes are taking place and this will be updated in the May meeting.	
9	<u>RISK REGISTER</u> – not discussed at this meeting	
10	<u>SAFEGUARDING AD HEALTH & SAFETY</u>	
10.1	To receive a safeguarding update from the Principal - included in the Headteacher's report	
10.2	To receive a report from the safeguarding governor - Governor not present at meeting	
10.3	To receive a report on health and safety - included in the Headteacher's report	
11	<u>POLICIES FOR REVIEW OR APPROVAL</u> – none for this meeting	
12	<u>ACADEMY WEBSITE</u> – It was noted that is currently undertaken by trust. MS will discuss with RA as mentioned I item 4.1	MS/RA
13	<u>GENERAL DATA PROTECTION REGULATIONS (GDPR)</u> – The meeting with the Data Protection Officer has been rescheduled due to the Ofsted so no report was available	
14	<u>COMMITTEES AND WORKING PARTIES</u>	
14.1	There are no committees for this LGB. AP5: Clerk to remove from agenda	clerk

14.2	There are no committees for this LGB. As above	clerk
14	<u>REPORTS FROM THE TRUST BOARD</u>	
	None discussed at meeting	
15	<u>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</u>	
15.1	JC carried out a monitoring visit with regard to aspects of teaching and learning (copy filed with minutes). IE has made a visit but was not present to share her report	
15.2	It was shared that there is no link governor, no governor shared any training that they had attended.	
15.3	Governor Training was not discussed.	
16	<u>ADMISSION ARRANGEMENTS FOR THE 2020/2021 SCHOOL YEAR FOR ACADEMIES</u> - Not discussed at this meeting	
17	<u>NURSERY ADMISSIONS</u> – It was shared that the academy has a nursery admissions policy in place for the 2019 intake	
18	<u>EDUCATIONAL VISITS</u> –It was noted that there will be one for a Type 2 visit for Grove, the risk assessment requirement will be in place, it was shared that the Evolve programme is used.	
19	<u>ANY OTHER BUSINESS</u>	
	The Chair thanked governors for all the visits that they have undertaken thus far especially with regard to the Ofsted inspection.	
20	<u>DATES OF FUTURE MEETINGS</u>	
	Governors confirmed that the next meeting would be held at 4pm on Thursday 16 th May 2019, at Westwood. Governors agreed the programme of meeting dates for the 2018/19 academic year as follows: Monday 15 th July 2018 at 4pm at Grove (changed from 11 th July)	

The meeting closed at 17.44

Signed

Date

Action Log

Action items carried forward from meeting 13.2.19, to be actioned as soon as possible

1.1	AP1: RA will liaise with trust with regard to re-election or staying within the new LGB constitution.
5.2	AP3: MCH will pass on the contacts to LB and SR who will look into getting qualified drivers for the minibuses. – deferred to next meeting
5.2	AP4: Governors to sign and adopt the code of conduct – RA to ensure that this has been carried out
5.2	AP5: Governors will review and approve the safeguarding policy in line with KCSiE 2018 at the next meeting – deferred to next meeting
9.1	AP6: RA, JW and LC will look at plan a for CPD needs to ensure that all staff are ready for the New Year. They will be observing other schools to observe alternative curriculums. – deferred to next meeting

Action log from meeting 21.3.19

Agenda Item	Action	By Whom	By When
2.1	AP1: LB and SR to check that all governors and staff have completed this for both schools.	LB and SR	Next meeting
4.1	AP2: JC/MS discuss with RA who will have responsibility for the website	JC/MS	Next meeting
4.2	AP3: LB to check who has responsibility for updating GIAS with RA and the Trust	LB/RA/Trust	Next meeting
7.1	AP4: LB to check with JW, who is responsible for updating the website with the PE funding.	LB/JW	Next meeting
14	AP5: Clerk to remove Committees and Working Parties from agenda	Clerk	Next meeting

Documents from meeting :

Reading Points Progress Grove Spring

Writing Points Progress Report Grove Spring

Maths Points Progress Report Grove Spring

Steps Attainment Summary Report Grove Spring

Grove Ofsted report

Grove Press Release

Grove Headteachers Report Spring 2019

Reading Points Progress Westwood Spring

Writing Points Progress Report Westwood Spring

Maths Points Progress Report Westwood Spring

Steps Attainment Summary Report Westwood Spring

Westwood School Headteachers Report Spring 2019

Westwood Primary Mental Health Policy

JC Monitoring Visit Report 26.2.2019